

# Solano County

675 Texas Street  
Fairfield, California 94533  
[www.solanocounty.com](http://www.solanocounty.com)



## Agenda - Final

Tuesday, August 14, 2018

8:30 AM

Board of Supervisors Chambers

### Board of Supervisors

*John M. Vasquez (Dist. 4), Chair*  
(707) 784-6129

*Erin Hannigan (Dist. 1), Vice-Chair*  
(707) 553-5363

*Monica Brown (Dist. 2)*  
(707) 784-3031

*James P. Spering (Dist. 3)*  
(707) 784-6136

*Skip Thomson (Dist. 5)*  
(707) 784-6130

SOLANO COUNTY BOARD OF SUPERVISORS  
HOUSING AUTHORITY, SPECIAL DISTRICTS,  
SOLANO FACILITIES CORPORATION, AND  
IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

Temporary parking permits for the County Parking Garage are available from the Board Clerk for visitors attending the Board of Supervisors' meeting for more than 2 hours.

The County of Solano does not discriminate against persons with disabilities and is an accessible facility. If you wish to attend this meeting and you will require assistance in order to participate, please call the Office of the Clerk of the Board of Supervisors at 707-784-6100 at least 24 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting.

Non-confidential materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Solano County Government Center, 6th Floor Receptionist's Desk, 675 Texas Street, Fairfield, during normal business hours.

If you wish to address any item listed on the Agenda, or Closed Session, please submit a Speaker Card to the Board Clerk before the Board considers the specific item. Cards are available at the entrance to the Board chambers. Please limit your comments to three minutes. For items not listed on the Agenda, please see items from the public below.

## AGENDA

### CALL TO ORDER - 8:30 A.M.

### ROLL CALL

### CLOSED SESSION

- 1      [18-574](#)      Conference with Real Property Negotiators: Property: APN: 0028-782-040, South Watney Way, Fairfield; Agency negotiators: Birgitta E. Corsello, County Administrator, Nancy Huston, Assistant County Administrator, Michael Lango, General Services Director and Keith Hanson, Real Estate Services Manager; Negotiating party: Jon Quick; Under negotiation: Price and terms
- Conference with Real Property Negotiators: Property: APN: 0055-160-560, 400 Mare Island Way, Vallejo; Agency negotiators: Birgitta E. Corsello, County Administrator, Nancy Huston, Assistant County Administrator, Michele Harris, First 5 Executive Director; Negotiating party: Gregory Smyth; Under negotiation: Price and terms

Conference with Legal Counsel - Potential Litigation: Three cases

Attachments: [A - Memorandum](#)

**RECONVENE - 9:00 A.M.**

**REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)**

**SALUTE TO THE FLAG AND A MOMENT OF SILENCE**

**PRESENTATIONS**

**ITEMS FROM THE PUBLIC**

*This is your opportunity to address the Board on a matter not listed on the Agenda, but it must be within the subject matter jurisdiction of the Board. Please submit a Speaker Card before the first speaker is called and limit your comments to three minutes. The Board will hear public comments for up to fifteen minutes. Any additional public comments will be heard at the conclusion of the meeting. Items from the public will be taken under consideration without discussion by the Board and may be referred to staff.*

**ADDITIONS TO OR DELETIONS FROM THE AGENDA**

**APPROVAL OF THE AGENDA**

**PUBLIC COMMENT ON CONSENT CALENDAR**

*Each speaker shall have 3 minutes to address any or all items on the Consent Calendar.*

**APPROVAL OF THE CONSENT CALENDAR**

*The Board considers all matters listed under the Consent Calendar to be non-controversial or routine and will adopt them in one motion. There will be no discussion on these items before the Board votes on the motion unless Board members request specific items be discussed and/or removed from the Consent Calendar.*

## CONSENT CALENDAR

### GENERAL GOVERNMENT

#### Clerk of the Board of Supervisors:

- 2      [18-507](#)      Approve the minutes of the Solano County Board of Supervisors meetings of June 12, June 19, June 26 and July 24, 2018

**Attachments:**    [A - Minutes - June 12, 2018](#)  
                          [B - Minutes - June 19, 2018](#)  
                          [C - Minutes - June 26, 2018](#)  
                          [D - Minutes - July 24, 2018](#)

#### Board of Supervisors:

- 3      [18-559](#)      Adopt a resolution recognizing August 24, 2018 as the 75th Anniversary of Cal Maritime in Solano County

**Attachments:**    [A - Resolution](#)

#### Board of Supervisors/County Administrator:

- 4      [18-562](#)      Approve the Board of Supervisors' response to the 2017/2018 Grand Jury Report of May 24, 2018 - "In-Home Support Services Program Oversight and Management"

**Attachments:**    [A - County Administrator Response](#)  
                          [B - Auditor Controller Response](#)  
                          [C - District Attorney Response](#)  
                          [D - H&SS Response](#)  
                          [E - Board of Supervisors Response](#)

- 5      [18-565](#)      Approve the Board of Supervisors' response to the 2017/2018 Grand Jury Report of May 24, 2018 - "Property Tax Assessment and Payment Processing Review"

**Attachments:**    [A - Auditor-Controller Response](#)  
                          [B - Treasurer-Tax Collector-County Clerk Response](#)  
                          [C - Assessor-Recorder Response](#)  
                          [D - Board of Supervisors Response](#)

General Services:

- 6      [18-563](#)      Approve an agreement with Monley Hamlin, Inc. of Woodland for \$970,607 for the Veterans Memorial Hall Improvement Project at 549 Merchant Street in Vacaville; and Authorize the County Administrator, or designee, to execute the agreement and any amendments within the approved project budget

Attachments:    [A - Contract](#)  
                          [B - Estimated Project Cost Summary](#)  
                          [C - Bid Results](#)

Registrar of Voters:

- 7      [18-556](#)      Approve the consolidation of elections for cities and special districts in the November 6, 2018 General Election

Attachments:    [A - Link to 2018 General Election District Resolutions](#)

**HEALTH AND SOCIAL SERVICES**Health and Social Services:

- 8      [18-532](#)      Approve a 3 year contract with Bay Area Community Services for \$2,943,000 to provide ongoing services for the Whole Person Care Pilot Program for the period beginning August 1, 2018 through June 30, 2021; and Authorize the County Administrator to execute the contract and any subsequent amendments that remain within budget appropriations

Attachments:    [A - Contract](#)

**CRIMINAL JUSTICE**District Attorney:

- 9      [18-560](#)      Approve an Appropriation Transfer Request (ATR) for \$50,144, recognizing unanticipated revenue from the California Office of Emergency Services (CalOES) County Victim Services (XC) Victims of Crime Act 15 (VOCA) Grant Program and increasing appropriations to purchase computers, office furniture, security equipment, file cabinets, and a video monitor for the Solano Family Justice Center (SFJC) (4/5 vote required)

Attachments:    [A - Grant Award Amendment](#)

**MISCELLANEOUS ITEMS**County Administrator:

- 10     [18-571](#)     Approve the reappointments of Albert B. Sullivan serving as a regular member and John M. Conboy serving as an alternate member; and Approve the appointment of William R. Watson to serve as an alternate member to the Solano County Assessment Appeals Board for the terms of September 3, 2018 through September 6, 2021

**REGULAR CALENDAR****Rescheduled Consent Items****Consider the following:**

- A)
- B)
- C)

**GENERAL GOVERNMENT**County Administrator:

- 11     [18-568](#)     Approve submittal of the draft joint application of Napa and Solano counties to the California Department of Aging to form a new Area Agency on Aging for Planning Service Area 28; Approve a draft Joint Exercise of Powers Agreement between Napa and Solano counties to establish a new Area Agency on Aging for Planning Service Area 28; Authorize the County Administrator to sign the application documents; and Accept the initial start-up period (9 months) draft budget

