

**Napa and Solano County
Joint Proposal to California Department
of Aging
Seeking Designation as the Area Agency
on Aging for the Planning and Service
Area for Napa and Solano (PSA 28)**



**A Tradition of Stewardship
A Commitment to Service**



Approved by Napa County Board of Supervisors August 28, 2018

Approved by Solano County Board of Supervisors August 28, 2018

INTRODUCTION:

In April 2018, the Area Agency on Aging for Napa and Solano, a non-profit organization, notified the State of California Department of Aging (CDA) that it would be relinquishing its designation as the Area Agency on Aging (AAA) for the Planning and Service Area for Napa and Solano (PSA 28), effective June 30, 2018. Both counties submitted letters of intent to CDA to seek the designation and this proposal is to continue the designation process by demonstrating both entities' abilities to fulfill the federally mandated requirements.

FINANCIAL RECORDS

Single Audit:

The most recent Single Audit for Napa County is attached as Exhibit A, and can be found here: <http://ca-napacounty.civicplus.com/ArchiveCenter/ViewFile/Item/511>

The most recent Single Audit for Solano County is attached as Exhibit B, and can be found here: <https://www.solanocounty.com/civicax/filebank/blobdload.aspx?BlobID=27957>

County Budget Summary:

The FY2018/19 Napa County Budget was adopted by the Board of Supervisors on June 19, 2018. The adopted budget is \$480 million, with the General Fund portion being \$195 million. The recommended budget can be accessed below:

<https://www.countyofnapa.org/DocumentCenter/View/8678/2018-2019-FY-Recommended-Budget?bidId>

The FY2018/19 Solano County Budget was adopted by the Board of Supervisors on June 19, 2018. The adopted budget is \$1.07 billion, with the General Fund portion being \$290 million. The recommended budget can be accessed below:

<https://www.solanocounty.com/civicax/filebank/blobdload.aspx?BlobID=28604>

Proposed budget for AAA:

See Exhibit C for the total funding available from CDA and Exhibit D for the proposed administrative budget. The match requirements for the administrative budget are based on the current population figures from CDA, found here:

<https://cda.ca.gov/docs/DataAndStatistics/Statistics/IFF/2018%20Population%20Demographic%20Projections.pdf>

ORGANIZATIONAL STRUCTURE

Exhibit E shows the new organizational structure.

Oversight Board:

The Oversight Board will consist of 7 members, as follows:

- One (1) member of the Board of Supervisors of each county, or its designees, appointed by the respective Board of Supervisors, and an alternate to attend and vote at meetings of the member in his or her absence.
- One (1) member of a City Council in each County, appointed by the respective Board of Supervisors, and an alternate to attend and vote at meetings of the member in his or her absence.
- One (1) member of the senior (60+) community in each County, appointed by the respective Board of Supervisors, and an alternate to attend and vote at meetings of the member in his or her absence.
- One (1) member at large from each County, appointed by the respective Board of Supervisors, and an alternate to attend and vote at meetings of the member in his or her absence, with one member a voting member and the other member a non-voting member, who shall rotate annually. The first voting member to be determined by the Oversight Board by lot, effective [January 1 or July 1]

Once established, the Governing Board will develop and approve a policy regarding approval of contracts, that will be used in conjunction with existing procurement policies of Solano County, as the lead administrative agency.

Advisory Council:

The Advisory Council will be made up of 16 members, with the Board of Supervisors in each County responsible for appointing 8. A majority of the Advisory Council members must be over the age of 60, and the Advisory Council should reflect the racial and ethnic diversity of the target population in Napa and Solano Counties as shown below (from the Area Plan for PSA 28 2017, which has been approved by CDA)

County	Total Population	White	Hispanic	Asian	Black	Native Hawaiian /Pacific Islander	American Indian	Other
Napa	141,624	74,069	50,481	10,713	2,627	252	484	2,998
Solano	437,309	167,214	116,062	62,481	62,315	3,495	1,869	23,873
PSA 28 Total	578,933	241,283	166,543	73,194	64,942	3,747	2,353	26,871
% of total population	100%	42%	29%	13%	11%	0.6%	0.4%	5%

In addition, the Advisory Council shall include the following:

- More than 50 percent older persons, including minority individuals, who are participants or who are eligible to participate in programs under 45 CFR 1321.57;
- Representatives of older individuals;

- Representatives of health care provider organizations, including providers of veteran's health care;
- Representatives of supportive services provider organizations;
- Family caregiver representative;
- Local elected officials
- Persons with leadership experience in the private and voluntary sectors; and
- The general public

The Advisory Council will be authorized and required to adopt and follow bylaws concerning, but not limited to: terms of membership, election of officers, frequency of notice of meetings, required attendance, conduct of Council and Council meetings, and removal or resignation of members. The bylaws and bylaw amendments shall be approved by the Oversight Board.

The AAA services will be administered through the Solano County Health and Social Services Department, Public Health Division, Older & Disabled Adults Services Bureau. Solano County Health and Social Services Department, Public Health Division, Older & Disabled Adults Services Bureau and the Comprehensive Services for Older Adults division of the Napa County Health and Human Services Agency will coordinate AAA activities and services through a Joint Exercise of Powers Agreement (Exhibit F) and respective program-level staff of both counties will communicate as needed to assure optimum service delivery

FACILITY

Both Napa County and Solano County are subject to the Americans with Disabilities Act (ADA), and are currently housed in locations that are accessible to all. In addition to taking such regulatory requirements into consideration for site selection, we also consider access to transit and locations that are convenient for the individuals accessing the services.

It is anticipated that all of the services being provided by the AAA will be contracted out through Solano County. Solano County will include appropriate language in the procurement and contract documents to ensure compliance with the ADA, as well as ensuring access for the population served.

NUMBER AND QUALIFICATIONS OF AAA STAFF

The AAA will have the following staff administering these programs. These assumptions break down the on-going staffing needs from the start-up staffing (through June 30, 2020) anticipated to implement this new program in a timely and efficient manner, to ensure continuity of services.

Health Services Administrator, Older and Disabled Adult Services Bureau, Public Health Division, Solano County Health and Social Services (AAA Director): The Health Services Administrator will combine AAA oversight duties with existing responsibilities. .10 FTE

Project Manager (Program Coordinator): A new Project Manager position will be created to provide planning and program monitoring activities as well as overall program coordination. 1.0 FTE

Staff Analyst: A new Staff Analyst position will be created to develop and provide budgetary information for overall program development and evaluation; analyze financial reports and trends; evaluate and recommend general fiscal procedures; review financial data on an ongoing basis; and prepare, review and analyze budget. The Accountant will report to the Staff Analyst. 1.0 FTE

Accountant (Fiscal Staff Services Analyst): A new Accountant position will be created to prepare and submit fiscal forms and documents, perform fiscal reviews, participate in budget development and monitoring, and act as the primary contact for fiscal site visits/audits. 1.0 FTE

Office Assistant II (Office Assistant): The Office Assistant II will combine AAA clerical duties with existing responsibilities. .10 FTE.

Health Education Specialist: The Health Education Specialist will be an extra help position to assist with outreach, stakeholder meetings, and other efforts related to the assessment process required for the next Area Plan update. Not to exceed \$40,000 through June 30, 2019. Not applicable in future years.

Registered Dietician Services will be provided through contracted services.

Audits will be conducted via an outside auditor at an hourly rate.

See Exhibits G-L for full job descriptions and Exhibit M for Administrative Organizational Chart.

FEDERAL ASSURANCES

Both Napa and Solano County currently provide services and have contracts through various state departments for Federal and State funding to support these services. As such, both Counties have agreed to these standard conditions in other contracts.

ORGANIZATIONAL AUTONOMY

The Mello-Granlund Older Californians Act (Welfare and Institutions Code Section 9400, et seq) requires that each AAA area plan include developing home-and community-based systems of care that maintain individuals in their own homes or least restrictive environment, providing better access to these services through information and referral, outreach, and transportation, and advocating for the elderly on local, state, and national levels. In addition, W&I Code Section 9400(g)(10) states that the AAA shall “be directed by leaders in the community who have the respect, capacity, and authority necessary to convene all interested persons to assess needs, design solutions, track overall success, stimulate change, and plan community responses for the present and for the future.”

For planning and advocacy as they relate to the local service delivery system, the AAA Director will be incorporated into the duties of the Health Services Administrator for Solano County Health and Social Services, Public Health Division, Older and Disabled Adults Bureau. This position requires education and experience in providing services to older adults and must be experienced in advocating for the service needs of this population. In addition, the AAA Director will work collaboratively with program staff in Napa and Solano County to ensure a comprehensive understanding of the needs of the senior population in the service region.

With respect to policy advocacy, annually, both the Napa and Solano County Boards of Supervisors adopt a legislative platform in a public meeting, which provides staff with the guidance necessary for legislative advocacy efforts throughout the year. In addition, in each county has a Legislative Subcommittee, which consists of 2 Board members, holds bi-weekly public meetings to address issues as they arise. Staff in the Napa County Health and Human Services Agency and the Solano County Department of Health and Social Services already work with staff in the Intergovernmental Affairs Division of each county’s County

Executive/Administrative Office and will continue to do so to ensure that the advocacy needs of the seniors in the area are met.

DRAFT

Exhibit A

COUNTY OF NAPA
SINGLE AUDIT REPORT
JUNE 30, 2017

**COUNTY OF NAPA
SINGLE AUDIT REPORT
FOR THE YEAR ENDED JUNE 30, 2017**

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REPORTS



BROWN ARMSTRONG

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

The Honorable Board of Supervisors and Grand Jury
County of Napa
Napa, California

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We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of the County of Napa, California (the County), as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the County's basic financial statements, and have issued our report thereon dated December 21, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the County's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the County's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

This report is intended solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the County's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
December 21, 2017



BROWN ARMSTRONG

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

The Honorable Board of Supervisors and Grand Jury
County of Napa
Napa, California

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REGISTERED with the Public Company
Accounting Oversight Board and
MEMBER of the American Institute of
Certified Public Accountants

Report on Compliance for Each Major Federal Program

We have audited the County of Napa, California's (the County) compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have direct and material effect on each of the County's major federal programs for the year ended June 30, 2017. The County's major federal programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the County's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the County's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the County's compliance.

Opinion on Each Major Federal Program

In our opinion, the County complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2017.

Report on Internal Control Over Compliance

Management of the County is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the County's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the County's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of the County, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the County's basic financial statements. We issued our report thereon dated December 21, 2017, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the financial statements as a whole.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
March 9, 2018

SCHEDULE

County of Napa
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2017

Federal Grantor/Pass-Through Grantor/Program Title	Catalog of Federal Domestic Assistance Number	Pass-Through Grant Award Number	Expenditures	Expenditures to Subrecipients
U.S. Department of Agriculture				
Passed through the State Department of Food and Agriculture:				
European Grapevine Moth - Detection	10.025	15-0586-SF	\$ 555,913	\$ -
European Grapevine Moth - Detection	10.025	16-0697-SF	480,963	-
European Grapevine Moth - Regulatory	10.025	15-0594-SF	17,732	-
County GWSS Program	10.025	16-0518-SF	175,028	-
Exotic Pest Detection Trapping	10.025	16-0084	57,366	-
Light Brown Apple Moth	10.025	15-0469-SF	317	-
Light Brown Apple Moth	10.025	16-0533-SF	1,638	-
Sudden Oak Death - Quarantine	10.025	16-0390-SF	255	-
Subtotal 10.025			1,269,212	-
Passed through the State Department of Education:				
School Breakfast Program	10.553	2012-SN-28-R	11,716	-
National School Lunch Program	10.555	2012-SN-28-R	21,083	-
Subtotal 10.553 and 10.555 (Child Nutrition Cluster)			32,799	-
Passed through the State Department of Public Health:				
Nutrition Education and Obesity Prevention	10.200	16-10181	191,656	183,768
WIC Supplemental Nutrition Program	10.557	15-10072	833,059	-
WIC Farmers' Market Nutrition Program (FMNP)	10.572	15-10072	856	-
Passed through the State Department of Social Services:				
CalFresh Administration	10.561		1,801,851	-
Total U.S. Department of Agriculture			4,129,433	183,768
U.S. Department of Housing and Urban Development				
Direct Programs:				
Transitional Residential Alliance and Integrated Network (TRAIN)	14.235	CA0293L9T171508	92,846	92,846
Transitional Residential Alliance and Integrated Network (TRAIN)	14.235	CA0293L9T171609	113,726	113,726
Homeless Management Information System (HMIS)	14.235	CA0289L9T171506	26,915	26,915
Homeless Management Information System (HMIS)	14.235	CA0289L9T171607	8,972	8,972
Homeless Management Information System (HMIS)	14.235	CA0290L9T171407	5,942	5,942
Subtotal 14.235			248,401	248,401
Continuum of Care Planning	14.267	CA1324L9T171400	7,197	7,197
Coordinated Assessment 2016	14.267	CA1482L9T171500	4,713	-
Subtotal 14.267			11,910	7,197
Passed through the State Department of Housing and Community Development:				
Community Development Block Grant (CDBG)	14.228	14-CDBG-9897	89,690	-
Total U.S. Department of Housing and Urban Development			350,001	255,598
U.S. Department of the Interior				
Direct Programs:				
Enhanced Law Enforcement Services - Lake Berryessa	15.000	R16PC00048	376,189	-
Payment in Lieu of Taxes (PILT)	15.226		159,920	-
Federal Grazing Fee	15.227		23	-
Total U.S. Department of the Interior			536,132	-

See Accompanying Notes to Schedule of Expenditures of Federal Awards.

