

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
Bob Dunstan, Director of Administrative Services for HHS

DATE: June 24, 2008

SUBJECT: Agreement to provide fully reimbursed staff support to the Placer County Office of Education to assist PCOE in providing staff support for the First 5 – Placer Children & Families Commission

ACTION REQUESTED:

Approve a FY 2008/09 revenue agreement in the amount of \$152,343 to provide fully reimbursed staff support services to the Placer County Office of Education to assist PCOE in providing staff support for the First 5 – Placer Children and Families Commission, and authorize the Director of Health and Human Services to sign subsequent amendments. There are no County General Funds in this action and these revenues are reflected in the department's 2008/09 Proposed Budget.

BACKGROUND:

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

For the past eight years, the Commission has purchased staff support from the Department of Health and Human Services in lieu of creating a new more costly organizational structure. In Fiscal Year 2008-09, however, the Commission will contract with the Placer County Office of Education for staff support.

To assist in fulfilling its staff services agreement with the First 5 Commission, PCOE desires to contract with the Department of Health and Human Services for the functions of Staff Services Analyst, Administrative Clerk - Journey, Accounting Technician, and HHS/MIS for computer support. In addition, PCOE is providing funds for HHS' indirect administrative costs.

FISCAL IMPACT:

Under this agreement, PCOE will provide \$152,343 in revenue to Health and Human Services from the Children and Families Trust Fund, which will fully fund the services requested. There are no County general funds required. All costs are fully reimbursed from the Children and Families Commission Trust Fund.

The following document:

Contract for:

PCOE for First 5

is on file with Clerk of the Board
for BOS meeting:

June 24, 2008