Attachments:    [A - CDA Letter](#)  
                          [B - Application](#)

**BOARD MEMBER COMMENTS AND REPORTS ON MEETINGS****ADJOURN:**

*To the Board of Supervisors meeting of August 28, 2018 at 8:30 A.M., Board Chambers,  
675 Texas Street, Fairfield, CA*



**CLOSED SESSION MEMO**

- A. LICENSE/PERMIT DETERMINATION (GC § 54956.7)
  - a. Number of applicants:\_\_\_\_\_
  
- B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (GC § 54956.8)
  - a. Property: APN: 0028-782-040, South Watney Way, Fairfield; Agency negotiators: Birgitta E. Corsello, County Administrator, Nancy Huston, Assistant County Administrator, Michael Lango, General Services Director and Keith Hanson, Real Estate Services Manager; Negotiating party: Jon Quick; Under negotiation: Price and terms
  
  - b. Property: APN: 0055-160-560, 400 Mare Island Way, Vallejo; Agency negotiators: Birgitta E. Corsello, County Administrator, Nancy Huston, Assistant County Administrator, Michele Harris, First 5 Executive Director; Negotiating party: Gregory Smyth; Under negotiation: Price and terms
  
- C. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION
  
- D. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION (GC § 54956.9)
  - a. Significant exposure to litigation pursuant to GC § 54956.9 (b): Three cases
  - b. Initiation of litigation pursuant to GC § 54956.9(c):
  
- E. LIABILITY CLAIMS-JOINT POWERS AUTHORITY (GC § 54956.95)
  - a. Claimant:\_\_\_\_\_
  - b. Agency against whom claim filed:\_\_\_\_\_
  
- F. THREAT TO PUBLIC SERVICES OR FACILITIES (GC § 54957)
  - a. Consultation with:\_\_\_\_\_
  
- G. PUBLIC EMPLOYEE APPOINTMENT
  - a. Title:
  
- H. PUBLIC EMPLOYMENT (GC § 54957)
  - a. Title:
  
- I. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GC § 54957)
  - a. Title:
  
- J. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (GC § 54957)
  - a. No information required
  
- K. CONFERENCE WITH LABOR NEGOTIATORS (GC § 54957.6);
  
- L. CASE REVIEW/PLANNING (GC § 54957.8)
  
- M. REPORT INVOLVING TRADE SECRET (GC § 54962, etc.)
  - a. Estimated year of public disclosure:\_\_\_\_\_
  
- N. HEARINGS
  - a. Subject matter:\_\_\_\_\_

(nature of hearing, i.e. medical audit comm.,  
quality assurance comm., etc.)





# Solano County

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## Minutes - Draft Board of Supervisors

*John M. Vasquez (Dist. 4), Chair  
(707) 784-6129*

*Erin Hannigan (Dist. 1), Vice-Chair  
(707) 553-5363*

*Monica Brown (Dist. 2)  
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*James P. Spering (Dist. 3)  
(707) 784-6136*

*Skip Thomson (Dist. 5)  
(707) 784-6130*

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Tuesday, June 12, 2018

8:30 AM

Board of Supervisors Chambers

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### CALL TO ORDER

*The Solano County Board of Supervisors met on the 12th day of June 2018 in regular session in the Board of Supervisors' Chambers at the Solano County Government Center, 675 Texas Street, Fairfield, California at 8:30 A.M. Present were Supervisors Hannigan, Brown, Spering, Thomson and Chair Vasquez. Chair Vasquez presided. Also present were County Administrator Birgitta E. Corsello and County Counsel Dennis Bunting.*

### ROLL CALL

*John M. Vasquez, Erin Hannigan, Monica Brown, James P. Spering and Skip Thomson*

### CLOSED SESSION

*The Solano County Board of Supervisors recessed to Closed Session at 8:31 A.M. to discuss the following matters:*

- [18-425](#) Conference with Labor Negotiators: Solano County representatives: Marc Fox, Jeannine Seher, Mark Love, Birgitta E. Corsello, and Nancy Huston. Employee organizations: Teamsters, Local 150 for Unit 1 (Attorneys); SEIU Local 1021 for Unit 2 (Nurses), Unit 5 (Health and Welfare Employees), Unit 7 (Regulatory, Technical and General Services Employees), Unit 8 (General Services Supervisors), Unit 9 (Clerical Employees) and Units 82, 87, 89, and 90 (Extra Help Employees); Solano County Deputy Sheriff's Association for Unit 3 (Law Enforcement Employees) and Unit 4 (Law Enforcement Supervisors); Public Employees Union, Local One for Unit 6 (Health and Welfare Supervisors) and Unit 16 (Mid-Management Employees); Stationary Engineers, Local 39 for Unit 10 (Skilled Craft and Service Maintenance Employees); Union of American Physicians and Dentists for Unit 11 (Physicians, Dentists and Psychiatrists); Solano County Probation Peace Officer Association for Unit 12 (Probation Employees) and Unit 15 (Probation Supervisors); Solano County Sheriff's Custody Association for Unit 13

(Correctional Officers); Teamsters, Local 856 for Unit 14 (Correctional Supervisors); Solano County Law Enforcement Management Association for Unit 17 (Law Enforcement Management) and Unit 18 (Sheriff's Office Management); Professional and Technical Engineers, Local 21 for Unit 19 (Executive and Senior Management); Unit 60 Legislative Group; Unit 61 (unrepresented Executive Management Employees), Unit 62 (unrepresented Senior Management Employees) and Unit 30 (Confidential Employees)

Conference with Real Property Negotiators: Property: APN: 0130-262-010 - Old St. Mary's and APN: 0129-320-280/0129-320-290; Agency negotiators: Birgitta E. Corsello, County Administrator, Nancy Huston, Assistant County Administrator and Mike Lango, Director of General Services; Negotiating party: Jeremy Craig; Under negotiation: Price and terms

Conference with Legal Counsel - Existing Litigation: The People v. ConAgra Grocery Products Company et al. and related cross-action

Conference with Legal Counsel - Potential Litigation: One case

Attachments: [A - Memorandum](#)

## **RECONVENE**

*This meeting of the Solano County Board of Supervisors reconvened at 9:00 A.M. All members were present and Chair Vasquez presided.*

## **REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)**

*County Counsel Dennis Bunting advised that there were no reports from Closed Session.*

## **SALUTE TO THE FLAG AND A MOMENT OF SILENCE**

*This meeting of the Solano County Board of Supervisors continued with the Salute to the Flag and a Moment of Silence.*

**PRESENTATIONS**

- 2      [18-408](#)      Adopt and present a resolution and plaque of appreciation honoring Dawn Polvorosa, Deputy Public Defender, upon her retirement from the Public Defender's Office, with over 28 years of dedicated public service to Solano County (Chair Vasquez)
- Attachments:*      [A - Resolution](#)  
                                 [Adopted Resolution](#)  
                                 [Minute Order](#)
- On motion of Chair Vasquez, seconded by Supervisor Thomson, the Board adopted and presented Resolution No. 2018-121 honoring Dawn Polvorosa, Deputy Public Defender, upon her retirement from the Public Defender's Office, with over 28 years of dedicated public service to Solano County. So ordered by 5-0 vote.**
- Enactment No: Resolution 2018-121**
- 3      [18-399](#)      Adopt and present a resolution and plaque of appreciation honoring Correctional Officer Ignacio Villaseñor, upon his retirement from the Sheriff's Office, with over 28 years of dedicated public service to Solano County (Chair Vasquez)
- Attachments:*      [Adopted Resolution](#)  
                                 [A - Resolution](#)  
                                 [Minute Order](#)
- On motion of Chair Vasquez, seconded by Supervisor Hannigan, the Board adopted and presented Resolution No. 2018-122 honoring Correctional Officer Ignacio Villaseñor, upon his retirement from the Sheriff's Office, with over 28 years of dedicated public service to Solano County. So ordered by 5-0 vote.**
- Enactment No: Resolution 2018-122**
- 4      [18-413](#)      Approve and present a plaque of appreciation to David Rothrock, Senior Engineering Technician, upon his retirement from the Department of Resource Management, with over 17 years of dedicated public service to Solano County (Supervisor Sperring)
- Attachments:*      [Minute Order](#)
- On motion of Supervisor Sperring, seconded by Supervisor Hannigan, the Board approved and presented a plaque of appreciation to David Rothrock, Senior Engineering Technician, upon his retirement from the Department of Resource Management, with over 17 years of dedicated public service to Solano County. So ordered by 5-0 vote.**

