

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

**TO:** Honorable Board of Supervisors

**FROM:** Richard J. Burton, M.D., M.P.H.,  
Placer County Health Officer and Director of Health & Human Services  
Robert Dunstan, Director of Administrative Services

**DATE:** May 9, 2006

**SUBJECT:** Resolution to Approve the Execution of Thirty-Seven Specific Agreements

---

---

**ACTION REQUESTED:**

That your Board adopt the attached Resolution, authorizing the Director of Health and Human Services, with concurrence of CEO, County Counsel, and Risk Management, to sign and execute the accompanying list of thirty-seven specific contractual agreements and subsequent amendments on behalf of Placer County, providing the expenditure agreements remain within 10% of the prior period's amount. The estimated total funding received for the 13 revenue agreements, based on current year funding levels, is \$528,888. The current value of the listed 24 expenditure agreements is \$1,097,722. The County General Fund contribution for the expenditure agreements will be approximately \$33,000.

**BACKGROUND:**

The Health and Human Services Department administers approximately 165 contractual agreements. The majority of these agreements require specific Board of Supervisors approval annually. Under the current system, each contract is submitted under a separate cover memorandum and is considered for approval on an individual basis. Applications, Standard Agreements, Grants, and other Contractual Agreements, along with their various attachments, are submitted as part of your Board's packet. This represents a large effort on the part of HHS, County Counsel, CEO, and the Board of Supervisors. As HHS does not have the capacity to negotiate and process all of these agreements simultaneously, this occurs over an extended period of time and often beyond the effective date of the agreement.

This process was modeled after one that has been in use in Sacramento County. In accordance with Government Code Section 25502.5, none of the included agreements is in excess of \$100,000. This arrangement was first approved by the Board on October 23, 2001 and has been successfully implemented over the past five years. Similar resolutions are now developed on an annual basis for contracts that are anticipated to be renewed during the upcoming fiscal year.

If approved, the attached Resolution would authorize HHS to process thirty-seven agreements under this single board action. However, this authorization requires the concurrence of the CEO and in no way would obligate the County to move forward with any agreement should funding or other circumstances change.

The following criteria was used to select these agreements:

- Recurring revenue and expenditure agreements with a total contract amount of less than \$100,000 each
- Agreements that are expected to be executed with an effective beginning date during the FY 2006/07 fiscal year
- Agreements that do not currently require a competitive bid/proposal process

**FISCAL IMPACT:**

Each of these agreements was recommended for funding in the Department Requested FY 2006/07 Budget. The total anticipated value of the 13 revenue agreements, based on current year funding levels, is \$528,888.16. The current value of the listed 24 expenditure agreements is \$1,097,721.87. As mentioned, agreements executed as a result of this resolution will remain within 10% of the prior period's amount. The actual execution of these contracts is contingent upon available funding.

125

## HHS WORKFLOW/REVIEW PROCEDURE

### SUPER RESOLUTION CONTRACTS

#### EXPENDITURE CONTRACTS:

- Existing agreement reviewed by divisional staff, required changes made to develop upcoming year draft contract.
- Upcoming year draft boilerplate forwarded to divisional staff by Contracts Administration for incorporation with scope of services and funding information. Final draft reviewed by Risk Management, County Counsel, and service provider.
- Partially executed contract, including provider and County Counsel signatures, plus insurance certificates, required exhibits, and copy of Super Resolution, returned to Contracts Administration for final contract execution.
- Contracts Administration reviews package to make sure that it is complete and that the contract appears on the Super Resolution (including reviewing funding to assure it is within limits of delegated Super Resolution authority), forwards to Director of HHS and CEO for final signatures, retains one original and distributes remaining fully executed contract copies to Division.
- Division distributes executed contract to program manager, Contractor/ Provider/Consultant, and commences services.

#### REVENUE CONTRACTS:

- Partially executed contract provided to Division by funding source (typically the State). Division reviews to assure that contract matches proposal.
- Partially executed contract, including provider and County Counsel signatures, plus required exhibits, Risk Management approval, and copy of Super Resolution, forwarded to Contracts Administration for final County execution.
- Contracts Administration reviews package to make sure that it is complete and that the contract appears on the Super Resolution, forwards to Director of HHS and CEO for final signatures, retains one original and distributes remaining contract copies to Division.
- Division returns partially executed documents to funding source for final execution. After fully executed documents are returned, division distributes executed contract to program manager, accounting staff, etc., and commences services.

