



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  
Department  
Department No.: 041  
For Agenda Of: 08-10-10  
Placement: Administrative  
Estimated Tme:  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

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**TO:** Board of Supervisors

**FROM:** Department Takashi Wada, MD, MPH, Director and Health Officer, Public  
Director(s) Health Department  
Contact Info: Rose Davis  
Public Health Department Contracts Unit Manager (681-5107)

**SUBJECT: Authorization for PHD Director to Execute Ongoing Grants for Public Health  
Department FY 2010-11**

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**County Counsel Concurrence**

As to form: N/A

**Other Concurrence:** N/A

As to form:

**Recommended Actions:**

That the Board of Supervisors:

Consider recommendations for the Public Health Department's FY 2010-11 ongoing grants, as follows:

- a) Authorize the Public Health Director to execute the 24 ongoing grants for the Public Health Department approved by the Board with the FY 2010-11 budget.
- 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:**

The Ongoing Grants List was approved by your Board on June 12, 2010 with the adopted FY 2010-11 budget. The Board has implemented a process for the expeditious execution of ongoing grants wherein authorization for executing grants, upon their receipt by the granting agency, has been granted to the County Executive Officer (CEO).

In the interest of efficient and effective governing, the Public Health Department (PHD) requests that the Board authorize the Public Health Department Director to execute these ongoing grants upon their receipt from the granting agency. Approval of this recommendation before the Board will significantly

reduce staff time devoted to processing revenue agreements as well as expedite the return of executed contracts to our state and federal government. This process improvement for the PHD has been approved by your Board annually since FY 2006-07, and is requested again for FY 2010-11.

**Background:**

As part of the budget process, County departments submit a list of ongoing grants that is generated from the Grant Management System (GMS). The Board has established a process for the expeditious execution of these ongoing grants wherein the Board authorizes the County Executive Officer (CEO) to approve and execute ongoing grants that are included in the proposed budget. Once the budget is approved, the CEO has authority to execute the grants. When the grants are received from state and federal governments, County departments submit the grants to the CEO's office for signature.

The PHD, in the normal course of business, is the recipient of numerous state and federal grants for a variety of programs. Nearly half (24) of the grants on the Ongoing Grants List are under the PHD (see attached Ongoing Grants List for FY 2010-11).

This process of submitting grants to the CEO represents considerable staff time, for both the PHD and the CEO. Rarely does our 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 2010-11.

**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 2010-11 Budget.

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

**Special Instructions:**

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

**Attachments:**

On-Going Grants List for FY 2010-11.

**Authored by:**

Rose Davis, Contracts Unit Manager, Public Health Department, 681-5107