

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 3.2
(ID # 26078)

MEETING DATE:
Tuesday, October 08, 2024

FROM : EXECUTIVE OFFICE

SUBJECT: EXECUTIVE OFFICE: Board Policy Manual Update - Approval of Revised Board Policies A-3 Board of Supervisors Organization, A-30 Coordination of Grants Protocol & A-62 Credit Card Use, and B-2 Risk Management Steering Committee; Suits Against County Employees and Officials, All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve revisions to the following Board Policies: A-3 Board of Supervisors Organization, A-30 Coordination of Grants Protocol & A-62 Credit Card Use, and B-2 Risk Management Steering Committee; Suits Against County Employees and Officials; and,
2. Direct the Clerk of the Board to update the Board Policy website with the revised Board policies.

ACTION:Policy

Jeff Van Wagenen, County Executive Officer 10/3/2024

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: October 8, 2024
xc: E.O., COBAB

Kimberly A. Rector
Clerk of the Board
By:
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$0	\$0	\$0	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: N/A			Budget Adjustment:	No
			For Fiscal Year:	N/A

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Executive Office actively reviews and recommends to the Board proposed revisions to Board Policies on an as-needed basis, in order to reflect current best practices.

The following Board policies were determined to need revisions.

A-3 Board of Supervisors Organization – Under the new structure for Harmony Haven Children and Youth Center, this board policy is being revised to include Harmony Haven as a new Board under the Board of Supervisors.

A-30 Coordination of Grants Protocol - The recommended changes are intended to modernize and streamline the grant application process by directing departments to utilize the eCivis platform.

eCivis is Grants Management software that was procured in July 2023 with Board approval (7/11/23, 3.3) with the intention of providing departments the capability to search for grants nation-wide. A rollout of the system, including training, was conducted in September 2023 and new users have continual access to archived video training.

SUMMARY OF REVISIONS

1. This revision will require departments to enter grant application information into the eCivis portal but, will also provide departments the flexibility to apply for grants before securing Board approval. Board approval will still be required to accept any funding, but departments will be able to apply for grants that are sometimes noticed with very limited lead time.
2. The revised policy will give increased flexibility to departments in allowing department heads to renew grants for up to five years without returning to the Board (when the granting agency allows). In this manner, the Executive Office will be able to monitor applications and track the necessary follow-up from departments. And, the Board will have final authority on whether to accept the funding.

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

A-62 Credit Card Use – The revisions are as follows:

1. A reference to rescinded policy A-18 is being removed.
2. The use of Commercial Fueling Network (CFN) cards is being removed and replaced with, "The County's currently contracted Fleet card may be used for fleet refueling and other approved transactions according to the agreement established at the time of issue."
3. The following restricted uses were added to section d.vi., "...ammunition, fixed assets and other items or services as listed in the Procurement Card Manual Restricted Uses."

B-2 Risk Management Steering Committee; Suits Against County Employees and Officials – The revisions are as follows:

1. Changing the Executive Office steering committee members from two to four, increasing the total members to seven.
2. Adding a task, to conduct a strategic review of policies, procedures and mitigation measures implemented by Departments to reduce claims and lawsuits.

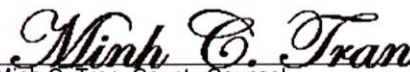
ATTACHMENTS:

Final A-3 Policy
Redline A-3 Policy
Final A-30 Policy
Redline A-30 Policy
Final A-62 Policy
Redline A-62 Policy
Final B-2 Policy
Redline B-2 Policy



Juan C. Perez, Chief Operating Officer

10/3/2024



Minh C. Tran, County Counsel

9/26/2024

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
BOARD OF SUPERVISORS ORGANIZATION	A-3	1 of 2

Policy:

At the first meeting in January of each year, the Board of Supervisors shall elect from among its members the following in the manner hereinafter specified:

- Chair and vice chair of the Board of Supervisors
- Chair and vice chair of the Flood Control and Water Conservation District
- Chair and vice chair of the Housing Authority
- Chair and vice chair of the Riverside County Regional Park and Open-Space District
- Chair and vice chair of the Waste Resources Management District
- Chair and vice chair of the Harmony Haven Children and Youth Center

To limit the length of consecutive terms, an individual may serve as chair or vice chair of the Board of Supervisors and to establish a rotation system that allows for an orderly selection process with the most senior member of the Board of Supervisors shall be elected board chair for that calendar year. The next most senior member of the Board of Supervisors shall be elected vice chair for that calendar year. In each calendar year the vice chair for the previous year shall be elected chair and the next most senior Board member to the new chair shall be elected vice chair. If the vice chair for the previous year will not continue as a Board member, the next most senior Board member to the vice chair for the previous year shall be elected chair and the next most senior Board member to the new chair shall be elected vice chair. Should there be two or more Board members of equal seniority in line for chair or vice chair, the Board of Supervisors shall determine by majority vote who will be elected to the vacant office or offices.

Although this rotation system provides each Board member with an opportunity to ascend to the chair and vice chair, those elected serve at the pleasure of the remaining members and may be removed by majority vote if they do not exhibit the appropriate leadership qualities. Specifically, the chair and vice chair must execute their duties with dignity, honesty, and decorum; they must create a forum for healthy debate while maintaining the spirit of cooperation; and they must serve as spokespersons for any position officially adopted by a majority of the Board even if they personally disagree therewith.

The chair and vice chair of the Flood Control and Water Conservation District, the Housing Authority, the Riverside County Regional Park and Open-Space District, ~~and~~ the Waste Resources Management District, and the Harmony Haven Children and Youth Center may be elected howsoever the Board of Supervisors may deem appropriate.

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	Policy Number	Page
BOARD OF SUPERVISORS ORGANIZATION	A-3	2 of 2

At the same meeting and/or at other appropriate times, the Board shall appoint from among its members representatives to the Board of Directors and/or various committees of such organizations as:

South Coast Air Quality Management District (SCAQMD)

California State Association of Counties (CSAC)

Southern California Association of Governments (SCAG)

Reference:

Minute Order dated 01/28/1975

Minute Order 6.11 of 11/21/1978

Minute Order 3.6 of 01/21/1997

Minute Order 3.7 of 11/07/2006

Minute Order 3.8 of 10/23/2018

[Minute Order xx of 08/27/2024](#)

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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BOARD OF SUPERVISORS ORGANIZATION	A-3	2 of 2

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COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
COORDINATION OF GRANTS PROTOCOL	A-30	1 of 3

DEFINITION:

'Grant' is referred to as a competitive award provided by external entities, such as government agencies, private foundations, or non-profit organizations, based on a formal application process wherein detailed proposals are submitted outlining project objectives, budgets, timelines, and expected outcomes, with non-repayable funding awarded to support specific projects, initiatives, or activities, subject to predefined evaluation criteria, reporting requirements, and allowable use of funds.

BACKGROUND:

It is the policy of the Board of Supervisors that the Coordination of Grants Protocol provide uniform guidelines for county departments currently administering or considering applying for grants.

~~Grants will not be sought just because funds are available, but rather because they meet identified needs of county departments or agencies.~~

POLICY:

1. ~~Department heads may submit any pre-application, grant letter of intent, grant application, grant renewal or grant amendment to any grantor agency on behalf of the county. Authorization to pursue grant opportunities will be provided by the Board of Supervisors or the Department Head, depending on the conditions.~~
 - a. ~~Departments must enter grant application information into the County Grant Software administered by the County Executive Office. This information will be used by the Executive Office Grants Coordinator for reporting purposes.~~
 - a.b. ~~Any awards, contracts or other legal documents resulting from an application must be submitted to the Board via a Form 11. By the Board of Supervisors: Pre-application, grant letter of intent, grant renewal or grant amendment to any grantor agency which obligates county funds that are not specifically budgeted in the current fiscal year.~~
 - b. ~~County Counsel must review and approve as to form a~~All contracts, grant agreements and other relevant legal documents must be reviewed and approved as to form by County Counsel as part of the Form 11 review.~~By the Department Head. Department heads may submit any pre-application, grant letter of intent, grant renewal or grant amendment to any grantor agency on behalf of the county provided that they meet the following requirements:~~

