

**MEMORANDUM  
PLACER COUNTY HEALTH AND HUMAN SERVICES  
Human Services Division**

**TO:** Honorable Board of Supervisors

**FROM:** Richard J. Burton, M.D., M.P.H.  
Placer County Health Officer and Director of Health & Human Services  
Cheryl S. Davis, Director of Human Services

**DATE:** June 4, 2013

**SUBJECT:** Acquisition of one Video Teleconferencing System for the Rocklin office

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**ACTION REQUESTED:**

1. Approve the purchase of Video Teleconferencing System in an amount not to exceed \$11,505 (no net County cost) for the Rocklin office, and authorize the Purchasing Manager to sign the resulting purchasing documents, and
2. Approve the addition of this equipment to the Master Fixed Asset List.

**BACKGROUND:**

The Human Services Division of Health and Human Services was one of the original locations to pilot video conferencing in the County. Video conferencing is used as a cost effective and time efficient means to conduct meetings and mandatory training, eliminating the need for our staff in Tahoe, Auburn and Rocklin to travel between offices. With the Children's System of Care, Public Health Nursing and the Women, Infants, and Children programs moving into the Rocklin facility later this summer, the addition of video teleconferencing equipment to the Rocklin office will be additionally used for their program purposes.

The original equipment was purchased in 2008 and is no longer operating properly and requires replacement. The replacement cost for a new system is \$11,505, including equipment, tax, shipping, programming, installation and training.

**FISCAL IMPACT:**

There is sufficient State and federal funding in the Department's FY 2012-13 Final Budget for the purchase of this equipment. No additional funding is required.

# ADDITIONS TO THE MASTER FIXED ASSET LIST

Health and Human Services Department

## Appropriation 53070

<u>Qty.</u>	<u>Description</u>	<u>Cost</u>
1 ea.	Cisco SX20 HD Video Teleconferencing System with Multi-Site and Natural Presenter Package options  (Cost includes equipment, tax, shipping, programming, installation and training)	\$ 11,505
	<b>Total Fixed Asset Additions</b>	<b>\$ 11,505</b>