County of Napa
Schedule of Expenditures of Federal Awards (Continued)
For the Year Ended June 30, 2017

Federal Grantor/Pass-Through Grantor/Program Title	Catalog of Federal Domestic Assistance Number	Pass-Through Grant Award Number	Expenditures	Expenditures to Subrecipients
U.S. Department of Justice				
Direct Programs:				
Domestic Cannabis Eradication/Suppression Program (DCESP)	16.000	2016-35	28,408	-
Domestic Cannabis Eradication/Suppression Program (DCESP)	16.000	2017-33	5,310	-
Subtotal 16.000			33,718	-
State Criminal Alien Assistance Program	16.606	2016-H0914-CA-AP	31,829	-
Passed through Governor's Office of Emergency Services, California:				
Napa Victim/Witness Assistance	16.575	VW16070280	178,164	-
Unserved/Underserved Victim Advocacy & Outreach	16.575	UV15010280	79,006	-
Unserved/Underserved Victim Advocacy & Outreach	16.575	UV16020280	44,763	-
Unserved/Underserved Victim Advocacy & Outreach	16.575	XV15010280	114,807	-
County Victim Services Program	16.575	XC16010280	46,846	-
Subtotal 16.575			463,586	-
Passed through the Children's Advocacy Centers of California:				
Victims of Child Abuse Children's Advocacy Center National Subgrants Program	16.758	NAPA-CA-SA16	6,503	-
Victims of Child Abuse Children's Advocacy Center National Subgrants Program	16.758	6-NAPA-CA-SA17	3,000	-
Subtotal 16.758			9,503	-
Total U.S. Department of Justice			538,636	-
U.S. Department of Labor				
Passed through the Workforce Alliance of the North Bay (WANB):				
Slingshot	17.258	170400B-17	28,222	-
WIOA Adult Program	17.258	170753B-17	510,387	97,029
Subtotal 17.258			538,609	97,029
WIOA Youth Activities	17.259	170753B-17	496,978	391,594
WIOA Dislocated Workers:				
Dislocated Worker	17.278	170753B-17	490,539	81,398
Regional Implementation Grant	17.278	170400B-17	6,269	-
Rapid Response	17.278	170753B-17/170400B-17	59,924	20,221
Subtotal 17.278			556,732	101,619
Subtotal 17.258, 17.259, and 17.278 (WIOA Cluster)			1,564,097	590,242
Total U.S. Department of Labor			1,592,319	590,242
U.S. Department of Transportation				
Direct Programs:				
Airport Improvement Program	20.106	3-06-0162-031-2014	7,377	-
Airport Improvement Program	20.106	3-06-0162-033-2016	22,500	-
Airport Improvement Program	20.106	3-06-0162-034-2016	349,362	-
Subtotal 20.106			379,239	-
Passed through the State Department of Transportation:				
Highway Planning and Construction - Oakville Crossroads Bridge	20.205	BRLO-5921 (010)	210,155	-
Highway Planning and Construction - Dry Creek Road	20.205	BRLO-5921 (061)	81,604	-
Highway Planning and Construction - Butts Canyon/Hagen/Old Sonoma	20.205	HSIPL-5921 (064)	258,584	-
Highway Planning and Construction - Deer Park/Sanitarium Road	20.205	HSIPL-5921 (065)	274,994	-
Highway Planning and Construction - Silverado Trail at Yountville Crossroad	20.205	STPL-5921 (063)	137,855	-
Highway Planning and Construction - Silverado Trail (Larkmead to Calistoga)	20.205	STPL-5921 (067)	1,072,666	-
Highway Planning and Construction - Silverado Trail (Howell Mt to Zinfandel Ln)	20.205	STPL-5921 (075)	667,714	-
Highway Planning and Construction - Greenwood Ave over Garnett Creek	20.205	BRLO-5921 (068)	7,955	-
Highway Planning and Construction - Chiles-Pope Valley Road	20.205	BRLS-5921 (074)	68,402	-
Highway Planning and Construction - Storm 4301 - Silverado Trail	20.205	ER-32LO(347)	2,863	-
Highway Planning and Construction - Storm 4301 - Howell Mountain	20.205	ER-32LO(422)	23,632	-
Highway Planning and Construction - Storm 4301 - Pope Canyon	20.205	ER-32LO(419)	3,564	-
Highway Planning and Construction - Storm 4301 - Wooden Valley MPM 3.0	20.205	ER-32LO(420)	11,352	-
Highway Planning and Construction - Storm 4301 - Wooden Valley MPM 2.75	20.205	ER-32LO(423)	26,141	-
Highway Planning and Construction - Storm 4308 - Berryessa/Knoxville	20.205	ER-32LO(348)	68,220	-
Highway Planning and Construction - Storm 4308 - Wooden Valley - MPM 2.5	20.205	ER-32LO(421)	1,606	-
Highway Planning and Construction - Storm 4308 - Wooden Valley - MPM 3.1	20.205	ER-32LO(349)	2,461	-
Subtotal 20.205			2,919,768	-
Passed through the State Office of Traffic Safety:				
DUI Vertical Prosecution Program	20.601	DI1623	60,850	-
Total U.S. Department of Transportation			3,359,857	-

See Accompanying Notes to Schedule of Expenditures of Federal Awards.

County of Napa
Schedule of Expenditures of Federal Awards (Continued)
For the Year Ended June 30, 2017

Federal Grantor/Pass-Through Grantor/Program Title	Catalog of Federal Domestic Assistance Number	Pass-Through Grant Award Number	Expenditures	Expenditures to Subrecipients
U.S. Institute of Museum and Library Services				
Passed through the State Library:				
Career Online High School Initiative	45.310	40-8622	1,800	-
Leamos at the Library Project Expansion	45.310	40-8697	500	-
Subtotal 45.310			2,300	-
Total U.S. Institute of Museum and Library Services			2,300	-
U.S. Environmental Protection Agency				
Direct Programs:				
SF Bay Water Quality Improvement Fund - Napa River	66.126	W9-00T95301	659,587	-
SF Bay Water Quality Improvement Fund - Napa River	66.126	W9-99T07301	626,820	2,952
SF Bay Water Quality Improvement Fund - Napa River	66.126	W9-99T24201	379,137	-
Subtotal 66.126			1,665,544	-
Total U.S. Environmental Protection Agency			1,665,544	2,952
U.S. Department of Health and Human Services				
Passed through the National Association of County and City Health Officials (NACCHO):				
Medical Reserve Corps Small Grant Program	93.008	MRCSG101005-04-00	829	-
Passed through the State Department of Public Health:				
Centers For Disease Control and Prevention: Bioterrorism	93.074	14-10524	196,891	-
Hospital Preparedness Program (HPP)	93.074	14-10524	176,744	-
Subtotal 93.074			373,635	-
Tuberculosis Grant	93.116		4,955	-
Immunization Subvention	93.268	15-10436	59,529	-
HIV Care (ADAP)	93.917	15-10490	3,849	-
Maternal, Child, and Adolescent Health (MCAH)	93.994	201628	111,929	-
Passed through the State Department of Health Care Services:				
Projects for Assistance in Transition from Homelessness (PATH)	93.150		49,084	-
California Children's Services - Administrative (CHIP)	93.767		152,923	-
Medical Assistance Program				
Child Health and Disability Prevention (CHDP)	93.778		141,682	-
Health Care Program for Children in Foster Care (HCPFC)	93.778		66,907	-
California Children's Services - Administrative	93.778		365,226	-
County-Based Medi-Cal Administrative Activities	93.778	16-83371	1,023,348	-
Mental Health Medi-Cal Administrative Activities	93.778		106,200	-
Mental Health Medi-Cal Billing Administration	93.778		547,685	-
Medi-Cal Utilization Review	93.778		590,545	-
Medi-Cal Eligibility Determination - Social Services	93.778		3,112,948	-
Medi-Cal Outreach/Enrollment	93.778		48,557	15,913
Adult Protective Service (APS/CSBG)	93.778		312,114	-
In-Home Supportive Services Administrative (IHSS)	93.778		712,957	-
Child Welfare Services (CWS)	93.778		275,673	-
Passed through the State Department of Veterans Affairs:				
Veteran's Medi-Cal Cost Avoidance	93.778		5,471	-
Subtotal 93.778			7,309,313	15,913
Passed through the State Department of Health Care Services:				
Substance Abuse and Mental Health Services Administration Programs:				
Block Grants for Community Mental Health Services	93.958		329,588	206,744
Block Grants for Prevention and Treatment of Substance Abuse (SAPT)	93.959	14-90075	997,021	35,432

See Accompanying Notes to Schedule of Expenditures of Federal Awards.

County of Napa
Schedule of Expenditures of Federal Awards (Continued)
For the Year Ended June 30, 2017

Federal Grantor/Pass-Through Grantor/Program Title	Catalog of Federal Domestic Assistance Number	Pass-Through Grant Award Number	Expenditures	Expenditures to Subrecipients
U.S. Department of Health and Human Services (Continued)				
Passed through the State Department of Social Services:				
Kin-Gap Assistance	93.090		8,325	-
Promoting Safe and Stable Families	93.556		74,533	-
Temporary Assistance for Needy Families				
CalWORKS - Administrative	93.558		4,071,077	-
Emergency Assistance TANF	93.558		430,618	-
Kin-Gap - Administrative	93.558		318	-
Subtotal 93.558			4,502,013	-
Refugee and Entrant Assistance	93.566		833	-
Community-Based Child Abuse Prevention Grants (CBCAP)	93.590		13,480	-
Child Welfare Services - IV-B	93.645		41,895	1,771
Foster Care - Title IV-E:				
Foster Care - Title IV-E - Social Services	93.658		2,549,066	551,843
Foster Care - Title IV-E - Probation	93.658		260,592	-
Subtotal 93.658			2,809,658	551,843
Adoption Assistance	93.659		1,270,426	-
Licensing Title XX	93.667		90,832	-
In-Home Supportive Services (Public Authority)	93.667		204,659	-
Subtotal 93.667			295,491	-
Chafee Foster Care Independence Program	93.674		44,830	44,753
Passed through the State Department of Child Support Services:				
Child Support Enforcement	93.563		2,791,519	-
Total U.S. Department of Health and Human Services			21,246,668	866,466
U.S. Department of Homeland Security				
Passed through Governor's Office of Emergency Services, California:				
South Napa Earthquake	97.036	FEMA-4193-DR-CA	2,221,300	-
2017 Storm 4301	97.036	FEMA-4301-DR-CA	222,345	-
2017 Storm 4305	97.036	FEMA-4305-DR-CA	184,397	-
2017 Storm 4308	97.036	FEMA-4308-DR-CA	185,127	-
			2,813,169	-
Passed through the City and County of San Francisco:				
Urban Areas Security Initiative Program (UASI)	97.067	2014-SS-00093	51,075	-
Total U.S. Department of Homeland Security			2,864,244	-
Total Expenditures of Federal Awards Excluding Loans			\$ 36,284,124	\$ 1,889,016

See Accompanying Notes to Schedule of Expenditures of Federal Awards.

County of Napa
Schedule of Expenditures of Federal Awards (Continued)
For the Year Ended June 30, 2017

Federal Grantor/Pass-Through Grantor/Program Title	Catalog of Federal Domestic Assistance Number	Pass-Through Grant Award Number	Expenditures	Expenditures to Subrecipients
<u>Beginning Federal Loan Balances With a Continuing Compliance Requirement</u>				
U.S. Department of Agriculture				
Water and Waste Disposal Systems for Rural Communities (Water)	10.760	91-02	\$ 2,788,157	\$ -
Water and Waste Disposal Systems for Rural Communities (Sewer)	10.760	92-01	7,573,364	-
Subtotal 10.760			10,361,521	-
Federal Loan Balances With a Continuing Compliance Requirement			10,361,521	-
Total Expenditures of Federal Awards Including Loans			<u>\$ 46,645,645</u>	<u>\$ 1,889,016</u>
<u>Non-Cash Assistance</u>				
U.S. Department of Agriculture				
Passed through the State Department of Public Health:				
WIC Supplemental Nutrition Program - Vouchers Redeemed	10.557	15-10072	\$ 1,771,650	\$ -
WIC Farmers' Market Nutrition Program (FMNP) - Vouchers Redeemed	10.572	15-10072	3,080	-
Total Value of Non-Cash Assistance			<u>\$ 1,774,730</u>	<u>\$ -</u>
Total Expenditures of Federal Awards Including Loans and Value of Non-Cash Assistance			<u>\$ 48,420,375</u>	<u>\$ 1,889,016</u>

See Accompanying Notes to Schedule of Expenditures of Federal Awards.

County of Napa
Notes to Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2017

NOTE 1 – GENERAL

The accompanying Schedule of Expenditures of Federal Awards (SEFA) presents the activity of all federal award programs of the County of Napa (County). The County's reporting entity is defined in Note 1 to the County's basic financial statements. Expenditures of federal awards received directly from federal agencies, as well as expenditures of federal awards passed through other governmental agencies are included in the SEFA.

NOTE 2 – BASIS OF ACCOUNTING

The accompanying SEFA is presented using the modified accrual basis of accounting, except for the following programs: Payments in Lieu of Taxes (15.226), Federal Grazing Fee (15.227), and the State Criminal Alien Assistance Program (16.606). For these programs, revenues received during the year are considered earned and are reported as expenditures. The information on this schedule is prepared in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the County's basic financial statements.

NOTE 3 – RELATIONSHIP TO FINANCIAL STATEMENTS

Federal award expenditures reported in the accompanying SEFA agree, or can be reconciled, in all material respects, to amounts reported in the County's basic financial statements.

NOTE 4 – INDIRECT COSTS

The County elected to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance for the following programs:

<u>Program Title</u>	<u>CFDA</u>	<u>Amount</u>
Unserved/Underserved Victim Advocacy and Outreach	16.575	\$ 79,006
Unserved/Underserved Victim Advocacy and Outreach	16.575	\$ 44,763
Unserved/Underserved Victim Advocacy and Outreach	16.575	\$ 114,807
Napa Victim/Witness Assistance	16.575	\$ 178,164
County Victim Services Program	16.575	\$ 46,846
Centers for Disease Control and Prevention: Bioterrorism	93.074	\$ 196,891
Hospital Preparedness Program (HPP)	93.074	\$ 176,744
Health Care Program for Children in Foster Care	93.778	\$ 66,907

NOTE 5 – CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA)

The CFDA numbers included in the accompanying SEFA were determined based on the program name, review of the grant or contract information, and the Office of Management and Budget's Catalog of Federal Domestic Assistance.

NOTE 6 – PASS-THROUGH ENTITIES' IDENTIFYING NUMBER

When federal awards were received from a pass-through entity, the SEFA indicates, if available, the identifying grant or contract number assigned by the pass-through entity.