- 5      [18-369](#)      Approve and present a plaque of appreciation honoring Suzanne Wang, Public Health Nurse, upon her retirement from the Department of Health & Social Services, Public Health Division, with over 10 years of dedicated service to Solano County (Supervisor Spering)

*Attachments:*      [Minute Order](#)

**On motion of Supervisor Spering, seconded by Supervisor Hannigan, the Board approved and presented a plaque of appreciation to Suzanne Wang, Public Health Nurse, upon her retirement from the Department of Health & Social Services, Public Health Division, with over 10 years of dedicated service to Solano County. So ordered by 5-0 vote.**

## ITEMS FROM THE PUBLIC

*Chair Vasquez invited members of the public to address the Board on matters not listed on the agenda but within the subject matter jurisdiction of the Board. The following comments were received:*

*A) Burky Worel, Vallejo, commented on concerns with a Vallejo Unified School District trustee not living within the district boundaries.*

*County Counsel Dennis Bunting provided information on determination of residence and suggested that Mr. Worel submit a public records request.*

*Supervisor Spering also commented on verification of residence by the Secretary of State as well.*

*B) George Guynn, Jr., Suisun City, commented on Regional Measure 3.*

*Supervisor Spering commented on the expenditure plan for the measure that was approved by the voters and legislature and noted that Solano County would receive the money that was allocated to it.*

## ADDITIONS TO OR DELETIONS FROM THE AGENDA

*There were no additions to or deletions from the Solano County Board of Supervisors' agenda for June 12, 2018.*

## APPROVAL OF THE AGENDA

**On motion of Supervisor Hannigan, seconded by Supervisor Brown, the Board approved the agenda of the Solano County Board of Supervisors for June 12, 2018 as submitted. So ordered by 5-0 vote.**

## PUBLIC COMMENT ON CONSENT CALENDAR

*Chair Vasquez invited members of the public to address the Board on items listed on the Consent Calendar. There was no public comment.*

*Supervisor Brown commented on Item 9 regarding concerns with a lack of local bids for the project.*

*Chair Vasquez commented on activities to reach out to local contractors for projects.*

## APPROVAL OF THE CONSENT CALENDAR

On motion of Supervisor Hannigan, seconded by Supervisor Spring, the Board approved the following Consent Calendar items by 5-0 vote.

## CONSENT CALENDAR

- 6      [18-415](#)      Authorize the County's contribution of \$3,500 from the General Fund contribution allocated to District 3 to benefit Meals On Wheels (\$1,200), Child Haven Inc. (\$800), Rebuilding Together Solano, Inc. (\$800) and Faith In Action (\$700)
- Attachments:*      [Minute Order](#)
- Approved**
- 7      [18-421](#)      Approve an Appropriation Transfer Request increasing appropriations by \$450,000 for anticipated court appointed attorney and capital case costs in excess of the FY2017/18 Other Public Defense budget, funded by a transfer of \$150,000 anticipated savings in Salaries and Benefits within Other Public Defense and an increase General Fund Contribution of \$300,000, offset by decreased General Fund Contributions within the Public Safety Fund 900 (4/5 vote required)
- Attachments:*      [Minute Order](#)
- Approved**
- 8      [18-432](#)      Adopt a resolution amending the Alphabetical Listing of Classes and Salaries to increase the hourly rate for the Peer Group Co-Facilitator to comply with the California minimum wage
- Attachments:*      [A - Resolution](#)  
                                 [Minute Order](#)
- Adopted**
- Enactment No: Resolution 2018-123**

- 9            [18-407](#)            Approve an agreement with ACCO Engineered Systems, Inc. of Sacramento for \$750,239 to remove and replace the existing boiler/chiller for the Fairfield Library Boiler/Chiller Replacement Project at 1150 Kentucky Street in Fairfield and make related improvements to the air distribution system; Authorize the Director of Library Services to execute the agreement and any amendments within the approved project budget; and Approve an Appropriation Transfer Request (ATR) in the amount of \$1,302,316 from the Library's Contingency Fund for project completion (4/5 vote required)

*Attachments:*    [A - Agreement](#)  
                         [B - Bidders of Record](#)  
                         [C - Estimated Project Budget](#)  
                         [Executed Agreement](#)  
                         [Minute Order](#)

**Approved**

- 10           [18-370](#)           Approve an Appropriation Transfer Request of \$72,407 recognizing unanticipated revenue for FY2017/18 for the Health Care Program for Children in Foster Care funded by the California Department of Health Care Services, to provide public health nurse expertise in meeting the medical, dental, mental and developmental needs of children and youth in foster care (4/5 vote required)

*Attachments:*    [Minute Order](#)

**Approved**

- 11           [18-398](#)           Approve a 3 year contract with Crestwood Behavioral Health, Inc. for a total amount of \$13,139,264 to provide 23-hour crisis stabilization services for the period of June 1, 2018 through June 30, 2021 funded through MHSA Community Services and Support funds; and Authorize the County Administrator to execute the contract and any subsequent amendments that remain within budget appropriations

*Attachments:*    [A - Contract](#)  
                         [Executed Contract](#)  
                         [Minute Order](#)

**Approved**

- 12      [18-401](#)      Adopt a resolution approving participation in the California Department of Water Resources Statewide Flood Emergency Response Grant Program - Round Three, in the amount of \$908,000, with a performance period of July 1, 2018 to December 30, 2021; and Authorize the Sheriff or his designee to take all necessary actions for the purpose of obtaining grant funding

*Attachments:*      [A - Resolution](#)  
                              [B - Grant Budget](#)  
                              [Adopted Resolution](#)  
                              [Minute Order](#)

**Adopted**

**Enactment No: Resolution 2018-124**

- 13      [18-362](#)      Adopt a resolution accepting the dedication of 1,658 square feet of right of way easement for public roadway and public utility purposes on Belmont Avenue and Carrot Lane for Minor Subdivision MS-17-01(Snyder)

*Attachments:*      [A - Map](#)  
                              [B - Resolution](#)  
                              [Adopted Resolution](#)  
                              [Minute Order](#)

**Adopted**

**Enactment No: Resolution 2018-125**

- 14      [18-397](#)      Adopt a resolution designating the month of July 2018 as Parks and Recreation Month in Solano County

*Attachments:*      [A - Resolution](#)  
                              [Adopted Resolution](#)  
                              [Minute Order](#)

**Adopted**

**Enactment No: Resolution 2018-126**

- 15      [18-412](#)      Approve the Notice of Completion for the Highway Safety Improvement Program (HSIP6) Putah Creek & Dixon Avenue West Shoulder Widening Project and the Notice of Completion for the Storm Damage Repair FHWA Project

*Attachments:*      [A - Notice of Completion - Putah Creek & Dixon Ave](#)  
                              [B - Notice of Completion - Storm Damage Repair](#)  
                              [Recorded Notice of Completion - Putah Creek & Dixon Avenue](#)  
                              [Recorded Notice of Completion - Storm Drain Repair](#)  
                              [Minute Order](#)

