



SISKIYOU COUNTY

Health and Human Services Agency Environmental Public Health Division

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RICK FLORENDO, REHS

Deputy Director, Environmental Health Division

Board Meeting Date: July 7, 2026

Subject: Request to Establish a Change Fund for Environmental Health Division

The Environmental Health (EH) Division of the Siskiyou County Public Health Department respectfully requests the establishment of a new change fund:

a. Location and Purpose of the Cash Fund

The requested change fund will be maintained at **806 S. Main St., Yreka, CA 96097**, for the purpose of providing adequate change for customer transactions and supporting regular front-counter operations.

b. Justification for the Fund

This request is necessary to support the transition of the Environmental Health Division from the Community Development Department (CDD) to the Public Health Department. As part of this transition, a new deposit procedure is being implemented for the 806 S. Main St. location. Establishing a dedicated change fund will ensure consistent and efficient handling of customer payments during this transition.

c. Amount Requested

We respectfully request approval to establish a **\$200** change fund for this purpose.

d. Custodian of the Fund

The designated custodian of the fund will be the **Public Health Fiscal Administrative Services Manager**, currently Melyssa Figueroa, who will be responsible for safeguarding, reconciling, and managing the fund in compliance with County fiscal policies.

Thank you for your consideration.

Rick Florendo

Deputy Director, Environmental Health Division

Diane Olson

Auditor-Controller