NOTE 7 – NON-CASH ASSISTANCE

The following CFDA numbers also pertain to non-cash assistance, which has been included in the SEFA, but not presented in the County's basic financial statements:

10.557 WIC Supplemental Nutrition Program – Vouchers Redeemed totaling \$1,771,650 are reported at the value of client purchases of authorized food products.

10.572 WIC Farmers' Market Nutrition Program (FMNP) – Vouchers Redeemed totaling \$3,080 are reported at the value of client purchases of authorized food products.

NOTE 8 – LOANS OUTSTANDING*Water and Waste Disposal Systems for Rural Communities*

Beginning in fiscal year 2012-13, the Napa Berryessa Resort Improvement District (NBRID) was obligated funding from the United States Department of Agriculture to fund water and wastewater improvements. The funding was provided by the Rural Utilities Service under CFDA 10.760. NBRID was awarded two Rural Development Loans repayable under the terms of the agreement. The following schedule presents the amount of loan balance outstanding for each project at June 30, 2017.

	Water	Sewer
Loan Balance, Outstanding July 1, 2016	\$ 2,841,000	\$ 7,718,569
Total Loan Repayments	(52,843)	(145,205)
Loan Balance, Outstanding June 30, 2017	<u>\$ 2,788,157</u>	<u>\$ 7,573,364</u>

Capitalization Grants for Clean Water State Revolving Funds

In fiscal year 2014, the County entered into a loan agreement with the California State Water Resources Control Board to fund the Milliken-Sarco-Tulocay (MST) Recycled Water Project. In fiscal year 2015-16, \$2,546,137 of the \$5,820,049 total loan balance outstanding was funded with Federal Capitalization Grants under CFDA No. 66.458. In fiscal year 2016-17, no federal funds were received and the total loan balance outstanding at June 30, 2017, was \$6,566,973.

NOTE 9 – CALIFORNIA DEPARTMENT OF TRANSPORTATION

The County participated in the Federal Apportionment Exchange Program and State Match Program. Federal Regional Surface Transportation (RSTP) funds were exchanged for nonfederal State Highway Account Funds as follows:

Program	Contract	State Expenditures
RSTP Exchange	X17-5921 (076)	\$ 237,648
State Match	X17-5921 (076)	100,000
Total		<u>\$ 337,648</u>

NOTE 10 – WHOLE PERSON CARE

The County is participating in a Whole Person Care (WPC) Pilot Program with the State of California Department of Health Care Services. Per the agreement, the overarching goal of the WPC program is, "...the coordination of health, behavioral health, and social services, as applicable, in a patient-centered manner with the goals of improved beneficiary health and wellbeing through more efficient and effective use of resources." The original agreement was entered into on November 21, 2016, and will continue through June 30, 2021. A second round of funding was made available and awarded to the County on June 12, 2017.

Although the County is receiving this money through the State of California, the original source of the funding is Federal. As of June 30, 2017, the County had expended \$192,912 of WPC funds. However, the Whole Person Care Pilot Program Team repeatedly issued guidance informing lead entities (including the County) that they had determined recipients to be contractors rather than subrecipients. For this reason, the County is not reporting its Whole Person Care expenditures on the Schedule of Expenditures of Federal Awards. However, the County is treating its subcontractors as subrecipients and is monitoring them accordingly.

FINDINGS AND QUESTIONED COSTS

County of Napa
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2017

SECTION 1

SUMMARY OF AUDITOR'S RESULTS

Financial Statements

1. Type of auditor's report issued: Unmodified
2. Internal control over financial reporting:
 - a. Material weakness identified? Yes X No
 - b. Significant deficiencies identified
not considered to be material weaknesses? Yes X No
3. Noncompliance material to financial statements noted? Yes X No

Federal Awards

1. Internal control over major federal programs:
 - a. Material weakness identified? Yes X No
 - b. Significant deficiencies identified
not considered to be material weaknesses? Yes X No
2. Type of auditor's report issued on compliance
for major programs: Unmodified
3. Any audit findings disclosed that are required to be
reported in accordance with the Uniform Guidance? Yes X No

4. Identification of major programs:

<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>
10.760	Water and Waste Disposal Systems for Rural Communities
20.205	Highway Planning and Construction
66.126	SF Bay Water Quality Improvement Fund
97.036	Disaster Grants (FEMA)

5. Dollar threshold used to distinguish between Type A and
Type B programs: \$1,454,005
6. Auditee qualified as low-risk auditee under the Uniform
Guidance? X Yes No

County of Napa
Schedule of Findings and Questioned Costs (Continued)
For the Year Ended June 30, 2017

SECTION 2

FINANCIAL STATEMENT FINDINGS

None Reported.

SECTION 3

FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None Reported.

**County of Napa
Summary Schedule of Prior Audit Findings
For the Year Ended June 30, 2017**

No findings in the prior year.

County of Napa
Supplementary Schedule of the California Office of Emergency Services
and the Board of State and Community Corrections Grant Expenditures
For the Year Ended June 30, 2017

Program	Expenditures Claimed			Share of Expenditures Current Year		
	For the Period through June 30, 2016	For the Year Ended June 30, 2017	Cumulative as of June 30, 2017	Federal Share	State Share	County Share
Victim Witness Assistance Program; VW16070280						
Advocacy and Outreach						
Personnel services	\$ -	\$ 219,241	\$ 219,241	\$ 173,620	\$ 45,621	\$ -
Operating expenses	-	50,157	50,157	4,544	45,613	-
Equipment	-	-	-	-	-	-
Totals	\$ -	\$ 269,398	\$ 269,398	\$ 178,164	\$ 91,234	\$ -
Unserviced/Underserved Victim Advocacy and Outreach Programs; UV16020280						
Advocacy and Outreach						
Personnel services	\$ -	\$ 44,493	\$ 44,493	\$ 41,879	\$ -	\$ 2,614
Operating expenses	-	9,232	9,232	2,884	-	6,348
Equipment	-	-	-	-	-	-
Totals	\$ -	\$ 53,725	\$ 53,725	\$ 44,763	\$ -	\$ 8,962
Unserviced/Underserved Victim Advocacy and Outreach Program; UV15010280						
Advocacy and Outreach						
Personnel services	\$ 23,845	\$ 89,966	\$ 113,811	\$ 79,006	\$ -	\$ 10,960
Operating expenses	4,133	17,742	21,875	-	-	17,742
Equipment	-	-	-	-	-	-
Totals	\$ 27,978	\$ 107,708	\$ 135,686	\$ 79,006	\$ -	\$ 28,702
Unserviced/Underserved Victim Advocacy (XV) and Outreach Program; XV15010280						
Advocacy and Outreach						
Personnel services	\$ 26,343	\$ 120,379	\$ 146,722	\$ 114,807	\$ -	\$ 5,572
Operating expenses	4,941	25,142	30,083	-	-	25,142
Equipment	-	-	-	-	-	-
Totals	\$ 31,284	\$ 145,521	\$ 176,805	\$ 114,807	\$ -	\$ 30,714
County Victim Services Program; XC16010280						
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating expenses	-	4,426	4,426	4,426	-	-
Equipment	-	42,420	42,420	42,420	-	-
Totals	\$ -	\$ 46,846	\$ 46,846	\$ 46,846	\$ -	\$ -

Exhibit B

COUNTY OF SOLANO, CALIFORNIA
SINGLE AUDIT REPORT
FOR THE FISCAL YEAR ENDED JUNE 30, 2017

COUNTY OF SOLANO, CALIFORNIA

SINGLE AUDIT REPORT

FOR THE FISCAL YEAR ENDED JUNE 30, 2017

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VAVRINEK, TRINE, DAY & CO., LLP
Certified Public Accountants

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Supervisors
County of Solano, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the County of Solano (County), California, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the County's basic financial statements, and have issued our report thereon dated December 21, 2017.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the County's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the County's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Vavrinik, Trine, Day & Co. LLP

Sacramento, California
December 21, 2017



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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Supervisors
County of Solano, California

Report on Compliance for Each Major Federal Program

We have audited the County of Solano, California's (County) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the County's major federal programs for the year ended June 30, 2017. The County's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the County's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the County's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the County's compliance.

Opinion on Each Major Federal Program

In our opinion, the County complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2017.

Report on Internal Control over Compliance

Management of the County is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the County's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the County's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining funding information of the County as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the County's basic financial statements. We issued our report thereon dated December 21, 2017, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

Vavrinick, Trine, Day & Co. LLP

Sacramento, California
December 21, 2017

COUNTY OF SOLANO, CALIFORNIA

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

Federal Agency	Pass-Through Agency	CFDA Program Title or Cluster	CFDA No.	Pass-through Entity Award ID	Program Expenditures	Expenditures to Subrecipients
US Department of Agriculture (USDA)						
Pass-Through Programs:						
California Department of Food and Agriculture (CDFA)						
		Plant and Animal Disease, Pest Control, and Animal Care	10.025	15-8506-0572-CA 16-8506-0572-CA	\$ 59,080	
		Plant and Animal Disease, Pest Control, and Animal Care	10.025	15-8506-0934-CA 16-8506-1211-CA	91,626	
		Plant and Animal Disease, Pest Control, and Animal Care	10.025	15-8506-1164-CA	899	
		Plant and Animal Disease, Pest Control, and Animal Care	10.025	15-8506-1317-CA 16-8506-1317-CA	54,003	
		Plant and Animal Disease, Pest Control, and Animal Care	10.025	16-8506-0484-CA 15-8506-0484-CA	123,278	
		Total Plant and Animal Disease, Pest Control, and Animal Care			<u>328,886</u>	
California Department of Education						
Child Nutrition Cluster:						
		School Breakfast Program	10.553	48-10488-6051569-01	45,302	\$ 45,302
		National School Lunch Program	10.555	48-10488-6051569-01	71,473	71,473
		Total Child Nutrition Cluster (10.553 & 10.555)			<u>116,775</u>	<u>116,775</u>
California Department of Public Health (CDPH)						
		Special Supplemental Nutrition Program for Women, Infants, and Children	10.557	4265	2,732,567	
SNAP Cluster:						
		State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	4265	635,765	316,391
California Department of Social Services (CDSS)						
		State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	1946001347 A7	8,827,293	
		Total SNAP Cluster (10.561)			<u>9,463,058</u>	<u>316,391</u>
US Department of Agriculture (USDA) Total					<u>12,641,286</u>	<u>433,166</u>
US Department of Defense (USDOD)						
Direct Program:						
		Community Economic Adjustment Assistance for Campatible Use and Joint Land Use Studies	12.610	Not Applicable	184,368	
		Community Economic Adjustment Assistance for Advance Planning and Economic Diversification	12.614	Not Applicable	250,442	250,441
US Department of Defense (USDOD) Total					<u>434,810</u>	<u>250,441</u>
US Department of Housing and Urban Development (HUD)						
Direct Programs:						
Section 8 Project-Based Cluster:						
		Section 8 Housing Assistance Payments Program	14.195	Not Applicable	2,225,538	
		Continuum of Care Program	14.267	Not Applicable	181,153	
US Department of Housing and Urban Development (HUD) Total					<u>2,406,691</u>	
US Department of Justice (DOJ)						
Direct Programs:						
		Domestic Cannabis Eradication Suppression Program	16.Unknown	Not Applicable	3,653	
		Supervised Visitation, Safe Havens for Children	16.527	Not Applicable	28,325	
		Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program	16.590	Not Applicable	85,900	
		State Criminal Alien Assistance Program	16.606	Not Applicable	169,862	
		Equitable Sharing Program	16.922	Not Applicable	362,825	80,000
		Direct Programs Subtotal			<u>650,565</u>	<u>80,000</u>
Pass-Through Programs:						
California Office of Emergency Services (CalOES)						
		Crime Victim Assistance	16.575	VW16350480	271,286	
		Crime Victim Assistance	16.575	XC16010480	53,405	
		Crime Victim Assistance	16.575	XV15010480	89,587	
		Pass-Through Programs Subtotal			<u>414,278</u>	
US Department of Justice (DOJ) Total					<u>1,064,843</u>	<u>80,000</u>

See accompanying notes to the schedule of expenditures of federal awards

COUNTY OF SOLANO, CALIFORNIA

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

Federal Agency	Pass-Through Agency	CFDA Program Title or Cluster	CFDA No.	Pass-through Entity Award ID	Program Expenditures	Expenditures to Subrecipients
US Department of Labor (DOL)						
Pass-Through Programs:						
State of California Employment Development Department (EDD)						
WIA/WIOA Cluster:						
		WIA/WIOA Adult Program	17.258	K102074	\$ 706,291	
		WIA/WIOA Adult Program	17.258	K698397	797,073	\$ 131,141
		Subtotal			<u>1,503,364</u>	<u>131,141</u>
		WIA/WIOA Youth Activities	17.259	K102074	738,255	47,334
		WIA/WIOA Youth Activities	17.259	K698397	205,778	
		Subtotal			<u>944,033</u>	<u>47,334</u>
		WIA/WIOA Dislocated Worker Formula Grants	17.278	K102074	634,814	
		WIA/WIOA Dislocated Worker Formula Grants	17.278	K698397	992,103	
		Subtotal			<u>1,626,917</u>	
		Total WIA/WIOA Cluster (17.258, 17.259 & 17.278)			<u>4,074,314</u>	<u>178,475</u>
US Department of Labor (DOL) Total					<u>4,074,314</u>	<u>178,475</u>
US Department of Transportation (DOT)						
Direct Program:						
		Airport Improvement Program	20.106	Not Applicable	883,180	
Pass-Through Programs:						
California Department of Transportation (CalTrans)						
Highway Planning and Construction Cluster:						
		Highway Planning and Construction	20.205	5923	6,155,145	
California Office of Traffic Safety (OTS)						
		Minimum Penalties for Repeat Offenders for Driving While Intoxicated	20.608	AL1186 Solano	234,495	234,495
Highway Safety Cluster:						
		Alcohol and Drug Impaired Vertical Prosecution Program	20.616	DI1714	220,559	
		Pass-Through Programs Subtotal			<u>455,054</u>	<u>234,495</u>
US Department of Transportation (DOT) Total					<u>7,493,379</u>	<u>234,495</u>
US Department of Education (DOE)						
Pass-Through Programs:						
California Department of Education						
		Rehabilitation Services-Vocational Rehabilitation Grants to States	84.126	29153	59,512	
US Department of Education (DOE) Total					<u>59,512</u>	
US Department of Health and Human Services						
Direct Programs:						
Health Centers Cluster:						
		Consolidated Health Centers (Community Health Centers, Migrant Health Centers, Health Care for the Homeless, and Public Housing Primary Care)	93.224	Not Applicable	1,033,669	
		Partnerships to Improve Community Health	93.331	Not Applicable	1,202,860	611,068
		Grants to Provide Outpatient Early Intervention Services with Respect to HIV Disease	93.918	Not Applicable	175,703	
		Direct Programs Subtotal			<u>2,412,232</u>	<u>611,068</u>
Pass-Through Programs:						
California Department of Public Health (CDPH)						
		Public Health Emergency Preparedness	93.067	4265	77,673	
		Hospital Preparedness Program (HPP) and Public Health Emergency Preparedness (PHEP) Aligned Cooperative Agreements	93.074	4265	646,572	
		Project Grants and Cooperative Agreements for Tuberculosis Control Programs	93.116	4265	83,371	
		Childhood Lead Poisoning Prevention Projects State and Local Childhood Lead Poisoning Prevention and Surveillance of Blood Lead Levels in Children	93.197	4265	34,118	
		Immunization Cooperative Agreements	93.268	4265	107,746	
		Pregnancy Assistance Fund Program	93.500	4265	14,421	12,000
Maternal, Infant, and Early Childhood Home Visiting Cluster:						
		Affordable Care Act (ACA) Maternal, Infant, and Early Childhood Home Visiting Program	93.505	4265	908,132	
		State and Local Public Health Actions to Prevent Obesity, Diabetes, Heart Disease and Stroke (PPHF)	93.757	4265	317,922	24,812

