

Agenda



County of Inyo Board of Supervisors

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

NOTICE TO THE PUBLIC: In order to minimize the spread of the COVID-19 virus, Governor Newsom signed Assembly Bill 361 – Brown Act: Remote Meetings During a State of Emergency that suspends certain requirements of the Brown Act. Please be advised that the Board of Supervisors Chambers are closed to the public, and the Board will be conducting its meetings online.

Board Members and Staff will participate via Zoom webinar, accessible to the public at <https://zoom.us/j/868254781>. Individuals will be asked to provide their name and an email address in order to access the videoconference. Anyone who does not want to provide their email address may use the following generic, non-functioning address to gain access: donotreply@inyocounty.us.

The meeting may also be accessed by telephone at the following numbers: (669) 900-6833; (346) 248-7799; (253) 215-8782; (929) 205-6099; (301) 715-8592; (312) 626-6799. Webinar ID: 868 254 781.

Anyone wishing to make either a general public comment or a comment on a specific agenda item prior to the meeting or as the item is being heard, may do so either in writing or by utilizing the Zoom "hand-raising" feature when appropriate during the meeting (the Chair will call on those who wish to speak). Generally, speakers are limited to three minutes. Written public comment, limited to **250 words or less**, may be emailed to the Assistant Clerk of the Board at boardclerk@inyocounty.us. Your comments may or may not be read aloud, but all comments will be made a part of the record. Please make sure to submit a separate email for each item that you wish to comment upon.

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.

February 1, 2022 - 8:30 A.M.

1. PUBLIC COMMENT ON CLOSED SESSION ITEMS

CLOSED SESSION

2. CONFERENCE WITH LEGAL COUNSEL - Anticipated Litigation - Pursuant to Government Code Section 54956.9 - Claim for damages filed by George Clinton Barlow III.

OPEN SESSION (With the exception of timed items, all open-session items may be considered at any time and in any order during the meeting in the Board's discretion.)

10 A.M.

3. PLEDGE OF ALLEGIANCE

4. REPORT ON CLOSED SESSION AS REQUIRED BY LAW

5. INTRODUCTIONS - The following new employees will be introduced to the Board: Gabriel Dominguez, Appraiser I, Assessor's Office; and Veronica Gonzalez, Child Support Specialist, Child Support Services.

6. **PUBLIC COMMENT** (Comments may be time-limited)

7. **COUNTY DEPARTMENT REPORTS**

DEPARTMENTAL - PERSONNEL ACTIONS

8. **Auditor-Controller** - Request Board find that, consistent with the adopted Authorized Position Review Policy: A) the availability of funding for one (1) Administrative Analyst I, Range 68, exists in the Auditor-Controller budgets, as certified by the Auditor-Controller and concurred with by the County Administrator and Auditor-Controller; B) the vacancies can be filled by internal candidates meeting the qualifications for the positions; C) approve the internal recruitment and hiring of one (1) Administrative Analyst I, Range 68 (\$4,714-\$5,728); and D) authorize the Auditor-Controller to backfill the resulting vacancy.
9. **Health & Human Services** - Request Board find that, consistent with the adopted Authorized Position Review Policy: A) the availability of funding for one (1) Office Clerk III exists in a non-General Fund budget, as certified by the HHS Director and concurred with by the County Administrator and Auditor-Controller; B) where internal candidates may meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment, but as a State Merit System position, an open recruitment is more appropriate to ensure qualified applicants apply; and C) approve the hiring of one (1) Office Clerk III at Range 052 (\$3,243 - \$3,940).
10. **Health & Human Services** - Request Board:
- A) Change the authorized strength by adding one (1) HHS Innovations and Grant Manager;
 - B) Approve the HHS Innovations and Grant Manager job description;
 - C) Find that, consistent with the adopted Authorized Position Review Policy:
 - 1. the availability of funding for one (1) HHS Innovations and Grant Manager exists in more than one non-General Fund budgets as certified by the HHS Director and concurred with by the County Administrator and Auditor-Controller; and
 - 2. where internal candidates may meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment, but an open recruitment is more appropriate to ensure qualified applicants apply;
 - D) Approve the hiring of one (1) HHS Innovations and Grant Manager at Range 80 (\$6,259-\$7,613); and
 - E) If an internal candidate is hired as a result of the open recruitment, authorize HHS to backfill resulting vacancy.
11. **Health & Human Services - Behavioral Health** - Request Board:
- A) Change the authorized strength by deleting one (1) Progress House Manager, adding one (1) MHSA/Compliance Manager, and adding one (1) Progress House Supervisor/Trainee;
 - B) Approve the MHSA/Compliance Manager job description and the Progress House Supervisor/Trainee job description;
 - C) Reclassify the current Progress House Manager at Range 78 (\$5,971 - \$7,255) as the MHSA/Compliance Manager at Range 80 (\$6,259 - \$7,613);
 - D) Find that, consistent with the adopted Authorized Position Review Policy:
 - 1. the availability of funding for one (1) Progress House Supervisor or one (1) Progress House Supervisor Trainee exists in non-General Fund budgets, as certified by the HHS Director and concurred with by the County Administrator and Auditor-Controller; and
 - 2. where internal candidates may meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment, but an

open recruitment is more appropriate to ensure qualified applicants apply;
and

- E) Approve the hiring of one (1) Progress House Supervisor at Range 72 (\$5,180 - \$6,292) or one (1) Progress House Supervisor Trainee at Range 70 (\$4,943 - \$6,012), dependent upon qualifications.

- 12. **Health & Human Services - Behavioral Health** - Request Board find that, consistent with the adopted Authorized Position Review Policy: A) the availability of funding for one (1) Social Worker IV/Psychotherapist position exists in the non-General Fund Mental Health budget, as certified by the HHS Director and concurred with by the County Administrator and Auditor-Controller; B) where internal candidates may meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment, but an open recruitment is more appropriate to ensure qualified applicants apply; and C) approve the hiring of one (1) Social Worker IV at Range 73 (\$5,302 - \$6,449) or Psychotherapist at Range 81 (\$6,407 - \$7,792), depending upon qualifications.

CONSENT AGENDA (Items that are considered routine and are approved in a single motion; approval recommended by the County Administrator)

- 13. **Clerk of the Board** - Request Board reappoint Mr. Richard Baker to a four-year term on the Independence Cemetery Board of Trustees, ending January 31, 2026. (*Notice of Vacancy resulted in request for reappointment from Mr. Baker.*)
- 14. **Clerk-Recorder - Elections** - Request Board approve payment to Dominion Voting Systems in the amount of \$16,134.34 for annual ImageCast Software License Maintenance and Support Fee and Extended Warranty Fee.
- 15. **County Administrator** - Request Board: A) Review and provide input for a letter of support for a CalFire-Fire Prevention education grant application which will be submitted by the Whitebark Institute on behalf of the Regional Forest and Fire Capacity Program East Subregion; and B) authorize the Chairperson to sign.
- 16. **County Administrator - Personnel** - Request Board ratify and approve the payment of \$13,500 to Meliora Public Safety Consulting.
- 17. **County Administrator - Risk Management** - Request Board acknowledge and approve updates to the employee safety program titled "Inyo County Injury and Illness Prevention Plan (IIPP)."
- 18. **County Administrator - Risk Management** - Request Board acknowledge and approve updates to the employee safety program titled "Inyo County COVID-19 Prevention Plan (CPP)."

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

- 19. **Planning Department** - Request Board receive a presentation from Planning Department staff and the Treasurer Tax Collector on the status of Short-Term Rentals in Inyo County.
- 20. **Clerk of the Board** - Request Board approve the minutes of the regular Board of Supervisors meetings of January 4 and January 11, 2022.

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

21. ***PUBLIC COMMENT*** (*Comments may be time-limited*)

BOARD MEMBERS AND STAFF REPORTS

CORRESPONDENCE - INFORMATIONAL

22. **Treasurer-Tax Collector** - Treasury Status Report for the Quarter Ending December 31, 2021
23. **California Department of Alcoholic Beverage Control** - Application for On-Sale General Eating Place alcohol license submitted by Shot of Whiskey, Inc. for Shot of Whiskey, 175 E. Pine St., Bishop, CA.



County of Inyo



Auditor-Controller

DEPARTMENTAL - PERSONNEL ACTIONS - ACTION REQUIRED

MEETING: February 1, 2022

FROM: Heather Williams

SUBJECT: Request to hire an Administrative Analyst

RECOMMENDED ACTION:

Request Board find that, consistent with the adopted Authorized Position Review Policy: A) the availability of funding for one (1) Administrative Analyst I, Range 68, exists in the Auditor-Controller budgets, as certified by the Auditor-Controller and concurred with by the County Administrator and Auditor-Controller; B) the vacancies can be filled by internal candidates meeting the qualifications for the positions; C) approve the internal recruitment and hiring of one (1) Administrative Analyst I, Range 68 (\$4,714-\$5,728); and D) authorize the Auditor-Controller to backfill the resulting vacancy.

SUMMARY/JUSTIFICATION:

The Auditor's office recently had the current Administrative Analyst position become vacant due to a reclassification to a new position that was approved during the budget process. This position supervises three office technicians and is responsible for managing the day to day operations of the Auditor's office. The day-to-day operations include managing a large volume of daily financial transactions and tasks that have time-sensitive deadlines. This position is also in charge of ensuring our staff is properly trained and is able to provide consistent information to our end users, which are other county departments, special districts and the schools. Along with training, this position is also responsible for a number of high-level accounting activities and special projects that require an analytical thinker and a problem solver.

BACKGROUND/HISTORY OF BOARD ACTIONS:

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Your Board could choose not to approve the hiring of this position that will negatively impact the daily operations of the Auditor's office.

OTHER AGENCY INVOLVEMENT:

FINANCING:

Funding for this position is from the general fund and is currently budgeted in the Auditor-Controller budget 010400 in the Salaries and Benefits object codes.

ATTACHMENTS:

APPROVALS:

Heather Williams
Amy Shepherd
Sue Dishion
Darcy Ellis
John Vallejo

Created/Initiated - 1/11/2022
Approved - 1/11/2022
Approved - 1/13/2022
Approved - 1/13/2022
Final Approval - 1/13/2022



County of Inyo



Health & Human Services

DEPARTMENTAL - PERSONNEL ACTIONS - ACTION REQUIRED

MEETING: February 1, 2022

FROM: Sonja Velarde

SUBJECT: Approval to Hire of an Office Clerk III

RECOMMENDED ACTION:

Request Board find that, consistent with the adopted Authorized Position Review Policy: A) the availability of funding for one (1) Office Clerk III exists in a non-General Fund budget, as certified by the HHS Director and concurred with by the County Administrator and Auditor-Controller; B) where internal candidates may meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment, but as a State Merit System position, an open recruitment is more appropriate to ensure qualified applicants apply; and C) approve the hiring of one (1) Office Clerk III at Range 052 (\$3,243 - \$3,940).

SUMMARY/JUSTIFICATION:

The department recently received the resignation of an Office Clerk III, resulting in a vacancy. The Office Clerk III position is housed at the Clint G. Quilter Consolidated Office Building, providing reception services for all Health and Human Services programs, as well as support to the front lobby serving all County Departments located in the facility. This position remains critical to the functioning of the department and helps ensure smooth operation in an office that regularly has a heavy volume of telephone and in-person client contact. This position is the primary, first point of contact in person or by telephone to individuals applying for a wide range of Social Service programs, as well as providing support to the functions of Behavioral Health, Public Health, and Prevention Services. In addition to handling the telephone and lobby traffic, the Office Clerk III manages client schedules and office assignments for HHS programs and provides clerical support to program staff.

The department is respectfully requesting authorization to hire an Office Clerk III to fill the vacancy.

BACKGROUND/HISTORY OF BOARD ACTIONS:

N/A

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Board could choose to not to fill this vacancy, which would impact our ability to ensure coverage of reception duties in the Bishop office.

OTHER AGENCY INVOLVEMENT:

Departments housed in the Clint G. Quilter Consolidated Office Building

FINANCING:

State and Federal funding, along with Behavioral Health and Social Services Realignment funds. This position is budgeted 75% in Mental Health (045200); 5% in Social Services (055800) and 20% in WIOA (613721); in the salaries and benefits object codes. No County General Funds.

ATTACHMENTS:

APPROVALS:

Sonja Velarde	Created/Initiated - 1/14/2022
Darcy Ellis	Approved - 1/18/2022
Sonja Velarde	Approved - 1/18/2022
Marilyn Mann	Approved - 1/19/2022
Melissa Best-Baker	Approved - 1/19/2022
Sue Dishion	Approved - 1/24/2022
Amy Shepherd	Approved - 1/24/2022
Marilyn Mann	Final Approval - 1/25/2022



County of Inyo



Health & Human Services

DEPARTMENTAL - PERSONNEL ACTIONS - ACTION REQUIRED

MEETING: February 1, 2022

FROM: Marilyn Mann

SUBJECT: Addition of an HHS Innovations and Grant Manager Position

RECOMMENDED ACTION:

Request Board:

- A) Change the authorized strength by adding one (1) HHS Innovations and Grant Manager;
- B) Approve the HHS Innovations and Grant Manager job description;
- C) Find that, consistent with the adopted Authorized Position Review Policy:
 - 1. the availability of funding for one (1) HHS Innovations and Grant Manager exists in more than one non-General Fund budgets as certified by the HHS Director and concurred with by the County Administrator and Auditor-Controller; and
 - 2. where internal candidates may meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment, but an open recruitment is more appropriate to ensure qualified applicants apply;
- D) Approve the hiring of one (1) HHS Innovations and Grant Manager at Range 80 (\$6,259-\$7,613); and
- E) If an internal candidate is hired as a result of the open recruitment, authorize HHS to backfill resulting vacancy.

SUMMARY/JUSTIFICATION:

Health and Human Services (HHS) has applied for multiple grants during the last year to support programming and has also been notified by the state of allocations to support housing in both our Aging and Social Services and Behavioral Health divisions, as well as an allocation to support the County's implementation of CalAIM (California Advancing and Innovation Medi-Cal). The state has indicated that some of these allocations are subject to continued funding.

As HHS has taken advantage of many grant opportunities, we have also had to decline moving forward on others due to the limited capacity of the workforce to meet the planning, application and reporting requirements.

During the last year, the department has stretched its capacity to apply for the following grants:

- 1) Crisis Care Mobile Unit which provides funding through 2023 to hire a contractor to assess our crisis response and care system and help us identify gaps and strategies to improve the system
- 2) Behavioral Health Continuum Infrastructure funding through June 2024 to provide for enhanced planning
- 3) Mental Health Student Services Act, which provides funding through 2026 and gives us the opportunity to partner with the Inyo County Office of Education to improve student mental health services

- 4) Behavioral Health Quality Improvement Planning (BH-QIP) is funding associated with CalAIM and is available through June 2024. This funding is used to develop a plan for implementing CalAIM locally.
- 5) Three housing grants in Social Services, including Home Safe (seniors), HDAP, and Housing Support Program (CalWORKs)
- 6) Behavioral Health Justice Intervention Services (BHJIS) which is available through 2023 and helps us to target critical intervention points with people experiencing mental health or substance-use disorders for the purpose of diverting them from the criminal justice system.

In addition to these funds, the Department has received COVID-19 funding not related to Public Health and will have additional funding opportunities under BH-QIP including:

- Round 3: Launch Ready \$585M (January 2022)-this will be Progress House focused
- Round 4: Children and Youth \$460M (August 2022)
- Round 5: Addressing Gaps #1 \$462M (October 2022)
- Round 6: Addressing Gaps #2 \$460M (December 2022)

The Department's capacity to explore other funding opportunities and to fully manage those currently in queue is limited. The team has worked together, adding additional time and duties to existing staff in order to access the available opportunities. The Department has assessed the staffing need and identified the need for a position that is dedicated to identifying grant opportunities, applying for and managing these resources. The HHS Innovations and Grant Manager will allow us to explore innovative approaches to service delivery by having a person dedicated to identifying funding opportunities and helping to manage the associated administrative functions. The department anticipates that in addition to the funding currently available, there is on-going funding available from the state to support efforts such as CalAIM, housing, and public health infrastructure. The Department respectfully requests your Board approve the addition of an HHS Innovations and Grant Manager to the authorized strength and approve the hiring of the position.

BACKGROUND/HISTORY OF BOARD ACTIONS:

N/A

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The department would maintain its current structure if this request is not approved.

OTHER AGENCY INVOLVEMENT:

Department of Health Care Services, California Department of Public Health, California Department of Social Services

FINANCING:

State funding. This fiscal year, this position will be paid 100% Community Mental Health (045200) in the Salaries and Benefits object codes.

ATTACHMENTS:

1. Job Description: HHS Innovations and Grant Manager

APPROVALS:

Marilyn Mann	Created/Initiated - 1/23/2022
Darcy Ellis	Approved - 1/24/2022
Anna Scott	Approved - 1/24/2022
Stephanie Tanksley	Approved - 1/24/2022
Melissa Best-Baker	Approved - 1/24/2022
Amy Shepherd	Approved - 1/24/2022

Sue Dishion
Marilyn Mann

Approved - 1/27/2022
Final Approval - 1/27/2022

DRAFT



HHS INNOVATIONS AND GRANT MANAGER

DEFINITION: Under supervision of the Program Integrity and Quality Assurance (PIQA) Manager provide planning, administration, management oversight and supervision of new initiative and innovation projects and activities. Will develop and implement processes, work with program staff, and assist leadership with defining and prioritizing strategic projects related to new initiatives and related projects.

This position requires contract and project management, interpersonal, and communication skills. A successful candidate will need to feel comfortable working with a wide range of stakeholders within a complex service delivery system. The position analyzes low, moderate to high risk new or existing opportunities designated as part of their contract and grant portfolio. Contract and Grant activity may be non-routine and require development of specialized contract and grant vehicles and techniques to accomplish business goals and objectives. Under the leadership of PIQA Manager, project management will be at the forefront and will require but not be limited to training, supporting and directing project teams throughout the contract or grant life cycle, as well as throughout the implementation of statewide initiatives.

