



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: July 05, 2011
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

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 and Contracts for
Public Health Department FY 2011-12**

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 2011-12 ongoing grants and contracts, as follows:

- a) Grant the Public Health Director authority to execute the ongoing contracts for: 19 grant agreements, 8 revenue contracts, 2 contractors on payroll and 10 expenditure contracts for the Public Health Department approved by the Board with the FY 2011-12 budget.
- b) Authorize the Public Health Director to execute any amendments to the contracts in a) above that are within 10% of the amount approved with the FY 2011-12 budget.

Summary Text:

The Ongoing List was submitted by the CEO and approved by your Board on June 17, 2011 with the adopted FY 2011-12 budget. The Board has implemented a process for the expeditious execution of ongoing contracts wherein authorization for executing contracts upon their receipt has been granted to the County Executive Officer (CEO).

Auditor-Controller Concurrence

As to form: N/A

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 contracts upon their receipt. Approval of this recommendation before your Board will significantly reduce staff time devoted to processing these on-going agreements as well as expediting the return of executed contracts to our state and federal government, the timing of which is often of crucial importance. This process improvement for the PHD has been approved by your Board annually since FY 2006-07, and is requested again for FY 2011-12.

Background:

As part of the budget process, County departments submit a list of ongoing grants that is generated from the Grant Management System (GMS) as well as certain other revenue contracts, contractor on payroll contracts, and expenditure contracts. The Board has established a process for the expeditious execution of these ongoing contracts wherein the Board authorizes the County Executive Officer (CEO) to approve and execute ongoing contracts that are included in the proposed budget. Once the budget is approved, the CEO has authority to execute the contracts.

The PHD, in the normal course of business, is the recipient of numerous state and federal grants for a variety of programs. PHD has the most grants of any County department, accounting for nearly 1/3rd of all the County grants on the Ongoing Grants List (see attached Ongoing List for FY 2011-12; pages 4-6).

The process of submitting grants to the CEO represents considerable staff time, for both the PHD and the CEO. By granting the Public Health Department Director the authority to sign the contracts and any amendments that are within 10% of budgeted amounts, your Board will significantly reduce the staff time devoted to processing these ongoing contracts for signature.

The PHD will return to the Board if any contract increases or decreases by greater than 10% of the amount approved for Fiscal Year 2011-12.

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 2011-12 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@sbcpd.org

Attachments:

PHD pages (only) of the approved *On-Going Grants List* for FY 2011-12.

Authored by:

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