See accompanying notes to the schedule of expenditures of federal awards

COUNTY OF SOLANO, CALIFORNIA

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE FISCAL YEAR ENDED JUNE 30, 2017

Federal Agency	Pass-Through Agency	CFDA Program Title or Cluster	CFDA No.	Pass-through Entity Award ID	Program Expenditures	Expenditures to Subrecipients
		Preventive Health and Health Services Block Grant funded solely with Prevention and Public Health Funds (PPHF)	93.758	4265	\$ 28,710	\$ 22,633
		HIV Care Formula Grants	93.917	4265	206,148	202,258
		HIV Prevention Activities_ Health Department Based	93.940	4265	214,631	95,435
		Maternal and Child Health Services Block Grant to the States	93.994	4265	563,988	62,682
		California Department of Social Services (CDSS)				
		Guardianship Assistance	93.090	1946001347 A7	301,823	
		Promoting Safe and Stable Families	93.556	1946001347 A7	268,756	
		TANF Cluster:				
		Temporary Assistance for Needy Families	93.558	1946001347 A7	24,868,759	
		Refugee and Entrant Assistance_ State Administered Programs	93.566	1946001347 A7	19,145	
		Community-Based Child Abuse Prevention Grant	93.590	1946001347 A7	109,639	
		Stephanie Tubbs Jones Child Welfare Services Program	93.645	1946001347 A7	168,485	
		Foster Care_ Title IV-E	93.658	1946001347 A7	7,475,400	379,682
		Adoption Assistance	93.659	1946001347 A7	2,968,069	
		Social Services Block Grant	93.667	1946001347 A7	597,015	
		Chafee Foster Care Independence Program	93.674	1946001347 A7	146,156	
		California Department of Child Support Services (DCSS)				
		Child Support Enforcement	93.563	1-946001347-P-9	8,029,571	
		California Department of Health Care Services (DHCS)				
		Projects for Assistance in Transition from Homelessness (PATH)	93.150	14-90354	51,048	
		Assistance Program for Chronic Disease Prevention and Control	93.945	14-90354	39,982	19,984
		Block Grants for Community Mental Health Services	93.958	14-90354	282,077	268,511
		Block Grants for Prevention and Treatment of Substance Abuse	93.959	14-90106	2,479,863	594,086
		Maternal and Child Health Services Block Grant to the States	93.994	4265	1,826,117	4,895
		Medicaid Cluster:				
		Medical Assistance Program	93.778	12-89399	3,698,727	
		Medical Assistance Program	93.778	1946001347 A7	20,442,063	
		Medical Assistance Program	93.778	EP1383841/CMAA: 14-90042	518,778	
		Total Medicaid Cluster			24,659,568	
		California Health and Human Services Agency (CHHS)				
		Substance Abuse and Mental Health Services_ Projects of Regional and National Significance	93.243	1H79TI024969-01	60,368	60,368
		Pass-Through Programs Subtotal			77,555,273	1,747,346
		US Department of Health and Human Services Total			79,967,505	2,358,414
		US Department of Homeland Security				
		Pass-Through Programs:				
		California Office of Emergency Services (CalOES)				
		Public Assistance Grants (Presidentially Declared Disasters)	97.036	FEMA-4193-DR-CA, CalOESID:095	704,196	
		Emergency Management Performance Grants	97.042	95-00000	319,558	
		Homeland Security Grant Program	97.067	095-00000	222,261	170,485
		City & County of San Francisco				
		Homeland Security Grant Program	97.067	075-95017	88,468	
		Total Homeland Security Grant Program			310,729	170,485
		US Department of Homeland Security Total			1,334,483	170,485
		Total Expenditures of Federal Awards			\$ 109,476,823	\$ 3,705,476

See accompanying notes to the schedule of expenditures of federal awards

COUNTY OF SOLANO, CALIFORNIA

NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE FISCAL YEAR ENDED JUNE 30, 2017

NOTE 1 – BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (the “Schedule”) includes the federal award activity of the County of Solano, California (County) under programs of the federal government for the year ended June 30, 2017. The information in this Schedule is presented in accordance with the requirements of Title 2 Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the County, it is not intended to and does not present the financial position, changes in net position, or cash flows of the County

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in the prior years.

NOTE 3 – PASS-THROUGH ENTITIES’ IDENTIFYING NUMBER

When federal awards are received from a pass-through entity, the SEFA indicates if assigned, the identifying grant or contract number that has been assigned by the pass-through entity.

NOTE 4 – MEDICAID CLUSTER

Except for Medi-Cal administrative expenditures, Medicaid (Medi-Cal) and Medicare program expenditures are excluded from the schedule of expenditures of federal awards. These expenditures represent fees for services; therefore, neither is considered a federal award program of the County for purposes of the schedule of expenditures of federal awards or in determining major programs. The County assists the State of California (State) in determining eligibility and provides Medi-Cal and Medicare services through County-owned health facilities. Medi-Cal administrative expenditures are included in the schedule of expenditures of federal awards as they do not represent fees for services.

NOTE 5 – INDIRECT COST RATE

The County has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance

COUNTY OF SOLANO, CALIFORNIA

SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR THE FISCAL YEAR ENDED JUNE 30, 2017

I. SUMMARY OF AUDITORS' RESULTS

FINANCIAL STATEMENTS

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP:

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?

No

Significant deficiency(ies) identified?

None reported

Noncompliance material to financial statements noted?

No

FEDERAL AWARDS

Internal control over major federal programs:

Material weakness(es) identified?

No

Significant deficiency(ies) identified?

None reported

Type of auditors' report issued on compliance for major federal programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?

No

Identification of major federal programs:

<u>CFDA Numbers</u>	<u>Name of Federal Programs or Clusters</u>
20.205	Highway Planning and Construction Cluster
93.558	Temporary Assistance for Needy Families (TANF Cluster)
93.659	Adoption Assistance

Dollar threshold used to distinguish between Type A and Type B programs:

\$ 3,000,000

Auditee qualified as low-risk auditee?

Yes

COUNTY OF SOLANO, CALIFORNIA

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

II. FINANCIAL STATEMENT FINDINGS

None Reported.

COUNTY OF SOLANO, CALIFORNIA

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

III. FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS

None Reported.

COUNTY OF SOLANO, CALIFORNIA

**SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
YEAR ENDED JUNE 30, 2017**

Finding No.	Description/Program	CFDA No.	Compliance Requirement	Status of Corrective Action
2016-001	Temporary Assistance for Needy Families (TANF)	93.558	Eligibility	Implemented

Exhibit C

State of California
California Department of Aging
CDA 001 (Rev. 11/05)

Award #:
Date:
Amendment #:
Issue Date:

AP-1819-28
7/1/2018
1

AREA PLAN PLANNING ESTIMATE
Planning Estimate
Fiscal Year 2018-19 (Federal Funding Years 2018 & 2019)
Area Agency on Aging - Serving Napa and Solano

12 months (July 1, 2018 - June 30, 2019)

	Project Number	Baseline	Baseline Adjustments	Cumulative Transfers	Updated Baseline	Cumulative OTO	Updated Total
Supportive Services							
Federal Title IIIB	3BSL18-18	118,185 (b)	63,458	-	181,643	-	181,643
Federal Title IIIB	3BSL19-18	354,553 (c)	30,316	-	384,869	-	384,869
Total Supportive Services		472,738	93,774	-	566,512	-	566,512
Ombudsman							
Federal Title IIIB	3BOL18-18	10,860 (b)	5,106	-	15,966	-	15,966
Federal Title IIIB	3BOL19-18	32,579 (c)	(293)	-	32,286	-	32,286
Federal Title VIIa	7OFL18-18	13,884 (b)	10,870	-	24,754	-	24,754
Federal Title VIIa	7OFL19-18	41,651 (c)	2,475	-	44,126	-	44,126
General Fund IIIB	B1GL	19,399 (a)	115,269	-	134,668	-	134,668
Public Health L & C Program Fund	LCPF	7,759 (a)	-	-	7,759	-	7,759
State Health Facilities Citation Penalties Account	SDFL	17,522 (a)	-	-	17,522	-	17,522
SNF Quality & Accountability	SNFL	36,858 (a)	-	-	36,858	-	36,858
Total Ombudsman		180,512	133,427	-	313,939	-	313,939
Congregate Nutrition							
Federal Title IIIC1	3C1L18-18	131,523 (b)	58,662	-	190,185	-	190,185
Federal Title IIIC1	3C1L19-18	394,568 (c)	34,851	-	429,419	-	429,419
General Fund C1	C1GL	50,980 (a)	4,077	-	55,057	-	55,057
NSIP C1	NC1L18-18	8,958 (b)	1,359	-	10,317	-	10,317
NSIP C1	NC1L19-18	26,873 (c)	838	-	27,711	-	27,711
Total Congregate Nutrition		612,902	99,787	-	712,689	-	712,689
Home-Delivered Meals							
Federal Title IIIC2	3C2L18-18	103,225 (b)	61,099	-	164,324	-	164,324
Federal Title IIIC2	3C2L19-18	309,674 (c)	16,902	-	326,576	-	326,576
General Fund C2	C2GL	57,472 (a)	5,292	-	62,764	-	62,764
NSIP C2	NC2L18-18	47,448 (b)	7,195	-	54,643	-	54,643
NSIP C2	NC2L19-18	142,343 (c)	4,443	-	146,786	-	146,786
Total Home Delivered Meals		660,162	94,931	-	755,093	-	755,093
Disease Prevention							
Federal Title IIID	3DFL18-18	8,436 (b)	7,914	-	16,350	-	16,350
Federal Title IIID	3DFL19-18	25,309 (c)	4,011	-	29,320	-	29,320
Total Disease Prevention		33,745	11,925	-	45,670	-	45,670
Family Caregiver							
Federal Title IIIE	3EFL18-18	57,018 (b)	43,518	-	100,536	-	100,536
Federal Title IIIE	3EFL19-18	171,054 (c)	15,994	-	187,048	-	187,048
Total Title IIIE		228,072	59,512	-	287,584	-	287,584
Elder Abuse							
Federal Title VII	7EFL18-18	1,848 (b)	-	-	1,848	-	1,848
Federal Title VII	7EFL19-18	5,544 (c)	-	-	5,544	-	5,544
Total Elder Abuse		7,392	-	-	7,392	-	7,392

Administration

Federal Title IIIB	3BAL18-18	17,206	(b)	8,374	-	25,580	-	25,580
Federal Title IIIB	3BAL19-18	51,617	(c)	4,067	-	55,684	-	55,684
Federal Title IIIC1	C1AL18-18	17,205	(b)	6,696	-	23,901	-	23,901
Federal Title IIIC1	C1AL19-18	51,616	(c)	4,124	-	55,740	-	55,740
Federal Title IIIC2	C2AL18-18	13,503	(b)	7,200	-	20,703	-	20,703
Federal Title IIIC2	C2AL19-18	40,510	(c)	1,885	-	42,395	-	42,395
Federal Title IIIE	3EAL18-18	7,442	(b)	5,240	-	12,682	-	12,682
Federal Title IIIE	3EAL19-18	22,326	(c)	1,892	-	24,218	-	24,218
General Fund C1	1GAL	368	(a)	(6)	-	362	-	362
General Fund C2	2GAL	98	(a)	(2)	-	96	-	96
Total Administration		221,891		39,470	-	261,361	-	261,361

Funding Summary

Federal Funds	2,226,958	408,196	-	2,635,154	-	2,635,154
General Fund	128,317	124,630	-	252,947	-	252,947
Public Health L & C Program Fund	7,759	-	-	7,759	-	7,759
SNF Quality & Accountability	36,858	-	-	36,858	-	36,858
State Health Facilities Citation Penalties Account	17,522	-	-	17,522	-	17,522
Grand Total - All Funds	2,417,414	532,826	-	2,950,240	-	2,950,240

Comments:

The maximum amount of Title IIIE expenditures allowable for supplemental services is:	68,757
The maximum amount of Title IIIE expenditures allowable for Grandparents is:	34,379
The minimum General Fund to be expended for State Match in Title III is:	85,028

CFDA NUMBER	Year	Award #	Award Name
93.041	2018	18AACAT7EA	Older Americans Act Title VII-Allotments for Vulnerable Elder Rights Protection Activities
93.041	2019	19AACAT7EA	Older Americans Act Title VII-Allotments For Vulnerable Elder Rights Protection Activities
93.042	2018	18AACAT7OM	Older Americans Act Title VII-Allotments for Vulnerable Elder Rights Protection Activities
93.042	2019	19AACAT7OM	Older Americans Act Title VII-Allotments For Vulnerable Elder Rights Protection Activities
93.043	2018	18AACAT3PH	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.043	2019	19AACAT3PH	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.044	2018	18AACAT3SS	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.044	2019	19AACAT3SS	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.045	2018	18AACAT3CM	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.045	2019	19AACAT3CM	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.045	2018	18AACAT3HD	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.045	2019	19AACAT3HD	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.052	2018	18AACAT3FC	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.052	2019	19AACAT3FC	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.053	2018	18AACANSIP	Older Americans Act Section 311-Nutrition Services Incentive Program
93.053	2019	19AACANSIP	Older Americans Act Section 311-Nutrition Services Incentive Program

(a) Funds must be expended by 6/30/19 and final expenditures reported in closeout by 7/31/19.