**Before the Board of Supervisors  
County of Placer, State of California**

In the matter of:

Resolution No: \_\_\_\_\_

**Adopt a resolution, thereby authorizing the Director of Health and Human Services, with concurrence of the CEO, County Counsel, and Risk Management, to sign and execute the accompanying list of thirty-seven specific contractual agreements and subsequent amendments on behalf of Placer County.**

Ord. No.: \_\_\_\_\_

First Reading: \_\_\_\_\_

The following Resolution was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held **May 9, 2006**, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chairman, Board of Supervisors

Attest: \_\_\_\_\_  
Clerk of said Board

---

**BE IT HEREBY RESOLVED** that the Board of Supervisors of the County of Placer, State of California, adopts this resolution, thereby authorizing the Director of the Department of Health and Human Services, with concurrence of the CEO, County Counsel and Risk Management, to sign and execute the accompanying list of thirty-seven specific contractual agreements and subsequent amendments on behalf of Placer County, providing the expenditure agreements remain within 10% of the prior period's amount.

Specific Agreements Included in "Super-Reso" Delegated Authority granted to the Director of Placer County Health and Human Services by the Placer County Board of Supervisors on May 9, 2006

APPN	Provider or Funding Source	Type of Agreement	Description	Prior Term and Funding Level Information				Funding Source Information for Expenditure Agreements			
				Start Date	End Date	Contract Amount	Contract Number	Federal	State	Other	County General Fund/ Realignment
22390	Veterinary Relief Solutions, Inc.	Expenditure	Veterinary examination & treatment	06/20/05	06/30/06	\$20,000.00	KN020603				100%
42000	California State Assoc of Counties (CSAC)	Expenditure	WCDS Systems Management	07/01/05	06/30/06	\$20,574.00	CN005451				100%
42760	CA Dept. of Health Services (DHS)	Revenue	"Nutrition Network" Contract, through Cancer Prevention and Nutrition Section of DHS	10/01/05	09/30/06	\$64,432.00	05-45551				
42760	Sacramento County Dept of Human Assistance	Revenue	Pass-Through of Federal HOPWA Funds	01/01/06	12/31/06	\$34,600.00	DHAICS-PLA-01-06				
42820	CA Integrated Waste Mgmt Board (CIWMB)	Grant	Local Enforcement Agency (LEA) Grant	07/01/05	06/30/06	\$21,597.81	EA16-05-10				
42930	AMI Housing	Expenditure	Housing Collaboration Program AB2034	07/01/05	06/30/06	\$75,100.00	CN005441		100%		
42930	CA Dept. of Alcohol and Drug Programs	Revenue	Comprehensive Drug Court Implementation Program	12/29/05	12/28/06	\$79,548.00	CDCI-05/06-31-06				
42930	CA Dept. of Mental Health	Grant	PATH grant application (Federal McKinney Projects Assist Transition from	07/01/05	06/30/06	\$37,695.00	None				
42930	California Institute of Mental Health (CIMH)	Expenditure	MHSA consultation, training and planning	03/07/05	05/30/06	\$24,000.00	CN005445		100%		
42930	California Mental Health Directors' Assoc	Other	Administrative Service Organization (ASO) coordinating Medi-Cal Specialty MH services	07/01/99	06/30/06	\$10,000.00	None		100%		
42930	Chima, Surendar S.	Expenditure	Health & Physical Physician Services at Cirby Hills Center	07/01/05	06/30/06	\$60,000.00	CN005434	35%			65%
42930	Khangura, Sukhdev S.	Expenditure	Health and Physical Physician Services at Cirby Hills Center	07/01/05	06/30/06	\$60,000.00	CN005433	35%			65%
42930	Lazarus Project, Inc., The Nevada County Behavioral Health Dept.	Expenditure	Transitional housing for AB2034 clients	07/01/05	06/30/06	\$44,000.00	CN005442		100%		
42930	Nevada County Behavioral Health Dept.	Revenue	Use of Cirby Hills Facility (PHF) for in-patient psychiatric services	07/01/05	06/30/06	\$55,000.00	CN005421				

128

Specific Agreements Included in "Super-Reso" Delegated Authority granted to the Director of Placer County Health and Human Services by the Placer County Board of Supervisors on May 9, 2006

