



AGENDA SUBMITTAL TO SOLANO COUNTY BOARD OF SUPERVISORS

ITEM TITLE Approve the Master List of Contracts of the Department of Health and Social Services effective July 1, 2011; Delegate authority to the County Administrator to execute FY2011/12 contracts and amendments; Authorize the Director of Health and Social Services to execute any FY2011/12 contract amendments that remain within budgeted appropriations; Adopt resolutions authorizing the Director of Health and Social Services or designee to execute revenue agreements, Memoranda of Understanding, admission agreements for clients in need of a board and care facility placement, admission agreements for clients in need of substance abuse treatment, and the AIDS Master Grant Agreement; Delegate authority to the County Administrator to authorize grant submissions over \$50,000 in order to secure funding to maintain existing programs and projects; and Approve the delegation of authority to the Executive Director of the Public Authority to execute Board approved contracts and amendments for the Public Authority		BOARD MEETING DATE June 14, 2011	AGENDA NUMBER 12
Dept: Contact: Phone:	Health and Social Services Moira Sullivan, Asst. Director 784-8400	Supervisorial District Number All	
Published Notice Required?		Yes: _____	No: <u> X </u>
Public Hearing Required?		Yes: _____	No: <u> X </u>

DEPARTMENTAL RECOMMENDATION:

The Department of Health and Social Services (H&SS) recommends the Board of Supervisors:

1. Approve the Master List of Contracts (Master List) various expenditure contracts effective July 1, 2011 with contract payment limits of \$50,000 or more (Attachments A and B).
2. Delegate authority to the County Administrator Office (CAO) to execute all FY2011/12 contracts and amendments.
3. Authorize the Director of Health and Social Services or designee to execute any FY2011/12 contract amendments that remain within budgeted appropriations including modifications to scope of services and/or terms and conditions.
4. Adopt resolutions (Attachments C and D) authorizing the Director of Health and Social Services or designee to execute:

- a. Revenue contracts, agreements, and amendments
 - b. AIDS Master Grant Agreement and amendments
 - c. MOU's
 - d. Individual admission agreements for Mental Health clients placed in board and care facilities
 - e. Individual admission agreements for clients placed in Substance Abuse treatment
5. Delegate authority to the CAO to authorize grant submissions over \$50,000 in order to secure funding to maintain existing programs and projects.
 6. Delegate authority to Executive Director of the Public Authority to execute Board approved contracts and amendments relating to the Public Authority and In Home Supportive Services.

SUMMARY:

H&SS develops and administers approximately 400 contracts and MOU's each fiscal year, many of which provide for routine and mandated ongoing services. The Department is recommending approval of the Master List of Contracts as delineated in Attachment A, effective July 1, 2011. The Master List includes new and renewal agreements for ongoing services in excess of \$50,000. H&SS issues contracts for periods of one to three years, in accordance with the County's Purchasing Manual. In addition, the Department recommends approval of several delegations of authority expediting the contract process for the benefit of H&SS programs and clients.

FINANCING:

The FY2011/12 Proposed Budget includes sufficient appropriation for all contracts submitted on the Master List. Any amendments made to the Department's contracts, under the requested delegated authorities would be within the Department's existing FY2011/12 approved appropriations.

The approval of these contracts for FY2011/12 prior to the budget hearing does not restrict nor otherwise limit the Board's ability to authorize funding, either in full or in part, for any approved contract. Section 26 of Exhibit C of the County's Standard Contract's General Terms and Conditions, allows for the County to terminate or amend a contract in the event that Federal, State, or other funding becomes unavailable to the County during the term of the contract.

DISCUSSION:

The State of California, private and public foundations, and other public entities contract with the County to fund and provide a variety of services and programs. Many contracts are routine in nature and are generally renewed each year. The Department complied with the County's Purchasing and Contracting Policies in developing the contracts presented for approval in this report.

Expenditure Contracts

Contracts on the attached FY2011/12 Master List exceed \$50,000 and; therefore require the Board's approval. Attachment A sorts the contracts in alphabetical order while Attachment B sorts the same list by division. Each attachment indicates each contract's vendor name, brief

description of services, FY2010/11 contract amount, FY2011/12 recommended contract amount, and the term ending date.

Contract Amendments for Programmatic, Funding or Increased Service Need

The programmatic, funding, and service needs of H&SS contracts often change and require amendment to continue effective service delivery. H&SS requests that the Board continue to delegate authority to the Director of H&SS to approve and execute any FY2011/12 contract amendments that are within budgeted appropriations including modifications to scope of services and/or terms and conditions. With this delegated authority, H&SS will have more flexibility in its contracting process to provide more effective services to clients and maintain good relationships with vendors providing such services.

Delegated Authority to the Director of Health and Social Services

The Federal Government, the State of California, and all other established funding sources will issue several new and renewal revenue contracts throughout the fiscal year. Authorizing the Director of H&SS, or his designee, to sign these routine agreements and amendments allows the Department to accept revenue in a timely manner and avoids multiple presentations to the Board. Some funds are received through a competitive process conducted at the State level and are considered grant funding for a specified service. Other funds are "categorical" in nature, and once accepted by the County, may only be utilized for the specified services identified.

H&SS requests the Board approve resolutions authorizing the Director of H&SS or designee to execute all Federal, State and private revenue contracts and amendments, AIDS Master Grant Agreement and amendments, MOU's, individual admission agreements for Mental Health clients placed in board and care facilities, and individual admission agreements for clients placed in Substance Abuse treatment.

Delegated authority to County Administrator to authorize grant submissions over \$50,000 to secure funding to maintain existing programs and projects

H&SS staff seeks State, Federal, and private grants to support and maintain existing programs in danger of losing primary funding. Delegating authority to the CAO will allow for maximum flexibility in applying for additional funding, allow for timely grant submissions, and help maintain client services. The Department will return to the Board for appropriation of any additional grant funding received.

Delegated authority to Executive Director of the Public Authority

In the Board's role as the Solano County In-Home Supportive Services Public Authority Board, contracts for Public Authority services are included on H&SS' Master List for approval. H&SS is requesting delegated authority to the Executive Director of the Public Authority to execute Board approved contracts and amendments.

ALTERNATIVES:

The Board may choose to address some or all of these contracts individually. This is not recommended because approving these routine contracts on an individual basis requires the preparation of scores of Agenda items. In addition, individual approval may disrupt services to H&SS programs and clients.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed all contracts included in the Master List for legal sufficiency.

CAO RECOMMENDATION:

**APPROVE DEPARTMENT
RECOMMENDATION**

DEPARTMENT HEAD SIGNATURE:



Patrick O. Duterte, Director of Health and Social Services

6/3/11
Date

Attachment A: List of expenditure contracts—Sorted by Alphabet, pages 5-11

Attachment B: List of expenditure contracts—Sorted by Division, pages 12-17

Attachment C: Resolution delegating authority to the Director of H&SS to execute revenue agreements, page 18

Attachment D: Resolution delegating authority to the Director of H&SS and/or the Health Officer to execute the AIDS Master Grant Agreement with the State of California and related documents, page 19