ESSENTIAL JOB DUTIES: Plans, directs, and administers the implementation and ongoing management of special project requirements, in the most cost-effective and services-oriented manner; facilitates and provides positive leadership to program, projects, multi-disciplinary team members and contractors; directs, coordinates, and monitors the development of designated programs' work plans, priorities, and evaluation criteria; assigns work activities, projects, and teams; performs the most critical and sensitive professional representation, facilitation, and negotiation tasks; and monitors and evaluates work in progress and at completion to ensure compliance with program and project criteria. Identifies programmatic goals, objectives, priorities, and activities to be accomplished consistent with the principles of behavioral health and public health, and within a Health and Human Services context; develops strategies for the successful achievement of those goals, objectives, and priorities; directs and coordinates the implementation of accepted strategies and plans. Identifies and develops new and/or modified programs that would promote and enhance health response; initiates, oversees, and participates in the necessary research and analysis to justify the appropriateness of implementing the proposed program, project, intervention or policy. Assists in development of the budget for assigned programs by preparing cost estimates and projections, and performing ongoing monitoring of expenditures to ensure compliance with budget provisions; reviews simple to complex solicitations and prepares with the assistance of project teams, specialized and/or non-routine response for proposals, bids, and contract or grant modifications; develops negotiation strategy to include the negotiation of terms and conditions of awards, establishing compliance and evaluation criteria, and reporting requirements; analyzes contract or grant requirements, special provisions, terms and conditions to ensure compliance with appropriate laws, regulations, and county policies and procedures, oversee and monitor subcontracts and all deliverables. Prepare notes, reports and other documents for monitoring and reporting activities as required. May supervise subordinate staff. Other related duties may be assigned.

EMPLOYMENT

STANDARDS

Education/Experience:

At least five (5) years of progressively responsible professional experience including at least three (3) years of administrative and management/supervisory responsibility AND a bachelor's degree or higher with emphasis in public health, social science, and/or business/public administration or other applicable field is preferred.

Knowledge of: Program development, administration, and service delivery related to the program or programs in the area of responsibility; current management and leadership techniques, performance appraisal methods, and public administration; knowledge of planning and scheduling techniques to ensure that timelines and schedules are established appropriately, modified as needed, and adhered to; knowledge of budgeting principles in order to develop, manage, and/or track budgets, budget allocations, and expenditures; public and private community resources

Ability to: Engage in outreach and information activities to identify and secure funding for projects and programs; provide effective leadership and supervision; act as a liaison between staff and administration; communicate effectively in written and oral forms; establish and maintain cooperative working relationships with multi-system partners and as part of the multidisciplinary team; manage multiple tasks and respond appropriately to crisis situations; utilize supervision effectively and ensure communication up and down the supervision chain. Work with various cultural and ethnic groups in a tactful and effective manner.

Special requirements: You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, computer skills exercise, and oral examination.

DRAFT



County of Inyo



Health & Human Services - Behavioral Health

DEPARTMENTAL - PERSONNEL ACTIONS - ACTION REQUIRED

MEETING: February 1, 2022

FROM: Marilyn Mann

SUBJECT: Change of Authorized Strength, Reclassification, and Hiring Request

RECOMMENDED ACTION:

Request Board:

- A) Change the authorized strength by deleting one (1) Progress House Manager, adding one (1) MHSA/Compliance Manager, and adding one (1) Progress House Supervisor/Trainee;
- B) Approve the MHSA/Compliance Manager job description and the Progress House Supervisor/Trainee job description;
- C) Reclassify the current Progress House Manager at Range 78 (\$5,971 - \$7,255) as the MHSA/Compliance Manager at Range 80 (\$6,259 - \$7,613);
- D) Find that, consistent with the adopted Authorized Position Review Policy:
 - 1. the availability of funding for one (1) Progress House Supervisor or one (1) Progress House Supervisor Trainee exists in non-General Fund budgets, as certified by the HHS Director and concurred with by the County Administrator and Auditor-Controller; and
 - 2. where internal candidates may meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment, but an open recruitment is more appropriate to ensure qualified applicants apply; and
- E) Approve the hiring of one (1) Progress House Supervisor at Range 72 (\$5,180 - \$6,292) or one (1) Progress House Supervisor Trainee at Range 70 (\$4,943 - \$6,012), dependent upon qualifications.

SUMMARY/JUSTIFICATION:

Health and Human Services's Behavioral Health Division is responsible for providing specialty mental health services as the Community Mental Health Plan provider, as well as developing and implementing a plan to support a continuum of mental health services in the community using funds provided through the Mental Health Services Act (MHSA), sometimes referred to as Proposition 63. MHSA funds are intended to be used for community services and support, prevention and early intervention services, workforce education, innovation, and technology. MHSA is subject to a 3-year planning process that requires stakeholder and community engagement, as well as annual plan updates and reports to the state on the services provided. Like many of the programs funded by the Department of Health Care Services (DHCS), this funding stream is subject to annual audits and reviews.

DHCS conducted a monitoring review in 2021 and noted a number of compliance findings, some of which have been noted previously and not fully corrected. One of the recommendations made by DHCS was to establish a position that is fully responsible for MHSA coordination rather than having the responsibility housed with the Deputy Director of Behavioral Health who oversees all administrative functions of the division, including community mental health, substance use disorder programming and all related regulatory compliance requirements.

This recommendation came after having just completed the County's compensation and equity study, during which time HHS took time to examine the positions classified as managers. The Progress House Manager, who is compensated at a higher level, in part, because of the requirement to hold a certificate to administer an adult residential facility, engages in minimal management level job duties. Instead, this position provides on-site supervision and support of all functions of the facility, including scheduling. The range of duties provided is shared with the Residential Caregivers and the position ensures compliance with licensing requirements.

After reviewing the job duties and comparing them to similar classifications, it appeared that the facility could be supervised by a classification that is comparable to the Wellness Center Supervisor. Establishing a Progress House Supervisor level position would allow the department an opportunity to reclassify the Progress House Manager position into one that is focused on MHSA coordination and compliance needs for the Behavioral Health Division. The current Progress House Manager has the skill set and ability to perform the functions of a MHSA/Compliance Manager position as proposed and would be able to supervise both the Wellness Center and Progress House supervisors, ensuring that the higher level administrative functions for both programs are met.

Funding for the new position is being supported, in part, by the receipt of over \$200,000 from DHCS to coordinate the usage of the Housing Management Information System over the next three years. Additionally, the department has received on-going funding to implement the Families Urgent Response System (FURS), which has reduced the amount of MHSA funding used to support the FIRST Wraparound team and clinical staff, who are core FURS team participants.

The Department respectfully requests your Board change the authorized strength by deleting the Progress House Manager position and reclassifying it by adding an MHSA/Compliance Manager and add one Progress House Supervisor/Trainee and authorizing the department to fill the Progress House Supervisor/Trainee position.

BACKGROUND/HISTORY OF BOARD ACTIONS:

N/A

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Should the recommendation not be approved, the Department would maintain the current structure.

OTHER AGENCY INVOLVEMENT:

Department of Healthcare Services

FINANCING:

State and Federal funding, Mental Health Services Act funds and Realignment. These positions will be paid out 100% Community Mental Health (045200) in the Salaries and Benefits object codes.

ATTACHMENTS:

1. Job Description: MHSA Compliance Manager
2. Job Description: Progress House Supervisor and Trainee

APPROVALS:

Marilyn Mann	Created/Initiated - 1/23/2022
Darcy Ellis	Approved - 1/24/2022
Stephanie Tanksley	Approved - 1/24/2022
Melissa Best-Baker	Approved - 1/24/2022
Amy Shepherd	Approved - 1/24/2022
Sue Dishion	Approved - 1/27/2022
Marilyn Mann	Final Approval - 1/27/2022



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

MHSA/COMPLIANCE MANAGER – Range 80

DEFINITION: Under the direction of the HHS Deputy Director of Behavioral Health, provide planning, administration, management oversight and supervision of education and training services as outlined in the Mental Health Services Act (MHSA) also known as Proposition 63. This position is also responsible for ensuring compliance of all related programs, including specialty mental health and substance use disorder programming.

ESSENTIAL JOB DUTIES:

Position is responsible for MHSA administrative functions, including stakeholder and community engagement, plan development, evaluation, and reporting requirements for the training, education and services provided through MHSA and Mental Health Block Grant (MHBG) programs. Ensures local MHSA funding provides a comprehensive approach to the development of community based mental health services and addresses a broad continuum of community services and supports, prevention and early intervention, and technology and innovation, as well as workforce education and training that will effectively support all the continuum of community mental health services. Position is responsible for coordinating service delivery, providing supervision and guidance to assigned staff, as well as ensuring contract oversight and compliance by contracted providers. Works with and assists fiscal staff in planning, budgeting, and accounting of the ongoing fiscal operations of the residential care facility and wellness centers; works with fiscal staff on MHSA annual and three year budgets.

Position implements regulatory compliance programming for the Behavioral Health division and covers all direct and contractual service providers; in coordination with the Program Integrity and Quality Assurance (PIQA) division, examines issues, implements solutions and supports investigation of consumer complaints and regulatory compliance issues. Provides support to the Behavioral Health Division in developing and implementing corrective actions where appropriate; assists with development of strategies to address service delivery issues; manages information storage and retrieval; performs risk assessments, and coordinates with PIQA to monitor internal and contracted service providers to ensure regulatory compliance. Provides support in the development, implementation and/or updating of all Compliance related policies and procedures, and manuals. Responsible for other duties as assigned.

EMPLOYMENT STANDARDS

Qualifications:

PATH I: Two (2) years of experience in a county system performing duties comparable to the Administrative Analyst class AND A Bachelor's Degree majoring in Psychology, Social Service-related, Public Administration or Business Administration from an accredited college or university; OR

PATH II: Three (3) years of experience performing a broad range of professional, analytical and/or administrative duties in the areas of general administration, personnel, fiscal, staff development, or program analysis work AND A Bachelor's Degree majoring in Psychology, Social Service-related, Public Administration or Business Administration from an accredited college or university; OR

PATH III: Five (5) years of experience performing a broad range of professional, analytical and/or administrative duties in the areas of general administration, personnel, fiscal, staff development, or program analysis work with at least three (3) years providing services within a Behavioral Health setting.

Knowledge of: advanced principles and practices of leadership, motivation, team building, and conflict resolution are desired, as well as standard and accepted organizational and management practices and prevention strategies as applied to the development, analysis, and evaluation of programs, policies, and operational needs.

Ability to: On a continuous basis, receive and understand budget and technical reports; interpret and evaluate staff reports; know laws, regulations, and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules; and explain and interpret policy. Interpret and apply County policies, procedures, rules, and regulations in an effective manner. Communicate clearly and concisely, both orally and in writing using appropriate language and grammar. Supervise, train, and evaluate assigned personnel. Work with various cultural and ethnic groups in a tactful and effective manner.

Special requirements: Must be available to work flexible hours. Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles. Must have ability to sit, stand, walk, reach above shoulder level, twist, lift and carry up to 25 pounds, climb and descend stairs.

DRAFT



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

PROGRESS HOUSE SUPERVISOR TRAINEE/PROGRESS HOUSE SUPERVISOR

DEPARTMENT: Health and Human Services (HHS), Behavioral Health Division
LOCATION: Countywide
SALARY: Progress House Supervisor Trainee
Range 70
Progress House Supervisor
Range 72

DEFINITION: Provides supervision and leadership of staff and oversight of the day-to-day operation of the licensed residential care facility for adults with severe mental illness.

ESSENTIAL JOB FUNCTIONS:

Progress House Supervisor Trainee

Under the guidance and supervision of the designated Progress House Administrator and the MHSA (Mental Health Services Act)/Compliance Manager, directs day-to-day operation of the 24-hour adult residential care facility for persons with mental illness according to Title XXII regulations; on-site supervision of all aspects of residential care facility, including menu development, nutrition strategy, and food shopping; schedules 24-hour, 7-day staff shifts; provides direct administrative supervision to staff; interfaces with behavioral health program staff around client issues to enhance the residential program; assists fiscal staff and MHSA/Compliance Manager in planning, budgeting, and accounting of the ongoing fiscal operations of the residential care facility; develops and coordinates programming for residents with guidance from the Clinical Administrator; ensures medication administration and control is consistent with approved protocol; takes primary responsibility for client record and medication inventory; assists in developing policies and procedures for all aspects of the facility in coordination with HHS and County administration; performs other related duties as assigned.

Progress House Supervisor

Works under the guidance and supervision of the MHSA/Compliance Manager and performs all of the above in addition to providing primary administrator oversight of the facility.

EMPLOYMENT STANDARDS:

Progress House Supervisor Trainee

Education/Experience:

Path I: High school graduate or equivalent with one year of experience performing duties equivalent to a first-level supervisor in a Human Services agency; OR

Path II: Two years of progressively responsible duties in a behavioral health division of a Human Services agency; OR

Path III: Three years of professional experience performing work consistent with the assigned work unit, including one year of lead or supervisory experience in such programs, AND completion of the equivalent of 18 semester units (28 quarter units) or 18 continuing education credits in behavioral sciences.

Knowledge of: Laws pertaining to confidentiality and care of persons with severe mental illness, organization methods, basic computer operation, community and human relations, and public agency business procedures.

Ability to: Communicate effectively both orally and in writing with mental health and substance abuse treatment professionals, law enforcement, and other collaborative partners; participate in and benefit from supervision, collaborative staff meetings, and trainings; sit for prolonged periods of time; produce written documentation by hand or computer; stand, walk, twist, and lift and carry up to 25 pounds; climb and descend stairs; use a telephone; drive a motor vehicle. Consistent attendance is an essential function of the position.

Special requirements: Must be available to work various day and night shifts, including weekends. Must possess a satisfactory driving record; must possess current CPR certification and current first aid card and must maintain both during term of employment. **Additionally, must be able to meet the requirements of the Progress House Supervisor within eighteen (18) months of employment.**

Progress House Supervisor:

The Progress House Supervisor must meet the above Employment Standards, as well as possess State certificate for Adult Residential Facility Administration and knowledge of State of California Title XXII regulations relating to licensing and operation of a 24-hour adult board and care facility.

NEPOTISM POLICY: A copy of Inyo County Personnel Rules and Regulation, Section 107, is available upon request.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, skills examination, and oral interview.

APPLICATION: Applications **must be received** in the Personnel Office, P.O. Box 249, Independence, CA 93526, no later than 5:00 p.m. on _____ (postmarks not accepted). Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like “See/Refer to Resume” or “See Attached”.** Incomplete applications will not be processed. Applications may be faxed to meet the deadline—original application with original signature must be mailed.

THIS RECRUITMENT WILL ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR ONE YEAR IN FILLING COUNTY-WIDE VACANCIES THAT MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.

DRAFT



County of Inyo



Health & Human Services - Behavioral Health

DEPARTMENTAL - PERSONNEL ACTIONS - ACTION REQUIRED

MEETING: February 1, 2022

FROM: Lucy Vincent

SUBJECT: Authorization to hire one full-time Health and Human Services (HHS) Social Worker IV/Psychotherapist

RECOMMENDED ACTION:

Request Board find that, consistent with the adopted Authorized Position Review Policy: A) the availability of funding for one (1) Social Worker IV/Psychotherapist position exists in the non-General Fund Mental Health budget, as certified by the HHS Director and concurred with by the County Administrator and Auditor-Controller; B) where internal candidates may meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment, but an open recruitment is more appropriate to ensure qualified applicants apply; and C) approve the hiring of one (1) Social Worker IV at Range 73 (\$5,302 - \$6,449) or Psychotherapist at Range 81 (\$6,407 - \$7,792), depending upon qualifications.

SUMMARY/JUSTIFICATION:

A full time Social Worker IV/Psychotherapist position in the Behavioral Health Division is vacant as the result of a resignation. This position is one of three authorized Social Worker IV/Psychotherapist positions in the Child and Family Behavioral Health programs and is part of a system of care that provides services primarily to children and youth under the age of 18 and their families. The position is part of a team providing services to 90-100 children/youth and families. A primary target population is children/youth in the foster care system, youth involved in the juvenile justice system or youth with significant school issues. The team works with the children/youth and their families to address underlying traumatic experiences. The position assesses clinical needs for treatment and carries a caseload of youth and families with emotional disturbance or co-occurring emotional disturbance and substance-use disorders. This position also provides behavioral health crisis intervention and participates in crisis response as part of an on-call system.

The Department respectfully requests that your Board authorize the hiring of one full-time Social Worker IV or Psychotherapist, dependent upon the qualifications to fill the vacancy in the Behavioral Health Child and Family Services.

BACKGROUND/HISTORY OF BOARD ACTIONS:

N/A

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Board could choose not to fill this position, which would impact our ability to meet our contractual obligations as the County Mental Health plan to meet the treatment needs of the community.

OTHER AGENCY INVOLVEMENT:

Law enforcement, Probation, Adult Protective Services, Child Protective Services, and schools

FINANCING:

State MHSA funds, Medi-Cal reimbursement as allowed, and Mental Health Realignment funds. This position is budgeted 100% in Mental Health (045200) in the salaries and benefits object codes. No County General Funds.

ATTACHMENTS:

APPROVALS:

Lucy Vincent	Created/Initiated - 1/20/2022
Darcy Ellis	Approved - 1/22/2022
Kimball Pier	Approved - 1/24/2022
Marilyn Mann	Approved - 1/25/2022
Melissa Best-Baker	Approved - 1/25/2022
Sue Dishion	Approved - 1/27/2022
Amy Shepherd	Approved - 1/27/2022
Marilyn Mann	Final Approval - 1/27/2022



County of Inyo

Clerk of the Board

CONSENT - ACTION REQUIRED

MEETING: February 1, 2022

FROM: Assistant Clerk of the Board

SUBJECT: Reappointment to Independence Cemetery District Board

RECOMMENDED ACTION:

Request Board reappoint Mr. Richard Baker to a four-year term on the Independence Cemetery Board of Trustees, ending January 31, 2026. *(Notice of Vacancy resulted in request for reappointment from Mr. Baker.)*

SUMMARY/JUSTIFICATION:

Your Board has appointing authority over the Independence Cemetery District Board of Trustees. One of three terms expired on January 31. A Notice of Vacancy was published in advance, according to your Board's policy. The recruitment yielded a request for reappointment from Mr. Richard Baker.

BACKGROUND/HISTORY OF BOARD ACTIONS:

N/A

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Your Board may choose to not make the appointment, but this is not recommended.