**Approved**

**MISCELLANEOUS ITEMS**

- 16      [18-391](#)      Approve the reappointment of Bruce DuClair to the Airport Land Use Commission, representing District 4, for a term to expire May 3, 2021
- Attachments:*      [Minute Order](#)
- Approved**
- 17      [18-402](#)      Approve the Solano Children's Alliance membership appointments of Maria Guevara, Candace Floyd, and Robert Tobin for the term of June 12, 2018 to June 12, 2022; and Approve appointments of Michalle Shown-Rodriguez and Francie McInerney-Macmillan as alternates for the term of June 12, 2018 to June 12, 2022
- Attachments:*      [A - Membership Roster](#)  
                                 [Minute Order](#)
- Approved**
- 18      [18-430](#)      Approve the appointment of Tim Healer as the Business Representative to the Workforce Development Board (WDB) of Solano County, for a term to expire on June 30, 2022, as required under the Workforce Innovation and Opportunity Act (WIOA)
- Attachments:*      [A - Application & Letter of Recommendation](#)  
                                 [Minute Order](#)
- Approved**
- 19      [18-431](#)      Approve the reappointments of Rhuenette Alums, Kimberly Beiner, Kevin Beutler, Celia Esposito-Noy, Fadi Halabi, Gerald Huber, Peggy Huston, Scott Reynolds, and Jon Riley to the Workforce Development Board (WDB) of Solano County for a 4 year term to expire on June 30, 2022, as required under the Workforce Innovation and Opportunity Act (WIOA)
- Attachments:*      [Minute Order](#)
- Approved**

**REGULAR CALENDAR**

- 20      [18-417](#)      Receive a presentation from the Auditor-Controller's Office for the 2017 Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting Award
- Attachments:*      [A - CAFR2017 Certificate Award](#)  
                                 [B - CAFR2017 Press Release](#)  
                                 [Minute Order](#)

*Auditor-Controller Simona Padilla-Scholtens introduced the item.*

*Auditor-Controller Elect Phyllis Taynton provided an overview of the 2017 Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting Award that was awarded to the County.*

*Ms. Padilla-Scholtens commented on the history of the CAFR.*

**Received**

21

[18-422](#)

Receive a report on the Solano County 2017 Index of Economic and Community Progress

Attachments:     [A - 2017 Index](#)  
                          [Minute Order](#)

*Principal Management Analyst James Bezek introduced the item.*

*Principal of Economic Forensics and Analytics Dr. Robert Eyler provided an overview of the 2017 Index of Economic and Community Progress.*

*Chair Vasquez invited members of the public to address the Board on this matter. There were no public comments.*

*In response to a question from Supervisor Brown, Dr. Eyler provided information on the rates of underemployed residents.*

*In response to questions from Supervisor Hannigan, Dr. Eyler provided information about future economic forecasts as a result of the recent fires in 2017.*

*Supervisor Hannigan commented on labor impacts resulting from the fires.*

*Supervisor Thomson left the dais at 10:27 A.M.*

*Supervisor Spering commented on the need to track who was buying homes in Solano County and on the amount of Bay Area home buyers coming into the county.*

*Dr. Eyler provided information on commuting and economic development opportunities resulting from increases in commuters. He then commented on the impacts on rental properties as a result of the recent fires.*

*Supervisor Spering commented on increasing congestion within the Bay Area.*

*In response to a question from Supervisor Spering, Dr. Eyler provided information on the importance of a business' headquarter address.*

*Supervisor Hannigan commented on low foundation giving and the lack of businesses having a headquarters within the county.*

*Chair Vasquez commented on a lack of skilled labor in agricultural areas.*

*Dr. Eyler commented on competition for labor and the difficulties of finding skilled laborers.*

**Received**

22

[18-414](#)

Receive an update from staff and the County's State Legislative Advocate on the status of legislation that is of interest to the County; and Consider taking a watch position on AB 1971 and AB 998, which were reviewed by the County's Legislative Committee on May 21, 2018 and referred to the full Board for consideration

*Attachments:* [A - Legislative Committee Agenda - May 21, 2018](#)  
[B - Federal Legislative Update](#)  
[Minute Order](#)

*Legislative, Intergovernmental and Public Affairs Officer Michelle Heppner provided an overview of AB 1971 (Santiago) Mental health services: involuntary detention: gravely disabled.*

*In response to a question from Chair Vasquez, Ms. Heppner provided information on other legislation that concerned conservatorship.*

*Supervisor Brown commented on the likelihood that one of the pieces of legislation would move forward.*

*In response to a question from Supervisor Spring, Ms. Heppner advised that a comprehensive analysis had not been done on the costs and impacts on the County as a result of the legislation.*

*County Administrator Birgitta Corsello advised that the Whole Person Care initiative was looking at the top users in the hospital and jail systems and what the current costs and future costs of providing care for those individuals looked like.*

*Supervisor Spring commented on the importance of looking at the mandates.*

*Chair Vasquez commented on the importance of looking at the entire costs and involvement by all parties in the care of the individuals.*

*Mr. Yoder advised that Los Angeles County and San Francisco County had both conducted studies on this and noted that he would provide this information to the Board.*

*Director of Health and Social Services Gerald Huber provided information on the Whole Person Care initiative.*

*In response to a question from Chair Vasquez, Mr. Yoder noted that he would provide the cost of the Los Angeles County and the San Francisco County studies to the Board.*

*Chair Vasquez invited members of the public to address the Board on this matter and the following comments were received:*

*A) Linda Privatte, Vacaville, read a letter from Catherine Hanson in support of AB 1971 and concerns about her brother Mark Rippee.*

*B) Linda Privatte, Vacaville commented in support of AB 1971 and concerns about her brother Mark Rippee.*

*C) Betty Plowman, Vacaville, commented on responses from businesses concerning Mark Rippee.*

*D) Lou Rippee, Vacaville, commented on concerns for the welfare of her son Mark Rippee and in support of AB 1971.*

*E) George Guynn, Jr., Suisun City, commented on taxpayer costs and moderation of regional government.*

*Supervisor Hannigan commented on concerns from the speakers, the number of residents in the County that could fall under the umbrella of AB 1971.*

*Deputy Director Behavioral Health Sandra Sinz provided information on AB 1971 concerning chronic or gravely disabled individuals.*

*Mr. Huber noted that the state of California lacked services for traumatic brain injuries and that funding was needed for legislation.*

*Mr. Yoder provided information on legislation for homelessness.*

*Supervisor Hannigan made a motion to support AB 1971 if it included capacity building and funding.*

*Supervisor Brown made a substitute motion to take a watch position on AB 1971.*

*Supervisor Spering seconded the substitute motion and commented on concerns with funding.*

*In response to a question from Chair Vasquez, Mr. Yoder provided information on AB 1045 that focused on housing conservatorship.*

*In response to a question from Supervisor Brown, Mr. Yoder noted that the homelessness legislation package was written to include one-time funding that was flexible over a couple of years. He advised that it was not a permanent source of funding.*

*Supervisor Brown commented that there was recognition of the need for the legislation and on the importance of balancing budgets.*

*Mr. Huber noted that AB 1045 was geared towards Los Angeles County.*

Mr. Yoder advised that other counties were likely to join the legislation.

Chair Vasquez commented on the need to help individuals get off the street and to respect their rights.

Supervisor Brown clarified that the motion was to take a watch and seek amendments position.

**On motion of Supervisor Brown, seconded by Supervisor Spering, the Board approved a watch with amendments position for AB 1971 (Santiago) Mental health services: involuntary detention: gravely disabled. So ordered by 4-0 vote.**

Ms. Heppner provided an overview of AB 998 (Grayson) Multidisciplinary teams: human trafficking and domestic violence.

Supervisor Hannigan commented on programs and services already in place that were much broader than what the legislation proposed.

**On motion of Supervisor Hannigan, seconded by Supervisor Brown, the Board approved a watch position for AB 998 (Grayson) Multidisciplinary teams: human trafficking and domestic violence. So ordered by 4-0 vote.**

Mr. Yoder provided an overview of the state budget and legislation of interest to the County.