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
COORDINATION OF GRANTS PROTOCOL	A-30	2 of 3

- ~~i. Obligated county funds are specifically budgeted in the current fiscal year or no county funds are obligated for the grant;~~
 - ~~ii. The Executive Office is notified by the department head prior to submittal;~~
 - ~~iii.c. The grant opportunity pertains to the function of the department;~~
- ~~Any awards or contracts resulting from an application will be brought to the Board of Supervisors for approval.~~

2. Authorization to approve renewal of on-going and/or non-competitive grants rests with the Department Head for a period not to exceed five years. After five years, the department must return to the Board of Supervisors for further approval. For the grant to be considered on-going it must not have a break in the Term of Performance, and the scope of the grant must be substantially the same as the original. Non-competitive grants are those where the award is determined by a calculation pre-determined by the grantor and is allocated once the grantee acknowledges desire to receive the funding.

a. Grant renewal information must be entered into the County Grant Software administered by the County Executive Office. This information will be used by the Executive Office Grants Coordinator for reporting purposes.

~~a. County Counsel must review and approve aAll renewal documents must be reviewed and approved by County Counsel. By the Department Head. Department heads may submit any pre-application, grant letter of intent, grant renewal or grant amendment to any grantor agency on behalf of the county provided that they meet the following requirements:~~

- ~~iv. Obligated county funds are specifically budgeted in the current fiscal year or no county funds are obligated for the grant;~~
- ~~v. The Executive Office is notified by the department head prior to submittal;~~
- ~~vi.b. The grant opportunity pertains to the function of the department;~~

~~2.c. Unless required by the granting agency, renewals requiring Board Chair signature do not require a Form 11. County Counsel will review and approve as to all contracts, grant agreements and other legal documents prior to submission to the Board of Supervisors.~~

2.3. When not specifically budgeted in the current fiscal year, grant or contract-funded positions shall be added and deleted through the Human Resources BPR (Budgeted Positions Reconciliation) Form as follows:

- The department shall indicate whether the position(s) is/are being added or deleted as a result of grant or contract funding.
- The department shall indicate the percentage of the position(s) funded

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
COORDINATION OF GRANTS PROTOCOL	A-30	3 of 3

through a grant or contract.

- The department shall maintain all Form 11's authorizing addition of grant or contract- funded positions for the duration of the grant or contract period.

Any staff positions funded through grants or contracts shall be deleted upon termination of external funding unless the department can identify funding from other than new net county cost.

Reference:

Minute Order dated 05/09/1978
Minute Order 3.9 of 12/19/1995
Minute Order 3.4 of 12/08/1998
Minute Order 3.7 of 11/07/2006
Minute Order 3.16 of 10/27/09
Minute Order 3.8 of 10/23/2018
Minute Order XX of 08/27/2024

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
COORDINATION OF GRANTS PROTOCOL	A-30	1 of 2

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BACKGROUND:

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POLICY:

1. Department heads may submit any pre-application, grant letter of intent, grant application, grant renewal or grant amendment to any grantor agency on behalf of the county.
 - a. Departments must enter grant application information into the County Grant Software administered by the County Executive Office.
This information will be used by the Executive Office Grants Coordinator for reporting purposes.
 - b. Any awards, contracts or other legal documents resulting from an application must be submitted to the Board via a Form 11.
 - c. All contracts, grant agreements and other relevant legal documents must be reviewed and approved as to form by County Counsel as part of the Form 11 review.

