



**BOARD OF SUPERVISORS  
AGENDA LETTER**

Agenda Number:

**Clerk of the Board of Supervisors**  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Public Health Dept.  
**Department No.:** 041  
**For Agenda Of:** 7/15/08  
**Placement:** Administrative  
**Estimated Tme:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

**TO:** Board of Supervisors  
**FROM:** Department Elliot Schulman, MD, MPH, Director and Health Officer  
Director  
Contact Info: Margaret A. Granger, MA  
Public Health Department Contracts Manager (681-5367)  
**SUBJECT:** Ongoing Grants for Public Health Department FY 2008-09

**County Counsel Concurrence**

As to form:  Yes  No  N/A

**Auditor-Controller Concurrence**

As to form:  Yes  No  N/A

**Other Concurrence:** N/A

As to form:  Yes  No  N/A

**Recommended Actions:**

That the Board of Supervisors:

Consider recommendations for the Public Health Department’s FY 2008-09 ongoing grants, as follows:

- a) Authorize the Public Health Director to execute the 39 ongoing grants for the Public Health Department approved by the Board with the FY 2008-09 budget; and
- b) Authorize the Public Health Director to execute any amendments to the grants that are within 10% of the amount approved with the budget.

**Summary Text:**

In the interests of efficient and effective governing, the Public Health Department requests that the Board authorize the Public Health Department Director to execute the ongoing grants upon their receipt from the granting agency. The approval of the recommendation before the Board will significantly reduce staff time devoted to processing revenue agreements and expedite the return of executed contracts to the State and Federal governments. This process improvement was approved by your Board on August 15, 2006 for FY 2006-07 and June 19, 2007 for FY 2007-08 and is requested again for FY 2008-09.

**Background:**

The Board has established a process for the expeditious execution of ongoing grants. In this process, the Board authorizes the County Executive Officer (CEO) to approve and execute ongoing grants that are included in the proposed budget. Departments submit a list of ongoing grants that is generated from the Grant Management System (GMS). Once the budget is approved, the CEO has authority to sign the grants. When the grants are sent from the State and Federal Governments, the county departments submit the grants to the CEO's office for signature.

The Public Health Department (PHD), in the normal course of business, is the recipient of numerous State and Federal Grants for a variety of programs. The list of grants that was approved with the budget includes a total of 85 grants for all county departments, almost half (39) are under the PHD (see attachment A). The process to submit 39 grants to the CEO's office represents considerable staff time, both within the PHD and the County Executive Office. Rarely does the State or Federal Government require the Board or the CEO to execute these agreements. By granting the Public Health Department Director the authority to sign the revenue agreements and amendments within 10% of budgeted amounts, your Board will significantly reduce staff time devoted to processing revenue agreements for signature.

The PHD will return to the Board if during the Fiscal Year any grant increases or decreases by greater than 10% of the amount listed on the attached list and approved for Fiscal Year 2008-09.

**Performance Measure:**

Not Applicable.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

The funding provided by these Agreements and their related appropriation is contained as part of the Public Health Department's Adopted FY 2008-09 Budget.

This action will not result in the need for any additional facilities.

**Staffing Impacts:**

**Legal Positions:**

0

**FTEs:**

0

**Special Instructions:**

Please return an electronic copy of the Minute Order to the PHD Contracts Unit at [PHDRES.ContractsUnit@sbcphd.org](mailto:PHDRES.ContractsUnit@sbcphd.org)

**Attachments:**

Attachment A: PHD On-going grants list for FY 2008-09.

**Authored by:**

Margaret A. Granger, Contracts Manager, Public Health Department