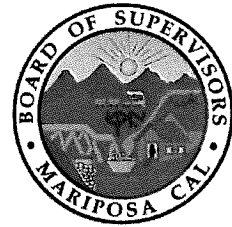


MARIPOSA COUNTY

Administration · 209-966-3222



RESOLUTION - ACTION REQUESTED 2015-210

MEETING: May 12, 2015

TO: The Board of Supervisors

FROM: Mary Hodson, CAO

RE: Approve and Authorize Signing of the State Community Services and Development Board Questionnaire

RECOMMENDATION AND JUSTIFICATION:

Approve the State Community Services and Development Board Questionnaire, and Authorize the Board of Supervisors Chair to Sign the Questionnaire.

Each year the State Department of Community Services and Development (CSD) requires a site visit to the County to monitor the activities performed under CSD contracts. The CSD contracts govern funds that are used by the Human Services Department (HSD) energy assistance programs to provide utility subsidies and household weatherization services. As part of the 2015 monitoring visit, scheduled for July 13-17 2015, for the 2014 Low Income Heating and Energy Assistance Program (LIHEAP)/2014 Department of Energy Weatherization Assistance Program (DOE WAP) contract, CSD requires the Board Chair to attend the entrance conference or provide answers to a questionnaire. The attached letter and completed questionnaire are being presented by staff for the Board's approval and signature by the Chair. The signed document and attachment will be submitted to CSD by the required date.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The 2014 LIHEAP/DOE WAP contract was approved January 21, 2014 (Res.No. 2014-30).

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the questionnaire. The Chairman will be asked to attend the monitoring visit entrance conference and answer the questions in person.

ATTACHMENTS:

CSD Monitoring Letter 2015 (PDF)

CSD Bd Questionnaire 2015 completed (PDF)

CAO RECOMMENDATION

Requested Action Recommended

Mary Hodson

Mary Hodson, CAO

5/7/2015

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Marshall Long, District III Supervisor

SECONDER: John Carrier, District V Supervisor

AYES: Rosemarie Smallcombe, Merlin Jones, Marshall Long, John Carrier

EXCUSED: Kevin Cann

Attachment II CSD 2015 Monitoring – Board Questionnaire

Purpose: This Board Questionnaire is a key component under the Administrative Review section of the 2013 Monitoring Scope. This Questionnaire will enable CSD to examine the Board of Directors/ Board Chair's awareness of the agency's day-to-day operations.

Please complete each question below, sign and date, and email/mail a copy to your Field Representative by June 5, 2015.

***If you are interested in meeting with your Field Representative directly instead of completing this survey, please check the box at the end of this document.

Name: Merlin Jones, Chair
Mariposa County Board of Supervisors

Phone: (209) 966 – 3222

Email: mjones@mariposacounty.org

Address: P.O. Box 784 Mariposa, Ca. 95338

Oversight

- 1) Does the Board receive the agency's financial reports?
What type of reports, from who, and how often?

The financial reports are not received as a separate item to the Board of Supervisors. The required State financial reports are submitted by the Department of Human Services to the County Auditor for inclusion in the documents presented to the outside auditing firm on an annual basis.

- 2) Is the Board aware of the contract requirements for the Energy contracts?

Yes - The Board of Supervisors are provide a copy of the contract when it is presented for approval. It is each Board member's responsibility to review the contract and each Board member is afforded the opportunity to speak with the Department Head regarding any questions they may have on the contract.

- 3) Describe how the Board ensures adequate oversight of the agency to ensure compliance for the Energy Programs.

The Board of Supervisors, in the hiring of Department Heads, requires that compliance to all laws, rules, regulations and codes that are applicable to the same said department are maintained. Department Heads may meet with Board members individually or with two Board members at a time to provide information and updates to the programs they oversee.

- 4) How often does the Board evaluate the performance of the agency's Executive Director?
When was the last time an evaluation was conducted?

The Board of Supervisors completes a performance evaluation for all Department Heads on an as needed basis and annually at a minimum. The Human Services Director was last evaluated on May 19, 2014.

- 5) Do you have a credit card usage policy for your agency? If so, please describe the policy.

Yes – County credit cards are issued on an as needed basis. The County has a very strict usage policy and the Department of Human Services has specific procedures to account for the credit cards and the use thereof. These policies and procedures are attached.

Communication

- 1) Does the Board receive, review, and discuss the Audit and Monitoring reports from CSD? How often and who reviews them?

The Board of Supervisors only receives the reports if there are any items of adverse effect. The Department of Human Services receives the Audit and Monitoring reports, reviews them and prepares any necessary response. The Board of Supervisors receives copies of the department's responses as they are submitted annually to CSD.

- 2) If there are immediate issues that need to be resolved, who reports to the Board and how?

The Human Services Department Head reports immediate issues to the Board of Supervisors through telephone calls, e-mails and formal agenda items at weekly public meetings.

Board Membership

- 1) What are the procedures the Board follows to fill Board Membership vacancies? If there is a written Policy and Procedure, **please attach a copy.**

The Mariposa County Board of Supervisors is a publicly elected board and is therefore governed by the laws of the State of California regarding elected officials and position vacancies (Gov. Code section 25000). As a General Law County, Board vacancies are filled by gubernatorial appointment.

- 2) What is your agency's policy on agency employees sitting on your Board?

County employees must seek a leave of absence from their positions to seek an elected position.

- 3) How do you ensure there is no Conflict of Interest?

Ethics and State laws dictate that a Supervisor must excuse him/herself from discussion and decision on issues brought before the Board in which they may have a financial interest.

Training

- 1) Have all the current board members received training?
If yes, List training provided and the date (year) it occurred.

If scheduled, please provide date and type of training.

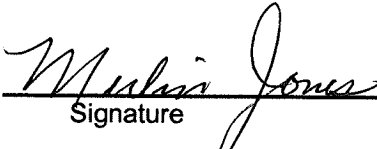
Briefly describe the standard training provided to the Board.

Training for CSD programs is done at the department level not at the County Board of Supervisor level. A brief program description and examples of the functions are presented to the Board of Supervisors during annual budget hearings.

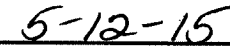
Questions of Concerns

Is there anything else you would like to add?

I prefer to have a face-to-face meeting with my agency Field Representative during the monitoring visit.



Signature



Date