2. Authorization to approve renewal of on-going and/or non-competitive grants rests with the Department Head for a period not to exceed five years. After five years, the department must return to the Board of Supervisors for further approval. For the grant to be considered on-going it must not have a break in the Term of Performance, and the scope of the grant must be substantially the same as the original. Non-competitive grants are those where the award is determined by a calculation pre-determined by the grantor and is allocated once the grantee acknowledges desire to receive the funding.

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
COORDINATION OF GRANTS PROTOCOL	A-30	2 of 2

- a. Grant renewal information must be entered into the County Grant Software administered by the County Executive Office. This information will be used by the Executive Office Grants Coordinator for reporting purposes.
 - b. All renewal documents must be reviewed and approved by County Counsel.
 - c. Unless required by the granting agency, renewals requiring Board Chair signature do not require a Form 11.
3. When not specifically budgeted in the current fiscal year, grant or contract-funded positions shall be added and deleted through the Human Resources BPR (Budgeted Positions Reconciliation) Form as follows:
- The department shall indicate whether the position(s) is/are being added or deleted as a result of grant or contract funding.
 - The department shall indicate the percentage of the position(s) funded through a grant or contract.
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COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
CREDIT CARD USE	A-62	1 of 5

Purpose:

The purpose of this policy is to establish guidelines for the activation, management, and use of credit cards in the conduct of official County business. As used in this policy, “credit card” includes any card and/or line of credit extended by a bank or business authorizing the holder to buy goods or services on credit. This policy does not apply to situations where an employee uses a personal credit card for expenses that will be claimed through the County’s Form 14 process. All County departments/agencies and employees are required to abide by this policy.

Policy:

Effective April 14, 2008, County employees at all levels are prohibited from applying for, opening, ~~maintaining~~ maintaining, or making County purchases using any credit cards other than the County issued Procurement Cards or the awarded Fleet Fuel Cards, except as authorized pursuant to this policy. Any exception to this policy must be made by the Board of Supervisors via the Form 11 process and the exception request must be updated annually with the Board. Additionally, each county department/agency shall be responsible for maintaining a sound system of internal controls over the establishment, management, and use of the credit cards utilized within their departments/agencies.

The following are guidelines for implementing this policy and ensuring the appropriate use of County credit cards. These guidelines should be used as a foundation for building an adequate system of internal controls within each department/agency.

I. General Guidelines

a. Activation

- i. Activation of all County credit cards shall be coordinated through County Purchasing. Any cards other than County issued Procurement Cards or Fleet Fuel Cards must be approved by the Board of Supervisors via the Form 11 process and must be updated annually with the Board.

b. Assignment

- i. The assignment of credit cards shall be limited to those instances in which an individual has a demonstrated need to perform essential county business or to improve safety, increase productivity, enhance service to the public or in situations in which necessary purchases cannot be provided through any other means.
- ii. Justification for assignment of a credit card to a County employee shall be made and clearly documented prior to activation. Written justification shall

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy</u> <u>Number</u>	<u>Page</u>
CREDIT CARD USE	A-62	2 of 5

include the intended purpose for which the credit card will be used, the name of the employee to whom the credit card will be assigned, and the signature of the department/agency director indicating approval. This documentation should be maintained by the department/agency for at least three (3) years following an employee's separation from employment.

- iii. All cardholders and/or users must complete the appropriate County Purchasing buyer/purchasing training prior to card activation and use. County Purchasing will determine appropriate training and provide documentation of training completion to the employee. A copy of this documentation should be retained by the department/agency.

