

July 23, 2019

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

**SUBJECT: Approval of Modifications to the 2018 Ventura County Administrative Policy Manual Chapter II-1 Ventura County Organization and Organizational Chart; Chapter II-7 Legislative Coordination and Advocacy; Chapter III-1 Asset Management of County Vehicles Including Acquisition, Assignment and Use; Chapter VI-1 County Contracts; Chapter VI-6 Contracts with Outside Legal Counsel; Chapter VI-9 Health Insurance Portability and Accountability Act Business Associate Agreements; Chapter VII(C)-1 Reimbursement of Employees' County Business Expenses; and Chapter VII(C)-2 Expense Reimbursement and Stipend Policy for Members of County Boards, Committees and Commissions, Ethics Training Policy**

**RECOMMENDATION:**

Review and approve the proposed modifications to the 2018 Ventura County Administrative Policy Manual Chapter II-1 Ventura County Organization and Organizational Chart; Chapter II-7 Legislative Coordination and Advocacy; Chapter III-1 Asset Management of County Vehicles Including Acquisition, Assignment and Use; Chapter VI-1 County Contracts; Chapter VI-6 Contracts with Outside Legal Counsel; Chapter VI-9 Health Insurance Portability and Accountability Act Business Associate Agreements; Chapter VII(C)-1 Reimbursement of Employees' County Business Expenses; and Chapter VII(C)-2 Expense Reimbursement and Stipend Policy for Members of County Boards, Committees and Commissions, Ethics Training Policy

**FISCAL MANDATES/IMPACTS:**

None

**DISCUSSION:**

The Ventura County Administrative Policy Manual (Admin Manual) is a compilation of policies and procedures that all County of Ventura (County) and dependent special district administrative units observe in common for internal administrative and operational

efficiency. The Admin Manual is intended to provide guidance and direction for employees and to assist in the management of County and dependent special district business. Periodically, the County reviews the Admin Manual and updates policies to implement and maintain current best practices. The most recent review of the Admin Manual identified several policies requiring modification due to updated County operational procedures as well as to reflect recent changes in state law and federal guidance.

As a result, the recommended modifications presented to your Board are intended to bring the Admin Manual up to date with current state law and federal guidance, to formally document current County processes and to improve efficiencies and effectiveness.

### **Changes to County Organizational Structure**

On June 18, 2019 your Board approved a change in the administrative reporting structure of the Ventura County Medical Examiner's Office (MEO) from the Health Care Agency to the County Executive Office (CEO). With that action, the MEO now functions as a separate and distinct department from the Health Care Agency and is directly under and reports to the CEO. This change in reporting structure aligned the County with similar reporting structures of the other four medical examiner counties in California. Due to this change in reporting structure for the MEO, County policies that list Appointed Officials (Agency/Department Heads) and show the County organizational structure require revision.

As a result, it is recommended your Board approve the changes to Admin Manual Chapter II-1 Ventura County Organization and Organizational Chart as shown in Exhibit 1 (redlined version) and Exhibit 2 (clean version) and to Chapter VII(C)-1 Reimbursement of Employees' County Business Expenses as shown in Exhibit 3 (redlined version) and Exhibit 4 (clean version). These revisions now list and include the Medical Examiner where other Appointed Officials are similarly listed, and update the County Organizational Chart to show the MEO as a distinct department reporting to the CEO.

### **Advocacy by Advisory Groups**

Upon a recent review of the Admin Manual it was determined by County staff that amendments to policy that clearly define the role of advisory groups, similar to how current policy defines the role of professional organizations, were needed. These clarifications state specific actions these groups should take when engaging in advocacy related activities on behalf of the County. Specifically, advisory groups shall contact County legislative staff before writing letters of support or opposition or engaging in other related advocacy activities to discuss the requested action; determine whether there is existing County policy on the issues; and verify that the action does not conflict with policy adopted by your Board or adversely impact other County operations.

As a result, it is recommended your Board approve the revisions to Admin Manual Chapter II-7 Legislative Coordination and Advocacy as shown in Exhibit 5 (redlined version) and Exhibit 6 (clean version). These updates bring Section E. Advocacy Group – Advocacy Activities of this policy into alignment with Section D. Professional Organizations – Requests for Advocacy, and provide clear and consistent direction to the role of each group when it comes to advocacy.

