

**MEMORANDUM  
PLACER COUNTY HEALTH AND HUMAN SERVICES  
Administrative Services**

**TO:** Honorable Board of Supervisors

**FROM:** Jeffrey S. Brown, M.P.H., M.S.W., Director of Health and Human Services  
Rebecca Mellott, Director of Administrative Services x3162

**DATE:** August 18, 2015

**SUBJECT:** Staff Support for First 5 Placer - Children and Families Commission

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**ACTION REQUESTED:**

1. Approve a revenue agreement with the First 5 Placer - Children and Families Commission for fully reimbursed staff support services in the amount not to exceed \$142,980, for the period of July 1, 2015 through June 30, 2016 and authorize the Director of Health and Human Services to sign amendments not to exceed 10 percent of the total contract amount, consistent with the agreement's subject matter and scope of work.

**BACKGROUND:**

The California Children and Families First Act allowed for the creation of local commissions to strategically plan the expenditure of Proposition 10 tobacco tax revenues. The goal is to ensure that early childhood development services are available for families with children from prenatal to five years of age. First 5 Placer - Children and Families Commission consists of nine members appointed by your Board.

To conserve resources over the last fifteen years, Placer County's Commission has contracted with the County for staff support. This collaborative model provides the Commission with the ability to maximize funds directed to community service providers to ensure optimal levels of child development services and care for families with children ages zero through five.

The County staff support provided through this agreement includes assistance with preparation and management of contracts; general administrative and fiscal support through preparation of annual budgets, participation in fiscal audits; maintenance of Commission records and files; and technical support for County purchased equipment.

**FISCAL IMPACT:**

This Agreement will provide \$142,980 in revenue to Health and Human Services from the Children and Families Trust Fund. This revenue is included in the Department's FY 2015-16 Proposed budget. There are no county general funds required, rather, all costs are fully reimbursed by the First 5 Placer funds.

This contract is on file with Clerk of the Board for review.