OTHER AGENCY INVOLVEMENT:

Independence Cemetery District

FINANCING:

N/A

ATTACHMENTS:

1. Richard Baker - Independence Cemetery District
2. Notice of Vacancy - Independence Cemetery District

APPROVALS:

Darcy Ellis
Darcy Ellis

Created/Initiated - 1/26/2022
Final Approval - 1/26/2022

Richard Baker
P.O. Box 352
Independence, CA 93526

January 1, 2022

RECEIVED

JAN 17 2022

Inyo County Administrator
Clerk of the Board

Inyo County Board of Supervisors
P.O. Drawer N
Independence, CA 93526

RE: Re-Appointment to Independence Cemetery District Board

Dear Honorable Board,

I am requesting re-appointment to the Independence Cemetery District Board of Trustees. I am retired and living in Independence. I would like to offer my services for community involvement. Thank you for consideration of my request.

Sincerely,



Richard Baker

PROOF OF PUBLICATION

(2015.5 C.C.P.)

This space is for ~~RECEIVED~~ Clerk's Filing Stamp

STATE OF CALIFORNIA,
COUNTY OF INYO

JAN 20 2022

Inyo County Administrator
Clerk of the Board

I am a citizen of the United States and a resident of the County aforesaid. I am over the age of eighteen years, And not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of the
The Inyo Register

Proof of Publication of Public Notice

County of Inyo

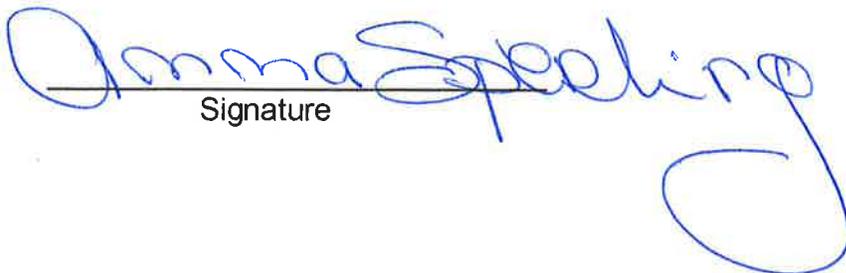
The Inyo Register has been adjudged a newspaper of general circulation by the Superior Court of the County of Inyo, State of California, under date of Oct. 5, 1953, Case Number 5414; that the notice, of which the annexed is a printed copy (set in type not smaller than non-pareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof, on the following date, to with:

January 15th,
In the year of **2022**

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Bishop, California, on this
17th Day of January, 2022

NOTICE OF VACANCY
INDEPENDENCE CEMETERY
DISTRICT BOARD OF
TRUSTEES
NOTICE IS HEREBY GIVEN
that the Inyo County Board of
Supervisors is accepting appli-
cations to fill one four-year
term on the Independence
Cemetery District Board of
Trustees ending January 31,
2026.
Please contact the Clerk of the
Board of Supervisors at P.O.
Drawer N, Independence, CA
93526, (760) 878-0373, or del-
lis@inyocounty.us to request
an application. In order for your
request for appointment to be
considered, applications must
be returned on or before Mon-
day, January 24, 2022 at 5:00
p.m. Postmarks are not ac-
cepted.
For more information, contact
the Clerk of the Board at (760)
878-0373.
(IR 01.15.2022 #20943)


Signature



County of Inyo



Clerk-Recorder - Elections

CONSENT - ACTION REQUIRED

MEETING: February 1, 2022

FROM: Danielle Sexton

SUBJECT: Approval of Payment to Dominion Voting Systems

RECOMMENDED ACTION:

Request Board approve payment to Dominion Voting Systems in the amount of \$16,134.34 for annual ImageCast Software License Maintenance and Support Fee and Extended Warranty Fee.

SUMMARY/JUSTIFICATION:

Dominion Voting Systems is the sole source provider of election related services, support and software for Inyo County's voting system. This system includes the ImageCast Central Tabulators, BMD Accessible Units, Activation Stations as well as Adjudication Stations. The software license and support services for the voting machines and scanning systems currently owned by the County can only be purchased from Dominion Voting Systems.

BACKGROUND/HISTORY OF BOARD ACTIONS:

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Board can deny the payment of this payment. Without this contract Inyo County could not conduct an election that complied with Federal election requirements.

OTHER AGENCY INVOLVEMENT:

Auditor

FINANCING:

The monies are currently budgeted in the Elections 2021-2022 budget (011000-5311).

ATTACHMENTS:

1. Dominion Annual Invoice

APPROVALS:

Danielle Sexton

Created/Initiated - 1/26/2022

Darcy Ellis
Danielle Sexton
Amy Shepherd

Approved - 1/26/2022
Approved - 1/26/2022
Final Approval - 1/27/2022



P.O.Box #343
Broomfield CO 80038 United States
FED ID#27-0565149

Bill To:

Inyo County, CA
Danielle M. Sexton
PO Box F / 168 North Edwards Street
Independence CA 93526-0606

Invoice Date	1/1/2022
Invoice #	DVS143016
Page	1

Ship To:

Inyo County, CA
Danielle M. Sexton
168 N. Edwards Street
Independence CA 93526

Purchase Order No.		Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.	
		USCAINYOCO	KMCCULLY	BEST WAY	Net 30	1/1/2022	52,796	
Ordered	Shipped	B/O	Item Description Item Number	Discount	Unit Price	Ext. Price		
1	1	0	01/01/22-12/31/22; Adjudication Annual Software License Fee	\$ 0.00	\$ 1,157.63	\$ 1,157.63		
1	1	0	01/01/22-12/31/22; Democracy Suite Light Annual License Fee	\$ 0.00	\$ 1,967.96	\$ 1,967.96		
10	10	0	01/01/22-12/31/22; ICX Annual Firmware License - C BMD 21"	\$ 0.00	\$ 173.65	\$ 1,736.50		
2	2	0	01/01/22-12/31/22; ICC Annual Firmware License - G2140	\$ 0.00	\$ 2,980.88	\$ 5,961.76		
10	10	0	01/01/22-12/31/22; ICX Annual Hardware Warranty - C BMD 21"	\$ 0.00	\$ 115.00	\$ 1,150.00		
2	2	0	01/01/22-12/31/22; ICC Annual Hardware Warranty - G2140	\$ 0.00	\$ 1,500.00	\$ 3,000.00		
REMIT TO: Dominion Voting Systems, Inc. P.O. Box 538214 Atlanta, GA 30353-8214					COURIER ADDRESS: Dominion Voting Systems, Inc. Lockbox #538214 1669 Phoenix Parkway, Suite 210 College Park, GA 30349		Subtotal	\$ 14,973.85
							Tax	\$ 1,160.49
							Freight	\$ 0.00
							Trade Discount	\$ 0.00
							Total	\$ 16,134.34

Comments:

Coverage Period: 01/01/22-12/31/22
SF0016482



County of Inyo



County Administrator

CONSENT - ACTION REQUIRED

MEETING: February 1, 2022

FROM: Meaghan McCamman

SUBJECT: Letter of Support

RECOMMENDED ACTION:

Request Board: A) Review and provide input for a letter of support for a CalFire-Fire Prevention education grant application which will be submitted by the Whitebark Institute on behalf of the Regional Forest and Fire Capacity Program East Subregion; and B) authorize the Chairperson to sign.

SUMMARY/JUSTIFICATION:

On May 11, 2021, the Board of Supervisors approved sending two letters of support for CAL FIRE Fire Prevention Grant applications on behalf of the Regional Forest and Fire Capacity Program East Subregion (RFFCP) and the Whitebark Institute. The stakeholders are now requesting a similar letter of support for a re-application of the Visitor Education Grant.

One of these prior applications for a project titled "Enhancing Community Wildfire Protection Plans in Inyo County" was funded and will fund the development of CWPPs for the communities of Independence and 40 Acres. That process is beginning this month. The second application titled: "Wildfire Prevention in the Eastern Sierra: Visitor Education and Outreach" was not funded last year and the application is being resubmitted this year on behalf of the RFFCP by the non-profit Whitebark Institute. The stakeholders are requesting that the Board of Supervisors offer a letter of support for this CAL FIRE Fire Prevent Grant application.

The scope of this project is a comprehensive region-wide education and outreach campaign focused on visitors and fire prevention. This project is intended to build upon the successful "Camp Like a Pro" campaign launched in 2021. We believe that such education could play an important role in reducing the risk of wildfires in our communities.

BACKGROUND/HISTORY OF BOARD ACTIONS:

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Your Board could choose not to approve a letter in support of the Cal Fire - Fire Prevention Grant submitted on behalf of the RFFCP, by the Whitebark Institute. This option is not recommended. The RFFCP has held several stakeholder meetings to review and identify regional projects to be considered as viable for the Cal Fire - Fire Prevention Grants. Those stakeholders that were interested in submitting an application on behalf of their agency

or community Fire Safe Council, agreed to do so through the Whitebark Institute, at a regional level approach, rather than compete against each other for the same funds. Approving these letters of support will show the County's continued support of the collaborative efforts of many agencies and communities throughout the region, in addressing wildfire preparedness and awareness.

OTHER AGENCY INVOLVEMENT:

Regional Forest and Fire Capacity Program, Cal Fire, USFS, BLM, LADWP, California Fire Safe Councils, local Fire Safe Councils, Mono County, Alpine County, Whitebark Institute, City of Bishop, Town of Mammoth Lakes, local Tribes, Inyo OES.

FINANCING:

There are no County of Inyo fiscal obligations associated with signing these letters of support. The Whitebark Institute will be the fiscal agent and grant administrator for the Cal FIRE Fire Prevention - Education and Planning Grant and the project identified within the application..

ATTACHMENTS:

1. Letter for CalFire Grant 02.01.22

APPROVALS:

Darcy Ellis
Meaghan McCamman
Leslie Chapman

Created/Initiated - 1/25/2022
Approved - 1/25/2022
Final Approval - 1/27/2022



EL CAMINO SIERRA

BOARD OF SUPERVISORS COUNTY OF INYO

P. O. BOX N • INDEPENDENCE, CALIFORNIA 93526
TELEPHONE (760) 878-0373
e-mail: dellis@inyocounty.us

MEMBERS OF THE BOARD
DAN TOTTEROH
JEFF GRIFFITHS
RICK PUCCI
JENNIFER ROESER
MATT KINGSLEY

LESLIE CHAPMAN
Clerk of the Board

DARCY ELLIS
Assistant Clerk of the Board

February 1, 2022

David Haas
Regional Forester
CAL FIRE
3800 North Sierra Way San Bernardino, CA 92405
david.haas@fire.ca.gov

Dear Mr. Haas:

Please accept this letter on behalf of the Inyo County Board of Supervisors, as a sign of the County's continued support and commitment towards being proactive in raising awareness around the potential dangers and devastation surrounding wildfire.

Inyo County supports the "Wildfire Prevention in the Eastern Sierra: Visitor Education and Outreach" project that is written into the Cal FIRE-Fire Prevention Education Grant Application, submitted by the Whitebark Institute on behalf of the East Subregion Regional Forest and Fire Capacity Program (RFFCP).

The region wide stakeholder collaboration that occurred to develop this grant application project, shows the importance and urgency by all, in getting critical cohesive information and education out to the large amount of visitors that come to recreate in the Eastern Sierra every year.

The Eastern Sierra region is a year-round tourist destination, supporting rural communities via a robust recreation and tourism economy. In recent years, and particularly during the pandemic, visitation to the Eastern Sierra has grown immensely. Visitation in Inyo, Mono, and Alpine Counties – the areas covered by this proposal – tops four million people per year.

Dispersed camping is a particular concern for local communities as many of these campers are inexperienced and new to the activity and are unaware of the potential disastrous implications of unattended campfires. Because of their small size and proximity to open space, all communities in the Eastern Sierra are in the wildland-urban interface. The highest concentrations of dispersed campers are within two miles of communities. Although there is not a region-wide estimate of how many people participate in dispersed camping, in Inyo County's Alabama Hills alone, there were 100,000 dispersed campers in 2019. The recent Inyo County Onion Fire (April 2021), which was sparked by a campfire west of Independence, served as a stark reminder of the potential detrimental impacts high rates of visitation and dispersed camping can have on our region.

The capacity assessment undertaken by the RFFCP in 2020 found that, among the stakeholders interviewed, fire prevention education targeted at visitors was the top priority. If funded, this proposal would launch a region wide comprehensive visitor education and outreach campaign focused on fire

prevention and dispersed camping etiquette. We believe that such education could play an important role in reducing the risk of wildfires to our communities.

Thank you for your consideration of this proposal.

Sincerely,

Dan Totheroh, Chairperson
Inyo County Board of Supervisors



County of Inyo



County Administrator - Personnel

CONSENT - ACTION REQUIRED

MEETING: February 1, 2022

FROM: Sue Dishion

SUBJECT: Consulting Services

RECOMMENDED ACTION:

Request Board ratify and approve the payment of \$13,500 to Meliora Public Safety Consulting.

SUMMARY/JUSTIFICATION:

Meliora Consulting provided specialized services and advice to the Personnel Department on ongoing personnel issues.

BACKGROUND/HISTORY OF BOARD ACTIONS:

N/A

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

N/A

OTHER AGENCY INVOLVEMENT:

County Counsel

FINANCING:

Funds are available in the Personnel Budget 010800.

ATTACHMENTS:

1. Inyo County Expert Agreement Signed Final

APPROVALS:

Darcy Ellis

Sue Dishion

John Vallejo

Amy Shepherd

Created/Initiated - 1/27/2022

Approved - 1/27/2022

Approved - 1/27/2022

Final Approval - 1/27/2022

Expert Retainer Agreement

Inyo County ("County") and Meliora Public Safety Consulting, LLC ("Consultant") hereby agrees as follows:

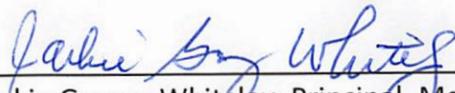
1. Consultant is hereby retained for Robert Handy ("Handy") to act as an expert advisor on police practices and procedures on behalf of the County in connection with use of force tactics, review and recommendations.
2. Handy, a former Police Chief with more than three decades of law enforcement experience, possesses the necessary knowledge, experience, insight and ability to perform service to provide the County certain specialized services and/or advice in the above-mentioned area.
3. Consultant shall work at the direction of Inyo County Counsel, Hansen Bridgett Law Firm ("Law Firm"). Law Firm shall forward Consultant's invoices to the County for payment. County shall pay Consultant a \$5,800 retainer upon signing agreement. County shall pay an additional \$5,800 upon completion of the administrative review. County shall pay \$2,900 upon completion of the presentation and written report. Any additional hourly compensation will be paid no later than 20 days after receiving invoices for Consultant's work. The County is responsible for payment to Consultant.
4. It is understood and agreed by County and Consultant that Handy, while engaged in carrying out and complying with any of the terms of this Agreement, are independent contractors and are not employees of the County.
5. Consultant shall be compensated for the work performed by Handy pursuant to this agreement, as follows:
 - a. \$290.00 per hour for consultation, research, document review, analysis, presentation, report preparation and completion.
 - b. Mileage fee is 0.56 cents per mile (per IRS standard mileage rates for 2021).
 - c. Reimbursement for travel (airfare, lodging, and per diem) will be billed as incurred at actual cost with no overhead or administrative fees applied.
6. Written report will be provided to Law Firm.
7. Upon completion of the scope of work, Consultant shall submit to County an invoice for services rendered. Consultant shall provide County with the Consultant's tax identification number for purposes of issuing any tax reporting document required by law. This compensation shall be the Consultant's sole compensation under the Agreement. Consultant's fee is not dependent upon its findings, or on the outcome of

any legal action, mediation, arbitration, or the amount or terms of any settlement of the underlying legal cause.

8. This agreement will continue for a period of no less than six (6) months after the Effective Date, unless terminated earlier. Either Consultant or County may, with or without cause, terminate this Agreement at any time upon written notice to the other party. It is provided, however, Consultant shall be entitled to payment for service provided prior to any termination of this Agreement.
9. Each party agrees to treat as confidential, using the same standard of care that it uses for its own confidential information of a similar nature, all confidential communications it receives from the other party in connection with this Agreement, either oral or written, as well as any confidential materials or information developed by either party pursuant to this Agreement.
10. Within 60 days of the expiration or earlier termination of this Agreement, Consultant shall destroy or return to County, retaining no copies or notes, all County documents relating to this work with the County.
11. By signing below, the parties indicate agreement to the above terms.

Date: November 18, 2021

ON BEHALF OF CONSULTANT:



Jackie Gomez-Whiteley, Principal, Meliora PSC

Date: Date, 2021

ON BEHALF OF COUNTY:



Representative, County of Inyo



County of Inyo



County Administrator - Risk Management

CONSENT - ACTION REQUIRED

MEETING: February 1, 2022

FROM: Aaron Holmberg

SUBJECT: Update to Existing Safety Program

RECOMMENDED ACTION:

Request Board acknowledge and approve updates to the employee safety program titled "Inyo County Injury and Illness Prevention Plan (IIPP)."

SUMMARY/JUSTIFICATION:

As part of our efforts at continuous improvement in employee safety, we present to your Board updates to the Inyo County Injury and Illness Prevention Program (IIPP). Department Heads and the Safety Committee were invited to provide input. Their comments, anonymous feedback, and Cal/OSHA's recent changes to Title 8 CCR 3203, were reviewed, considered, and incorporated into the updated document (attached). The updates represent no significant change or cost to operations. They clarify a few points, including responsibilities and access to the program, and update a few dates. The updated document fully complies with applicable regulations, including the requirement for the county to periodically review and update its safety programs. This Board item seeks approval in part to spread awareness of the revised program and of the county's continued commitment to employee safety. Risk Management would like to thank your Board for their support and encouragement.

BACKGROUND/HISTORY OF BOARD ACTIONS:

The Inyo County IIPP has been in place for many years. Your Board has consistently supported and encouraged employee safety. Periodic reviews and necessary updates are part of the continuous effort to improve employee safety.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Your Board could choose not to adopt the updated IIPP. This is not recommended as some updates are required by 8CCR3203 and others provide clarity for employees and managers.

OTHER AGENCY INVOLVEMENT:

The Safety Committee reviewed the updates during their regular meeting on 1/20/22, and we especially wish to thank the union representatives on the committee for their efforts in service to their members.

FINANCING:

No new cost is directly associated with updating the IIPP.