### **Updates to Fleet Services**

A recent review of the General Services Agency (GSA) Fleet Services Department (Fleet Services) practices and policies determined that efficiencies could be gained relating to vehicle utilization, usage, and replacements. These refinements in methodology to analyze County vehicles reflect enhanced processes by GSA Fleet Services in using data accumulated through on-board telematics to better manage County vehicles and assets. In summary of these updated practices and policies, GSA Fleet Services recommends:

- Modification to vehicle utilization standards relating to both time and distance
- Updates to Fleet vehicle sizing parameters
- Enhancements to the vehicle addition justification process, and
- Updated requirements for department validation of underutilized vehicles

As part of these changes to the Admin Manual an updated Vehicle Justification Form (included in Exhibit 8), addressing vehicle replacement criteria, vehicle sizing criteria, and new vehicle request justification, has also been included. This updated form incorporates and reflects the following recommended changes to GSA Fleet Services policy:

- Changes the vehicle utilization standard from a singular distance measurement across all County vehicles to instead include a time percentage utilization standard, thereby accounting for vehicles that are used a significant amount of time within a small geographic footprint
- Changes the vehicle utilization standard for distance utilization to include thresholds by vehicle type and duty based on historical usage rates
- Changes vehicle replacement criteria to a data-driven Fleet Replacement Priority System that incorporates asset age, usage miles/hours, severity of service, reliability, and lifetime maintenance/repair costs into a points-based decision matrix
- Updates policy to state that GSA Fleet Services will provide vehicle utilization reports to customer departments based on telematics data, and require additional validation for underutilized vehicles based on proposed time and distance standards
- Clarifies the new vehicle addition justification process, with recommendations from GSA Fleet Services, including department/agency vehicle utilization review, and approval from the County Executive Office prior to new vehicle addition
- Defines requirements relating to vehicle size into a vehicle selection standard

These modifications recommended to your Board are designed to increase efficiencies, reduce cost, and incorporate telematics data into GSA Fleet Services decision making processes.

As a result, it is recommended your Board approve the revisions to Admin Manual Chapter III-1 Asset Management of County Vehicles as shown in Exhibit 7 (redlined version) and Exhibit 8 (clean version).

### **Purchasing Agent Delegated Authority**

On January 10, 1995 your Board adopted County Ordinance No. 4084, an "Ordinance to Govern Activities of the Purchasing Agent of Ventura County." This ordinance delegated authority to the purchasing agent to engage independent contractors to perform services, with or without the furnishing of materials, for the County and its offices where the aggregate costs did not exceed the maximum amount specified in section 25502.5 of the Government Code. On September 17, 2018, then Governor Jerry Brown signed SB1498 into law which amended Government Code section 25502.5, effective January 1, 2019, to increase the maximum authority of purchasing agents from \$100,000 to \$200,000 when engaging independent contractors to perform services.

As a result, it is recommended your Board approve updates to the Admin Manual referencing the increased \$200,000 amount to Chapter VI-1 County Contracts as shown in Exhibit 9 (redlined version) and Exhibit 10 (clean version), Chapter V1-6 Contracts with Outside Legal Counsel as shown in Exhibit 11 (redlined version) and Exhibit 12 (clean version), and Chapter V1-9 Health Insurance Portability and Accountability Act Business Associate Agreements as shown in Exhibit 13 (redlined version) and Exhibit 14 (clean version).

### **Employee Travel Related Expense Reimbursement**

Currently, County policy limits the allowable reimbursement amount to County employees for airport parking expenses related to County travel at \$20 per day. Airport parking expenses exceeding \$20 per day requires department head approval. Safer, more secure, parking options such as lighted covered parking garages versus uncovered open parking lots may be more appropriate for County staff to utilize in certain situations when travelling on County business, such as itineraries that may require staff travel to airports during early morning or late night hours. This type of parking option is typically more expensive and can exceed the current allowable reimbursement amount of \$20.