c. Management

- i. All credit balances shall be paid in full each month according to each monthly statement received.
- ii. Each department/agency shall develop and implement policies and procedures to ensure the immediate deactivation of cards/accounts assigned to employees who leave County employment for any reason, have transferred to another department/agency, or no longer require the use of the credit card.
- iii. Each department/agency shall develop and implement policies and procedures that ensure all credit card purchase documentation is submitted by cardholders in a **timely** manner and is adequately **reviewed** and **reconciled** by someone other than the cardholder.
- iv. Each department/agency shall ensure that all purchases are reviewed by at least one employee who has a working knowledge of various purchasing methods and is familiar with County procurement policies and procedures. This employee shall also have sufficient supervisory or administrative authority over the cardholder(s).
- v. Each department/agency shall develop and implement policies and procedures that ensure adequate segregation of duties as they relate to the processing of credit card purchases. For example, the cardholder should not be responsible for authorizing each purchase, receiving the purchase, and recording the purchasing in financial records. If duties cannot be adequately segregated, mitigating controls should be developed to offset the risk of misuse, inefficiencies, and fraud.

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
CREDIT CARD USE	A-62	3 of 5

- vi. Each department/agency shall develop and implement policies and procedures that ensure all cards are adequately safeguarded to prevent unauthorized charges to the account.

d. Use

- i. Employees shall not use a County credit card without documentation of appropriate justification, approval, and training as mandated by this policy. All documentation shall be maintained by the department/agency for at least three (3) years after the termination of the employee.
- ii. Credit cards should not be used to replace timely, effective procurement planning. *The department/agency's administrative procedures should be followed to ensure sufficient appropriations are available **prior** to making any purchase.*
- iii. All credit card purchases must be within budgetary limits after following Riverside County Purchasing policies and procedures. *No county employee has the authority to sign or bind the County of Riverside to credit card purchases without the express written permission of the County Board of Supervisors or their designee, the Purchasing Agent.* Pursuant to state law, department/agency heads are personally liable for all expenditures that exceed Board approved appropriation limits.
- iv. No County employee shall make any credit card purchase which cannot be paid off or encumbered within the fiscal year in which the purchase occurs.
- v. The use of a County credit card by an employee will be only for official County business and in compliance with the rules and regulations detailed in this policy, County Ordinance 459 (current version), and the County Purchasing Manual. *Employees may not make purchases for non-county business at any time, even if the intent is to reimburse the County at a later date.*
- vi. County credit cards may not be used to purchase [professional services](#), alcoholic beverages, [ammunition](#), [fixed assets and other items or services as listed in the Procurement Card Manual Restricted Uses](#).
- vii. The cardholder must submit all documentation related to credit card purchase to the appropriate department/agency representative immediately after the purchasing transaction has been completed.

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
CREDIT CARD USE	A-62	4 of 5

e. Payment

- i. Credit card use typically results in a more efficient purchasing process because multiple low value purchases are combined into one monthly payment. Departments/agencies will discontinue the practice of making separate payments for individual items listed on a monthly billing. One payment should be made for each reconciled billing statement.
- ii. The monthly reconciliation shall comply with the department/agency policies and procedures that were developed in accordance with the “Management” section of this policy.

f. Record Maintenance

- i. All credit card purchase receipts, documentation of competitive bids (if applicable), and documentation of fund availability (e.g. stamp of approval from department’s accounting) should be kept on file with the department/agency for at least three fiscal years after the purchase appears on the credit card billing statement.
- ii. All original monthly statements shall be kept on file with the department/agency for at least three fiscal years after the purchase appears on the credit card billing statement.
- iii. All documentation is subject to audit. Department’s/agencies are responsible for ensuring documentation is maintained to comply with the provisions of this policy.

II. Procurement Card Program (P-Card)

The P-Card is issued through County Purchasing and allows a department/agency to eliminate requisitions and purchase orders for minimal cost purchases and requires a single monthly payment. P-Cards are issued in the name of an individual (the only one authorized to use the card) and allow the holder to charge up to an amount that has been approved by the department/agency head or designee not to exceed limits set by County Purchasing policies.

The card is used in a manner similar to a standard credit card. However, there are specific controls in place to decrease the likelihood of fraudulent use, including a prohibition against any personal use purchases. The card is not intended to circumvent existing laws and statutes regarding purchases and must be used in conjunction with County Ordinance 459 (current revision), ~~provisions of Board Policy A-18~~ and guidelines in the Procurement Card Program Procedure Handbook.