ATTACHMENTS:

1. Inyo County Injury and Illness Prevention Plan - UPDATED

APPROVALS:

Aaron Holmberg	Created/Initiated - 1/20/2022
Darcy Ellis	Approved - 1/22/2022
Sue Dishion	Approved - 1/24/2022
John Vallejo	Approved - 1/25/2022
Aaron Holmberg	Final Approval - 1/25/2022



INYO COUNTY INJURY AND ILLNESS PREVENTION PROGRAM

Inyo County provides a safe and healthful workplace for all employees and approved volunteers. This document, in full compliance with T8 CCR 3203, contains the County's long-established and effective injury and illness prevention program (IIPP), and it describes the ongoing implementation of this program. It is available at <http://inyocounty.us/iipp>.

RESPONSIBILITY

County Administrative Officer Leslie Chapman (CAO) is ultimately responsible for the safe and effective operation of county processes, employment practices, and the overall County workplace environment. The CAO has delegated to County Risk Manager Aaron Holmberg the authority and responsibility for development and maintenance of the program. The County Risk Manager may be reached by email at risk@inyocounty.us, or by telephone at 760.872.2908.

All managers, supervisors and lead personnel are responsible for implementing and maintaining the IIPP in their work areas, for answering worker questions about the Program, and for ensuring that a copy of the program is available to employees upon request.

The latest version of this IIPP is always available at: <http://inyocounty.us/iipp>. A copy may also be obtained from the Risk Management office at 1360 North Main St in Bishop, the county administrative office at 224 N Edwards in Independence; and from the office of any Department Head.

COMPLIANCE

Department Heads are responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by their employees. Supervisors and lead personnel are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

Our system for ensuring that all workers comply with the rules and maintain a safe work environment includes the following:

- Informing workers of the provisions of this IIPP
- Evaluating the safety performance of all workers
- Recognizing employees who perform safe and healthful work practices by: informally recognizing them in person, and by formally recognizing them in their performance reviews
- Providing training to workers whose safety performance is deficient
- Disciplining workers for failure to comply with safe and healthful work practices in the manner as specified in the County's written Personnel Rules.



INYO COUNTY INJURY AND ILLNESS PREVENTION PROGRAM

COMMUNICATION

It is our policy to maintain open communication between management and staff on matters pertaining to safety. All input regarding safety is considered important, and employees are encouraged to actively participate in the safety program. Employees should feel free to express any safety concerns during safety meetings and individually to supervisor/Department Head/Risk Manager. They may also use the online anonymous report feature at <https://www.inyocounty.us/iipp/anonymous-hazard-report-tool>.

All safety suggestions will be given serious consideration and each will receive a response. In turn, the County provides current safety news and activities, additional safety policies and procedural documents and training, safety reading materials, signs, posters, and bulletin boards for easy access to information. Also, all employees have an opportunity to receive safety training and voice personal opinions regarding safety and health matters at the regular meetings of the Labor/Management Safety Committee.

Effective communication of safety and health concerns between workers and supervisors, including language translation where appropriate, is essential to a safe and healthful workplace. As such, our system of communication is designed to facilitate a continuous flow of two-way (management, supervision and employees) safety and health information in a form that is readily understandable to and between all affected site personnel.

The Labor/Management Safety (and health) Committee complies with all requirements of T8CCR 3203 (7)(c) to satisfy the communication requirements of 3203. These requirements are:

- Meets regularly, but not less than quarterly
- Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review by the Division upon request. The committee meeting records shall be maintained for at least one (1) year by Risk Management
- Reviews results of the periodic, scheduled worksite inspections
- Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents
- Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions
- Submits recommendations to assist in the evaluation of employee safety suggestions



INYO COUNTY INJURY AND ILLNESS PREVENTION PROGRAM

- Upon request from the Division of Occupational Safety and Health (DOSH, better known as Cal/OSHA), verifies abatement action taken by the employer to abate citations issued by the Division.

In addition to the Labor/Management Safety Committee, our communication system includes:

- New worker orientation, including a discussion of site-specific safety and health policies and procedures
- Follow-through by supervision to ensure effectiveness
- Workplace-specific safety and health training
- Tailgate safety chats between supervisor and their personnel regularly and as needed for higher risk job classifications
- Onsite and in person meetings in response to creation of hazards or occurrence of injuries and illnesses
- Posted and distributed safety information, including flyers and other signage
- Anonymous workplace hazard reporting accommodated by an online portal
- Codes of safe work practices, customized to each work type and location by the Department Head of designee, and explained to personnel by supervisors.

HAZARD ASSESSMENT

Inyo County Risk Manager or designee conducts periodic inspections to identify and evaluate workplace hazards according to the following schedule:

- At least annually for all locations where employees are regularly assigned to work
- When new substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace
- When new or previously unidentified hazards are reported or recognized
- When occupational injuries and illnesses occur
- When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted
- Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing a standardized inspection form or similar effective system. Risk Management provides written inspection reports to Department Heads who are expected to respond in writing within four weeks regarding their plans for abatement. Risk Management keeps inspection records for at least one year.



INYO COUNTY INJURY AND ILLNESS PREVENTION PROGRAM

ACCIDENT/EXPOSURE INVESTIGATIONS

Inyo County Risk Manager investigates all workplace accidents, hazardous substance exposures, and near-accidents with full cooperation from departmental leadership.

Accident/exposure investigations include:

- Visiting the scene as soon as possible
- Interviewing affected workers and witnesses
- Examining the workplace for factors associated with the incident
- Determining the causes of the accident/exposure/near-accident
- Directing/advising Department Heads on corrective actions to take to prevent the accident/exposure/near-accident from reoccurring
- Documenting findings and corrective actions taken.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures at our work facilities shall be corrected **in a timely manner** based on the severity of the hazards, and according to the following procedures:

- When observed or discovered
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection
- All such actions taken and dates they are completed shall be documented, and copies provided to Risk Management.

Departments may consult with Risk Management on correction strategies and documentation.

TRAINING AND INSTRUCTION

Inyo County provides effective training to increase employee and supervisor awareness and understanding of workplace hazards of and improvements for safe and healthful work practices. As such, all workers, including management, supervisors, and lead personnel get training and instruction on general, job-specific, and task-specific safety and health practices.

Specifically, this training and instruction shall be provided as follows:

- To all new workers
- To workers given new job assignments for which training was not previously provided



INYO COUNTY INJURY AND ILLNESS PREVENTION PROGRAM

- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard
- Whenever we become aware of a new or previously unrecognized hazard
- When the IIPP is substantially updated or modified
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed
- To all workers with respect to hazards specific to each employee's job assignment
- Whenever retraining is determined to be necessary.

This training will include (but is not limited to):

- Explanation of our IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Availability/location of toilet, hand-washing, and drinking water facilities.
- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and isles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:
 - Stacking goods in an unstable manner
 - Storing materials and goods against doors, exits, for extinguishing equipment and electrical panels.

Where applicable our training may also include:

- Prevention of musculoskeletal disorders, including proper lifting (See Ergonomics Plan).
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment (See Personal Protective Equipment Policy).
- Information about chemical hazards to which employees could be exposed and other hazard communication program information (See Hazard Communications Program and the Emergency Action Plan).
- Proper food and beverage storage to prevent contamination.

In addition, we provide specific instructions or retraining to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered or mastered in other training. Each department keeps training records for one year and sends copies to Risk Management.



INYO COUNTY INJURY AND ILLNESS PREVENTION PROGRAM

RECORDKEEPING

As a local government entity, the County of Inyo is exempt from the requirement to keep records regarding the steps taken to implement and maintain the IIPP, including inspection and training records, per 8CCR3203(b)(exception 4). The Risk Manager may retain such records electronically at their discretion for up to five years.

RELATED DOCUMENTS

The following programs are related to the IIPP and may be found at inyocounty.us/iipp:

- A. Heat Illness Prevention Program, updated 6/25/2020
- B. Bloodborne Pathogens Exposure Control Plan, updated 10/27/2021
- C. Aerosol Transmissible Disease Exposure Control Plan, updated 10/28/2021
- D. Labor/Management Safety Committee statement of purpose and description, updated 6/24/2020
- E. Hazard Communications (HazCom) Program – currently being updated, last update was in 2018
- F. Ergonomics Program (for the prevention of musculoskeletal disorders), updated 10/06/2021 exclusively in PPT format
- G. Driver and Vehicle Safety Policy – currently being updated, last update was in 2018
- H. Personal Protection Equipment (PPE) Policy – currently being updated, last update was in 2018
- I. Emergency Action Guide (various topics), updated 4/30/2021
- J. COVID-19 Prevention Plan, updated 01/14/2022
- K. Anti-Violence Policy – currently being updated, last update was in 2018
- L. Wildfire Smoke Awareness, updated 8/31/2020
- M. Hearing Conservation Plan – in development
- N. Medical Emergencies – Requirements for First Aid, CPR, AED training, updated 6/15/2021
- O. Fall Prevention Program – in development
- P. Respiratory Protection Program, updated 2004

-The end-



County of Inyo



County Administrator - Risk Management

CONSENT - ACTION REQUIRED

MEETING: February 1, 2022

FROM: Aaron Holmberg

SUBJECT: Update of Existing Safety Program

RECOMMENDED ACTION:

Request Board acknowledge and approve updates to the employee safety program titled "Inyo County COVID-19 Prevention Plan (CPP)."

SUMMARY/JUSTIFICATION:

As part of our efforts at continuous improvement in employee safety, and in order to incorporate the latest guidance from the state, we have updated the employee Inyo County COVID-19 Prevention Plan (CPP). The updates include answers to questions received since the late update was published. This newest version fully complies with Cal/OSHA regulations on the topic of employee safety during the COVID-19 pandemic. This Board item seeks approval in part to spread awareness of the revised plan and of the County's continued commitment to employee safety.

BACKGROUND/HISTORY OF BOARD ACTIONS:

Employee safety is very important in Inyo County, and your Board has consistently been very supportive of improvements to employee safety. The overall safety program, as guided by the Inyo County Injury and Illness Prevention Plan (inyocounty.us/IIPP) requires periodic review of related safety plans. The COVID-19 Prevention Plan (required under California Title 8, section 3205) applies to all employees when they are not working under the more strict standards of the Aerosol Transmissible Disease Exposure Control Plan (inyocounty.us/ATD), the plan for which you approved on October 26, 2021.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Your Board could choose to modify or deny approval of this update. Changes are not advised as the plan has been rigorously designed and updated. State rules governing some of the updates went into effect on 1/14/22 regardless of what we do without our own plan.

OTHER AGENCY INVOLVEMENT:

Input for the newest version was sought from HHS-Public Health, Department Heads, and the Safety Committee.

FINANCING:

No new cost is directly associated with updating the CPP. Staffing costs related to testing and workplace exclusion are on the rise whether the CPP is updated or not.

ATTACHMENTS:

1. Inyo County COVID-19 Prevention Plan - UPDATED

APPROVALS:

Aaron Holmberg	Created/Initiated - 1/18/2022
Darcy Ellis	Approved - 1/18/2022
Sue Dishion	Approved - 1/24/2022
John Vallejo	Approved - 1/25/2022
Aaron Holmberg	Final Approval - 1/25/2022

County of Inyo COVID-19 Prevention Program

[Updated Frequently]
<http://Inyocounty.us/cpp>



01/14/2022

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I. Introduction

COVID-19 (Coronavirus Disease 2019) is the disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2). This plan applies to all employees and places of employment except: (a) work locations with one employee who does not have contact with other persons; (b) employees working exclusively from home; (c) employees subject to the Inyo County Aerosol Transmissible Disease plan (<http://inyocounty.us/ATD>); and (d) employees working remotely from a location of the employee's choice which is not under the control of their Department. Nothing in this document is intended to limit more protective or stringent state, local or departmental mandates or guidance.

This CPP helps reduce and control work-related exposures to the SARS-CoV-2 virus for County employees and volunteers. An individual's behavior can compromise the health of others, as some persons may be contagious but asymptomatic; therefore, **employees are expected to practice, and will be held accountable for practicing, the measures outlined in this CPP** as well as related guidance and instruction.

This document continues the establishment and implementation of Inyo County's effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205). Cal/OSHA developed the model program to assist employers with creating their own unique CPP tailored to their workplace. Inyo County's Prevention Program is an updated and customized version of the Cal/OSHA sample COVID-19 Prevention program, dated June 2021. We thank Cal/OSHA for the additional guidance materials at www.dir.ca.gov/dosh/coronavirus/.

This living document may be frequently updated based on investigation of COVID-19 cases, control efforts of COVID-19 hazards, release of new regulations, and advances in real science. The most recent version of the CPP is always available at: <https://www.inyocounty.us/cpp>. This update supersedes multiple memos from 2020 and the four previous CPP versions (1/4/2021, 6/21/2021, 8/03/2021, and 12/01/2021). All directives in this document are considered temporary and subject to change until further notice. The Board of Supervisors of the County of Inyo, State of California, adopted the CPP on the date shown on the Board order. The signed order is available from the Board Clerk. Re-adoption may occur to enhance awareness.

Employees continue to be encouraged to contribute to the prevention program, and their input continues to be welcomed and appreciated. The Joint Labor Management Health and Safety Committee has been instrumental in all messaging and updates throughout this pandemic. Anonymous comments and reports are welcome at <https://www.inyocounty.us/iipp/anonymous-hazard-report-tool>.

Please take special note of the following updated definitions:

- A. CLOSE CONTACT: Means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or longer in any 24-hour period within or overlapping with the high-risk exposure period. This definition applies regardless of the use of face coverings. EXCEPTION: Employees have not had a close contact if they wore a respirator (N95 or above) in compliance with 8CCR5199 (see <http://inyocounty.us/ATD>) whenever they were within six feet of the COVID-19 case during the high-risk exposure period.
- B. COVID-19 CASE: Means a person who (a) has a positive COVID-19 test; or (b) has a positive COVID-19 diagnosis from a licensed health care provider; or (c) is subject to a COVID-19 related order to isolate issued by a local or state health official; or (d) has died

due to COVID-19 in determination of a local health department official.

- C. COVID-19 HAZARD: Means potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking, or vocalizing, coughing, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids. This includes objects or surfaces that may be contaminated with SARS-CoV-2.
- D. COVID-19 SYMPTOMS: Means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.
- E. COVID-19 TEST: Means a test for SARS-CoV-2 that is (a) cleared, approved, or authorized, including in an Emergency Use Authorization (EUA) by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test); (b) administered in accordance with the authorized instructions; and (c) not both self-administered and self-read unless observed by the employer or an authorized telehealth proctor. Employer observed specimen collection or specimen processing may satisfy the proctoring requirement.
- F. EXPOSED GROUP: Means all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the high-risk exposure period. Only employees within the distinct group that the COVID Case physically worked during the high-risk exposure period are part of the exposed group. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:
 - i. A place where employees momentarily pass through while wearing face coverings and not congregating is not "a work location, working area, or common area at work" for determining the exposed group.
 - ii. Exposed Group does not include employees or groups thereof who were at the same work location, working area, or common area as the COVID-19 case during the high-risk exposure period but were not present when the COVID-19 case was there.
 - iii. Exposed Group does not include employees that had less than 15 minutes of exposure to the COVID-19 case, provided that the COVID-19 case was wearing a face covering during the entire visit.
- G. FACE COVERING: Means a solid piece of material without slits, visible holes, or punctures, that fits snugly over the nose, mouth, and chin with no large gaps on the outside of the face, and is secured to the head with ties, ear loops, or elastic bands those go behind the head. It may be either (a) surgical mask, (b) medical procedure mask, (c) a respirator worn voluntarily, or (d) a tightly woven fabric or non-woven material of at least two layers (that does not let light pass through when held up to a light source). A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric. Inyo County recognizes that the light test for a mask is confusing and incomplete, but that's the current definition provided by Cal/OSHA. Clear face coverings or cloth face coverings with clear plastic panels, though they allow light to pass through, may be used exclusively for the purposes of facilitating communication with persons who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language.

- H. **FULLY VACCINATED:** Means the employer has documented the person's status two weeks after receiving the second dose of any combination of two doses of COVID-19 vaccine that is approved or authorized by the FDA that were administered as directed with at least 17 days between doses. This definition will be updated to include boosters when CDPH and Cal/OSHA update their definitions again.
- I. **HIGH-RISK EXPOSURE PERIOD (HREP):** For a COVID-19 case who develops COVID-19 symptoms, the HREP spans two days before they first developed symptoms until it has been (a) ten days since symptoms first appeared, (b) 24 hours have passed with no fever without the use of fever reducing medication, and (c) symptoms have improved. The HREP for COVID-19 cases who never develop COVID-19 symptoms spans two days before and five days after the specimen for their first positive test for COVID-19 was collected.
- J. **RESPIRATOR:** Means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respiratory. See Risk Management for a copy of the Inyo County Respiratory Protection Plan.
- K. **WORKSITE (Specific to exposure notification requirements):** Means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter, locations where the worker worked by themselves without exposure to other employees, or to a worker's personal residence or alternative work location chosen by the worker when working remotely. See also the exceptions under the definition for EXPOSED GROUP.

The County Administrative Officer (CAO) has the ultimate authority over the CPP. The CAO has delegated general authority and responsibility for implementation in Inyo County workplaces and for maintenance of this document to the County Risk Manager in cooperation with the Deputy Personnel Director. Department Heads, with the assistance of the County Risk Manager and the Deputy Personnel Director, are responsible for implementation of the CPP for their workers and volunteers. Department Heads make sure workers receive answers to their questions about the program in a language they understand. Department Heads may implement enhanced protocols due to unique needs of specific locations, and those protocols shall be at least as broad as those described in this document. All employees are responsible for using safe work practices, assisting in maintaining a safe work environment, and following all directives, policies, and procedures, and as a condition of employment.

II. System of Communications

Inyo County is committed to communicating information about COVID-19 hazards, policies, and procedures to employees and other persons who may come into contact with employees on work time. In addition to this CPP, the County has communicated via email blasts and posted signage, during meetings, via online training assignments, and through the Board of Supervisors COVID-19 updates. Employees continue to be encouraged to contribute to the prevention program, and their input continues to be welcomed and appreciated. Continued contributions from the Joint Labor Management Health and Safety Committee, the Inyo County Public Health Department, and the Personnel Department have been instrumental in updating messaging and this written program throughout this pandemic.

The most recent version of the CPP is always available to employees during work time at <https://www.inyocounty.us/cpp>. Due to the frequency of updates, printed copies are generally not kept on hand, but a printed copy of the current version is available from one's supervisor or

Risk Management upon request. Anonymous comments and hazard reports are welcome at <https://www.inyocounty.us/iipp/anonymous-hazard-report-tool>. Vaccinations, testing, and face coverings (for use at work) are provided to employees on paid time at no cost to the employee.