#### Received

#### 23      [18-400](#)

Receive a presentation from Doug Pryor, Bartel and Associates, LLC, on the projected long-term Public Employees' Retirement System (CalPERS) costs for the County of Solano, including the projected financial impacts to the County resulting from the February 2018 CalPERS Board of Administration decision to amend the amortization policy; Receive financial scenarios to address the County's goal to reach a 90% funded status for pensions over time; Receive recommendations on alternative pension contribution scenarios from the Pension Advisory Committee; and Approve an Appropriation Transfer Request (ATR) increasing appropriations by \$6.6 Million in the respective funds for an additional payment to the CalPERS Public Safety Plan unfunded liability account funded by the General Fund CalPERS Rate Reserve (4/5 vote required)

Attachments:      [A - Bartel Associates, LLC Report](#)  
[B - Projected CalPERS Retirement Rates & Costs](#)  
[C - Historical CalPERS Rates & Costs](#)  
[D - Safety Schedule of Amortization Bases](#)  
[E - MISC Schedule foAmortization Bases](#)  
[Minute Order](#)

Human Resources Director Mark Fox introduced the item.

Assistant County Administrator Nancy Huston provided an overview of the County's pension funding policy.

*Vice-President of Bartel and Associates Doug Pryor provided an overview of projected long-term Public Employees' Retirement System (CalPERS) costs for the County.*

*In response to a question from Supervisor Brown, Mr. Pryor provided information on the unfunded liability payoff period.*

*In response to questions from Chair Vasquez, Mr. Pryor noted that the projections did not include growth in the number of employee positions but did include a 3% payroll increase per year.*

*Mr. Fox noted that the 3% increase was a CalPERS projection and that the County's projection was dependent on labor negotiations.*

*Mr. Pryor provided an overview of alternative contribution scenarios for pension contributions.*

*Ms. Huston provided an overview of potential funding sources and recommendations from the Pension Advisory Committee.*

*Chair Vasquez commented on the commitment from the Board to get to the 90% funded status for pensions over time and the need to memorialize the goal.*

*Ms. Huston advised that the Board needs to look at this annually because of competing needs for funding.*

*Auditor-Controller Simona Padilla-Scholtens provided information on the County's actions to be proactive regarding pension contributions.*

*Treasurer-Tax Collector-County Clerk Chuck Lomeli commented on the need to pay the debt faster to save more in the future and to look at this issue annually.*

*Chair Vasquez commented on the need for a strong statement of vigilance and flexibility to maintain the goal into the future.*

*Ms. Padilla-Scholtens commented on amortization bases and unfunded liability costs.*

*Mr. Lomeli commented on reduction of amortizations, noting that there was flexibility in which amortizations to reduce.*

*Mr. Fox commented on the Board's past actions to work on the unfunded liability issue.*

*Ms. Corsello commented on the Pension Advisory Committee's recommendations.*

*Supervisor Hannigan commented on the need to work out an agreement with the courts regarding separation of court employee pensions from the County's pension plan.*

*Ms. Huston noted that changes in amortization would affect the court employee rates.*

*Ms. Padilla-Scholtens provided information about the separation of the court employees from the County's pension plan. She advised that rates would go up for both the County and the courts depending on the reduction in amortization and that the County would carry the bulk of the increase. She then commented on the need for the courts to fully separate from the County's pension plan.*

*Supervisor Hannigan commented on the need for the courts to separate from the County's plan.*

*Ms. Corsello advised that a majority of the Board would need to direct staff to work out the issue with the court. She advised that the courts were struggling with their budget and that there would be direct impacts on services such as those in the jails if costs were to increase. She advised that it was something to strive towards but that the courts did not have a budget to cover increases for the next fiscal year.*

*Supervisor Brown commented on the need for a history and background of the activities and past actions by the Board concerning the issue.*

*In response to questions from Supervisor Sperring, Ms. Huston advised that unfunded liabilities were based on current and past employees. Mr. Fox advised that the size of government did not affect the unfunded liability payment. Mr. Pryor provided information on future hires and noted that there could be a phase out over time. Ms. Padilla-Scholtens provided information on CalPERS projections regarding the amortization base into the next 30 years. Ms. Huston advised that additional employees hired in the future would increase payroll and therefore increase pension costs.*

*Supervisor Sperring asked that impacts from increases in the number of employees be included in the future discussions.*

*Chair Vasquez invited members of the public to address the Board on this matter and the following comments were received:*

*A) George Guynn, Jr., Suisun City, commented on the need to reduce unfunded liabilities and separate court employees from the County's plan.*

**On motion of Supervisor Sperring, seconded by Supervisor Brown, the Board approved an Appropriation Transfer Request (ATR) increasing appropriations by \$6.6 Million in the respective funds for an additional payment to the CalPERS Public Safety Plan unfunded liability account funded by the General Fund CalPERS Rate Reserve. So ordered by 4-0 vote**

**RECESS**

*This meeting of the Solano County Board of Supervisors recessed at 12:45 P.M. and reconvened at 12:56 P.M. Present were Supervisors Hannigan, Brown and Sperring and Chair Vasquez. Supervisor Thomson was excused. Chair Vasquez presided.*

**24****18-423**

Receive a presentation of Health and Social Services' five year financial forecasts for Mental Health and Health Services

Attachments: [Minute Order](#)

*Principal Management Analyst Debbie Vaughn and Health and Social Services Director of Administrative Services Tess Lapira provided an overview of Health and Social Services' five year financial forecasts for Mental Health and Health Services.*

*In response to comments from Chair Vasquez, Ms. Lapira noted that foster parents would be trained to provide certain mental health services. Director of Health and Social Services Gerald Huber noted that a mandate of Continuum of Care was that every foster child must be assessed for mental health and that foster parents provide mental health services. He advised that the foster parent could bill Medi-Cal for this service.*

*In response to a question from Chair Vasquez, County Administrator Birgitta Corsello noted that the General Fund contribution to the Mental Health budget varied and depended on whether there was a mandated maintenance of effort or a share of cost agreement for certain programs.*

*Supervisor Brown suggested using the Workforce Development Board to provide services for Workforce Education and Training (WET) program.*

*Mr. Huber advised that this would need to be looked into further.*

*Deputy Director of Health and Social Services - Behavioral Health Sandra Sinz advised that there were no more new WET funds and that rollover funds from CSS were being used for the program.*

*In response to a comment from Supervisor Brown, Ms. Corsello noted that improving staff alignment could improve the number of patient encounters eligible for reimbursement.*

*Mr. Huber provided an overview of H&SS fiscal issues and challenges.*

*Ms. Corsello noted that Solano County was one of a few counties that had a five year forecast and that CSAC was asking for these types of forecasts from counties to assist them with future discussions about programs with the state. She then noted that the governor was repurposing MHSA funds for other programs and that new funds were being provided to support current programs.*

*In response to a question from Chair Vasquez, Mr. Huber provided information on adult foster care.*

*Ms. Corsello commented that the Coalition for Better Health board recognized that there was a need to figure out how to leverage the medical training program.*

*Supervisor Hannigan commented on the need to look at ways to ensure patients attend their appointments.*

*Deputy Director of H&SS Medical Services Dr. Michael Stacy provided information on the division's efforts to provide reminder calls to the patients and to fill appointments.*

*Supervisor Hannigan suggested looking at what the causes of what missed appointments were and what the solutions would be to improve the rate of patients attending their appointments.*

*Mr. Huber commented on the need to educate people on how to use health care appropriately.*

*Dr. Stacy provided additional information on the division's efforts to decrease the appointment no-show rates.*

*Ms. Vaughn noted that the five-year forecast team had conducted a detailed analysis on the appointment rates and was already working on this issue.*

*Dr. Stacy provided information on vacancies of physicians and the difficulties of providing services due to those vacancies.*

