



LASSEN COUNTY

Health and Social Services Department

- ☒ HSS Administration
- ☐ Public Guardian
336 Alexander Avenue
Susanville, CA 96130
(530) 251-8128
- ☐ Grant and Loans Division
336 Alexander Avenue
Susanville, CA 96130
(530) 251-2683
- ☐ Behavioral Health
555 Hospital Lane
Susanville, CA 96130
(530) 251-8108/8112

Chestnut Annex
1400-A & B Chestnut Street
Susanville, CA 96130
(530) 251-8112
- ☐ Patients' Rights Advocate
1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8322
- ☐ Public Health
1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8183
- ☐ Environmental Health
1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8183
- ☐ Community Social Services
336 Alexander Avenue
Susanville, CA 96130

LassenWORKS
Business & Career Network
PO Box 1359
1616 Chestnut Street
Susanville, CA 96130
(530) 251-8152

Child & Family Services
1600 Chestnut Street
Susanville, CA 96130
(530) 251-8277

Adult Services
PO Box 429
1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8158
- ☐ HSS Fiscal
PO Box 1180
Susanville, CA 96130
(530) 251-2614

Date: November 12, 2019

To: Jeff Hemphill, Chairman
Lassen County Board of Supervisors

From: Barbara Longo, Director
Health and Social Services

Subject: Resolution to Establish Lassen County Environmental Health
Petty Cash Fund

Background:

The Environmental Health (EH) Department provides health permit and inspection services for residents and businesses in Lassen County. This year an ordinance was approved by the Board of Supervisors to allow the collection of fees by the EH Department for services. By establishing a petty cash fund for the EH Department, this will allow staff to make change when payments in cash are received.

Fiscal Impact:

There is no impact to County General Funds.

Action Requested:

Adopt the Resolution

Resolution No. _____

Lassen County Environmental Health Department Petty Cash Fund

WHEREAS, the Lassen County Auditor's Office has established procedures to meet audit requirements; and

WHEREAS, the procedures state that departments may be authorized to have petty cash funds, however they must be approved by resolution by the Board of Supervisors and on record in the Auditor's Office; and

WHEREAS, the purpose of a petty cash fund, per the Lassen County Purchasing Policy # 14-P01, is for immediate reimbursement of small purchases;

NOW, THEREFORE BE IT RESOLVED, that the Lassen County Board of Supervisors approves to establish a petty cash fund in an amount not to exceed \$100.00 for the Lassen County Environmental Health Department.

The foregoing resolution was adopted at the regular meeting of the Board of Supervisors of Lassen County, California, held on 12th day of November, 2019, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Chairman of the Board of Supervisors
County of Lassen, State of California

ATTEST:
JULIE BUSTAMANTE
Clerk of the Board

By: _____
MICHELE YDERRAGA, Deputy Clerk of the Board

I, MICHELE YDERRAGA, Deputy Clerk of the Board of Supervisors, County of Lassen, do hereby certify that the foregoing resolution was adopted by the said Board of Supervisors at a regular meeting thereof held on the 12th day of November, 2019.