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
CREDIT CARD USE	A-62	5 of 5

III. Fleet Fuel Card Program

The County Purchasing Department also offers cards that provide a comprehensive fuel card tracking and reporting system including tax exemption, discount processing, Online system access, and card level control. Cards may be assigned by driver, vehicle, department, region, etc. Flexible point-of-sale prompting, card level exception reporting, purchase control parameters and innovative reporting products allow departments/agencies to effectively manage their fuel programs and reduce the risk of misuse and fraud. Department's/agencies are responsible for utilizing all aspects of the program to ensure there is an adequate system of controls over fuel card purchases. This includes setting purchasing limits, analyzing, and reconciling reports to detect anomalies in purchase times and amounts, and setting limits on the types of purchases that can be made with the fuel cards.

Fuel card use is not intended to circumvent existing laws and statutes regarding purchases and must be used in conjunction with County Ordinance 459 (current revision). Fuel card use shall be limited to County employees driving a County-owned/leased vehicle who are unable to obtain fuel at a county operated fueling facility due to location, time (after normal business hours), or an emergency related to public safety that will not allow travel to one of these facilities. ~~The Commercial Fueling Network (CFN) card may be used for fleet refueling according to the agreement established at the time of issue.~~ The County's currently contracted Fleet card may be used for fleet refueling and other approved transactions according to the agreement established at the time of issue.

Reference:

Minute Order 3.8 of 03/18/08
[Minute Order x.x of xx/xx/xx](#)

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
CREDIT CARD USE	A-62	1 of 5

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- i. The assignment of credit cards shall be limited to those instances in which an individual has a demonstrated need to perform essential county business or to improve safety, increase productivity, enhance service to the public or in situations in which necessary purchases cannot be provided through any other means.
- ii. Justification for assignment of a credit card to a County employee shall be made and clearly documented prior to activation. Written justification shall

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy</u> <u>Number</u>	<u>Page</u>
CREDIT CARD USE	A-62	2 of 5

include the intended purpose for which the credit card will be used, the name of the employee to whom the credit card will be assigned, and the signature of the department/agency director indicating approval. This documentation should be maintained by the department/agency for at least three (3) years following an employee's separation from employment.

- iii. All cardholders and/or users must complete the appropriate County Purchasing buyer/purchasing training prior to card activation and use. County Purchasing will determine appropriate training and provide documentation of training completion to the employee. A copy of this documentation should be retained by the department/agency.

c. Management

- i. All credit balances shall be paid in full each month according to each monthly statement received.
- ii. Each department/agency shall develop and implement policies and procedures to ensure the immediate deactivation of cards/accounts assigned to employees who leave County employment for any reason, have transferred to another department/agency, or no longer require the use of the credit card.
- iii. Each department/agency shall develop and implement policies and procedures that ensure all credit card purchase documentation is submitted by cardholders in a **timely** manner and is adequately **reviewed** and **reconciled** by someone other than the cardholder.
- iv. Each department/agency shall ensure that all purchases are reviewed by at least one employee who has a working knowledge of various purchasing methods and is familiar with County procurement policies and procedures. This employee shall also have sufficient supervisory or administrative authority over the cardholder(s).
- v. Each department/agency shall develop and implement policies and procedures that ensure adequate segregation of duties as they relate to the processing of credit card purchases. For example, the cardholder should not be responsible for authorizing each purchase, receiving the purchase, and recording the purchasing in financial records. If duties cannot be adequately segregated, mitigating controls should be developed to offset the risk of misuse, inefficiencies, and fraud.