In addition, County policy currently allows for \$57 in per day (per diem) reimbursement to County employees with no receipts required for meals expense associated with overnight travel. This amount is increased to \$68 in per day reimbursement in federally designated high-cost localities. These rates were established using the High-Low IRS approved rate method as of October 1, 2017 (Notice 2017-54). These rates were superseded as of October 1, 2018 (Notice 2018-77). The new rates for meals provided by IRS guidance in the most recent Notice 2018-77 are \$60 in per day reimbursement, or \$71 in per day reimbursement in federally designated high-cost localities.

As a result, it is recommended your Board approve the following revisions to Admin Manual Chapter VII(C)-1 Reimbursement of Employees' County Business Expenses as shown in Exhibit 3 (redlined version) and Exhibit 4 (clean version). For airport parking expenses, increase the allowable amount to reimburse employees by \$5 per day, from \$20 per day to \$25 per day and for per day meals expense with no receipts required, increase the amount by \$3 per day, from \$57 to \$60, and from \$68 to \$71 in federally designated high-cost localities.



### **Training for Supervisors-Elect**

On September 4, 1984, your Board adopted County Ordinance No. 3703, an "Ordinance Implementing Section 25208.4 of the Government Code Relating to the Expenditure of County Funds for the Training and Orientation of County Supervisors-Elect." Government Code Section 25208.4 specifies that County funds may be expended for the training and orientation of persons who have been elected to the Board of Supervisors, but who have not yet assumed office. While the Admin Manual provides guidance for expense reimbursement applicable for your Board and for sitting Supervisors it currently does not refer to County Ordinance No. 3703 and include County Supervisors-Elect.

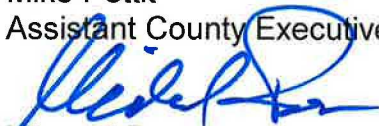
As a result, it is recommended your Board approve the revisions to Admin Manual Chapter VII(C)-2 Expense Reimbursement and Stipend Policy for Members of County Boards, Committees and Commissions, Ethics Training Policy as detailed in Exhibit 15 (redlined version) and Exhibit 16 (clean version) to include Supervisors-Elect as persons covered under the policy for expense reimbursement for expenses incurred for training and orientation.

This item has been reviewed by the Auditor-Controller's Office, County Counsel's Office, and the County Executive Office.

If you have any questions regarding this item, please contact Mike Pettit at 805-654-2864 or me at 805-654-2681.



Mike Pettit  
Assistant County Executive Officer



Michael Powers  
County Executive Officer

- Exhibit 1 - Chapter II-01 Ventura County Organization Organizational Chart\_v1tracked
- Exhibit 2 - Chapter II-01 Ventura County Organization Organizational Chart\_v1clean
- Exhibit 3 - Chapter VII (C)-01 Reimbursement of Employees County Business Expenses\_v1tracked
- Exhibit 4 - Chapter VII (C)-01 Reimbursement of Employees County Business Expenses\_v1clean
- Exhibit 5 - Chapter II-07 Legislative Coordination and Advocacy\_v1tracked
- Exhibit 6 - Chapter II-07 Legislative Coordination and Advocacy\_v1clean
- Exhibit 7 - Chapter III-01 Asset Management of County Vehicles\_v4tracked
- Exhibit 8 - Chapter III-01 Asset Management of County Vehicles\_v4clean
- Exhibit 9 - Chapter VI-01 County Contracts\_v1tracked
- Exhibit 10 - Chapter VI-01 County Contracts\_v1clean
- Exhibit 11 - Chapter VI-06 Contracts with Outside Legal Counsel\_v1tracked

- Exhibit 12 - Chapter VI-06 Contracts with Outside Legal Counsel\_v1clean
- Exhibit 13 - Chapter VI-9 HIPAA Business Associate Agreements\_v1tracked
- Exhibit 14 - Chapter VI-9 HIPAA Business Associate Agreements\_v1clean
- Exhibit 15 - Chapter VII (C)-02 Expense Reimbursement and Stipend Policy\_v1tracked
- Exhibit 16 - Chapter VII (C)-02 Expense Reimbursement and Stipend Policy\_v1clean