*Ms. Corsello commented on strategies to reduce the gap of the available resources and options and noted that this was still being worked on.*

*Mr. Huber commented on the need to develop community and regional capacity.*

*Chair Vasquez commented on the importance of educating people about medical care.*

**Received**

## **BOARD MEMBER COMMENTS AND REPORTS ON MEETINGS**

*Chair Vasquez invited members of the Board to make comments or reports on meetings.*

*A. Chair Vasquez thanked everyone that voted.*

**ADJOURN:**

*This meeting of the Solano County Board of Supervisors adjourned at 2:02 P.M. Next meeting of the Solano County Board of Supervisors will be the Budget Hearings beginning on June 19, 2018 at 9:00 A.M., Board Chambers, 675 Texas Street, Fairfield, California.*

\_\_\_\_\_  
JOHN M. VASQUEZ, Chair  
Solano County Board of Supervisors

BIRGITTA E. CORSELLO, Clerk  
Solano County Board of Supervisors

By \_\_\_\_\_  
Jeanette Neiger, Chief Deputy Clerk



and Supplemental Budget

- b. Recommendations for consideration and action regarding the FY2018/19 Recommended Budget and Supplemental Budget documents, including technical adjustments proposed at this hearing
- c. Public Comment of the FY2018/19 Recommended Budget
- d. Selection of budget units for discussion and Board of Supervisor members' comments
- e. Board discussion of budget units selected for discussion by functional area
- f. Board discussion and action on contributions to Non-County Agencies (Attachment D)
- g. Continue FY2018/19 Recommended Budget Hearings as needed until conclusion
- h. Final Public Comment of the FY2018/19 Recommended Budget
- i. Adopt the Budget and Position Resolutions for FY2018/19 and other recommendations included in the Recommended Budget, Supplemental Budget and technical adjustments from the Board budget hearings

Attachments:

[A - Summary of Supplemental Budget Adjustments](#)

[B - Supplemental Adjustments \(Explanations\)](#)

[C - Changes in Permanent Position Summary](#)

[D - Contributions to Non-County Agencies](#)

[E - Federal and State Budget Supplemental Updates](#)

[F - Projected CalPERS Retirement Rates & Costs FY2017-18](#)

[G - Capital Facilities Improvement Plan](#)

[H - Budget Resolution](#)

[I - FY2018-19 Recommended Budget Hyperlink](#)

[J - Budget Notice](#)

[FY2018-19 Budget Presentation Final](#)

[Correspondence from the City of Fairfield regarding Homelessness](#)

[Resolution No. 2018-127 Amending the Allocation List](#)

[Resolution 2018-128 Amending the Allocation List](#)

[Resolution No. 2018-129 Adopting the Budget for 2018/19 Fiscal Year](#)

[Solano County Exhibit at the CA State \(County\) Fair BU 1754 \(Promotions\)](#)

*Chair Vasquez opened the public hearing.*

**COUNTY ADMINISTRATOR'S PRESENTATION OF THE FY2018/19  
RECOMMENDED AND SUPPLEMENTAL BUDGET**

County Administrator Birgitta Corsello provided an overview of the FY2018/19 Recommended Budget and Supplemental Budget.

Budget Officer Ian Goldberg provided an overview of the recommended and supplemental position changes.

**PUBLIC COMMENT OF THE FY2018/19 RECOMMENDED BUDGET**

Chair Vasquez invited members of the public to address the Board on this matter and the following comments were received:

A) Donald Tipton, unincorporated Vallejo, commented on assessed values on businesses, increases in the Board office budgets, increases to central data processing services, community block grants to unincorporated Vallejo, housing rehabilitation funding for Vallejo, Homeacres loan, consolidated lighting funds, and planning for pending issues.

Supervisor Hannigan asked that staff address increases in administrative overhead.

B) Linda Privatte, Vacaville, commented on the need for funding for Laura's Law and AB 1971.

C) Eleanor MacMakin, Vacaville, commented on data driven decision making, allocation of funding and performance measurement.

D) Alan Kerzin, Director of the Solano Children's Network, commented on concerns of funding reductions in the First 5 Solano budget that would affect funding for Family Resource Centers.

E) Father Alvaro Fuentes, Executive Director of the Community Clinic Consortium, commented in support of funding for community health centers.

F) George Guynn, Jr., Suisun City, commented on the need to use E-Verify, to increase recruitment of businesses to the area, to increase employment, to provided services to residents and on housing.

**SELECTION OF BUDGET UNITS FOR DISCUSSION AND BOARD OF SUPERVISOR MEMBERS' COMMENTS**

The following budget units were selected for further discussion:

1004 - District 4, 1117 - General Services, 1500 - Human Resources, 1530 - First 5 Solano, 1750 - Promotion, 1820 - Fairgrounds Development Project, 1903 - General Fund Expenditures, 6500 - District Attorney, 6550 - Sheriff and 7500 - Health and Social Services

**BOARD DISCUSSION OF BUDGET UNITS SELECTED FOR  
DISCUSSION BY FUNCTIONAL AREA**

*In response to a request from Supervisor Hannigan, Chief Information Officer Ira Rosenthal provided an overview of increases in data processing charges.*

*In response to a question from Chair Vasquez, Mr. Rosenthal provided information on cost allocation of IT services across departments.*

*Supervisor Sperring noted that the Board did not have discretion over the cost allocation of services.*

*Auditor-Controller Simona Padilla-Scholtens provided information on increases in countywide overhead (A-87) costs.*

*Chair Vasquez noted that the purpose of the A-87 costs was to show transparency.*

*Ms. Padilla-Scholtens noted that the goal was transparency and proper accounting to show what it actually cost for each budget unit to operate.*

*Planning Manager Mike Yankovich provided information on the Homeacres loan program.*

*Director of Resource Management Bill Emlen also provided information on the program.*

**Budget Unit 1004 - District 4**

*Chair Vasquez advised that he would like to transfer \$1,000 from the 2000 series to 1000 series in BU 1004 budget for Extra Help.*

***On motion of Chair Vasquez, seconded by Supervisor Hannigan, the Board approved moving \$1,000 from the 2000 Series Services and Supplies budget to the 1000 Series Salaries and Benefits - Extra Help line item for Budget Unit 1004. So ordered by 5-0 vote.***

**Budget Unit 1750 - Promotions**

*Supervisor Brown commented in opposition to the request for \$40,000 for the state fair exhibit, noting that the funding could be used for senior programs impacted by the issues surrounding the Area Agency on Aging. She made a motion to not fund the exhibit and to move the funds to Meals on Wheels of Solano County.*

*In response to a question from Supervisor Brown, Ms. Corsello noted that the funding would be for the 2019 exhibit and provided information on past funding of the exhibit. She advised that the funding was discretionary.*

*Supervisor Thomson seconded the motion and commented that the \$40,000 could be used more appropriately elsewhere.*

*Chair Vasquez commented on the number of people that visit the fair exhibit and noted that the exhibit was highly recognized and contributed to by the community. He asked Supervisor Thomson if there was a budget amount that he would be in favor of.*

*Supervisor Thomson commented on past contributions and donations and suggest \$5-7,000 for seed money.*

*In response to a question from Supervisor Spering, Ms. Corsello noted that the County Administrator's Office facilitated the exhibit with a third party and that she was concerned that there was an expectation that the office would have to take on the additional responsibility of the full exhibit without help.*

*Supervisor Spering commented on the need to have some presence at the fair and advised that he would agree to reduce the amount but not to eliminate the full funding.*

*Supervisor Hannigan commented in agreement with Supervisor Spering and on the need to have a discussion about addressing what the County's presence would be at the fair and how to promote the County in other ways.*

*In response to questions from Supervisor Brown, Principal Management Analyst James Bezek provided an overview of what programs the Promotion budget funded. He noted that a portion of the budget would not be used for FY2017/18 and would fall back to fund balance.*

*Ms. Corsello provided additional information on the Board's options to move funds.*

*Supervisor Brown suggested keeping \$20,000 in the budget for the fair exhibit and moving the other \$20,000 to support the Meals on Wheels program.*

*Chair Vasquez advised that allocation of the remaining \$20,000 should be discussed at a later time.*

*Ms. Huston noted that the Board could earmark \$20,000 of the remaining budget for discretion at a later time.*

*Chair Vasquez commented on the need to have a discussion about Meals on Wheels funding at Midyear.*

*Ms. Huston advised that the Board could allocate funding for Meals on Wheels from the funds resulting from the waiver of the CMSP.*

*Supervisor Brown commented on the Area Agency on Aging (AAA) situation that was causing a need for funds for Meals on Wheels.*

Supervisor Sperring commented on the funding for AAA in Budget Unit 1903 - General Fund Expenditures and advised that he would rather see reallocation of funds into the AAA to cover Meals on Wheels and other programs that AAA was responsible for.