Employees are asked to report to their supervisors, Personnel, and/or Risk Management, without fear of reprisal, COVID-19 symptoms, possible close contacts (whether the contact was at work or off work), and possible COVID-19 hazards in the workplace. If an employee begins to feel symptoms while in the workplace, the employee should go home or to the hospital, as the case may require, avoid contact with persons outside their home, and inform their supervisor by telephone as soon as practical and by end of shift. An employee who believes that they contracted COVID-19 within the course and scope of their County employment should inform their supervisor and call the Injury/Illness Reporting Hotline right away at 877.215.7285. See Risk Management for more information.

While at work, you may ask whether someone is vaccinated in order to assess your own risk, but you may not share that information with anyone else. You may **not** ask the purpose or reason behind a coworker's decision to be or not to be vaccinated. Disciplinary and discriminatory actions, including harassment or bullying, are not permitted regarding vaccination status, testing, the wearing of face coverings, or the practice of social distancing. The protection includes vaccinated, unvaccinated, and those who decline to state their vaccination status.

Personally identifying information and medical records of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases shall be provided to the local health department, CDPH, Cal/OSHA, and NIOSH upon request and when required by law.

Inyo County is an equal opportunity employer. In accordance with the requirements of Title I of the Americans with Disabilities Act ("ADA") and the California Fair Employment & Housing Act ("FEHA"), Inyo County does not discriminate on the basis of disability in recruiting, selecting or hiring applicants for employment, or in the terms and conditions of employment. The County complies with all regulations promulgated by the US Equal Employment Opportunity Commission ("EEOC") and the California Department of Fair Employment and Housing ("DFEH"), including providing reasonable accommodations for applicants and employees as required thereunder. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Reasonable accommodation is available to any disabled employee, where their disability affects the performance of essential job functions and the accommodations may be implemented without undue burden on County operations. Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations by contacting the [County ADA Coordinator](#) at 760.872.2908.

As the pandemic continues to evolve, Department Heads keep up to date with applicable orders and specific guidance related to COVID-19 hazards and prevention from Risk Management, Personnel, CDPH, and Cal/OSHA, and they share that information with employees via two-way communications. Inyo County is proud of its commitment to employee safety.

III. Identification and Evaluation of COVID-19 Hazards

Inyo County has implemented procedures to identify all interaction, areas, activities, processes, equipment, and materials in our workplaces that could potentially expose employees to COVID-19 hazards. All persons regardless of symptoms, negative COVID-19 test results, or vaccinations, are considered and treated as potentially infectious until further notice. The Section IV (Control and Correction of COVID-19 Hazards) has additional information that will not

be repeated here. Risk Management assists Department Heads with systematic evaluation of COVID-19 prevention controls at work for continuous improvement as well as evaluations of new potential exposures in work areas as they become known.

Risk Management and Department Heads, or their designees, conduct routine and periodic workplace-specific evaluations of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. This includes places and times when people may congregate or come into contact with one another, regardless of whether employees are performing an assigned work task or not, in stationary or nonstationary situations. Employee input is encouraged throughout this process. Areas of concern may include training areas, meeting spaces, entrances, rest rooms, hallways, elevators, break areas, and waiting areas. New signage may indicate temporary occupancy limits for these areas. "Appendix A: COVID-19 Hazard Identification form" can be helpful in identifying and documenting conditions, work practices, traffic flows, and work procedures which may be of concern, though the form itself is not required.

IV. Control and Correction of COVID-19 Hazards

This section reviews COVID-19 controls currently in place. "Appendix B: COVID-19 Controls Inspection form" is helpful in identifying and documenting controls of concern and corrections of those concerns, though the form itself is not required. Hazards are corrected in a manner and timeliness respective of the severity of the hazards identified. Individuals who identify gap in controls that can correct those controls immediately should do so. If corrections could adversely involve coworkers, then the chain of command should be consulted. Other corrections will follow the work order system, and Risk Management should be notified for additional assessment and follow-up. Reports may also be made to Risk Management.

- A. Participation. Employees and their authorized representatives are welcome to participate in the identification and evaluation of COVID-19 hazards. Employees do their part to reduce exposures to COVID-19 in the workplace by fully complying with CPP and by participating in hazard identification. Employees participate in the prevention or reduction of the spread of COVID-19 by practicing good personal hygiene, maintaining social distancing, wearing face coverings, using appropriate measures to clean frequently touched surfaces, and by staying home when they are sick. Employees are expected to clean and disinfect their own work areas and items, including desks, doorknobs, phones, keyboards, mouse, pens, printer controls, and frequently touched parts of work vehicle/equipment interiors, with materials provided.
- B. Screening. Self-care and self-reporting are vital to reducing risks of and exposures to COVID-19. Employees should try to maintain a healthy diet, sleep, stay active, and maintain social contacts off work through the phone or internet. It is normal to feel sad, stressed, or confused during a crisis, and talking with others who understand can help. Employees having difficulty or who feel overwhelmed may wish to consider telehealth options like www.livehealthonline.com. An employee who feels uncomfortable or unsafe in a work situation is directed to leave the situation and contact their supervisor or Personnel immediately.

Employees are directed to self-monitor by screening themselves for COVID symptoms, including temperature checks, before leaving their residence to come to work. Employees are not directed to check the temperatures of other employees. Personal use thermometers were distributed to all employees who wanted them in 2020, and more thermometers are available from Personnel upon request. Employees with underlying health conditions concerned about exposure to COVID-19 should contact Personnel or Risk Management immediately.

We realize that employees are motivated to come to work in service to each other and the public; however, sick employees are instructed to remain at home, inform their supervisors immediately, and not come to work until cleared to do so. Employees may not come to work if they are ill. This is for the protection of all employees and the general public. Employees with mild symptoms who are otherwise healthy should self-isolate. Those with fever, cough, or difficulty breathing should call ahead for medical attention. The CDC's self-check tool is here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html#cdc-chat-bot-open>. Persons who feel sick should rest, drink plenty of fluid, eat nutritious food, keep your distance, wear their face covering, and clean and disinfect frequently touched surfaces.

Supervisors visually monitor employees at a safe distance for signs and symptoms of active COVID-19 infection, and they ensure by visual checks that employees are wearing their face coverings as directed. Employees failing to don face coverings apart from reasonable accommodations established through the continuous individualized interactive process will be addressed through the progressive discipline procedures currently in place.

C. Physical Distancing. Employees should avoid unnecessary congregating. They should also avoid being within six feet of any specific person for longer than fifteen total minutes within a 24 hour period. Those unable to do so should wear additional protection, inform their supervisor, and suggest solutions. Some of the measures implemented during this pandemic to help ensure physical distancing have included:

- Those whose jobs can effectively and consistently be done partially or fully remotely with minimal impact on the public we serve have been directed to do so.
- Workplace occupancy and work station layouts have been re-engineered to reduce congregating.
- Most in-person trainings have been moved to electronic formats.
- Public access to areas used by employees has been reduced where possible.
- Signage has been posted, and emails have been sent, reminding employees to social distance.
- Visitors have been directed to remain in their vehicles until called in order to avoid people congregating in a waiting area.
- No more than two employees are permitted per vehicle, and employees must wear face coverings and keep the windows open (conditions permitting).
- Plexiglas shields have been provided at front desks where members of the public may be served.
- Employees have been encouraged to avoid crowds, singing, and shouting, as these may increase the minimum distance required.
- Face shields and N95s have been made available at no cost to employees for use during work time when six feet of distance cannot be maintained during interactions that exceed 15 minutes in duration.

D. Hand Hygiene. Employees and visitors are advised to wash their hands frequently and to use hand sanitizer upon entry to any County facility. Hand washing facilities with water, soap, and single use towels are available and regularly maintained. Hand sanitizer stations/bottles have been added to entrances and small bottles have been distributed for individual use. Sanitizer should be in each county vehicle for operators and passengers to use before and after vehicle use. Signage in restrooms and on exterior and other doors remind employees and visitors to wash their hands and/or to use hand sanitizer. When ordering hand sanitizer, please check with Risk Management for help to avoid unwanted chemicals. Inform your supervisor if soap, towels,

or hand sanitizer is running low. We continue to educate employees about hand hygiene.

E. **Face Coverings.** The best way to prevent illness related to COVID-19 is to avoid being exposed to the virus. The virus is spread through the air when an infected person exhales, coughs, or sneezes. All persons regardless of vaccination status are required (subject to exceptions below) to properly and consistently wear a face covering over the nose and mouth when indoors, when in a vehicle with another person, and when working outdoors within six feet of other persons. Supervisors hold employees accountable for properly wearing face coverings when and where required. No person can be prevented from wearing a mask as a condition of participation in an activity. Employees may wear face coverings at other times if they so choose.

Face coverings, including voluntary and mandatory N95s, are provided to employees for use at work at no cost to the employees regardless of vaccination status. N95s are especially for employees working within 6 feet of coworkers or the public, though they are available upon request for any employee for use at work. Training for use of N95s is mandatory and is available on the Risk Management website. Department Heads may face covering and N95 supplies through the usual procurement process. These items must be kept clean and replaced regularly. You may discretely report persons failing to comply with the face covering policy to Personnel.

See the California Department of Public Health's "[Guidance for the Use of Masks](#)" for a list of tasks and settings that require certain types of masks. For example, surgical masks may be required for unvaccinated workers in higher-risk congregate and some healthcare settings, Respirators (N95 or greater level of protection) may be required for unvaccinated workers in healthcare facilities.

The following are exceptions to the face covering policy:

- When alone in a closed room, alone in a vehicle, or when working from home
- While eating and drinking in the workplace as long as other employees in the room/area are wearing face covering and at least six feet away (Eating with persons you do not live within six feet of each other should be avoided)
- While eating and drinking outside
- While performing specific tasks that cannot be performed safely with a face covering, provided other employees stay at least six feet apart (Please try to perform these tasks outdoors, and don the face covering as soon as the task is complete)
- If an emergency situation indicates that donning a face covering might jeopardize the safety of the employee or others (Employee must don face covering as soon as immediate threat which prevented immediate donning has been resolved)
- Risk Management will consider face covering alternatives on a case-by-case basis for employees who cannot wear face coverings due to a certified medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person, through the continuous good faith individualized interactive process. Employees exempt from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative if their disability or condition permits it. If their disability or condition does not permit a non-restrictive alternative, the employee shall be at least six feet apart from all other persons and either fully vaccinated or tested at least weekly for COVID-19 during paid time and at no cost to the employee.

F. **Cleaning and disinfecting.** Cleaning is the removal of debris, dirt, and dust from a surface. Cleaning helps to remove allergens and microorganisms, including viruses and bacteria; however, the risk of only partially removing microbes and cross-contamination

between surfaces creates concern. Sanitization and disinfection are sometimes used interchangeably, but there is a legal, though negligible, difference. Rather than removing germs as when cleaning, sanitizers kill 99.5 percent of microorganisms usually within less than a minute or as indicated on the label. Disinfectants kill viruses, too, but require a contact time of ten minutes before achieving a 99.99% effectiveness rate. Usually, the concentration of the diluted agent will determine whether it is a sanitizer or a disinfectant. To prevent the spread of infectious disease, first clean using detergent, soap, and water before disinfecting surfaces in the environment. It is crucial to ensure that the selected disinfectant agent is appropriate for the intended virus and the intended surface.

Common areas are cleaned and disinfected regularly, and high-use common areas are cleaned throughout the day, by qualified custodians. Employees are provided cleaning solution and towels and directed to clean their own work spaces daily to help avoid needless exposure to one another. More than 100 bottles of a Steramine solution (one tablet in 32 ounces of water) have been distributed to date. Eye and hand protection are not required per the Safety Data Sheet for the product, but employees should wash hands after touching a tablet. Employees may voluntarily use gloves, and gloves will be provided upon request at no cost to the employee for use at work. Building and Maintenance ensures that each building has supplies of towels and cleaning solution. If you need more supplies, inform your supervisor immediately. Frequently touched surfaces include doorknobs, light switches, handles, desks, toilets, faucets, sinks, tables, appliances, steering wheels, shift levers, keyboards, mice, and phones.

Do not order a sanitizing solution that has not been approved by Public Works in consultation with Risk Management in order to ensure that health and safety hazards of the solution have been reviewed. This process helps to limit such product use to those with the least physical and health risks to employees. Instructions on product labels and safety data sheets must be followed to ensure safe use, adequate ventilation, disposal, and use of appropriate personal protective equipment.

The Inyo County Respiratory Protection Program shall be followed when respirators are required (rather than voluntary) due to, for example, confirmed cases in small spaces. When disinfecting during a viral outbreak, additional personal protective equipment (PPE) may be necessary to prevent cross-contamination between surfaces, building areas, and employee residences. The safety data sheet may require more stringent equipment (i.e., respiratory protection). Still, the County shall provide an N95 respirator or greater level of protection and any of the following as required by the safety data sheet: protective coveralls or gowns, shoe covers, safety goggles, and nitrile examination gloves. All PPE shall be adequately sanitized, stored, or disposed of after being used to prevent cross-contamination to other surfaces or areas. Before using PPE, employees shall be adequately trained in use, care, and the sequence for donning and doffing the PPE.

In the event of a confirmed COVID-19 case in a workplace, Building and Maintenance will promptly carry out enhanced cleaning protocols or endeavor to hire a contractor to carry out those enhanced protocols as soon as possible and to the greatest extent possible before the area is re-occupied. A new spray system has been acquired to help expedite this enhanced cleaning protocol. The new system is intended to be used on all common areas weekly. If an outbreak occurs, Building and Maintenance will increase routine cleaning and disinfecting of frequently touched surfaces including doorknobs, light switches, handles, desks, toilets, faucets, sinks, tables, and appliances.

G. Ventilation. Super-spreader events can occur in areas with limited ventilation. The

amount of outside air inside county buildings is maximized with economizers to the extent feasible, unless there is poor outside air quality (an AQI of 100 or higher for any pollutant) or some other hazard to employees such as excessive heat or excessive cold. Employees are advised to keep windows open when safe to do so in buildings with natural ventilation. Mechanical air systems are checked regularly, and air filters are changed at least as frequently as manufacturer recommendations. Where appropriate, outdoor and air dampers have been fully opened, and recirculation dampers have been closed to reduce or eliminate air recirculation. Filtration has been improved in mechanical systems to the highest level compatible with the existing systems (currently MERV 8 is the highest our newer systems can accommodate), and HVAC systems run as continuously as possible. We have requested that our landlords comply with the newest regulations, and Public Works assists our landlords in so doing to the extent allowed. Indoor ventilation works best in combination with physical distancing, face coverings, vaccinations, and respiratory protection.

H. Transportation in County Vehicles. Face coverings must be worn, and windows should be left open weather permitting, in county vehicles when passengers are present. Law enforcement and other emergency operations may be excluded as necessary from this requirement when face coverings could inhibit otherwise safe operations. Vehicle sharing has been minimized to the extent feasible. Employees are directed to clean and disinfect the interior of shared vehicles before and after use. Each shared vehicle is equipped with a cleaning station. Vehicle occupancies greater than two are discouraged.

I. Other Engineering Controls. Multiple measures have been implemented in situations where we cannot maintain at least six feet between individuals. We added Plexiglas shields at front counters, made face coverings and hand sanitizer available, frequently clean surfaces, maintain air exchange systems, and reduce traffic flows and patterns through our facilities. Most public restrooms have been closed to the public. The County Jail has additional written customized protocols, and other departments and units may do so as well in consultation with Personnel and Public Health. Medical service providers and law enforcement are empowered to make decisions on the spot as circumstances warrant during calls for service.

J. Shared equipment. Items with which employees come in regular physical contact, including phones, headsets, desks, keyboards, writing materials, instruments, car door handles, shift levers, steering wheels, tools, and related equipment should not be shared to the extent feasible. Each employee is responsible for daily disinfection of their personal items in the workplace. We have eliminated to the greatest extent possible the sharing of phone and keyboards. Where this cannot be done, employees are expected to clean the items before and after each use with materials provided. See subsection "Transportation in County Vehicles."

K. Testing. COVID-19 testing is available from multiple sources, including community testing centers, Inyo County Public Health, and local hospital clinics. As information regarding testing locations and availability may change frequently, employees should contact Personnel or Public Health for information regarding testing locations and options. Acceptable tests are those approved by the FDA or that have an emergency use authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus.

Personnel shall offer testing to employees who are not fully vaccinated, or who are vaccinated with symptoms, at no cost and during paid time in the event of a close contact at work. The testing is done on paid time, though the County is not obligated to provide the test during the employee's normal working hours. When testing is offered to an employee, that testing shall be at no cost to the employee, including travel and testing time and associated reasonable costs.

An employee may decline or refuse such an offer for a COVID-19 test, and no declination form is required. Most testing is offered offsite.

In the event of a COVID-19 outbreak, weekly or biweekly (depending on the severity of the outbreak) testing will be made available at no cost to all employees within an exposed group during the outbreak except for those who were not at work during the relevant period, for vaccinated employees without symptoms, and – for a limited time – employees who recently recovered from COVID-19 and have not symptoms since returning to work.

Vaccination or periodic testing may be required in certain health care or congregate settings. See your supervisor for special rules that may be in place for specific, unique settings.

L. Vaccinations. See Personnel for vaccination options. All employees are eligible for free vaccinations on work time. CDPH mandates vaccination or surveillance testing in certain health care and congregate settings. See your supervisor for special rules that may be in place for specific, unique settings. Employees who decline the COVID-19 vaccine may use “Appendix E: Vaccination Declination form,” those this form is not currently required for employees not subject to the Aerosol Transmissible Disease Exposure Control Plan ([ATD](#)).

As of January 14, 2022, an employee is considered to be “fully vaccinated” when the County has documented that the employee has received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. If Federal OSHA adopts standard obligating employers to require either vaccines or weekly tests, then California will have 30 days to adopt a similar standard, and the County will have a short window thereafter to implement the new California standard. Vaccines must be FDA approved or have an emergency use authorization from the FDA. Vaccinated employees must comply with the face covering policy described above. The County and the DFEH do not consider requests and retention of documentation of vaccination status to be a disability-related inquiry or record, a religious creed-related inquiry or record, or a medical examination or record thereof, though employees are directed to omit any actual medical information from such documentation. Cal/OSHA does not obligate the County to require employees to submit proof of vaccination status; however, employees who do not submit such documentation will be treated as unvaccinated. It may be to your advantage to submit such documentation.