APPN	Provider or Funding Source	Type of Agreement	Description	Prior Term and Funding Level Information				Funding Source Information for Expenditure Agreements			
				Start Date	End Date	Contract Amount	Contract Number	Federal	State	Other	County General Fund/ Realignment
42930	Pacific Educational Services	Revenue	Drinking Driver Program	07/01/04	06/30/06	\$0.00	CN005467				
42930	Pride Industries	Expenditure	Provide work situational assessments and employment services to AB2034 Homeless	07/01/05	06/30/06	\$25,000.00	CN005443		100%		
42930	Rosewood Care Center	Blanket P.O.	MH Transitional Treatment Services	04/06/05	06/30/06	\$27,375.00	BP013235	35%			65%
42930	Sierra County Dept of Mental Health	Revenue	Acute Inpatient Services at PHF and Involuntary Detention Hosp for Sierra Co clients	07/01/04	06/30/06	\$34,000.00	CN005465				
42930	Sierra Family Services	Expenditure	Transitional Employment Services	07/01/05	06/30/06	\$56,340.00	CN005414	9%	54%		37%
42930	ZiaLogic	Expenditure	MHSA Consultation for systems integration planning	03/07/05	06/30/06	\$28,640.00	CN005444		100%		
42950											
42950	California Family Health Council, Inc.	Grant	Family Planning Services	01/01/05	12/31/05	\$75,394.00	None				
42950	California HealthCare Foundation	Grant	Assess feasibility of insurance coverage to uninsured children & develop and implementation plan	01/01/06	12/31/06	\$50,000.00	05-1396				
42950	Delta Dental of California	Grant	Expand preventative dental activities for children in the Tahoe/Truckee area	11/01/05	06/30/06	\$37,401.00	None				
42950	Tahoe Forest Hospital	Expenditure	Mid-Level Practitioner for Kings Beach Clinic	07/01/05	06/30/06	\$20,000.00	CN005450		100%		
42970											
42970	Aoki, Ellen M.D.	Expenditure	Contract Employee - Psychiatric Coverage	09/15/05	06/30/06	\$38,968.87	12113	30%	30%		40%
42970	DeLapp, Lynn	Expenditure	CWS Redesign & MHSA Consulting, Training and Planning Services	07/01/05	06/30/06	\$87,500.00	12065	18%	73%		9%
42970	EMQ Children & Family Services	Expenditure	Specialty Mental Health and Staff Consultation Services	07/01/05	06/30/06	\$72,000.00	CN005435	25%	23%		52%
42970	Henderson, Gary L.	Expenditure	LCSW, MFT Intern Supervision Training	07/01/05	06/30/06	\$20,000.00	KN020607	42%	32%		26%
42970	Mid-Placer Public Schools Transportation Agency	Revenue	Bus Aide/Program Aide for Adolescent Day Treatment Program	07/01/04	06/30/06	\$29,220.35	CN005456				
42970	North Tahoe Fire Protection District	Expenditure	Transportation of 5150 clients from Tahoe Area	07/01/05	06/30/06	\$40,000.00	CN005438				100%

129

Specific Agreements Included in "Super-Reso" Delegated Authority granted to the Director of Placer County Health and Human Services by the Placer County Board of Supervisors on May 9, 2006

APPN	Provider or Funding Source	Type of Agreement	Description	Prior Term and Funding Level Information				Funding Source Information for Expenditure Agreements			
				Start Date	End Date	Contract Amount	Contract Number	Federal	State	Other	County General Fund/ Realignment
42970	Oak House Treatment Center	Expenditure	Residential Substance Abuse Treatment Services	07/01/04	06/30/06	\$16,000.00	11906		56%		44%
42970	PEACE for Families	Expenditure	Supervised Visitation, Intervention and Support Svcs	07/01/05	06/30/06	\$66,000.00	CN005419	32%	40%		28%
42970	Placer County Office of Education (PCOE)	Expenditure	Consultation and Supervision for Sierra Vista School	07/01/05	06/30/06	\$64,800.00	CN005440	40%	35%	25% - Office of Education	
42970	Placer County Office of Education (PCOE)	Expenditure	Integrated Services Mgr, Foster Youth Services Program	07/01/05	06/30/06	\$99,215.00	12064	15%	70%		15%
42970	Sierra Adoption Services	Expenditure	Provide permanency planning services for children in foster care	09/01/05	06/30/06	\$48,209.00	CN005409	32%	68%		
42970	University of California - Davis	Expenditure	Child Welfare training program	07/01/05	06/30/06	\$51,000.00	CN005412	48%	52%		
53020											
53020	Salvation Army, The	Expenditure	Winter Homeless Voucher Program	10/01/05	04/30/06	\$33,000.00	CN005413				100%

Total Contributions to Expenditure Contracts by Funding Source

\$212,321.64 \$542,481.88 #VALUE! \$336,718.35

130