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
CREDIT CARD USE	A-62	3 of 5

- vi. Each department/agency shall develop and implement policies and procedures that ensure all cards are adequately safeguarded to prevent unauthorized charges to the account.

d. Use

- i. Employees shall not use a County credit card without documentation of appropriate justification, approval, and training as mandated by this policy. All documentation shall be maintained by the department/agency for at least three (3) years after the termination of the employee.
- ii. Credit cards should not be used to replace timely, effective procurement planning. *The department/agency's administrative procedures should be followed to ensure sufficient appropriations are available **prior** to making any purchase.*
- iii. All credit card purchases must be within budgetary limits after following Riverside County Purchasing policies and procedures. *No county employee has the authority to sign or bind the County of Riverside to credit card purchases without the express written permission of the County Board of Supervisors or their designee, the Purchasing Agent.* Pursuant to state law, department/agency heads are personally liable for all expenditures that exceed Board approved appropriation limits.
- iv. No County employee shall make any credit card purchase which cannot be paid off or encumbered within the fiscal year in which the purchase occurs.
- v. The use of a County credit card by an employee will be only for official County business and in compliance with the rules and regulations detailed in this policy, County Ordinance 459 (current version), and the County Purchasing Manual. *Employees may not make purchases for non-county business at any time, even if the intent is to reimburse the County at a later date.*
- vi. County credit cards may not be used to purchase professional services, alcoholic beverages, ammunition, fixed assets and other items or services as listed in the Procurement Card Manual Restricted Uses.
- vii. The cardholder must submit all documentation related to credit card purchase to the appropriate department/agency representative immediately after the purchasing transaction has been completed.

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
CREDIT CARD USE	A-62	4 of 5

e. Payment

- i. Credit card use typically results in a more efficient purchasing process because multiple low value purchases are combined into one monthly payment. Departments/agencies will discontinue the practice of making separate payments for individual items listed on a monthly billing. One payment should be made for each reconciled billing statement.
- ii. The monthly reconciliation shall comply with the department/agency policies and procedures that were developed in accordance with the “Management” section of this policy.

f. Record Maintenance

- i. All credit card purchase receipts, documentation of competitive bids (if applicable), and documentation of fund availability (e.g. stamp of approval from department’s accounting) should be kept on file with the department/agency for at least three fiscal years after the purchase appears on the credit card billing statement.
- ii. All original monthly statements shall be kept on file with the department/agency for at least three fiscal years after the purchase appears on the credit card billing statement.
- iii. All documentation is subject to audit. Department’s/agencies are responsible for ensuring documentation is maintained to comply with the provisions of this policy.

II. Procurement Card Program (P-Card)

The P-Card is issued through County Purchasing and allows a department/agency to eliminate requisitions and purchase orders for minimal cost purchases and requires a single monthly payment. P-Cards are issued in the name of an individual (the only one authorized to use the card) and allow the holder to charge up to an amount that has been approved by the department/agency head or designee not to exceed limits set by County Purchasing policies.

The card is used in a manner similar to a standard credit card. However, there are specific controls in place to decrease the likelihood of fraudulent use, including a prohibition against any personal use purchases. The card is not intended to circumvent existing laws and statutes regarding purchases and must be used in conjunction with County Ordinance 459 (current revision), and guidelines in the Procurement Card Program Procedure Handbook.

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
CREDIT CARD USE	A-62	5 of 5

III. Fleet Fuel Card Program

The County Purchasing Department also offers cards that provide a comprehensive fuel card tracking and reporting system including tax exemption, discount processing, Online system access, and card level control. Cards may be assigned by driver, vehicle, department, region, etc. Flexible point-of-sale prompting, card level exception reporting, purchase control parameters and innovative reporting products allow departments/agencies to effectively manage their fuel programs and reduce the risk of misuse and fraud. Department's/agencies are responsible for utilizing all aspects of the program to ensure there is an adequate system of controls over fuel card purchases. This includes setting purchasing limits, analyzing, and reconciling reports to detect anomalies in purchase times and amounts, and setting limits on the types of purchases that can be made with the fuel cards.

