



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 No.: 041
For Agenda Of: June 4, 2024
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: 4/5ths

TO: Select_Board(s)
FROM: Department Mouhanad Hammami Public Health Director
Director(s) Public Health Department
Contact Info: Susan Liles, MS RD 681-5279
Director of Nutrition Services/WIC
SUBJECT: Women, Infant and Children (WIC) Program Revenue Agreement
Amendments; Salary Resolution Amendment

County Counsel Concurrence

As to form: Yes

Other Concurrence: Human Resources, CEO Budget

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute a third amendment to Grant Agreement Number 22-10287-A3 with the California Department of Public Health (CDPH) for the WIC Supplemental Nutrition Program. This amendment updates the Statement of Work and increases funding by \$398,102 for a revised total of \$15,291,386 without a change to the period of performance from October 1, 2022 to September 30, 2025 (Attachment A); and
- b) Approve, ratify, and authorize the Chair to execute a second amendment to Grant Agreement Number 22-10287-A2 with CDPH to update the Statement of Work which increased funding by \$7,356 but did not change the period of performance ending September 30, 2025 (Attachment B); and
- c) Approve, ratify, and authorize the Chair to execute a first amendment to Grant Agreement Number 22-10287-A01 with CDPH to update the Statement of Work, payment details, and security requirements and which increased funding by \$447,657 but did not change the period of performance ending September 30, 2025 (Attachment C); and
- d) Approve and authorize the Public Health Director, or designee, to make any required certifications and to change the Project Representative in accordance with the Grant Agreement; and

- e) Adopt and approve changes to the Salary Resolution (Attachment D), which allocates to the Public Health Department two (2) 2.0 FTE Health Educator legal positions; and
- f) Approve and authorize Budget Revision BJE 0009716 in the amount of \$242,742 to establish appropriations for \$242,742 of unanticipated revenue from CDPH to increase Salaries & Benefits in the amount of \$7,742, Services and Supplies in the amount of \$229,000, and Other Charges in the amount of \$6,000 for FY 2023-2024 in the County's financial system (Attachment E); and
- g) Approve and authorize the Director of Public Health Department to execute any future amendments to Grant Agreement Number 22-10287 including changes to the Statement of Work provided that the amendment does not exceed ten percent (10%) (\$1,529,138.60) of the total agreement amount, upon review and concurrence by the Auditor Controller's Office and County Counsel's Office, subject to the Board's ability to rescind this delegated authority at any time; and
- h) Determine that the recommended actions are not a "Project" within the meaning of the California Environmental Quality Act (CEQA) and are exempt per CEQA Guideline Section 15378(b)(4), since the recommended actions are creation of a governmental funding mechanisms or other government fiscal activities that do not involve commitment to any specific project which may result in a potentially significant physical impact on the environment.

Summary Text:

This item is on the agenda for approval and authorization to sign an amendment to the Grant Agreement with the California Department of Public Health (CDPH) for the Santa Barbara County Women, Infants and Children (WIC) Supplemental Nutrition Program. Approving the amendments will allow the funding of WIC services by the Public Health Department (PHD) for the Federal Fiscal Years 2022-2025 with the additional funding of \$447,657 for Amendment A01, \$7,356 for Amendment A02, and \$398,102 for Amendment A03. This item will also add two FTE positions to PHD.

Background:

The WIC program is a federally funded health and nutrition program for women who are pregnant, breastfeeding, or just had a baby, and infants and children under 5 years old including foster children. To be eligible for WIC, a family must have an income at or below 185% of the Federal poverty level. WIC provides nutrition, health and breastfeeding education, checks to purchase healthy foods, and referrals to health care and other community services.

WIC services are offered countywide, through sites at PHD offices and other community sites. WIC sites are located in Carpinteria, Franklin, Santa Barbara, Solvang, Lompoc, Guadalupe, Cuyama and two sites in Santa Maria. The number of individuals who participate in the Santa Barbara County WIC program is 17,089 per month, with a caseload of 18,290 this amendment will increase the caseload by 670.

WIC is an optional federal program funded through CDPH. This program has been operational in Santa Barbara County since 1975 and operates on the Federal Fiscal Year of October 1 through September 30.

The increase of the grant allocation equates to an additional \$242,742 in Fiscal Year 2023-24 and \$155,359 in Fiscal Year 2024-25 and will be used to pay for 2 new positions to provide support and education to families enrolled in the WIC Program County-Wide. Selected candidates will be screened to ensure they meet all county eligibility criteria and are not on the federal exclusion list. These funds are available for expenditure through the Federal FY 2025. Should this funding be decreased or discontinued, PHD has the ability to absorb these positions through regular attrition.

Approval of the recommended actions will allow the Department to add the following positions:

1. Two (2) 2.0 FTE Health Educators

Performance Measure:

N/A

Contract Renewals and Performance Outcomes:

The WIC program's assigned caseload from CDPH is 18,960.

Fiscal and Facilities Impacts:

Budgeted: No

Fiscal Analysis:

Narrative:

The Board is requested to authorize the Chair to sign this amended agreement for fiscal years 2022-2025 for a total amount of \$15,291,386, a total increase of \$853,115. Amendment A01 and A02 for a total amount of \$455,014 were increased in previous fiscal years and are being ratified with this Board action. The additional \$398,101 with Amendment A03 will be used to pay for 2.0 new positions over the next two fiscal years, as described in the background section, as well as certain Services and Supplies in the current year. The current year funding of \$242,742 is being added to the FY 2023-24 PHD budget with BJE 0009716 and the remaining \$155,359 is already included in the FY 2024-25 budget for Salaries and Benefits. There is no increase in the use of the County's General Fund resources as a result of executing this agreement.

Key Contract Risks:

N/A

Staffing Impacts:

Legal Positions:

Add 2

FTEs:

Add 2.0

Special Instructions:

Please execute two (2) original Standard Agreement - Amendment and return one (1) original Standard Agreement and one (1) Certified Minute Order to Margaret Fitzwilliam Figueroa. Please email MFitzwilliamFigueroa@sbcphd.org when available for pickup.

Please also email one (1) copy of the minute order and one (1) copy of the fully executed Salary Resolution to Tracy Rogers, Workforce Planning Analyst, Human Resources Department at trogers@countyofsb.org.

Attachments:

- A. State of California Agreement Number 22-10287-A3
- B. State of California Agreement Number 22-10287-A2
- C. State of California Agreement Number 22-10287-A1
- D. Salary Resolution
- E. Budget Journal Entry Number: BJE-0009716
- F. State of California Agreement Number 22-10287

Authored by:

Susan Liles, MS RD, Nutrition Services Program Director