(b) Funds must be obligated by 9/30/18 and final expenditures reported in closeout by 7/31/19. The baseline request to be transferred for the project (7/1/18-9/30/18) is due 5/1/18. These funds may not be carried over into a following year contract.

(c) Funds must be reported in closeout by 7/31/19 and may be carried over into the following year contract. The baseline request to be transferred for the project (10/1/18-6/30/19) is due 1/15/19.

Exhibit D1 - 9 Month Budget

Area Agency on Aging - Budget through June 30, 2019

Expense

AAA Positions

Position	FTE	Total Salaries & Benefits	24% Overhead	Total Salaries & Benefits and Overhead
Health Services Administrator	0.10	22,070	5,297	\$ 20,525
Project Manager	1.00	123,021	29,525	\$ 114,410
Staff Analyst	1.00	124,072	29,777	\$ 115,387
Accountant	1.00	93,019	22,325	\$ 86,508
Office Assistant II	0.10	8,043	1,930	\$ 7,480
Health Education Specialist	EH			\$ 40,000
Total Staffing Costs	3.20	370,225	88,854	\$ 384,309 *

Contract Staffing

Registered Dietician	Contract	\$ 10,000
Audit	Hourly	N/A
Total Contract Staffing		\$ 10,000

Travel

Conference		\$ 3,000 **
------------	--	-------------

Total Cost **\$ 397,309**

Revenue

State/Federal Administration Allocation	\$ 261,361
Less AAANS Contract	\$ (54,222)
Snap-Ed Administration	\$ 9,245
Local Match Requirement	
Napa County	\$ 18,970
Solano County	\$ 51,030
Total Revenue	\$ 286,384

Budget Shortfall **\$ 110,925**

Additional County Contributions

Napa County	26.51%	\$ 29,406 ***
Solano County	73.49%	\$ 81,519 ***

Total Local Match - Required and Overmatch

Napa County	\$ 48,376
Solano County	\$ 132,549

* Position costs include salary, benefits and 24% administrative overhead, as required by State Department of Social Services

** Conference attendance paid with counties' overmatch; no Older Americans Act funding to be utilized

*** Percentage allocations base on prorated share of population served in each County as Provided by California Department of Aging

<https://cda.ca.gov/docs/DataAndStatistics/Statistics/IFF/2018%20Population%20Demographic%20Projections.pdf>

Exhibit D2 - Annual Budget

Area Agency on Aging - Annual Budget

Expense

AAA Positions

Position	FTE	Total Salaries & Benefits	24% Overhead	Total Salaries & Benefits and Overhead
Health Services Administrator	0.10	22,070	5,297	\$ 27,367
Project Manager	1.00	123,021	29,525	\$ 152,546
Staff Analyst	1.00	124,072	29,777	\$ 153,849
Accountant	1.00	93,019	22,325	\$ 115,344
Office Assistant II	0.10	8,043	1,930	\$ 9,973
Health Education Specialist				\$ -
Total Staffing Costs	3.20	370,225	88,854	\$ 459,079 *

Contract Staffing

Registered Dietician	Contract	\$ 20,000
Audit	Hourly	\$ 15,000
Total Contract Staffing		\$ 35,000

Travel

Conference	\$ 3,000 **
------------	-------------

Total Cost **\$ 497,079**

Revenue

State/Federal Administration Allocation	\$ 261,361
Less AAANS Contract	\$ -
Snap-Ed Administration	\$ 9,245
Local Match Requirement	
Napa County	\$ 18,970
Solano County	\$ 51,030
Total Revenue	\$ 340,606

Budget Shortfall \$ 156,473

Additional County Contributions**

Napa County	26.51%	\$ 41,481 ***
Solano County	73.49%	\$ 114,992 ***

Total Local Match - Required and Overmatch

Napa County	\$ 60,451
Solano County	\$ 166,022

* Position costs include salary, benefits and 24% administrative overhead, as required by State Department of Social Services

** Conference attendance paid with counties' overmatch; no Older Americans Act funding to be utilized

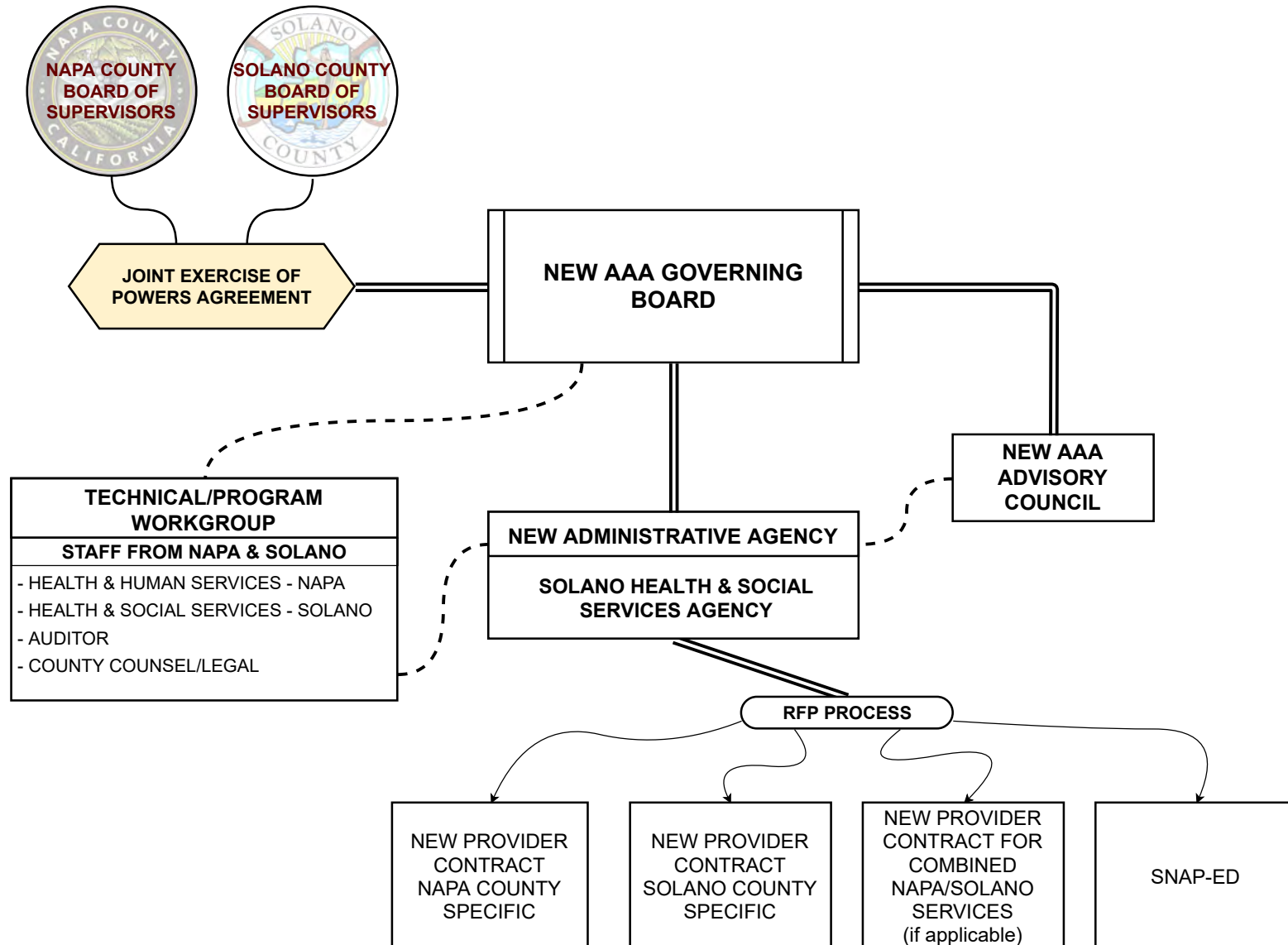
*** Percentage allocations base on prorated share of population served in each County as Provided by California Department of Aging

<https://cda.ca.gov/docs/DataAndStatistics/Statistics/IFF/2018%20Population%20Demographic%20Projections.pdf>



CONCEPT FOR NEW PSA 28 - DRAFT

AREA AGENCY ON AGING (AAA)



**JOINT EXERCISE OF POWERS AGREEMENT BETWEEN NAPA COUNTY AND
SOLANO COUNTY
(AREA AGENCY ON AGING)**

THIS JOINT EXERCISE OF POWERS AGREEMENT is entered into as of _____, 2018, between the Napa County ("Napa") AND Solano County ("Solano") individually referred to as "party," jointly referred to as "parties", each of which is a political subdivision of the State of California.

RECITALS

WHEREAS, Planning and Service Area 28 ("PSA 28"), which includes both Napa and Solano, has been designated by the California Department on Aging ("CDA") as a planning and service area, pursuant to 22 C.C.R. § 7200 *et seq.*; and

WHEREAS, the parties have the responsibility for studying, planning and setting priorities for meeting and to meet the needs of the aging; and

WHEREAS, pursuant to the joint exercise powers provisions of Government Code section 6500 *et seq.*, the parties are authorized to enter into this Agreement.

AGREEMENT

1. Purpose of Agreement

The purpose of this Agreement is to:

- A. Establish the Area Agency on Aging Serving Napa and Solano, the agency designated by CDA within PSA 28 pursuant to 22 C.C.R. § 7206 ("AAA"), and the joint operation of it.
- B. Establish terms and conditions for management and operation of the AAA.
- C. Establish the method and procedure of financing the AAA.
- D. Establish the location of the AAA.

2. Designation and Function of the AAA

- A. During the term of this Agreement and pursuant to its terms, the parties shall jointly operate the AAA.

- B. The AAA shall be located at 275 Beck, Fairfield, CA 94533 or at such other location as mutually agreed to by the parties in writing.
- C. The AAA shall exercise all powers authorized by 22 C.C.R. § 7200 *et seq.* and other applicable law or regulation, including:
 - i. Creating and implementing an area plan for meeting the needs of the aged.
 - ii. Obtaining financial assistance from the State of California and the United States under Title III of the Older Americans Act (42 U.S.C. § 3021 *et seq.*).
 - iii. Using received funds for planning and coordinating existing programs designed to meet the needs of the aged, and, where such programs do not exist, to develop and implement such programs.
 - iv. Providing services to persons 60 years of age or older, and, notwithstanding such age restriction, to provide to any person any services authorized or sponsored by CDA.

3. Designation and Responsibilities of Administering Agency

- A. Solano County shall serve as the administering agency for the AAA (“Administering Agency”).
- B. As part of its duties, the Administering Agency shall:
 - i. Manage the operations of the AAA, which shall include but not be limited to, accounting, purchasing, communications and information services support, risk management, human resources, payroll, treasury and legal services.
 - ii. Appoint a director and retain the authority to administer the AAA as either a stand-alone department or integrate it into another county department.
 - iii. Retain AAA personnel who shall be either employees or independent contractors of the Administering Agency.
 - iv. Enter into and administer contracts with CDA, service providers, or any other party and grants that further the purpose of the AAA, as approved by the Oversight Board. The Administering Agency shall utilize its standard bidding and contracting procedures.
 - v. Prepare, in consultation with the Advisory Council and with the assistance of staff from both parties, an annual report to be submitted to both Boards of Supervisors.

- C. Account for all donations and report back to ensure donations are used in a manner consistent with Exhibit A attached to and incorporated into this Agreement and with the donors' intentions.
 - i. Consult with and administratively support the local advisory council established in accordance with 42 U.S.C. 3026 and Welfare and Institutions Code §§ 9402-9403, as needed.
 - ii. Provide any necessary reports to CDA or other required agencies.
 - iii. Provide monthly reports to the respective county staff, the local advisory council, and the Oversight Board established under this Agreement.
 - iv. Conduct an annual program audit, or more frequently as necessary.
 - v. Review proposed appointments to Advisory Council, prior to Board action, to ensure representation requirements are being met.

4. Fiscal Matters

- A. The budget for the AAA shall be approved by each party for each fiscal year pursuant to its budgetary approval process.
- B. The Administering Agency shall prepare any requested budget, mid-year budget, or any similar item, in accordance with each party's internal budgetary review and approval process.
- C. Any revenue from the contracts with CDA, any other agency, grants or donations received shall be distributed to each party in accordance with the applicable provisions of Exhibit A(1) and A(3)
- D. Any local matching funds required from the parties shall be paid by each party in accordance with the formula provided in Exhibit A(1)
- E. Prior to the distribution of funds, the Administering Agency is entitled to charge the AAA for costs of administrative services provided under this Agreement. Such administrative services shall be solely those costs directly related to the Administering Agency's service as the administering agency under this Agreement. Such costs shall be included in the budget and subject to adoption by both parties as provided in this Agreement.
- F. Auditors for both parties shall annually review all financial documents for the AAA, ensuring a strict accountability of all funds and report of all receipts and disbursements.
- G. Administering Agency shall conduct outside audits as required.