Fuel card use is not intended to circumvent existing laws and statutes regarding purchases and must be used in conjunction with County Ordinance 459 (current revision). Fuel card use shall be limited to County employees driving a County-owned/leased vehicle who are unable to obtain fuel at a county operated fueling facility due to location, time (after normal business hours), or an emergency related to public safety that will not allow travel to one of these facilities. The County's currently contracted Fleet card may be used for fleet refueling and other approved transactions according to the agreement established at the time of issue.

Reference:

Minute Order 3.8 of 03/18/08
Minute Order x.x of xx/xx/xx

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
RISK MANAGEMENT STEERING COMMITTEE; SUITS AGAINST COUNTY EMPLOYEES AND OFFICIALS	B-2	1 of 2

Policy:

- I. Formation of Risk Management Steering Committee
 - A. The Risk Management Steering Committee (RMSC) will consist of the Chief Financial Officer **or designee**, Human Resources Director or designee, County Counsel **and/or** designee, and two **four** members to be appointed by the Executive Office. **In total, the RMSC shall consist of seven members. In conjunction with the Office of County Counsel, the RMSC may request Departments to participate in specific matters at the discretion of the RMSC.**
 - B. The RSMC will have the following responsibilities:
 1. Analyze **risk m**anagement trends across County.
 2. Meet with Department Heads regarding efforts to reduce risk. These meetings will take place at regular intervals as determined by the RMSC. These meetings may discuss both specific incidents of risk and overall trends occurring within the Department.
 3. The RMSC will meet weekly, or at an interval as otherwise determined, to discuss areas of significant risk within the County and strategies to reduce such risk. This will include risk trends and specific instances of risk. The RMSC will also discuss other issues related to County Risk Management.
 4. Recommend policy revisions/changes to Departments regarding reduction of risk based on analysis of trends and best practices. RMSC will meet with Departments regularly to discuss policy review and amendments to reduce risk to the County.
 5. Other assignments related to risk **m**anagement as directed by the Board of Supervisors, **County Executive Officer, or Chief Operating Officer.**
 6. Report to Board of Supervisors biannually or as needed to report on issues and progress.
 7. Report to Board of Supervisors and County Executive Office regarding areas or issues of immediate risk or liability.
 8. **Conduct a strategic review of policies, procedures and mitigation measures implemented by Departments to reduce claims and lawsuits.**

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
RISK MANAGEMENT STEERING COMMITTEE; SUITS AGAINST COUNTY EMPLOYEES AND OFFICIALS	B-2	2 of 2

- II. In cases where a claim or suit is brought against an employee or officer of the County of Riverside which may be subject to County liability, and the employee or officer makes a timely, written request to be defended, County Counsel will, unless other provisions are made for such defense, subject to the condition that in cases where there is or may be doubt as to whether the injury complained of occurred within the scope of employment, such defense shall be provided under an agreement with the employee or officer reserving the rights of the County not to pay a judgment, or settlement to which the county has agreed, until it has established that the injury complained of arose out of an act or omission occurring within the scope of employment and until it is established that the act or omission was not caused by actual fraud, corruption or actual malice; provided, that the authority and duty extended shall be subject to further appropriate order of the Board of Supervisors in any particular case.

Reference:

Minute Order dated 10/21/63
Minute Order 3.3 of 04/10/07
Minute Order 3.4 of 05/22/18
Minute Order 3.25 of 11/05/19

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
RISK MANAGEMENT STEERING COMMITTEE; SUITS AGAINST COUNTY EMPLOYEES AND OFFICIALS	B-2	1 of 2

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COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
RISK MANAGEMENT STEERING COMMITTEE; SUITS AGAINST COUNTY EMPLOYEES AND OFFICIALS	B-2	2 of 2

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Minute Order dated 10/21/63
Minute Order 3.3 of 04/10/07
Minute Order 3.4 of 05/22/18
Minute Order 3.25 of 11/05/19
Minute Order XX of XX/XX/XX