Acceptable documentation options include vaccine card, image of vaccine card, or health care document. There is current debate as to whether employee self-attestation to vaccination status can be considered adequate. Watch this space for updates or check with Personnel. Any such documentation should be exclusively shared with Personnel and shall be treated as confidential. Retention of the records is subject to need as they are not considered medical records.

M. Personal protective equipment (PPE). Proper use and selection of PPE helps control COVID-19 exposure. Gloves, goggles, face coverings, face shields, and other PPE must not be shared. N95 respirators are available upon request without fear of reprisal for voluntary use at no cost to the employee. N95 users must select the right size for their face so the device seals for maximum benefit. PPE needs are evaluated on a continuous basis, and employee input is very welcomed in this endeavor, in accordance with Cal/OSHA standards 8CCR3380 and the Inyo County Respiratory Protection program (governed by 8CCR5144). Employees who perform tasks that may involve procedures that may aerosolize potentially infectious material (such as saliva or respiratory tract fluids) are trained, advised, and provided higher levels of PPE as appropriate for the environment and task, including eye and respiratory protection.

V. Investigating and Responding to COVID-19 cases in the Workplace

Risk Management and Personnel investigate, respond to, and document COVID-19 cases in cooperation with the County Public Health Department and the employees reporting COVID-19 symptoms or positive test results. Risk, Public Health, and Personnel have their own unique processes and responsibilities that have evolved over time as a part of continuous improvement in COVID prevention and they share information to help protect and notify employees. All three units strive with their own processes to identify when the COVID-19 case was last in the workplace, dates of testing and onset of symptoms, close contacts, and who might have been potentially exposed.

Employees are expected to self-identify themselves to the Personnel Department if they have symptoms of COVID, or if they obtain a positive test result, without fear of reprisal. Personnel Department will then assist each employee who reported symptoms or a positive test result with information and resources regarding self-isolation, return to work dates, testing options, and leave documentation. Employees who are self isolating are encouraged to contact Personnel if situations change that might affect their return to work date. Personnel contacts known close contacts of the reporting employee without sharing personally identifying information of the COVID-19 case to explain return to work criteria and to offer testing at no cost during paid time (with the exception of asymptomatic employees who were fully vaccinated before the close contact). Personnel shares the information with Risk Management and where required by law.

Separately from Personnel, Risk Management contacts the reporting employee to conduct a COVID-19 case investigation to identify close contacts and ways to further prevent or reduce transmission of COVID-19 in the workplace. Risk Management may use "Appendix C – COVID-19 Case Investigation form" for this purpose, and employee cooperation is required. Risk Management will also send a letter in PDF to the reporting employee's work email with a copy to their personal email, if known, and to their union representative, if applicable, and a printed copy to their home address on file, describing rights, benefits, protections, a statement about anti-discrimination, cleaning and disinfection protocols, and, if applicable, information regarding workers' compensation.

Risk then sends letters to the potentially exposed employees, contractors, and volunteers via email (work email, with a copy to their personal email, if known, and to their union representative, if applicable) without sharing personally identifying information of the COVID-19 case. Letters to potentially exposed persons include information regarding rights, benefits, return to work criteria, a statement about anti-discrimination, and testing options. Printed potential exposure letters are not required to be sent to home addresses. Risk Management then does SB1159 reporting and shares information with Personnel, Public Health, and other agencies when as required by law.

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of un-redacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law. All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Un-redacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

VI. Training and Instruction

We provide effective training and instruction, including signage, webinars, online training assignments, emails, posters, and other resources shared readily with employees. “Appendix D: COVID-19 Training Roster” is a good resource to document such training, but it is not required, as in-person group training is not advised during the pandemic. This CPP includes and explains the following training and instruction, but these points bear repeating here:

- Not coming to work if the employee has COVID-19 symptoms.
- Face coverings are required when indoor and in a vehicle with another person unless alone in a closed room. Face coverings are recommended for use outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained.
- Face coverings and N95s are available for free to employees for use while working regardless of vaccination status and without fear of retaliation.
- Proper use of face coverings, which are not respiratory protective equipment.
- Respirators such as N95s are more effective at preventing COVID-19, an airborne illness.
- How to properly fit and wear an N95, and that facial hair interferes with the seal.
- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards and how employees can participate in hazard identification.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws, including exclusion pay and workers’ compensation.
- These facts: (a) COVID-19 is an infectious disease that can be spread through the air; (b) COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth; (c) an infectious person may have no symptoms; and (d) particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- What physical distancing is and the importance thereof.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer is less effective if the hands are soiled.
- COVID-19 symptoms, the importance of obtaining a COVID-19 test, and information on eligibility for the COVID vaccine.

VII. Reporting, Recordkeeping, and Access

Personnel and Risk Management share with and provide recording and tracking information to the local health department and whenever required by law regarding COVID-19 cases, hazard corrections, and outbreaks. Documentation is maintained exclusively electronically. Risk Management handles reporting in accordance with SB1159 via the Sedgwick portal provided for that purpose. Any serious illnesses or deaths of an employee occurring in our place of employment or in connection with any employment are reported immediately to Cal/OSHA per 8CCR330(h). Copies of all versions of this CPP are maintained for up to three years in an effort to document implementation of this CPP. The current version of this CPP is always available at inyocounty.us/cpp. Revisions are emailed to all employees and their authorized representatives as the revisions become available. Printed copies are available from Department Heads and Risk Management. Investigation records are available to employees and their authorized representatives subject to redacting names where required by law.

VIII. Exclusion of COVID-19 Cases and Return to Work Criteria

We do not tolerate discrimination against persons who test positive for COVID-19. We exclude employees with COVID-19 or those subject to an isolation order from the workplace until return-to-work criteria are met, as updated on 1/14/2022. We continue and maintain an employee's earnings, seniority, and other employee rights and benefits while the employee is off work in the event of a positive test or a workplace COVID-19 exposure. We encourage employees to get tested in order to avoid bringing the virus to work unintentionally. Employees wishing to get tested voluntarily at no cost during paid time should contact Personnel to verify eligibility. Employees who were notified in writing of a possible exposure at work will be offered testing at no cost to them during paid time. During an outbreak or in certain environments, testing may be required as a condition of employment to return to the workplace. For counting days, day one is the first full day after symptoms began.

The following rules apply to all employees regardless of vaccination status, previous infection, or lack of symptoms **who report a positive test result for COVID-19** (except for certain critical health care workers): The employee must be excluded from the work place for at least ten days. They may return to the workplace after day number ten provided symptoms have improved and they are without fever for at least 24 hours without fever-reducing medication. [A new five day rule might be included here in the future, but it was not ready and cleared at the time of this CPP update.] If fever continues after ten days, then the employee may not return to work until the fever has resolved. If symptoms other than fever are not resolving after ten days, then the employee may not return to work until symptoms resolve OR after ten days from the positive test. Employees must wear an approved face covering in indoor settings at all times unless alone in a closed room. Self-administered and unobserved specimen collections and testing operations may be considered inadequate for the calculation of days. See <https://www.dir.ca.gov/dosh/coronavirus/COVID19FAQs.html> - iso.

The following rules apply to a **vaccinated and boosted** employee (or vaccinated but not yet eligible for a booster) **exposed to someone with COVID-19** for longer than fifteen minutes in any 24-hour period during the COVID-19 positive person's high risk exposure period: The employee does not need to quarantine if they test on day five with a negative result, and wear approved face coverings around others for ten days after exposure. If the employee cannot test on day five, then they must wear a face covering and maintain six feet of distance for 14 days following the close contact. If the employee develops symptoms, then they must be excluded from the workplace pending the results of a test. If the employee tests positive during the ten days following exposure, then they must notify Personnel immediately and they may not return to work until certain additional criteria are met. The exclusion period may be reduced by Personnel in cooperation with Public Health and Cal/OSHA during critical staffing shortages. Employees must wear an approved face covering in indoor settings at all times unless alone in a closed room. These rules are subject to change by Public Health order.

The following rules apply to an **unvaccinated or under-vaccinated** (no booster yet) employee **exposed to someone with COVID-19** for longer than fifteen minutes in any 24-hour period during the COVID-19 positive person's high risk exposure period: The employee must be excluded from the workplace for ten days since their last close contact with the person who has COVID-19. If the employee does not have symptoms by day ten, then they may return to the workplace. If the employee develops symptoms, then they must be excluded from the workplace pending the results of a test. If the employee tests positive during the ten day period, then they must notify Personnel immediately and they may not return to work until certain additional criteria are met. The exclusion period may be reduced by Personnel in cooperation with Public Health and Cal/OSHA during critical staffing shortages. Employees must wear an approved face covering in indoor settings at all times unless alone in a closed

room. These rules are subject to change by Public Health order.

If the removal of an employee would create an undue risk to the community's health and safety, the County shall develop, implement, and maintain effective control measures to prevent transmission in the workplace, including providing isolation for the employee in the workplace and, if isolation is not feasible, the use of respirators in the workplace.

IX. Multiple COVID-19 Infections and COVID-19 Outbreaks

This section applies to a worksite only when three or more employee COVID-19 cases within an exposed group visited that worksite during their high-risk exposure period at any time during a 14-day period. See definitions in Section I (Introduction). Section X shall apply until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

When Section X applies, COVID-19 testing shall be made available at no cost to employees within the exposed group, during paid time, except for:

1. Employees who were not present at the workplace during the relevant 14-day period.
2. Employees who were fully vaccinated before this section became applicable to the workplace and who do not have COVID-19 symptoms.
3. For COVID-19 cases who did not develop COVID-19 symptoms after returning to work, no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.

Immediately upon being covered by this section, testing shall be made available to all employees in the exposed group and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department. Testing shall be made available at no cost to employees, during paid time, when the County is so ordered to offer such testing.

COVID-19 testing will be made available once a week at no cost, during paid time, to all employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until Section X no longer applies.

While this section applies, all provisions of the CPP shall be maintained. This especially includes the following three points. Employees in the exposed group shall wear face coverings when indoors, or when outdoors and less than six feet from another person. Employees in the exposed group will be informed of their right to request a respirator for voluntary use, if they are not fully vaccinated. The County shall evaluate whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission. Common area occupancies will be reduced.

Promptly upon applicability of this section, the County shall perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review shall be documented and include: (1) Investigation of new or unabated COVID-19 hazards including the employer's leave policies and practices and whether employees are discouraged from remaining home when sick; the employer's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing; (2) The review shall be updated every 30 days that this section continues to apply, in response to new information or to new or previously unrecognized

COVID-19 hazards, or when otherwise necessary; and (3) The implementation of changes to reduce the transmission of COVID-19 based on the investigation and review. Indoor tasks that can be moved outdoor or done remotely shall be done so. For indoor work areas, outdoor air supply shall be increased, air filtration shall be improved where possible, and physical distancing shall be increased as much as feasible. Respiratory protection shall comply with the Inyo County Respiratory Protection Program.

In buildings or structures with mechanical ventilation, the County shall filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, the County shall use filters with the highest compatible filtering efficiency and evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, shall implement their use to the degree feasible.

X. Major COVID-19 Outbreaks

This section shall apply if and when 20 or more employee COVID-19 cases in an exposed group visit the same worksite during their high-risk exposure period within a 30-day period. It shall continue to apply until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period.

In addition to the testing requested under Section X (Multiple COVID-19 Infections and COVID-19 Outbreaks), testing shall be made available to all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by the local health department.

In addition to the other provisions under Section X, the County shall do the following:

1. Respirators shall be provided for voluntary use to employees in the exposed group. In addition, the County will determine the need for updates to the Inyo County Respiratory Protection Program to address COVID-19 hazards.
2. Any employees in the exposed group who are not wearing respirators shall be separated from other persons by at least six feet, except where it can be demonstrated that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.
3. At work stations where an employee in the exposed group is assigned to work for an extended period of time, such as reception areas and cubicles, and where the physical distancing requirement is not maintained at all times, the County shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.

The County will evaluate whether to halt some or all operations at the worksite until COVID-19 hazards have been corrected, and shall implement other control measures deemed necessary by the local health department or Cal/OSHA.

Appendix A: COVID-19 Hazard Identification Form

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: _____

Date: _____

Name(s) of employee and authorized employee representative that participated: _____

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Controls Inspection Form

This form may be used as a guide. See Risk Management for assistance specific to each location, as questions may vary depending on possible hazards.

Date: _____. Name of person conducting the inspection: _____

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix C: COVID-19 Case Investigation Form (v20220111/ah)

NOTES: Notices to close contacts and to those who may have been exposed to the COVID-19 do not reveal personally identifying information of the COVID-19 case. If disclose is required, names shall be redacted from this document. For more information, see Section V.

01. Name of COVID-19 Case & date interviewed for this form.	
02. Interviewer Name? Who else was involved in investigation?	
03. Source case job title (or why in workplace if not employee)	
04. When did you first get COVID-19 symptoms?	
05. When and where were you last at work?	
06. Did you go to work with symptoms? Review rules if necessary.	
07. Date, location, and results of tests/diagnosis	
08. Is County Public Health aware of your test result?	
09. Has Personnel offered you a COVID-19 test?	
10. Are you vaccinated? If not, do you plan to?	
11. Have you traveled out of town in the last 2 weeks?	
12. Any known exposures to COVID-19?	
13. Where have you been when not at work in the last 14 days?	
14. Where were you for work in the last 14 days?	
15. Were coworkers wearing face coverings and practicing social distancing while at work? Were you?	
16. CLOSE CONTACTS: Where were you for work, and who were you around, in the 3 days before symptoms began?	
17. Where do you think you might have gotten COVID?	
18. What the workplace conditions could have contributed to your risk of COVID-19 exposure?	
19. What could be done to reduce exposure to COVID?	
20. Any questions or comments for me?	

Appendix E: Vaccination Declination Statement – *OPTIONAL / NOT IN USE*

COVID-19 vaccines will soon become available and may be offered to employees in the order of likelihood of industrial exposure. Employees who decline to accept the recommended and offered vaccination must sign and date the following statement:

I understand that I may be at risk of contracting COVID-19 at work, and I have been given the opportunity to be vaccinated against this disease or pathogen at no charge to me. However, I decline this vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring a serious disease and related potential complications. If in the future I continue to have occupational exposure to COVID-19 and want to be vaccinated, I can receive the vaccination at no charge to me as supplies become available.

Print Employee Name: _____

Sign here: _____ Date Signed: _____

[SCAN TO RISK@INYOCOUNTY.US. THIS DOCUMENT IS NOT KEPT IN PERSONNEL FILES.]

Appendix F: Newest COVID Safety Signage

The following pages contain copies of the newest signage posted in and around county facilities. Signage is subject to update through the hazard identification, control, and correction process. We wish to thank employees for their input and assistance with signage and other messaging.

Self-Isolation Instructions for Individuals Who Have or Likely Have COVID-19

COVID-19 is very contagious. If you have tested positive or have symptoms of COVID-19, you should self-isolate to prevent spreading the disease to your family, friends, and community.

How long should I self-isolate?

You should self-isolate for at least 5 full days after your symptoms start (or after your first positive test date if no symptoms). You can end isolation after 5 days if you test negative (antigen test preferred) on Day 5 or later—as long as you have no fever and your symptoms are improving. If you don't test, isolate for 10 full days, continuing until any fever resolves. Day 1 is the day *after* symptoms start (or *after* the day of your first positive test, only if you never have symptoms). Count from Day 1 and test on Day 5 (or later), to see if you can end isolation *after* Day 5. Wear a well-fitting mask around others – especially when indoors – for 10 days, even if you stop isolating earlier. See [Get the Most Out of Masking](#) for more information.

How do I self-isolate?

- Stay home except to get medical care. Do not have any visitors.
- Wear a well-fitting mask when around others, including at home, especially around anyone unvaccinated, with a weak immune system, or at [higher risk](#) for serious COVID-19 illness.
- Wash your hands often; otherwise use hand sanitizer with at least 60% alcohol.
- Disinfect any surfaces you touch frequently. Use a separate bathroom or disinfect a shared bathroom after each use.
- Avoid being in the same room as other people, especially those [more likely to get sick](#), such as people who:
 - Are over age 65, pregnant, or severely overweight.
 - Have a chronic disease (like cancer, diabetes, heart/lung disease).
 - Have a weak immune system.
- If you must be in a shared space, open windows when possible (or use portable air cleaners and exhaust fans) and ensure everyone is wearing a well-fitting mask.

How can I care for myself at home?

Proper home care (like resting and drinking fluids) helps most people get better without the need for hospitalization. You can take over-the-counter medications as directed on the bottle to provide relief from fever and pain. Contact your healthcare provider about treatment and any questions about your care, especially if you are at higher risk for serious illness or your symptoms worsen.



Call 911 if you start to have emergency warning signs:

- Difficulty breathing
- Pressure or pain in chest
- Bluish lips or face
- Confused or hard to wake
- Other serious symptoms

If you call 911, tell the dispatch personnel that you have COVID-19.



Scan the QR code to see the interactive links on this flyer.



STAY COVID SAFE!
STAY SOCIALLY DISTANT
STAY MASKED

ONE PERSON
AT A TIME IN
THE BREAK
ROOM

Until further notice

Aaron Holmberg

From: Sue Dishion
Sent: Wednesday, January 5, 2022 3:27 PM
To: All County Users
Cc: jane.mcdonald@ca.afscme57.org; Weurdig, Amy@Inyo
Subject: Just-In-Time N95 training.pdf
Attachments: Just-In-Time N95 training.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hello County Users:

Like the rest of the country, Inyo County is seeing a spike in COVID-19 cases. For the immediate future, some staff may be asked to work from home in order to facilitate social distancing at county office buildings. Other staff may be asked to continue working at the office, but to continue wearing a face covering at all times unless you are alone in a room with the door closed. Surgical masks and N95 masks are strongly preferred over cloth masks.

Inyo County will make non-medical disposable masks and N95 masks available for your use while you are at work. Please see the attached guidance on wearing an N95 and [perform a just-in-time fit test](#) every time you don a mask. N95 masks are strongly recommended when you must be within six feet of other staff, clients, or public. Please remember that N95s only effectively protect you when they are fitted correctly!

Non-medical disposable masks and N95 masks will be available at the following locations:

- Quilter COB, break rooms and front desk
- Independence Admin Office (see personnel staff)

Please contact your supervisor or Department Head to arrange for delivery if masks are needed in other office buildings.