5. Joint Responsibilities of the Parties

Napa and Solano shall:

- A. Review individually all request for proposals (RFP's), grant proposals, bids and awardees for service provider subcontractors of the AAA and make recommendations to the Oversight Board for approval.
- B. Perform any outreach activities and solicit donations within their respective counties.
- C. Be individually responsible for approving one half of the membership of the local advisory council, and responsible for advertising and filling any future vacant positions.
- D. Pass all necessary ordinances, resolutions and orders and make such appropriations and budget allowances as necessary to fulfill the terms of this Agreement.
- E. Comply with all federal, state and local laws and regulations applicable to the AAA.
- F. Maintain the confidentiality of any records, as required by law. Such records shall be maintained by the Administering Agency in accordance with its records retention policy and shall be accessible by both parties, as needed.

6. Oversight Board

- A. There shall be an AAA Oversight Board consisting of seven (7) members as follows:
 - i. One (1) member from each County Board of Supervisors, or its designees, and an alternate to attend and vote at meetings of the member in his or her absence.
 - ii. One (1) member from a City Council in each County, appointed by the respective Board of Supervisors, and an alternate to attend and vote at meetings of the member in his or her absence.
 - iii. One (1) member of the senior (60+) community in each County, appointed by the respective Board of Supervisors, and an alternate to attend and vote at meetings of the member in his or her absence.
 - iv. One member at large from each County, appointed by the respective Board of Supervisors, and an alternate to attend and vote at meetings of the member in his or her absence, with one member a voting member and the other member a non-voting member, who shall rotate annually. The first voting member to be determined by the Oversight Board by lot, effective January 1.

- B. The members of the Oversight Board shall hold office until either the respective Boards of Supervisors appoint successive representatives or the member ceases to be a Supervisor or City Council member.
- C. The Oversight Board shall meet at least quarterly or as often as necessary to review the activities of the AAA and provide advice to the AAA executive director, county staff, local advisory council, and the County Boards of Supervisors.
- D. The Oversight Board shall adopt all necessary rules governing the transaction of business at its meetings and the general conduct of the affairs of the AAA.
- E. A majority of the members, with a minimum of 2 members from each party serving on the Oversight Board, shall constitute a quorum.
- F. The Oversight Board shall receive monthly reports from the AAA staff and the local advisory council.

7. Advisory Council

- A. There shall be an Advisory Council of 16, with one-half appointed by each Board of Supervisors.
- B. The Advisory Council shall represent the senior population in respect to ethnic and racial distribution.
- C. The Advisory Council shall include the following:
 - 1. More than 50 percent older persons, including minority individuals, who are participants or who are eligible to participate in programs under 45 CFR 1321.57;
 - 2. Representatives of older individuals;
 - 3. Representatives of health care provider organizations, including providers of veterans' health care;
 - 4. Representatives of supportive services providers organizations;
 - 5. Persons with leadership experience in the private and voluntary sectors;
 - 6. Local elected officials;
 - 7. Family caregiver representative; and
 - 8. The general public.
- D. A simple majority, with a minimum of 4 members serving from each party on the Advisory Council, shall constitute a quorum.
- E. The Advisory Council is authorized and required to adopt and follow bylaws concerning, but not limited to: terms of membership, election of officers, frequency and notice of meetings, required attendance, conduct of Council and Council meetings,

and removal or resignation of members. The bylaws and bylaw amendments shall be approved by the Oversight Board.

8. Term of the Agreement

This Agreement shall continue in force and effect subject to the right of the parties to terminate it as provided below.

9. Termination and Distribution of any Assets

- A. Either party may terminate this Agreement at any time by written notice served upon the other at least one (1) year prior to the proposed termination date.
- B. The parties may mutually agree to terminate the Agreement at any time.
- C. Upon termination both parties shall work closely with CDA regarding any required transition activities.
- D. The parties, after first satisfying all liabilities of the AAA, shall divide any surplus assets on hand in accordance with the percentages determined for the latest fiscal year in Exhibit A(1). Any surplus donations from a county shall be credited to that county.

10. Indemnification

Each party agrees to indemnify and hold harmless the other party and its employees or agents from and against any damages including costs and attorney's fees arising out of alleged negligent or intentional acts or omissions of each party, even if the allegations are proven false.

11. Authority to Contract

The parties executing this Agreement certify that they have the proper authority to bind their respective entities to all terms and conditions set forth in this Agreement.

12. Entire Contract

This Agreement, including any exhibits referenced, constitutes the entire agreement between the parties and there are no inducements, promises, terms, conditions or obligations made or entered into by the parties other than those contained in it.

13. Execution in Counterparts

This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument, it being understood that all parties need not sign the same counterpart. In the event that any signature is delivered by facsimile or electronic transmission (e.g., by e-mail delivery of a ".pdf" format data file), such signature shall create a valid and binding

obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or electronic signature page were an original signature.

14. Amendment/Modification

Except as otherwise provided, this Agreement may be modified or amended only in writing with the prior written consent of the governing boards of the parties.

15. Waiver

Any failure of a party to assert any right under this Agreement shall not constitute a waiver or a termination of that right, under this Agreement or any of its provisions.

16. Notice

Any notice necessary to the performance of this Agreement shall be given in writing by personal delivery or by prepaid first-class mail addressed to the following addresses. If notice is given by personal delivery, notice is effective as of the date of personal delivery. If notice is given by mail, notice is effective as of the day following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

NAPA COUNTY
[Address]

SOLANO COUNTY
[Address]

17. Insurance

The Administering Agency shall be responsible for obtaining and maintaining at all times during the term of this Agreement and thereafter as to matters occurring during the term of this Agreement, appropriate liability and workers' compensation insurance, which names the other county as additionally insured, subject to the approval of that other county. The Administering Agency may provide equivalent self-insurance, subject to the approval of the other county.

THIS AGREEMENT was executed by the parties below as of the date first written above.

COUNTY OF NAPA, a political subdivision
of the State of California

COUNTY OF SOLANO, a political
subdivision of the State of California

By: _____
Chair, Napa County Board of Supervisors

By: _____
Chair, Solano County Board of Supervisors

APPROVED AS TO FORM:

APPROVED AS TO FORM:

_____, Napa County Counsel

Dennis Bunting, Solano County Counsel

By: _____
Deputy County Counsel

By: _____
Deputy County Counsel

DRAFT

EXHIBIT A

Funding Distribution Formula

1. Funds from CDA, grants and donations received from outside Napa or Solano shall be divided between the counties based on each county's percentage of the total population served by the AAA. For the first fiscal year (July 1 – June 30) of the Agreement, the parties agree that the percentages shall be 26.51% for Napa and 73.49% for Solano.
2. As part of the annual budget approval process in Section 4 of the Joint Exercise Powers Agreement between Napa County and Solano County the parties shall consult and change, if necessary, the percentages for each subsequent fiscal year.
3. Donations received from within each county shall be credited to that county.
4. Audit Findings shall be shared as follows:
 - A. If the findings are related to a contract that provides services in only one County, the findings shall be the responsibility of the County where the services were provided.
 - B. For all other audit findings, the findings shall be shared based on each County's percentage of the total population served for the FY the finding is for.

COUNTY OF SOLANO
HEALTH SERVICES ADMINISTRATOR

DEFINITION

Plans, organizes and directs one or more major specialized public health programs and assists the Deputy Director in division administration; serves as a member of the department's management team.

CLASS CHARACTERISTICS

This class is characterized by the responsibility for the management of one or more public health program(s) and for assisting the Deputy Director in planning and organizing overall operations. This class is distinguished from other management positions in the department in that incumbents manage large or multiple programs through subordinate program managers.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Deputy Director of the Department.

Exercises supervision over management, supervisory, technical and clerical staff.

EXAMPLES OF DUTIES *-Duties may include but are not limited to the following:*

Plans, organizes and manages comprehensive public health system within one or more major programs within the Health and Social Services Department service areas; assesses program needs and existing/projected capabilities and designs a system of services to meet program/community needs, as well as to ensure compliance with laws, regulations and professional standards.

Prepares, reviews and monitors budgets for programs and contracted units; monitors and approves expenditures.

Supervises the work of contract employees, managers, program coordinators, professionals and clerical support personnel engaged in providing direct services to target population and program support staff; reviews work and provides technical assistance in complex and/or difficult situations; interprets and explains program policies and regulations; establishes standards for and ensures compliance with clinical and administrative operations.

Meets with contract agency direction and staff to review performance, facilitate problems solving, respond to concerns and negotiate contracts.

Develops agreements and memorandums of understanding between agencies to deliver services.

Assist in developing and implementing goals, objectives, policies, and priorities; allocate resources

accordingly.

Facilitate development of grant proposals; review and edit proposals; develop or review proposed budgets.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload and administrative and support systems; identify opportunities for improvement; direct the implementation of changes.

Prepares and submits funding proposals, planning documents and program effectiveness reports; prepares and justifies budget requests; analyzes and interprets proposed and enacted legislation and regulation.

Acts as the division's principle representative in contact with governmental agencies, service providers and professional organizations, community groups/organizations and other County departments on matters related to assigned responsibility.

Participates in Division program planning and policy formulation; assists in establishing goals, as well as evaluating and coordinating overall operation of the Department; may be assigned additional management or administrative activities; may act on behalf of the Deputy Director.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principals and practices of public administration and program management, including planning, implementation, and evaluation.

Current trends in research, education and related services.

Budget expenditure monitoring.

Policies, regulations and procedures governing assigned programs in public assistance; goals and limitations of public programs within a specific assignment; legal requirements affecting service delivery and operations.

Techniques used to establish and maintain effective communication with clients; socio-economic factors affecting the client; needs, problems and behavior of people in target population.

Services provided by Solano and other surrounding counties.

Principles and practices of supervision; performance evaluation and discipline processes applicable

to the public sector; staffing requirements for the program; training and supervisory practices.

Skills to:

Utilize basic office equipment.

Ability to:

Plan, organize and direct a health services program; develop and manage a program budget.

Identify and evaluate the need for developing proposed changes in program practices and procedures; interpret and apply a variety of complex county, state and federal regulations, policies and guidelines related to a specific program; comply with laws, regulations and professional practices governing program services and operations maintain accurate records and document actions taken; prepare narrative and statistical reports.

Supervise, advise, consult with and train others engaged in professional and technical work; secure cooperation and team work among staff; deal firmly and fairly with clients of various socio-economic backgrounds and temperaments organize and prioritize work assignments; effectively delegate responsibility and authority to others; determine and evaluate level of achievement and performance.

Collect and analyze data to establish/ identify needs, evaluate program effectiveness; develop goals and objectives for assigned work units or projects.

Research regulations, procedures and/or technical reference materials.

Interpret administrative direction for incorporation into operational policy and procedures.

Maintain confidentiality of information.

Communicate clearly and concisely, both orally and in writing; compose correspondence independently.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

QUALIFICATION GUIDELINES

Experience

Five years of progressively responsible experience in the delivery of community

public health as a Nurse or Health Educator that includes direct program management and supervision of professional staff coupled with experience in public administration including budget preparation, program planning/evaluation and supervision

Education

Bachelor's degree is required from an accredited college or university preferably with a major in Public Health, Business or Public Administration, Nursing or a related field. A Master's degree in public health, or certificate in PH Nursing, Registered Dietitian, or a license as Clinical Nurse Specialist or Nurse Practitioner issued by the California State Board of Nursing preferred.

SPECIAL REQUIREMENTS

Employees who were appointed as Public Health Program Managers prior to January 1, 1979, are exempt from the license provided they remain in this classification in the Solano County Public Health Division.

Possession of or ability to obtain a valid Class C California driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Section 11165/11166 of the California Penal Code relating to child abuse reporting and Section 15630 relating to Adult Abuse and reporting.

Candidates for some positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.


ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks

require oral communications ability.

Environmental Factors: Incumbents must be able to work in an institutional environment which may include exposure to communicable disease and unpleasant working conditions.



Director of Human Resources

Established: May, 1997

Revised: October, 2001, February 2003 (from Health and Social Services Administrator)

Revised: May 2003

BOS Date: June 30, 2003

COUNTY OF SOLANO

PROJECT MANAGER

DEFINITION

Develops, plans, organizes, coordinates and administers assigned projects for a County Department; performs administrative and budgeting duties.

CLASS CHARACTERISTICS

This class is characterized by its management responsibility over a variety of administrative and fiscal activities. This position manages an assigned project or projects within a department, and serves in an administrative capacity, which requires technical program knowledge. Incumbents participate in the development and implementation of goals, objectives, policies and priorities for the assigned program(s). This class may be used for complex, sensitive programs that require the interaction with a variety of departments, outside agencies, business groups, and/or community groups.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from high-level management staff.

May exercise supervision over administrative, technical and/or clerical support staff.

EXAMPLES OF DUTIES - *Duties may include but are not limited to the following:*

Collects, compiles, analyzes, and reports statistical information relating to program and administrative matters.

Develops budgets and provides operational and budgetary oversight over specified programs including reviews to conform to quality assurance standards; develops reporting requirements and associated documents.

Performs community outreach, liaisons and develops partnerships with community groups, businesses, governmental agencies and other community organization.

Develops grant applications and program proposals to obtain state and federal funding; administers and oversees specially funded program(s) and/or function(s).

Reviews program proposals/plans to determine time-frames, funding limitations; develops recommendations for accomplishing program objectives, outcome indicators, performance measures, staffing requirements and allotment of funds to various program components.

Negotiates with service providers regarding procedures, costs, and other contract matters; oversees and monitors contracts.

Represents the agency before boards and committees, in public meetings, and to other government agencies in specific areas of assignment; serves on and/or is the staff person assigned to committees and groups involved in specific program assignments.

Coordinates the provision of services with other program elements.

Evaluates program needs and ensures effective program delivery.

Provides consultation services to the community and related agencies; meets with community organizations, private individuals, agency administrators, and professional staff to gain cooperation in achieving program goals; serves as liaison to community organizations.

May supervise an administrative and/or program staff directly or through subordinate supervisors.

Plans and conducts meetings.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Supervisory principles and practices including work planning, assignment, work review, employee development and evaluation.

Administrative principles and practices including basic budgeting, program planning, development and evaluation of grants, contracted services and funding report requirements.

Analytical techniques including data collection and presentation methods.

Principles, practices, procedures, laws, and regulations related to the assigned department.

Skills to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

Plan, and conduct analytical studies related to specific assignments.

Collect, compile and analyze qualitative and quantitative data.

