

MEMORANDUM
PLACER COUNTY HEALTH AND HUMAN SERVICES
In-Home Supportive Services

TO: In-Home Supportive Services Public Authority Governing Board

FROM: Richard J. Burton, M.D., M.P.H.
Placer County Health Officer and Director of Health & Human Services
Maureen F. Bauman, Adult System of Care

DATE: June 27, 2006

SUBJECT: In-Home Supportive Services Public Authority Purchasing Policy

ACTION REQUESTED:

Adopt the Placer County Purchasing Policy Manual for In-Home Supportive Services Public Authority procurement activities, and authorize the County Procurement Manager to sign contracts as appropriate.

BACKGROUND:

The purpose of the Placer County In Home Supportive Services (IHSS) Public Authority is to provide the delivery of IHSS as specified by federal and state law and regulations. The IHSS program is designed to provide assistance to those eligible aged, blind and disabled individuals who, without this care would be unable to remain safely in their own homes. Functions of the Public Authority are to establish a registry of qualified IHSS providers (caregivers) and to be the Employer of Record for IHSS providers for the purpose of negotiating wages, benefits and other terms and conditions of employment.

Meeting the legislative mandates in the establishment of the Public Authority Registry and in fulfilling its role as an Employer of Record has required the Public Authority to contract for certain services, e.g., Registry software management and labor relations' support and consultation.

In the past, the few contracts entered into by the Public Authority have come before the Public Authority Governing Board for approval. Adoption of the Placer County Purchasing Policy Manual for the Public Authority will provide consistency - the Public Authority will be using the same purchasing policy used by County departments. Another advantage will be that the Public Authority would work directly through County Procurement's authority that allows contracts of \$50,000 or less to be approved at the department level; these smaller contract amounts would not need to come before the Public Authority Governing Board.

FISCAL IMPACT:

None.