A video on proper just in time fit testing is linked here, or use the QR Code.

<https://vimeo.com/470716293?ref=em-share>

Here is the QR code





FACE COVERING REQUIRED*



SE REQUIERE MASCARILLA*

**EVERYONE: COVID-19 vaccinations are recommended. Certain face coverings are available for free for use in county buildings.*

**EMPLOYEES: Face covering rule is subject to reasonable accommodations (for disabilities, medical conditions, and sincerely-held religious beliefs), through the continuous individualized interactive process. CDPH requires COVID-19 vaccination for health care settings and weekly COVID-19 testing for unvaccinated persons in certain other areas. See your supervisor, Personnel, or the public health department if you have questions.*

**TODOS: Se recomiendan las vacunas COVID-19. Ciertas mascarillas están disponibles para su uso gratis en los edificios del condado.*

**EMPLEADOS: La regla de cubrirse el rostro está sujeta a adaptaciones razonables (para discapacidades, afecciones médicas y creencias religiosas sinceras), a través del proceso interactivo continuo e individualizado. El Departamento de Salud Pública de California (CDPH) requiere la vacunación COVID-19 para entornos de atención médica y pruebas COVID-19 semanales para personas no vacunadas en otras áreas determinadas. Consulte a su supervisor, al personal o al departamento de salud pública si tiene preguntas.*



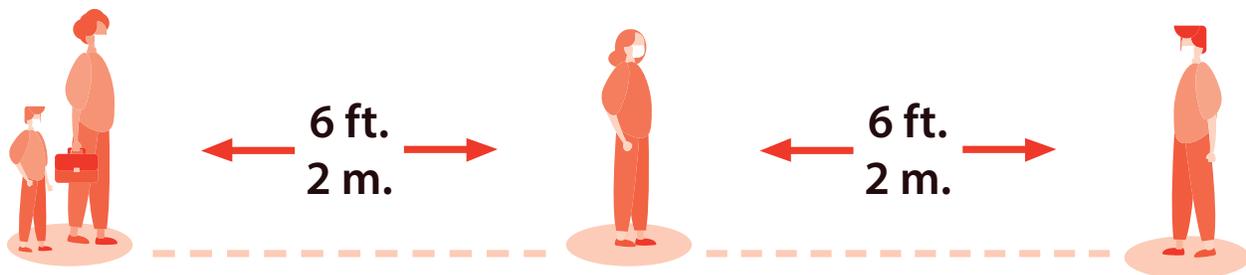
TO ENTER THIS BUILDING, YOU MUST



NOT have any of the listed symptoms below of COVID-19

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting

Maintain a minimum six-foot distance from others



Wear a face covering (except if under 2 years of age, medically unable, or hearing impaired).



Regularly wash your hands or use hand sanitizer.





County of Inyo



Planning Department

DEPARTMENTAL - NO ACTION REQUIRED

MEETING: February 1, 2022

FROM: Cathreen Richards

SUBJECT: Presentation on Short-Term Rentals

RECOMMENDED ACTION:

Request Board receive a presentation from Planning Department staff and the Treasurer Tax Collector on the status of Short-Term Rentals in Inyo County.

SUMMARY/JUSTIFICATION:

Background

Until the implementation of the County's short-term rental ordinance in 2018, the Inyo County Code did not directly address short-term rentals and staff had operated off a 2006 finding by the Board of Supervisors that short-term rentals were not an allowed use in the County's residential zones, and as such were considered zoning violations. In the years between 2006 and 2016 short-term rentals became more of an issue in the County, the State, and the entire country with the increasing popularity of renting properties in single family zoning districts, through online services.

From October 2016 through May of 2017 the Planning Department made a series of presentations to the Board of Supervisors and the Planning Commission, providing background and research on the issues of short-term rentals and receiving direction to develop policy and regulations around them. Between June 19, 2017 and July 6, 2017, Planning Department staff conducted a series of community workshops to collect input from County citizens. These workshops occurred in Bishop, Big Pine, Independence, Lone Pine and Tecopa. Starting in August of 2017, the Planning Department worked to take the information collected from the communities as well as input from the Planning Commission and Board of Supervisors, and formulated a draft ordinance, which was refined, finalized and adopted in February of 2018. Two types of permits were addressed in the ordinance: Hosted Short-Term Rental permits, where the owner of a property is the host, and resides in the rented residence while renting rooms within the house to guests; and Non-Hosted Short-Term Rental permits, where the renter has use of an entire residence, and the property is managed by the owner or a property manager who does not have to be on site. The Planning Department began accepting permit applications on April 20th, 2018, and the first permit was issued on May 29th, 2018.

In February 2020 based on direction from the Board of Supervisors, staff went through another process to update the Short Term Rental Ordinance. The primary change was to only allow for hosted short-term rentals. This includes that the host or a designated representative must reside on the property during the rental and can have two rentals, but only on one property in the County.

Permits

Permits granted by year and type:

2018 – 20 hosted; 8 non-hosted, 28 total

2019 – 15 hosted; 14 non-hosted, 29 total

2020 – 8 hosted; 6 non-hosted, 14 total

2021 – 6 hosted, 6 total

This is a total of 77 permits. Only about a dozen of the hosted permits that were acquired before the non-hosted permit was eliminated were applied for to use. Most applicants got the hosted permit just so they could get the non-hosted, according to staff surveys of the applicants. There are about 54 active permits (this is without the unused hosted permits). The total of non-hosted short-term rental permits is 28.

The breakdown of permits by area is:

40-acres – 2

Alabama Hills – 10

Aspendell – 3

Big Pine – 4

Bishop – 13

Darwin – 2

Granite View – 1

Independence – 1

Keeler – 1

Lone Pine – 12

Olancho – 1

Rocking K – 1

Starlite – 2

Tecopa – 2

Wilkerson – 1

The most permits are for sites in the Bishop area 13, followed closely by Lone Pine 12 and the Alabama Hills 10. Currently, the planning department has 4 short-term rental permit applications in process. There is 1 in Olancho, 1 in Lone Pine and 2 in the Bishop area.

Violations

Short-term rentals without permits and those operating in a way that are in conflict with a granted permit are considered zoning violations. The County contracted with Host Compliance to help track unpermitted short-term rentals. Planning and code enforcement staff also receive complaints regarding short-term rentals. The county code enforcement officer handles all of the complaints and notifies the planning department.

From January 1, 2021 to present there have been 14 documented short-term rental violations. A majority of these (12) were for un-permitted rentals. Letters were sent to all 12 owners and all but 2 are now in compliance, one of these is still being investigated. There were allegations of 2 violations regarding short-term rentals operating in conflict of a permit; both are located in the Alabama Hills. These consisted of a noise complaint and the other, a complaint that the owner left the property while a renter was there. One of the violations has had multiple complaint forms submitted to the County from the same person. The code enforcement officer has not been able to verify a violation at this property after many visits. Both owners have also received phone calls from the planning department explaining the responsibilities of having a short-term rental permit in relation to the complaints received. If more substantiated violations are found at these properties the short-term rental permits could be in jeopardy of being revoked.

Transient Occupancy Tax (TOT)

The County Treasurer Tax Collector collects all TOT including for the short-term rentals. As part of the short-term rental permit process, applicants are required to submit a TOT application. There are currently 42 short-term

rental operators who are paying TOT taxes in the County. The discrepancy in the number of TOT payers and total short-term rental permit holders comes from the properties with hosted and non-hosted permits. They are only registered for the TOT as one property owner while they have 2 short-term rental permits.

The Tax Collector began collecting TOT for the short-term rentals in 2017-2018. This first year yielded a negligible amount of tax revenue. It went up to about \$40,000 in 2018-2019, to almost \$60,000 in 2019-2020 and then down to about \$50,000 in 2020-2021. Some of the reduction in the County's entire TOT between 2020 and 2021 can be attributed to Covid. Short-term rentals are a very small fraction of the overall TOT revenue compared to what hotels and motels bring in. The highest TOT revenue year for both was 2018-2019. Hotel, motel TOT revenues were almost \$4,000,000 compared to \$60,000 from short-term rentals.

Short-term rental operators are unique in that they are homeowners who are utilizing their properties for an additional income stream. Many of the online rental platforms are capable of collecting, reporting, and remitting the TOT due the County, but the County Code stands in the way. These "Collection Agreements" most of the major platforms offer will not accommodate the operator's allowance that is currently in place. The Collection Agreement would assist many of the operators with their rental management, reporting, and payments. Each online platform contacted has denied the request from the Treasurer-Tax Collector to participate due solely to the operator allowance. Should the County wish to make this service available to the short-term rental operators, it would require a change to the County Code.

Property Taxation

Short-term rentals are also subject to a small increase in assessed value as the assets are categorized as business property as opposed to private residential property.

Summary

The short-term rental program in the County, overall, has been successful with respect to property owners being able to generate income from their property. Although there are still people in the County who hate the short-term rental program and short-term rentals are not a large contributor to the TOT revenues, a majority of comments that planning staff receives regarding them is positive. There have also been only a few nuisance complaints addressing them. With regard to losses of long-term rental property, early on, staff asked permit applicants (regarding non-hosted rentals) if they were converting a long-term rental into a short-term rental, only about a half dozen indicated that they were. Most people said that they were seeking a short-term rental permit to supplement their income and are new to any kind of rental of their property.

BACKGROUND/HISTORY OF BOARD ACTIONS:

N/A

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

OTHER AGENCY INVOLVEMENT:

FINANCING:

ATTACHMENTS:

1. TOT Data - Planning BOS Workshop

APPROVALS:

Cathreen Richards
Darcy Ellis
Alisha McMurtrie

Created/Initiated - 1/21/2022
Approved - 1/22/2022
Approved - 1/24/2022

Cathreen Richards

Final Approval - 1/25/2022

SHORT TERM RENTALS (STR)

& Transient Occupancy Tax (TOT)

**Prepared by:
Alisha McMurtrie
Treasurer-Tax Collector**

The TOT History:

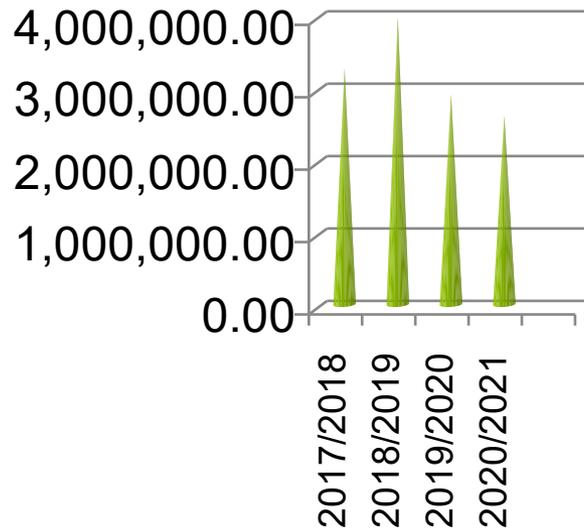
Historically, Inyo County maintained approximately 30-35 Hotel/Motel businesses in the unincorporated areas of the County. This does not include any operations within the City of Bishop as they are incorporated.

We saw 25 STR's operators receive licenses the first year and currently have 42.

Point of Interest: The drop in revenues reflect the impact the COVID-19 pandemic has had on our tourist economy.

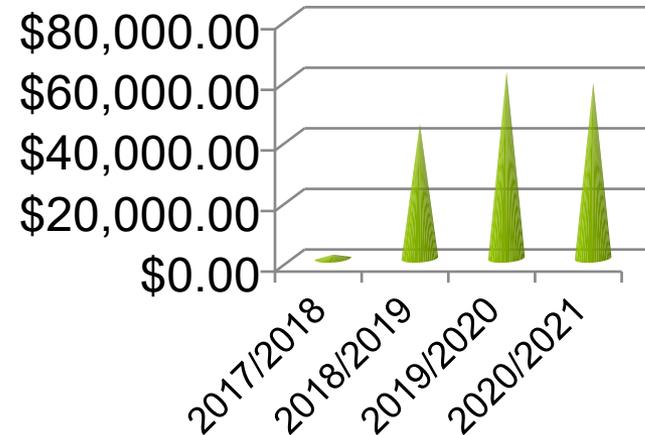
HOTEL/MOTEL vs. STR's TOT REVENUES

Hotel/Motel

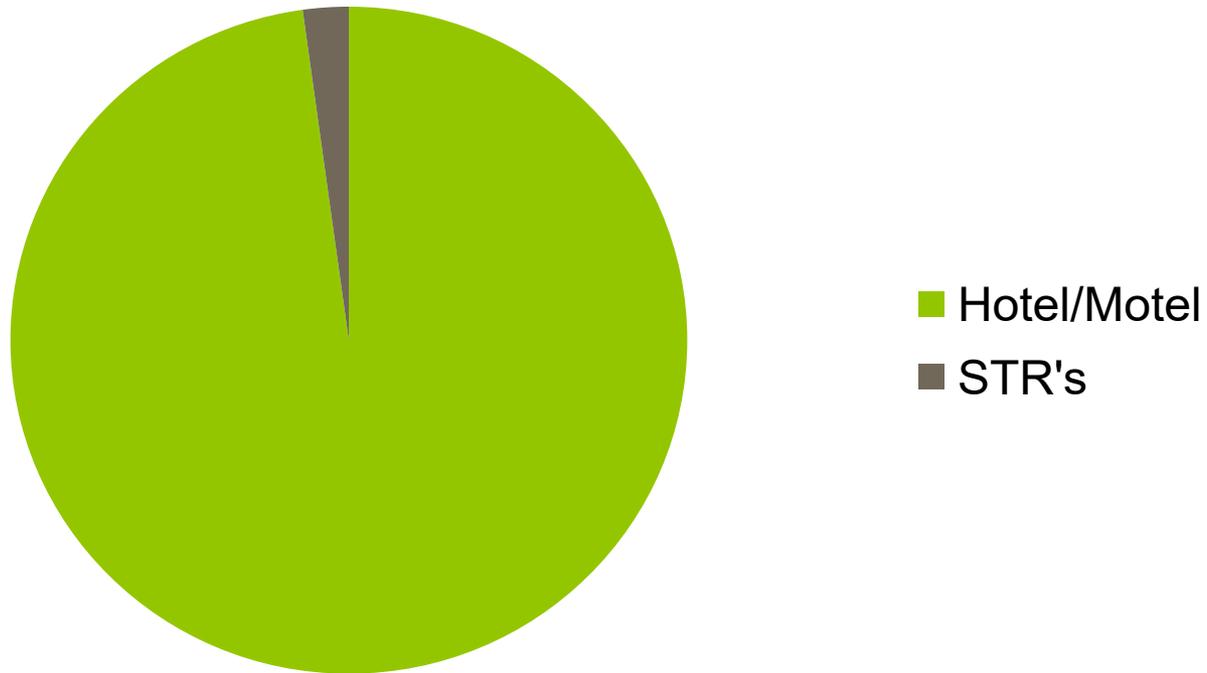


STR's

Column1



REVENUE COMPARISON FY 2020/2021





County of Inyo



Clerk of the Board

DEPARTMENTAL - ACTION REQUIRED

MEETING: February 1, 2022

FROM: Assistant Clerk of the Board

SUBJECT: Approval of Board of Supervisors Meeting Minutes

RECOMMENDED ACTION:

Request Board approve the minutes of the regular Board of Supervisors meetings of January 4 and January 11, 2022.

SUMMARY/JUSTIFICATION:

The Board is required to keep minutes of its proceedings. Once the Board has approved the minutes as requested, the minutes will be made available to the public via the County's webpage, www.inyocounty.us.

BACKGROUND/HISTORY OF BOARD ACTIONS:

N/A

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

N/A

OTHER AGENCY INVOLVEMENT:

N/A

FINANCING:

N/A

ATTACHMENTS:

APPROVALS:

Darcy Ellis
Darcy Ellis

Created/Initiated - 1/27/2022
Final Approval - 1/27/2022



County of Inyo



Treasurer-Tax Collector

CORRESPONDENCE - INFORMATIONAL - NO ACTION REQUIRED

MEETING: February 1, 2022

FROM: Alisha McMurtrie

SUBJECT: Treasury Status Report for the Quarter Ending December 31, 2021

RECOMMENDED ACTION:

Treasurer-Tax Collector - Treasury Status Report for the Quarter Ending December 31, 2021

SUMMARY/JUSTIFICATION:

The report is provided pursuant to the provisions of Section 53646(b) of the Government Code. The primary purposes of the report are to disclose the following:

- the investments and deposits of the treasury;
- the cost basis and market values of the investments;
- compliance with the County Investment Policy;
- the projected ability of the treasury to meet the expected expenditure requirements of the treasury's pooled participants for the next six months.

BACKGROUND/HISTORY OF BOARD ACTIONS:

N/A

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

N/A

OTHER AGENCY INVOLVEMENT:

Pursuant to Section 53646(g) of the Government Code, copies of this report, while no longer mandated, will continue to be provided to the members of the Treasury Oversight Committee.

FINANCING:

N/A

ATTACHMENTS:

1. 12-31-2021 Treasury Status Report

APPROVALS:

Moana Chapman
Darcy Ellis
Moana Chapman
Alisha McMurtrie

Created/Initiated - 1/10/2022
Approved - 1/10/2022
Approved - 1/20/2022
Final Approval - 1/20/2022

COUNTY OF INYO
TREASURER-TAX COLLECTOR
168 NORTH EDWARDS STREET
POST OFFICE DRAWER O
INDEPENDENCE, CA 93526-0614
(760) 878-0312 • (760) 878-0311 FAX



ALISHA McMURTRIE
TREASURER-TAX COLLECTOR

TO: Honorable Members of the Inyo County Board of Supervisors
FROM: Alisha McMurtrie, Treasurer-Tax Collector
SUBJECT: Report of the Status of the Inyo County Treasury as of: December 31, 2021
DATE: January 7, 2022

The following status report of the County Treasury as of 12-31-2021 is provided pursuant to the provisions of Section 53646(b) of the Government Code.

The attached copy of the "Treasurer's Daily Reconciliation" provides a breakdown of the dollar amount of the Treasury assets by depository for monetary assets and by issuer for securities.

The attached copy of the custody statement from TRACKER, a Division of C2, LLC reflects, among other things, the following information regarding each security held: issuer, maturity date; CUSIP number; face amount; cost basis; and market value (calculated by Merrill Lynch).

The weighted average maturity of the investments of the Treasury was 844 days.