Review and install changes in work methods, systems and procedures, understand, interpret and explain laws, regulations and policies governing program operations; organize complex information into manageable parts.

Communicate effectively both verbally and in writing to individuals and clearly and effectively in public speaking; prepare spreadsheets and documents.

Understand program objectives in relation to departmental goals and procedures.

Prepare budgets, funding proposals and narrative and statistical reports.

Secure cooperation and teamwork among a variety of groups and individuals within and outside of the County.

Understand and analyze expenditure reports.

Maintain accurate records and document actions taken.

Organize and prioritize work assignments.

Research regulations; procedure and/or technical reference materials.

Determine and evaluate levels of achievement and performance.

Interpret political and administrative direction and incorporate into operational policy and procedures.

Plan, coordinate and initiate actions necessary to implement policy and administrative decisions.

Establish and maintain cooperative working relationships.

QUALIFICATION GUIDELINES

Experience:

Three (3) years of professional level, public or private sector administrative experience involving fiscal, operational, and/or legislative analysis.

Education:

Bachelor's degree is required from an accredited college or university, preferably in Business Administration, Public Administration, Economics, Political Science, or closely related field. A Master' degree is desirable.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid California Class C Driver's License may be required.

SUPPLEMENTAL INFORMATION

Independent travel may be required to various work sites and client residences.

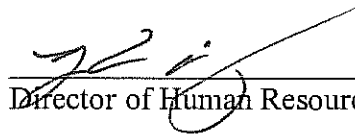
Candidates for some positions in this class will be required to pass a background investigation in accordance with applicable law, regulation, and/or policy.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.



Director of Human Resources

Established Date: July, 2001

Revised Date: February 2003

BOS Date: June 30, 2003

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COUNTY OF SOLANO
CLASS SPECIFICATION
STAFF ANALYST
Effective Date of Revision: 04/12/2017

CLASS SUMMARY:

This is the journey level class in the Staff Analyst series. Under general supervision, the Staff Analyst performs a variety of financial management roles to include preparing, reviewing, analyzing, auditing and monitoring budgets, expenditures, grants, and contracts; and conducts analytical studies involving the operations, programs and services of the department served to develop and/or improve systems and procedures and to recommend and implement solutions. Incumbents may provide supervision over a small clerical or technical support staff, however, financial management and analytical problem-solving are the major components of this class.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Staff Analyst (Senior)** class which is the advanced journey class of the Staff Analyst series and exceeds the level of the Staff Analyst class by a combination of factors: the amount of guidance received; the level and complexity of the fiscal management duties due to, for example, the size, multi-year scope, and/or accounting basis of the budget, the variety and funding ratio of funding sources, the fluctuations in revenue generation and/or cost reimbursements, the difficulty in performing cost analyses involving a variety of types of expenditures, the complexity of program activities which are impacted by changing laws and regulations, Federal and state fiscal interfaces, the size and complexity of grants and contracts and the difficulty in ensuring grant parameters and contract provisions are met; the diversity, complexity and breadth of projects due to, for example, the interactivity with other organizations; the level of the organization to which assigned; and the overall program responsibility; and the
- **Staff Analyst (Entry)** class which is the entry level class of the Staff Analyst series and which is flexibly staffed to the journey level Staff Analyst class; an employee in this class initially works under close supervision performing the less complex projects that are narrower in scope or specific portions of larger projects, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the supervisor of the work unit.

Employees in this class may supervise employees in clerical and/or technical/paraprofessional, classes.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Performs a variety of financial management duties:
- Prepares, reviews, analyzes, audits and monitors budgets by:
 - developing budgets based on analysis of data collected including impact on service levels and operations and/or information required by the funding source;
 - reviewing revenue projections, revenue trends, time studies, enacted or future legislation, etc. and analyzing their impact on projected budgets; and
 - developing and providing budgetary information to be used for feasibility studies, project/program development, and analysis of program viability, effectiveness and efficiency.
- Reviews and analyzes fiscal aspects of programs by:
 - recommending and establishing general fiscal procedures to improve department operations based on cost/benefit studies;
 - analyzing financial reports, expense claims, cost analysis patterns and trends, etc. to determine how projected and budgeted expenditures will generate earned Federal and state funding;
 - reviewing financial data on an ongoing basis to assure conformance with established guidelines;
 - analyzing Federal and state proposed and adopted legislation and budgets to determine impact on assigned unit's program revenue and operations; and
 - providing input as to financial implications of projects.
- Prepares, reviews, analyzes, audits and monitors contracts by:
 - recommending and establishing contract forms and procedures;
 - developing, reviewing and making recommendations concerning bid proposals and agreements, interpreting contract terms and monitoring adherence to same; and
 - recommending solutions to contractual problems.
- Prepares, reviews, analyzes, audits and monitors grants by:
 - researching operational and fiscal requirements for specific grant proposals;
 - preparing grant applications, claims and all subsequent follow-ups and recommending and monitoring procedures for grant implementation; and
 - reviewing data submitted by grantor for adherence to scope of work requirements to ensure objectives, goals and compliance to grant requirements are achieved.
- Presents findings and recommendations in oral presentations, written narrative and statistical reports, agenda items for the Board of Supervisors, etc.
- Conducts studies involving the operations, programs and services of the department to identify and analyze problems as well as to recommend and implement solutions by:
 - planning and conducting studies of administrative and operational activities including fiscal operations, budget preparation and control, equipment usage, staffing patterns, work flow, service delivery, space utilization, affirmative action, and training plans;

- participating in interdisciplinary program research and/or analysis and the preparation of written/verbal recommendations on a broad range of governmental and managerial problems;
 - receiving and responding to requests for assistance in resolving high profile projects that require immediate attention;
 - researching available computer software to meet operational needs;
 - evaluating the efficiency and effectiveness of the program, operation, procedure, and/or practices under study;
 - ensuring department compliance with applicable laws, rules, regulations, etc. and initiating actions to correct deviations or violations;
 - reviewing work methods and systems to increase service efficiency/effectiveness; and
 - based on analysis of gathered data, developing reports and making recommendations for appropriate action which may include implementing new or revisions to current policies and procedures, and implementing new/changed data collection systems.
- May perform supervisory duties to direct reports in clerical and/or technical/paraprofessional classes such as:
 - assigning work and planning and scheduling staff's work activities and deadlines;
 - establishing standards for acceptable work products and evaluating performance;
 - reviewing work and recognizing employees' work efforts and accomplishments;
 - proposing disciplinary actions;
 - interviewing applicants and recommending selections;
 - providing career development mentoring and recommending training and career development opportunities;
 - ensuring that employees are properly trained and that they are scheduled for or have received required training or needed formal training;
 - providing instruction and/or guidance to employees in handling difficult or complex work problems;
 - reviewing and approving timesheets and requests for leave; and
 - communicating, supporting and enforcing County and Department policies and procedures including those related to equal opportunity and to safety.
- Reviews present and pending legislation and judicial decisions to determine effect on departmental organizations and presents recommendations to implement required changes.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** Bachelor's degree or higher from an accredited college or university preferably in Business Administration, Public Administration, Accounting, Finance, or a related field or, if in a different related field, have completed nine (9) semester, or thirteen and one half (13.5) quarter units in the field of accounting.

AND

- **Experience:** One (1) year of responsible professional work experience equivalent to the functions performed by a Staff Analyst (Entry) within the particular field of expertise required.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

Applicants are required to possess a valid California Driver's License, Class C.

Note: All licenses must be kept current while employed in this class.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Budget preparation principles, practices and techniques.
- Principles and practices of accounting, cost analysis, and fiscal management.
- Practices and techniques of analytical techniques to include administrative and statistical analysis, statistical report preparation, and graphic presentation of analysis.
- Laws, regulations and policies applicable to work performed and of the assigned organization.
- Legislative and judicial analysis resources.
- Standard and accepted principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Basic mathematics for developing, preparing and completing numerical, budgetary, and/or statistical reports.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Prepare, analyze, monitor and audit budgets, cost analysis reports, funding proposals and other narrative and statistical reports related to the budget.
- Understand and analyze expenditure reports.
- Analyze financial reports, expense claims, cost analysis patterns and trends, etc.
- Analyze Federal and state proposed budgets to determine impact on assigned unit's program revenue and operations.
- Prepare and monitor contracts and grants according to designated guidelines and regulations.
- Plan, organize and conduct analytical studies involving the professional body of knowledge related to the specific assignment.
- Collect, compile and analyze qualitative information (to include regulations, procedures and technical reference materials) and quantitative data (to include statistical and cost analysis reports).

- Review and install changes in work methods, systems and procedures develop and implement operational procedures and plan, coordinate and initiate actions necessary to implement policy and administrative decisions.
- Supervise, evaluate, train, and develop staff and organize their work.
- Understand, interpret and apply applicable laws, regulations and policies and use good judgment in their application.
- Research laws, regulations, procedures and/or technical reference materials; analyze, evaluate and interpret the data gathered; draw logical conclusions; develop reasonable and deliverable options, make appropriate recommendations; and implement the resultant change effectively.
- Manage a variety of simultaneous work projects and carry them through to successful completion.
- Interpret political and administrative directions and incorporate them into operational policies and procedures.
- Prepare a variety of written communications to include reports, policies, procedures and comprehensive narrative and statistical reports.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Represent the office in meetings with representatives from various County and non-County organizations, with local businesses, with customers, and/or with the general public.
- Maintain accurate records and document actions taken.
- Maintain confidentiality of records and information per pertinent laws/regulations.
- Use modern office equipment to include computers and related software applications which often are unique to the work of the assigned units.

PHYSICAL REQUIREMENTS :

- Mobility and Dexterity: Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- Lifting, Carrying, Pushing and Pulling -- Light Work: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed

information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- Office Work: Employees in this class will most often be working in an office setting.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.

OTHER REQUIREMENTS:

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.
- Independent Travel: Incumbents are required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to meet with contractors, to attend meetings with representative from other counties and with state and Federal agencies, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission: May 2000
- Date Class Title Added to the Listing of Classes & Salaries by the Board of Supervisors: June 30, 2003
- Date(s) Revised: March 2006; April 12, 2017
- Class Code: 183060

COUNTY OF SOLANO
CLASS SPECIFICATION

Exhibit J

ACCOUNTANT (JOURNEY)

Effective Date of Revision: 10/9/2013

CLASS SUMMARY:

This class represents the professional, journey level in the Accountant series.

It is characterized by the responsibility to apply professional accounting principles to facilitate fiscal control, perform financial analysis and/or establish accounting systems within a County department. Incumbents will perform a full range of complex technical tasks and work under direction within a framework of established procedures, which require the application of accounting principles and a broad knowledge of accounting practices as well as analysis, evaluation and interpretation of laws, regulations and financial transactions.

Performs professional accounting duties in the preparation of financial reports and/or statements, in the development, review and maintenance of a department's accounting, cost, and other financial reporting systems that meet Federal, State and local requirements, in the collection and interpretation of financial information, and in the analysis of financial records; monitors department financial systems to identify problems, recommend changes and take corrective action to maintain integrity of the department's accounting systems.

Employees in this class are expected to exercise sound professional judgment in the interpretation of Federal, State, local and general accounting policies.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

Accountant (Senior) class which is the advanced journey class in this series and is responsible for performing more difficult financial and accounting tasks such as independently performing or acting as lead in performing specialized and more complex accounting, claiming, and financial reporting activities; and the

Accountant (Entry) class which is the entry class in this series and is responsible for learning to perform professional accounting duties in the preparation of financial reports and/or statements, in the development, review and maintenance of department's accounting, cost and/or other financial reporting systems, in the collection and interpretation of financial information, and in the analysis of financial records.

SUPERVISION RECEIVED AND EXERCISED:

Works independently with general supervision from a supervisory or management level position.

May exercise supervision over clerical and paraprofessional staff working in the accounting function.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Prepares a variety of detailed, analytical accounting, statistical and/or financial statements or reports which require analysis and interpretation of fiscal data for use primarily by the assigned department but also by other departments, auditors and/or non-County agencies; examines, analyzes and verifies fiscal documents to ensure adherence to established controls.
- Submits grant applications and compiles supporting documentation, monitors revenues and projection of grant monies, local fees and state revenues; may prepare invoices and assist in revenue collection; calculates interest and revenues to accounts; prepares and verifies claims, vouchers, accruals and year-end closing entries; and reviews departmental internal controls.
- Prepares tax returns; investigates and resolves tax related issues.
- Prepares, evaluates, justifies and maintains annual budgets; assembles and analyzes cost accounting records and other supporting technical and statistical data such as compiling data on Federal expenditures, preparing cash flow projections, and preparing and reviewing Federal and State claims and cost reports; makes adjusting entries and transfers of appropriations.
- Monitors contractor performance reviews costs reports submitted by contractors and outside agencies, performs reviews of contractor's records, develops procedures for cost settlement with various contractors.
- Reviews fiscal policies and procedures to ensure compliance with County, Federal and State requirements; advises superiors and departmental managers of changes in laws, rules, and regulations and practices which impact on departmental accounting and fiscal procedures; interprets rules and regulations to determine accounting requirements for externally funded programs; develops accounting guidelines for department's use; reviews department accounting systems, procedures and records; recommends and assists in the implementation of new or revised department accounting systems; analyzes operational procedures to automate manual accounting systems; designs and maintains departmental accounting forms; and analyzes and initiates changes in department accounting practices, procedures and techniques in order to meet internal and external financial reporting requirements.
- Establishes and maintains working relationships with vendors/contractors, county staff, management, Federal and State agencies, and the general public; serves as liaison for Federal and State external and internal audits related to department programs.
- May supervise the work of clerical and paraprofessional staff working in the accounting function; provides assistance with reconciliation or other fiscal functions; recommends personnel actions related to employee selection, advancement, transfer, and discipline; trains and evaluates employees.
- Performs a variety of routine administrative tasks in support of the daily operations of the office; faxes information; answers calls; prepares correspondence; copies documents; sets up files.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

Education: A Bachelor's degree or higher from an accredited college or university with a major in business administration, finance, accounting or a closely related field, which must have included at least 12 semester or 18 quarter units from among the following accounting courses: Principles of Accounting, Intermediate Accounting, Advanced Accounting, Governmental Accounting, Fund Accounting, Cost Accounting, or Auditing.