Supervisor Thomson seconded the \$20,000 reduction to the fair exhibit.

Supervisor Hannigan clarified that the Promotion budget would be reduced from \$40,000 to \$20,000 for the fair exhibit and that the other \$20,000 would move to General Fund Expenditures to support the AAA.

Supervisor Brown commented on concerns with how long the nonprofits would be running for the program.

**On motion of Supervisor Brown, seconded by Supervisor Thomson, the Board approved to reduce the Solano County Fair Exhibit line item under Budget Unit 1750 - Promotions by \$20,000. So ordered by 5-0 vote.**

### **Budget Unit 1903 - General Fund Expenditures**

Ms. Corsello provided information on contributions to the Area Agency on Aging (AAA) and noted that there was not yet an entity to receive the funds and that the funding would need to come back to the Board for the designation. She then noted that a contribution to Meals on Wheels would have to be made directly as there was not a mechanism to provide the funding to them until the issues with the AAA were resolved.

Ms. Huston noted that sandwiches were being provided in Vallejo at the Marina Towers area once a week by the food bank.

Supervisor Hannigan advised that the allocation would need to be for the Meals on Wheels program services that were serving the targeted areas covered by the AAA.

In response to a comment from Supervisor Hannigan, Ms. Corsello advised that a compromise would be to earmark the funds and have staff bring back a contractual arrangement that would articulate what level and where the services would be provided.

Supervisor Hannigan advised that she had made a request to (ODAS) Older and Disabled Adult Services to review the Meals on Wheels service to identify what the costs were and which agencies were involved with providing the service. She commented on the need to determine the costs before making a \$20,000 allocation and for ODAS to be involved in working with the nonprofits to determine those costs.

In response to a question from Chair Vasquez, Ms. Huston advised that the motion would be to create an appropriation of \$20,000 for this purpose and that staff would come back to the Board with a contract and specific ways to use the funds.

*Supervisor Spering suggested that the allocation be designated for the AAA and associated services so that staff had time to look at what the Meals on Wheels program needed.*

*Ms. Corsello advised that agreements would still need to be brought back to the Board.*

***On motion of Supervisor Brown, seconded by Supervisor Hannigan, the Board approved a \$20,000 appropriation from the one-time unanticipated revenue from State Mandated Cost Reimbursement under SB 90 for the Area Agency on Aging successor agency and associated services, with the direction that staff will bring back recommendations on allocations and/or agreements to the Board for approval. So ordered by 5-0 vote.***

### ***Budget Unit 7500 - Health and Social Services***

*In response to questions from Supervisor Spering, Ms. Corsello provided information on the recommended \$327,000 for housing support services that was the net remaining balance of the CMSP contribution, noting that it was a placeholder for later when the County received an ask for funds from the Board or nonprofit agencies.*

*In response to a question from Supervisor Spering, Assistant Director of Health and Social Services Tonya Nowakowski provided information on the cities' contributions to Cap Solano. Principal Management Analyst Debbie Vaughn advised that every city would pay a percentage share of the increase under the Coordinated Entry proposal.*

*Supervisor Spering commented on Cap Solano and asked that staff come back and provide information on what they were doing and why they were a good investment. He advised that Cap Solano seemed to be segregated from all the other programs working on homelessness and noted that he would like to understand how it is being coordinated and how the cities were working together.*

*Supervisor Brown asked if the Board could address the \$40,000 request from the City of Fairfield regarding the Bridget to Life Center.*

*Ms. Huston advised that the Board could act now or that staff could bring back an agenda item the following week.*

*Ms. Corsello advised that the Board could appropriate the money in the budget and bring an agenda item back to the Board. She commented on the importance of participating in the Bridge to Life process to keep the hospitals and city engaged.*

*Supervisor Thomson commented on the need to allocate the funds now to prevent any question about the County's intention.*

*Ms. Huston advised that the allocation would come from the reprogramming of the money that would have been paid to the CMSP.*

*On motion of Supervisor Thomson, seconded by Supervisor Brown, the Board approved one-time matching funds of \$40,000 for the request from the City of Fairfield for funding to keep the Bridge to Life Center shelter open through September 2018, to be paid from the one-time savings in General Fund obligation to CMSP. So ordered by 5-0 vote.*

*Supervisor Hannigan asked for clarification on the \$25,000 budget for the Solano Coalition for Better Health meeting facilitation.*

*Health Officer Dr. Bela Matyas advised that the funds were for convening for health access purposes to increase access to healthcare and not for outreach.*

*Supervisor Spering commented on the need for discussion on how to get the mentally ill off the streets and the need to make a commitment to mental health services.*

*Director of Health and Social Services Gerald Huber commented on the issues between a lack of housing for the mentally ill on the streets.*

*Deputy Director of Health and Social Services - Behavioral Health Sandra Sinz commented on programs and partnerships that assisted with mentally ill homeless individuals. She advised that housing resources were a challenge for assisting the mentally ill on the streets.*

*Supervisor Spering commented on the need for a discussion to take place regarding housing and what the needed costs were before any allocations were made. He asked that the discussion be brought back to the Board to start tackling this issue and what the commitments were from the County and the cities.*

*Mr. Huber commented on the need for countywide coordination to address the issue and noted that the hospitals and faith-based agencies needed to be included.*

*Supervisor Thomson commented on the need to get everyone involved into the discussion and on his experience working with a mentally ill individual. He advised that the issue of housing was critical for the mentally ill and commented in support of AB 1971.*

*Mr. Huber noted that the mentally ill were likely to be invisible until they were homeless and commented on the need to develop a regional solution to the issue.*

### **RECESS**

*This meeting of the Solano County Board of Supervisors recessed at 11:29 A.M and reconvened at 11:44 A.M. All members were present and Chair Vasquez presided.*

**Budget Unit 7500 - Health and Social Services** (continued)

Supervisor Hannigan commented on the issue of housing for the homeless and the need for a countywide solution to address it. She requested that a comprehensive conversation be brought back to the Board.

Chair Vasquez advised that homelessness was an issue that had not gone away and that it would take political will and partnership with the community to address it.

In response to comments from Supervisor Spering, Ms. Corsello provided information on the proposed use of approximately \$1 million of the one-time funding reimbursement from the state to permanent supportive housing with partners. She also provided information on other funds in the budget that would assist with grant capacity and to partake in a partnership to build veteran units.

In response to a question from Supervisor Spering, Ms. Corsello provided information on discussions with the City regarding the transition of Heather House services and noted that the city was also dealing with transitions of Mission Solano to the Bridge to Life Center.

Supervisor Spering commented on the need to look at helping the city with Heather House and asked that this come back to the Board.

Mr. Huber commented on the County's efforts to keep the Heather House operating and on the need for the beds it provided.

Supervisor Spering commented on the need to look at long term services that Heather House could provide.