The latest PARS/OPEB investment statement is attached for reference.

It is anticipated that the County Treasury will be able to meet the liquidity requirements of its pooled participants for the next six months.

The investment portfolio is in compliance with the Inyo County Treasury Investment Policy.

NOTES: Regarding Inyo County's monetary assets held outside the County Treasury:

- Various Inyo County Departments and treasury pool participants maintain and administer bank checking accounts outside the County Treasury.
- Inyo County's PARS relationship for our OPEB investment began in June 2010. To date: the PARS balance as of: 12/31/2021 was \$10,275,204.26 (Principal: \$10,082,790.95 plus Contributions: \$00.00 plus Interest: \$194,934.89 less Fees: \$-2,521.58)

C: Members of the Inyo County Treasury Oversight Committee

TREASURER'S DAILY RECONCILIATION For the Business Day of 12/31/2021			
AUDITOR BALANCES:			
Beginning "Claim on Cash in Treasury"			\$186,933,926.33
Deposit Authorizations		\$0.00	
Checks Paid on:	12/30/2021		\$0.00
Journal Entry:			\$0.00
Outgoing Debits:			\$0.00
Ending "Claim on Cash in Treasury"			\$186,933,926.33
TREASURER BALANCES:			
CASH ON HAND:			
	Drawer		\$264.38
	Vault		\$950.00
CHECKS ON HAND:			
	Date:	12/29/2021	\$1,880.30
	Date:		
	Date:		
BANK ACCOUNTS:			
Union Bank - General Account.			\$7,115,624.63
Eastern Sierra Community Bank - Gen			\$3,889,007.68
El Dorado #2107 - Directs Account			\$13,204.46
El Dorado #9703 - Cash Account			\$100,994.25
INVESTMENTS:			
		<i>Agency</i>	<i>Limit</i>
Local Agency Investment Fund	\$49,500,000.00		50,000,000
UBS Money Market	\$3,500,000.00	1.87%	of 5.00%
Local Agencies	\$563,625.70	0.30%	of 100.00%
Federal Agencies	\$105,000,000.00	56.17%	of 100.00%
Federal Agencies-Treasury Notes/Bonds	\$0.00	0.00%	of 100.00%
Commercial Paper	\$6,994,359.45	3.74%	of 15.00%
Corporate Obligation	\$0.00	0.00%	of 30.00%
CDs	\$7,937,000.00	4.25%	of 30.00%
U.S. Bank Money Market	\$2,755,637.15	1.47%	of 5.00%
Grand TTL Investments	\$176,250,622.30		
NOTES			
Maturities > 1 Year	\$109,728,636.41	58.70%	of 60.00%
GRAND TOTAL TREASURY BALANCE:			\$187,372,548.00
RECONCILIATION			
Treasury Over/Short:			\$438,621.67
Explanation:			
	\$139,035.71	12/30/21 IC0E: PERS	
	\$126,653.99	12/30/21 IC0E: PERS	
	\$10,239.37	12/30/21 AUD PY: PERS - PEPR A 25015	
	\$38,961.24	12/30/21 AUD PY: PERS - CLASSIC 21	
	\$74,455.84	12/30/21 AUD PY: PERS - CLASSIC 20	
	\$90,377.48	12/30/21 AUD PY: PERS - PEPR A 26010	
	\$1,687.60	12/30/21 AUD PY: PERS - PIONEER	
	\$8,720.43	12/30/21 AUD PY: PERS SIP	
	\$27.19	12/30/21 CUSIP# 31846V567 - CAPITAL GAIN	
	\$31,250.00	12/30/21 CUSIP# 31846V567 - SETTLEMENT	
	(\$407.46)	12/30/21 MISC. TELLER DEBIT	
	(\$3,766.06)	12/30/21 MISC. TELLER DEBIT	
	\$5,000,000.00	12/31/21 CUSIP# 3130AQD59 - SETTLEMENT	
	(\$5,000,000.00)	12/31/21 U.S. BANK: SOLD SHARES FOR (1) BUY-TRADE	
	(\$78,613.66)	12/31/21 ARP DEBIT: CARRY OFF UNTIL 01/03/22 - COUNTY HOLIDAY - CLOSED	
	(\$79.14)	12/20/21 SIFPD: WELLS FARGO AA - NOV '21 - CK# 2084	
			\$438,621.67

Inyo County
Portfolio Holdings
Compliance Report | by Investment Policy
Report Format: By Transaction
Group By: Asset Category
Average By: Face Amount / Shares
Portfolio / Report Group: All Portfolios
As of 12/31/2021

Description	CUSIP	Settlement Date	YTM	Face Amount	Cost Value	Market Value	Maturity Date	Days To Maturity
Certificate of Deposit - 30 %								
State Bank India NY 2.35 2/24/2022	8562846J8	2/24/2017	2.350	248,000.00	248,000.00	248,000.00	2/24/2022	55
United Community Bank GA 2.05 3/1/2022	90984P5A9	3/1/2017	2.050	248,000.00	248,000.00	248,000.00	3/1/2022	60
Belmont Savings Bank MA 2.15 3/21/2022	080515BV0	3/20/2017	2.150	248,000.00	248,000.00	248,000.00	3/21/2022	80
American Express UT 2.45 4/5/2022	02587DN38	4/5/2017	2.450	248,000.00	248,000.00	248,000.00	4/5/2022	95
TOWNBANK1.15 4/29/2022	89214PCQ0	4/29/2020	1.150	250,000.00	250,000.00	250,000.00	4/29/2022	119
BERKSHIRE BANK 1 10/20/2022	084601XL2	4/24/2020	1.000	250,000.00	250,000.00	250,000.00	10/20/2022	293
MERRICK BANK 1.75 11/29/2022	59013KEA0	11/29/2019	1.750	248,000.00	248,000.00	248,000.00	11/29/2022	333
Mountain America UT 2.4 11/30/2022	62384RAD8	11/30/2017	2.400	248,000.00	248,000.00	248,000.00	11/30/2022	334
Morgan Stanley Bank UT 2.65 2/8/2023	61747MJ77	2/8/2018	2.650	248,000.00	248,000.00	248,000.00	2/8/2023	404
ALLY BANK 0.9 3/13/2023	02007GMY6	3/12/2020	0.900	248,000.00	248,000.00	248,000.00	3/13/2023	437
GREENSTATE CREDIT UNION 0.4 8/18/2023	39573LAP3	8/18/2020	0.400	248,000.00	248,000.00	248,000.00	8/18/2023	595
ENERBANK USA 1.8 11/22/2023	29278TMN7	11/27/2019	1.800	248,000.00	248,000.00	248,000.00	11/22/2023	691
Citibank National SD 3.4 1/9/2024	17312QZ36	1/9/2019	3.400	245,000.00	245,000.00	245,000.00	1/9/2024	739
AMERICAN COMMERCE BANK 0.9 3/27/2024	02519TBA3	3/27/2020	0.900	248,000.00	248,000.00	248,000.00	3/27/2024	817
MEDALLION BANK 1.2 4/30/2024	58404DGU9	4/30/2020	1.200	250,000.00	250,000.00	250,000.00	4/30/2024	851
MORGAN STANLEY PRIVATE BANK NA 1.9 11/20/2024	61760A3B3	11/27/2019	1.900	248,000.00	248,000.00	248,000.00	11/20/2024	1,055
LIVE OAK BANKING COMPANY 1.85 11/27/2024	538036GU2	11/27/2019	1.850	248,000.00	248,000.00	248,000.00	11/27/2024	1,062
VIRIVA FCU 1.85 11/27/2024	92823NAA9	11/27/2019	1.850	248,000.00	248,000.00	248,000.00	11/27/2024	1,062
CELTIC BANK 1.85 11/27/2024	15118RTC1	11/27/2019	1.850	248,000.00	248,000.00	248,000.00	11/27/2024	1,062
SOMERSET TRUST CO 1 3/19/2025	835104BZ2	3/19/2020	1.000	248,000.00	248,000.00	248,000.00	3/19/2025	1,174
FLAGSTAR BANK 1.15 4/29/2025	33847E3D7	4/29/2020	1.150	245,000.00	245,000.00	245,000.00	4/29/2025	1,215
CENTERSTATE BANK 1.25 4/30/2025	15201QDE4	4/30/2020	1.250	250,000.00	250,000.00	250,000.00	4/30/2025	1,216
PACIFIC WETERN BANK 1.25 4/30/2025	69506YRL5	4/30/2020	1.250	250,000.00	250,000.00	250,000.00	4/30/2025	1,216
LUANA SAVINGS BANK 0.6 5/8/2025	549104PQ4	5/8/2020	0.600	245,000.00	245,000.00	245,000.00	5/8/2025	1,224
EAST BOSTON SAVINGS BANK 0.45 8/12/2025	27113PDP3	8/12/2020	0.450	248,000.00	248,000.00	248,000.00	8/12/2025	1,320

Description	CUSIP	Settlement Date	YTM	Face Amount	Cost Value	Market Value	Maturity Date	Days To Maturity
Certificate of Deposit - 30 % (continued)								
GOLDMAN SACHS BANK USA 1.1 11/17/2026	38149MK51	11/17/2021	1.100	248,000.00	248,000.00	248,000.00	11/17/2026	1,782
CAPITAL ONE BANK USA NA 1.1 11/17/2026	14042TDW4	11/17/2021	1.100	248,000.00	248,000.00	248,000.00	11/17/2026	1,782
UBS BANK NA 1.1 11/17/2026	90348JW97	11/17/2021	1.100	248,000.00	248,000.00	248,000.00	11/17/2026	1,782
CAPITAL ONE NA 1.1 11/17/2026	14042TQB0	11/17/2021	1.100	248,000.00	248,000.00	248,000.00	11/17/2026	1,782
Sub Total / Average Certificate of Deposit - 30 %			1.420	7,937,000.00	7,937,000.00	7,937,000.00		894
Commercial Paper - 15 %								
MUFG BANK LTD/NY 0 7/8/2022	62479MG80	10/19/2021	0.110	4,000,000.00	3,996,797.78	4,000,000.00	7/8/2022	189
CREDIT AGRICOLE CIB NY 0 7/12/2022	22533UGC1	10/19/2021	0.110	3,000,000.00	2,997,561.67	3,000,000.00	7/12/2022	193
Sub Total / Average Commercial Paper - 15 %			0.110	7,000,000.00	6,994,359.45	7,000,000.00		191
Federal Agencies - 100 %								
FHLB 0.55 7/30/2024-20	3130AJUN7	7/30/2020	0.550	3,000,000.00	3,000,000.00	3,000,000.00	7/30/2024	942
FHLB 1 9/30/2024-22	3130AQD59	12/30/2021	1.000	5,000,000.00	5,000,000.00	5,000,000.00	9/30/2024	1,004
FFCB 0.44 11/4/2024-21	3133EMFP2	11/4/2020	0.440	3,000,000.00	3,000,000.00	3,000,000.00	11/4/2024	1,039
FHLB 1 12/30/2024-22	3130AQFN8	12/30/2021	1.000	3,000,000.00	3,000,000.00	3,000,000.00	12/30/2024	1,095
FHLB 1 12/30/2024-22	3130AQ4Z3	12/30/2021	1.000	3,000,000.00	3,000,000.00	3,000,000.00	12/30/2024	1,095
FFCB 0.47 1/27/2025-21	3133EMER9	10/27/2020	0.470	3,000,000.00	3,000,000.00	3,000,000.00	1/27/2025	1,123
FHLB 0.52 1/28/2025-22	3130ANEJ5	7/28/2021	0.520	5,000,000.00	5,000,000.00	5,000,000.00	1/28/2025	1,124
FHLB 0.75 1/29/2025-21	3130ALY65	4/29/2021	0.750	2,000,000.00	2,000,000.00	2,000,000.00	1/29/2025	1,125
FHLB 0.75 6/30/2025-21	3130AMX31	6/30/2021	0.750	3,000,000.00	3,000,000.00	3,000,000.00	6/30/2025	1,277
FNMA 0.7 7/21/2025-21	3136G4ZG1	7/21/2020	0.700	4,000,000.00	4,000,000.00	4,000,000.00	7/21/2025	1,298
FNMA 0.625 7/21/2025-22	3136G4ZJ5	7/21/2020	0.625	4,000,000.00	4,000,000.00	4,000,000.00	7/21/2025	1,298
FFCB 0.53 8/12/2025-22	3133EL3P7	8/12/2020	0.530	4,000,000.00	4,000,000.00	4,000,000.00	8/12/2025	1,320
FHLMC 0.625 8/19/2025-21	3134GWQN9	8/19/2020	0.625	3,000,000.00	3,000,000.00	3,000,000.00	8/19/2025	1,327
FNMA 0.56 8/21/2025-23	3136G4N74	8/21/2020	0.560	3,000,000.00	3,000,000.00	3,000,000.00	8/21/2025	1,329
FFCB 0.55 9/16/2025-21	3133EL7K4	9/16/2020	0.550	5,000,000.00	5,000,000.00	5,000,000.00	9/16/2025	1,355
FHLMC 0.625 9/23/2025-20	3134GWP75	9/23/2020	0.625	5,000,000.00	5,000,000.00	5,000,000.00	9/23/2025	1,362
FHLMC 0.6 9/30/2025-21	3134GWTG1	9/30/2020	0.600	5,000,000.00	5,000,000.00	5,000,000.00	9/30/2025	1,369
FFCB 0.52 10/21/2025-21	3133EMDZ2	10/21/2020	0.520	3,000,000.00	3,000,000.00	3,000,000.00	10/21/2025	1,390
FFCB 0.53 10/22/2025-21	3133EMEC2	10/22/2020	0.530	3,000,000.00	3,000,000.00	3,000,000.00	10/22/2025	1,391
FNMA 0.58 10/28/2025-22	3135GA2A8	11/17/2020	0.580	3,000,000.00	3,000,000.00	3,000,000.00	10/28/2025	1,397
FNMA 0.55 11/4/2025-22	3135GA2N0	11/4/2020	0.550	5,000,000.00	5,000,000.00	5,000,000.00	11/4/2025	1,404

Description	CUSIP	Settlement Date	YTM	Face Amount	Cost Value	Market Value	Maturity Date	Days To Maturity
Federal Agencies - 100 % (continued)								
FHLB 0.7 3/16/2026-22	3130ALEP5	3/16/2021	0.700	5,000,000.00	5,000,000.00	5,000,000.00	3/16/2026	1,536
FHLB 1.2 4/28/2026-21	3130ALXP4	4/28/2021	1.200	2,000,000.00	2,000,000.00	2,000,000.00	4/28/2026	1,579
FHLB Step 6/16/2026-21	3130AMR46	6/16/2021	0.750	3,000,000.00	3,000,000.00	3,000,000.00	6/16/2026	1,628
FHLB 1 6/30/2026-21	3130AMT28	6/30/2021	1.000	4,000,000.00	4,000,000.00	4,000,000.00	6/30/2026	1,642
FHLB 1.55 12/22/2026-22	3130AQ5C3	12/22/2021	1.550	3,000,000.00	3,000,000.00	3,000,000.00	12/22/2026	1,817
Sub Total / Average Federal Agencies - 100 %			0.715	105,000,000.00	105,000,000.00	105,000,000.00		1,331
Local Agency Investment Fund - \$ 50M								
LAIF LGIP	LAIF4000	9/30/2018	0.212	49,500,000.00	49,500,000.00	49,500,000.00	N/A	1
Sub Total / Average Local Agency Investment Fund \$ 50M			0.212	49,500,000.00	49,500,000.00	49,500,000.00		1
U.S. Bank Money Market - 5%								
U.S. Bank MM	MM5280	8/3/2021	0.710	2,755,637.15	2,755,637.15	2,755,637.15	N/A	1
Sub Total / Average U.S. Bank Money Market - 5%			0.710	2,755,637.15	2,755,637.15	2,755,637.15		1
UBS Money Market - 5 %								
UBS Financial MM	MM9591	6/30/2018	0.010	3,500,000.00	3,500,000.00	3,500,000.00	N/A	1
Sub Total / Average UBS Money Market - 5 %			0.010	3,500,000.00	3,500,000.00	3,500,000.00		1
Total / Average			0.567	175,692,637.15	175,686,996.60	175,692,637.15		844

COUNTY OF INYO
PARS OPEB Trust Program

Account Report for the Period
12/1/2021 to 12/31/2021

Leslie Chapman
County Administrative Officer
County of Inyo
P.O. Drawer N
Independence, CA 93526

Account Summary

Source	Beginning Balance as of 12/1/2021	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 12/31/2021
OPEB	\$10,082,790.95	\$0.00	\$194,934.89	\$2,521.58	\$0.00	\$0.00	\$10,275,204.26
Totals	\$10,082,790.95	\$0.00	\$194,934.89	\$2,521.58	\$0.00	\$0.00	\$10,275,204.26

Investment Selection

Source

OPEB Moderate HighMark PLUS

Investment Objective

Source

OPEB The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.

Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	1.93%	3.15%	9.27%	13.40%	9.67%	8.54%	6/16/2010

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.

Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.

Account balances are inclusive of Trust Administration, Trustee and Investment Management fees

APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE(S)

ABC 211 (6/99)

TO: Department of Alcoholic Beverage Control
 4800 STOCKDALE HWY
 STE 213
 BAKERSFIELD, CA 93309
 (661) 395-2731

File Number: **634734**
 Receipt Number: **2702325**
 Geographical Code: **1401**
 Copies Mailed Date: **January 19, 2022**
 Issued Date:

DISTRICT SERVING LOCATION: **BAKERSFIELD**

First Owner: **SHOT OF WHISKEY INC**
 Name of Business: **SHOT OF WHISKEY**
 Location of Business: **175 E PINE ST
 BISHOP, CA 93514-2713**

RECEIVED

JAN 25 2022

Inyo County Administrator
 Clerk of the Board

County: **INYO**

Is Premises inside city limits? **Yes**

Census Tract: **0027.00**

Mailing Address:(If different from premises address)

Type of license(s): **47**

Dropping Partner: Yes No

Transferor's license/name: **508129 / EASTERN SIERRA RESTAURANT MANAGEMENT, INC.**

Have you ever been convicted of a felony? **No**

Have you ever violated any provisions of the Alcoholic Beverage Control Act, or regulations of the Department pertaining to the Act? **No**

STATE OF CALIFORNIA County of INYO

Date: January 19, 2022

Applicant Name(s)

SHOT OF WHISKEY INC