Experience: Two years of professional accounting experience

Note: Possession of a Certified Public Accountant Certificate may be substituted for the education requirement.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

Some positions in this class will require the applicant to possess a valid California driver's license, Class C, by the time of appointment.

The possession of a Certified Public Accountant Certificate is desired.

Employees must keep their licenses, certifications and registrations current and failure to do so may constitute cause for personnel action in accordance with Civil Service Rules or applicable bargaining agreement.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Generally Accepted Accounting Principles (GAAP) principles, practices, theories and procedures.
- Cost accounting principles and systems.
- Laws, rules and regulations that apply to fiscal operations.
- Accepted methods of business office management.
- Principles and practices of public administration including budgeting, program planning/evaluation and supervision.
- Standard office procedures, practices, equipment, personal computers, and software.

Ability to:

- Understand, interpret, explain and comply with laws, regulations, policies and professional accounting principles and standards governing fiscal operations in County government.
- Plan, organize and administer financial programs/services.
- Analyze fiscal data and draw logical conclusions.
- Identify and resolve problems relating to fiscal and/or administrative operations.
- Prepare fiscal procedures.
- Design accounting forms.
- Prepare budgets, funding proposals and narrative and statistical reports.
- Understand and analyze expenditure reports.
- Maintain accurate records and document actions taken.
- Interview people to obtain information needed to investigate/resolve complaints.
- Research regulations, procedures and/or technical reference materials.

- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Maintain confidentiality of information.
- Supervise clerical and paraprofessional staff working in the accounting function.
- Utilize personal computer using word processing and spreadsheet computer program applications and Federal/State automated accounting and cost reporting systems.
- Use basic office equipment.

PHYSICAL REQUIREMENTS:

Mobility and Dexterity: Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.

Lifting, Carrying, Pushing and Pulling -- Sedentary Work: Employees in this class exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. Some positions in this class also requires employees to have depth perception in order to operate a motor vehicle.

Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

Employees in this class will most often be working in an office setting.

OTHER REQUIREMENTS:

Independent Travel: Some positions in this class will require employees to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, etc.

Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.



Director of Human Resources

- Established Date: February 1995
- BOS Date: June 30, 2003
- Revision Dates: 01/10/07, 10/09/13

COUNTY OF SOLANO

OFFICE ASSISTANT II

Rev. 9/00

DEFINITION

Under general direction, performs a variety of complex and/or routine clerical work in support of a functional work unit or program; receives and processes information, by phone or in person, based upon needs of the programs to which assigned; performs related work as required.

CLASS CHARACTERISTICS

This is the journey level class in the Office Assistant series in which incumbents must possess general clerical skills. This position is characterized by the responsibility to perform complex clerical tasks and to apply specialized knowledge of departmental, work unit and program procedures, services and methods. Incumbents work within a framework of established procedures and are expected to perform clerical tasks with limited instructions and assistance. Incumbents must apply various established rules and procedures in decision making. Incumbents have routine contact with the public, answer procedural questions or give out factual information. It is distinguished from other Office Assistant classes by the complex nature of general clerical office support activities performed. Job duties can be learned from formalized instruction or apprenticeship of short duration.

EXAMPLES OF DUTIES

Depending on assignment, duties may include, but are not limited to the following:

1. Receives and screens callers, both in person and over the phone; evaluates described problems and responds to inquiries regarding departmental services or official documents and notices; refers callers to appropriate individuals and/or offices; provides the public and employees with general procedural and/or specific information regarding department, program or services; distributes and explains forms or requests; makes room reservations and/or schedules appointments; verifies identity of individuals; contacts outside agencies to verify information and resolve discrepancies.
2. Guides, advises or explains the functions of the department, work unit or program; may provide assistance, training or instruction to help people understand and learn their duties and responsibilities with respect to the functional usage of forms, documentation, equipment, supplies or materials.
3. Develops, receives and processes documents and information; determines routing of information, correspondence, service requests, records and documents based on content and knowledge of unit operations; issues certificates, permits, licenses and other such documents based on review of submitted documentation for sufficiency and conformance with operating/licensing procedures; determines, receives, records and processes fees according to established procedures; processes accounts receivable and makes deposits.

EXAMPLES OF DUTIES (Continued)

4. Establishes and maintains general filing, tickler, cross reference and other specialized manual and/or automated record keeping systems; assigns alpha and/or numeric identification codes; sorts and files information based on content or another classification method (e.g., chronological or alphabetical order); purges files; posts information to records and files to update information and document activity transactions; conducts file search to locate misplaced documents; compiles data and/or research information.
5. Copies, compiles, collates, transcribes, files, or posts data and/or information following a schema or plan for the purpose of recording, referencing, describing, or reporting information for work assignments; records, files, enters and/or stores data and information such as that associated with interviewing, guiding, transcription, shorthand, rules, regulations, schematics, diagrams, blueprints, job specifications, routine correspondence, general operating manuals, specifications, operational status, equipment installation, proof reading and assembly instructions.
6. Types a variety of documents such as reports, letters and contracts from handwritten, typed or voice recorded draft; receives direction regarding document format, content, distribution and preparation priority; selects and/or designs appropriate typing format; proofs and corrects copy for grammar, spelling, punctuation and conformance with established guidelines; makes, collates and binds copies of documents produced; distributes documents; composes routine correspondence; develops form letters.
7. Retrieves information from County files and documentation; verifies accuracy of the information to be distributed; verifies information to determine whether documents have been mailed and/or distributed to appropriate parties; performs research to identify needed documents or to verify receipt of documents.
8. Receives, time stamps, routes, and/or distributes materials in accordance with prescribed methods; packs or unpacks materials; moves objects; delivers/picks-up materials or mail; runs errands as necessary.
9. Provides clerical support to unit administrative functions by processing time sheets, payroll/personnel transactions, claims and purchase orders/requisitions; maintains workload statistics, mileage records, supplies and fixed assets; takes and prepares informal meeting notes and minutes; assists in report and budget request preparation by researching and compiling information; establishes and documents clerical operational and work methods procedures.
10. Maintains office equipment and facilities; requests and follows-up on building maintenance and custodial services; operates and performs routine preventative maintenance on office machines; operates personal computers, printers, and related peripherals where the regulating of controls requires continuous attention and readiness of response; may require the use of vehicle specifically required by the job.

EXAMPLES OF DUTIES (Continued)

11. Reviews and classifies data and information following a schema, plan or system using discretion to determine the appropriate classification of information pertaining to work assignment; analyzes criteria, standards, and/or requirements associated with a particular discipline or work assignment in order to determine actual or probable interactive effects and relationships.
12. Performs data entry into specialized computer systems used to track and log various County records activities and programs; retrieves information from these specialized computer systems upon request; uses a variety of software applications (e.g., word processors, databases, spreadsheets, presentations) to complete work.

QUALIFICATION GUIDELINES

Education and/or Experience

High school diploma or GED preferred; supplemented by six (6) months of full-time work experience that demonstrates possession of and competency in the requisite knowledge and abilities.

Knowledge/Skills/Abilities

Considerable knowledge of secretarial and office methods, procedures, and techniques; manual and automated filing systems; office equipment operation; business correspondence, record-keeping and filing systems; office practices; report writing; correct English usage; standard operating policies, procedures and administrative structure; forms, records and terminology used in the area of work specialization; rules, regulations and operating procedures governing clerical and technical activities of the assigned unit/program; public information and contact techniques; availability and interrelationship of similar and related services provided by other units, departments and agencies; methods of recording, researching and compiling information; general clerical and technical resource materials and information sources; document preparation, duplication and distribution techniques; administrative procedures effecting inventory, purchasing, accounting and personnel/payroll transactions.

Ability to provide general clerical support to a specialized work unit; apply knowledge of operational and technical procedures specific to assigned unit/program; communicate and apply rules, regulations, policies and procedures applicable to clerical assignment; understand, interpret and explain laws, regulations and policies governing program operations; understand program objectives in relation to departmental goals and procedures; understand and apply written and verbal instructions; convey information to others; refer clients to services related to unit activities provided by other units, departments and agencies; receive and review information to identify services; proofread names,

QUALIFICATION GUIDELINES (Continue)Knowledge/Skills/Abilities (Continued)

numbers, codes and symbols; sort alphabetically and numerically; sort by content or other classification methods; recall detailed information; sort information and correspondence based on content; develop and implement clerical operations and work method procedures; collect and analyze data to draw logical conclusions and make appropriate recommendations; plan, organize and prioritize work; work under pressure and meet short deadlines; interpret and apply written and verbal instructions; operate a multi-line telephone, word/data processing equipment, copier, shredder, microfilm equipment, cash register and other equipment used in clerical support activities; read and comprehend equipment operating instructions; search information storage systems to locate information; update and purge information storage systems based on established procedures or specific instructions; solve problems encountered in the course of work by choosing between procedural alternatives; accurately transfer information from one source to another; maintain records, logs and indices; extract specific information from records or reports; answer the phone and take messages; make routine arithmetical calculations; organize and prioritize work assignments; use word processing, spreadsheet, database and/or desktop publishing software; make decisions and independent judgments; project consequences of decisions; communicate effectively with people of diverse socio-economic backgrounds and temperaments; establish and maintain cooperative working relationships; maintain confidentiality of information; recognize and respect limit of authority and responsibility.

SPECIAL REQUIREMENTS

None.

SUPPLEMENTAL INFORMATION

Incumbents in this classification are re-allocated from the position of Office Assistant I upon the successful completion of one-year of satisfactory performance in the Office Assistant I class.

Positions allocated to this class may require bilingual skills.

Positions allocated to this class require the ability to learn specific knowledge related to department, division or program.

Applicants are required to demonstrate basic word processing skills through the passing of a County approved test.

Recruiting requirements may be set to test keyboarding (40 net WPM) and/or transcription speed; however, these skills are not the primary areas to be measured in the selection process.

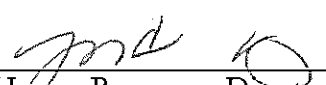
Independent travel may be required.

ADA COMPLIANCE

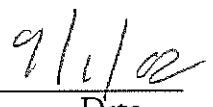
Physical Ability: Some tasks may involve the ability to exert moderate physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications abilities.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.



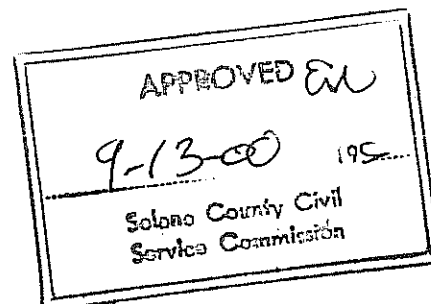
Human Resources Director



Date

Solano County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Solano County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Rev. 9/00
Spec 0843



COUNTY OF SOLANO
HEALTH EDUCATION SPECIALIST

DEFINITION

Plans, implements and evaluates public health promotion and education activities and related general education programs.

CLASS CHARACTERISTICS

This is a journey level classification, characterized by the responsibility for development, implementation and evaluation of health promotion and education programs. Incumbents provide direct interventions, consultation, and technical assistance to staff and the community. This class is distinguished from Health Education Specialist (Senior) in that the latter may act as a project lead, performs advance journey level work.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Supervising Health Education Specialist/Project Director.

May provide guidance to volunteers and student interns.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Prepares, obtains and disseminates public health information reports, bulletins, pamphlets, posters, exhibits, news releases, radio scripts and other materials; participates in evaluating the effectiveness of program information material and methods; assists in conducting needs assessments; develops teaching materials and educational curricula.

Provides liaison and networking between the Health Services Department and other public and private agencies, community organizations and professional groups, including school administrators, physicians, nurses and school teachers on developing an effective health education program and curriculum; provides technical support to other agencies and groups.

Participates in health information and education programs, health fairs, community events, conferences and meetings; provides consultation and guidance to individuals in clinics; makes presentations to community and youth groups; plans and conducts in-service education programs for Health and Social Services Department personnel and community members.

Conducts presentations for community and other groups as requested; collaborates in coordinating community events related to program goals; participates and facilitates community coalitions and advisory committees.

Develops outreach plans; assesses the health education needs of the community or various target populations; researches and develops policies and procedures; prepares or contributes to the general Health Education Plan; writes grant proposals.

Advocates on behalf of clients of the Department.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new trends in the health education field; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Working knowledge of the principles, methods and practices of health information/promotion and education.

Different public health functions, programs and objectives of a Health and Social Services Department.

Psychology of effective information dissemination and the educational processes.

The functions and objectives of public and private agencies and institutions that provide health information and education activities, programs and services.

Techniques and use of mass media communications such as newspapers, radio, television and graphic arts.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

Gain public support and cooperation of public officials, community groups and agencies relative to community health concerns.

Prepare and edit effective copy for public information.

Formulate, promote and implement a variety of information/education programs; develop curricula including objectives, content areas, learning activities; evaluate program effectiveness.

Develop and maintain relationships with local media; conduct training.

Make public presentations.

Organize and prioritize work assignments.

Communicate clearly and concisely, both orally and in writing with people of diverse socio-economic backgrounds and temperaments.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work; demonstrate tact and diplomacy.

Maintain confidentiality of information.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

One year of full time, paid experience, in health promotion and education activities.

Education/Training:

Bachelor's degree is required from an accredited college or university preferred in health education or in public health, education, health science, sociology, psychology or a related field including at least three college level classes in public health/health education or Certification as a Health Education Specialist (CHES). A Master's degree in Public Health may be substituted for the experience.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid California Class C driver's license may be required.

Some assignments may require certification associated with the specific subject area.

SUPPLEMENTAL INFORMATION

Independent travel is required.

Candidates for employment may as a condition of employment sign a statement agreeing to comply with Section 11166 of the California Penal Code relating to child abuse reporting.

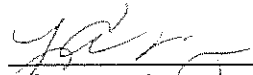
ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and

materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. May involve prolonged standing.

Sensory Requirements: Requires the ability to recognize and identify colors, shapes, sounds, forms, tastes or textures associated with job-related objects, materials and tasks.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.



Director of Human Resources

Established Date: August 1991

Revised Date: November 2002

BOS Date: June 30, 2003

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