

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: July 23, 2019	TYPE OF AGENDA ITEM: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed <input type="checkbox"/> Consent
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DEPARTMENT: Auditor
APPROVING PARTY: Van Maddox
PHONE NUMBER: 530-289-3286

AGENDA ITEM: Discussion possible adoption of a resolution memorializing what expenses can be charged to the Grand Jury budget.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION:

FUNDING SOURCE:
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$ N/A

ARE ADDITIONAL PERSONNEL REQUIRED?

 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No

IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

<p>BOARD ACTION:</p> <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2019- _____ Agreement 2019- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
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COMMENTS:

CLERK TO THE BOARD

DATE

To: Sierra County Board of Supervisors

Re: Authorized Expenditures for Grand Jury

Sierra County Code 5.30.015 authorizes payments to Grand Jury members for their attendance at meetings. The Board approved the expenditure of funds for training the Grand Jury several years ago. This has usually included a meal for the Grand Jury at that training.

This last spring the Board approved the purchase of a laptop computer that the Grand Jury could use. There Board asked that the use of this computer be administrated by the Management Information Systems Department.

This month I was asked by the Grand Jury foreperson and the Courts for clarification of what could be paid for. Up to this point, I had been thinking of the Grand Jury, when paying expenses, as if they were county employees. Once I looked into what authority there was for paying anything other then what is County Code section 530.015 I found nothing in writing.

The attached resolution is an attempt to put in writing what I believe the Board has verbally approved in the past.

**BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA
RESOLUTION ON GRAND JURY AUTHORIZED EXPENSES**

RESOLUTION NO. 19-

WHEREAS, Sierra County Code 5.30.015 authorizes payments to Grand Jury members for attendance to meetings; and

WHEREAS, the Sierra County Board of Supervisors has directed staff in the past to pay for certain expenses verbally there are no written guide lines, and

WHEREAS, the Sierra County Board of Supervisors has authorized a laptop computer for the Grand Jury's use and instructed staff to set controls on the use of the laptop, and

NOW THEREFORE BE IT RESOLVED, the Board of Supervisors authorizes the expenditures form the Grand Jury budget in addition to section 5.30.015 of the County Code for training and lunch, use of County printer and copier, and necessary office supplies, and

BE IT FURTHER RESOLVED, the Board of Supervisors hereby approves the attached rules for the use of the County laptop and authorizes the Chief Technology Officer to modify said rules as they deem prudent for safeguarding the County's assets and systems in the future.

ADOPTED by the Board of Supervisors of the County of Sierra, State of California on the 23rd day of July 2019 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

COUNTY OF SIERRA

PAUL ROEN, CHAIRPERSON
BOARD OF SUPERVISORS

ATTEST:

APPROVED AS TO FORM:

HEATHER FOSTER
CLERK OF THE BOARD

DAVID PRENTICE
COUNTY COUNSEL

Sierra County Grand Jury Laptop

Storage & Use:

- The Sierra County Grand Jury Laptop will be secured in the Information Technology Office in the basement of the Courthouse at 100 Courthouse Sq. at all times when not actively in use by the Grand Jury (GJ).
- The GJ Foreman will retrieve the laptop on the day of GJ meetings and it will be returned at the conclusion of the meeting and prior to close of business. A Check In/Check Out log will be utilized to maintain user and location record of the laptop and will be required each time the laptop is removed from its secured location.
- Coordination with the Sierra County Chief Technology Officer (CTO) will be required for any use of the laptop not on Sierra County property in Downieville and Loyaltown prior to use.
- If at any time physical or digital access to the laptop is compromised, IT staff MUST be notified IMMEDIATELY and laptop returned to IT Staff for investigation to ensure the integrity of the security of any data on the laptop.
- The GJ Foreman will set a secure password on the laptop and will not share that information with ANY person for ANY reason. The GJ Foreman may request additional accounts for other GJ members if needed.
- Under **NO** circumstances will this laptop be used for any personal or non-GJ reasons. i.e. personal email, shopping etc.
- Only the GJ Foreman is allowed to transport the laptop or remove the laptop from the Downieville or Loyaltown unless there are extenuating circumstances and the CTO is notified prior to the device being transported.

Data Security: The laptops internal hard drive will be encrypted with Microsoft's built in encryption software to further ensure the security and data integrity of that computer.

After-Hours Access or Unavailable IT Staff: The Sheriff's office will serve as backup if an IT staff member is unavailable for Check in or Check out.