Ms. Corsello noted that staff had approached all the cities on the homeless issue and that conversations and efforts were continuing in order to find permanent solutions. She noted that the challenge would be what money to use.

Supervisor Thomson commented on the need to look at nonprofits that provide a niche and to provide them with funding. He advised that it may be a matter of finding the larger providers that do services well and provide them with funding. He noted a need to get away from trying to provide all services in one place. Lastly, he commented on the need for a certain nonprofit to look at the Housing First model to provide services for men, women and children.

**Budget Unit 1500 - Human Resources**

In response to a question from Supervisor Thomson, Director of Human Resources Marc Fox provided information on what the department was doing for succession planning and training and development.

In response to a question from Supervisor Hannigan, Mr. Fox provided information on the number of employees that used tuition reimbursement.

*Ms. Corsello provided information on mentoring services that the County provided to employees.*

**Budget Unit 1117 - General Services**

*Supervisor Spering commented on maintenance for veterans' facilities and advised that expecting veterans to take care of smaller maintenance items was not working. He then asked that staff explore a different model for maintenance to ensure the work got done.*

*Director of General Services Mike Lango provided information on maintenance agreements with all six veterans facilities. He noted that monthly inspections would begin in July and that the department would work with the veteran groups to better define maintenance responsibilities of the groups and the County.*

*Supervisor Spering commented on the need to focus on the operation of the building being the responsibility of the groups and that the County should take responsibility for the maintenance of the building.*

*Chair Vasquez advised that the veterans groups were reluctant to provide maintenance when costs could potentially run high. He noted that the groups were helping the community and that a new model or formula was needed.*

*Mr. Lango advised that staff would follow up on this to determine a better way to address this issue.*

*Supervisor Spering recommended approaching the new model with the mindset that the County was a constant and that the groups changed.*

*In response to a question from Supervisor Spering, Mr. Lango advised that there was no maintenance for the remaining buildings at the fairgrounds that would be provided by General Services.*

*Ms. Corsello noted that General Services did not have the responsibility of the fairground facilities and advised that the maintenance of those facilities would be a discussion for the fairgrounds budget.*

*In response to a question from Supervisor Spering, Ms. Huston noted that there was a management agreement with the Solano County Fair Association for maintenance of the facilities that expires in 2020.*

**Budget Unit 1820 - Fairgrounds Development Project**

*Ms. Huston provided information on the request from the SCFA for \$5,000 to reimburse the SCFA for the cost of its strategic plan.*

*In response to a question from Supervisor Thomson, Ms. Huston advised that a letter was sent to the SCFA requesting postponement of their strategic planning process until the Board had approved the funds. She noted that the SCFA had continued with their process.*

*Supervisor Thomson advised that the SCFA should have gotten permission before spending funds for the strategic planning process.*

*Supervisor Spering noted that he had suggested a strategic plan for the SCFA and that the process had been paused once the SCFA understood that it needed to come back to the Board first.*

*Supervisor Thomson noted that this was fair enough and that he was supportive of the \$5,000 allocation.*

*Ms. Huston provided information on the demolition project at the fairgrounds.*

*Mr. Bezek provided information on the Fairgrounds Development Project.*

#### **Budget Unit 6500 - District Attorney**

*Supervisor Thomson commented on the County's Take-Home Vehicle Policy, noting that it was unclear. He advised that he would be voting against Budget Unit 6513 because there were county vehicles in the budget that were leaving the County.*

*Chair Vasquez noted that the Take-Home Vehicle Policy needed to come back to the board.*

*District Attorney Krishna Abrams provided information on the department's compliance with the Take-Home Vehicle Policy and advised that the vehicles were being used by criminal investigators that conduct field work outside of Solano County.*

*Supervisor Thomson noted that the policy wasn't clear enough and that there were departments that were not in compliance.*

*County Counsel Dennis Bunting advised that the issue should be addressed as to whether the department was managing its budget appropriately. He noted that the District Attorney and the Sheriff had the privilege under the law to manage their own employees.*

*In response to a comment from Supervisor Thomson, Mr. Bunting advised that the Board could not tell the District Attorney and the Sheriff how to manage their budget once the budget had been approved.*

*Chair Vasquez noted that Supervisor Thomson is asking that the policy come back to the Board.*

*Ms. Abrams advised that the department was in compliance with the policy.*

*Supervisor Thomson commented on the need to make the policy clearer.*

**Budget Unit 6550 - Sheriff's Office**

*Supervisor Thomson commended the department for providing him with information on overtime explanations. He then commented on flex staffing for employees and asked if schedules were flexed to reduce overtime.*

*Sheriff Tom Ferrara provided information on the department's use of flexing schedules if there was at least seven days' notice. He advised that schedules were flexed for the Solano County Fair and the Dixon May Fair as well.*

*Supervisor Thomson commented on an upcoming review of overtime by the Auditor-Controller's Office and on the need to look at flexing schedules to reduce overtime costs.*

*Sheriff Ferrara provided information on past overtime charges for Correctional Officers.*

*Supervisor Thomson advised that he would be voting against the budget because of Take-Home Vehicle Policy concerns.*

*Sheriff Ferrara requested that he be allowed to participate in the discussions about the policy as it was in revision.*

*Chair Vasquez advised that the Take-Home Vehicle Policy would be on a future agenda.*

*Supervisor Spering noted that not all overtime was bad but that it needed to be reviewed to ensure it was being used responsibly. He noted that the Sheriff has been responsible given challenges he had faced and that there were reasons for the overtime needed.*

*Supervisor Thomson commented on the need to look at the cost-benefit analysis of overtime and whether it was less costly to the physical and mental wellbeing of the employee to hire an additional full time employee to reduce overtime.*

**Budget Unit 1530 - First 5 Solano**

*Supervisor Brown advised that she would be voting against the budget due to concerns with the proposed Health Education Specialist position adding more expense to budget when declining revenues didn't support the expense.*

*Supervisor Thomson commented on the Triple P contract and advised that the Family Resource Centers (FRCs) wouldn't have applied for that contract because they provide basic needs and not what the contract covered. He then commented on the importance of FRCs to support families and the need for more funding for them. He then provided examples of families that had received support and housing assistance from FRCs to successfully get back on their feet.*

*Supervisor Hannigan noted that the Yocha Dehe Wintun Nation had contributed another \$200,000 for safety net services that was distributed through the FRCs. She then provided information on First 5 Solano's strategic plan and priority area of systems change, noting that it was primarily done to address the declining revenues and that the goal was to strengthen integration and sustainability of the early childhood system for those nonprofits that contracted with the County. She then commented on the health of nonprofits as a result of declines in funding.*

*First 5 Solano Executive Director Michele Harris provided information on the First 5 Solano Children and Families Commission's (Commission) strategic planning and an analysis of the Triple P program that resulted in being able to leverage funds and deliver outcomes.*

*Ms. Corsello noted that the Commission was independent in regard to its source of funding and commented on past efforts to reduce the FRC funding unless the funding resulted in an outcome the Board was looking for. She advised that the proposed budget included a recommendation for a needs assessment to look at what the needs were for the FRCs to see how they could assist with programs the County needed.*

*Chair Vasquez advised that First 5 Solano was heading in a different direction and that the issue that needed to be addressed was how to help the FRCs with the gap between what had been funded in the past and what was needed to keep them going.*

*Supervisor Hannigan commented on the need to look at FRCs as a delivery system for services and review their structure and whether they are responding to outcomes the County is asking them to provide. She then commented on the health of nonprofits, the need to review what the County was doing to help nonprofits that it relies on for services and asked that the County Administrator bring back a discussion regarding hiring a fund developer and/or a grant writer to find matching funds for nonprofits.*

*Supervisor Thomson commented on the need to reward those that do something well and look at those that are not. He noted that he was advocating for the County to backfill funding for the FRCs and saw it akin to preventative healthcare. He then commented on the need to look at what the FRCs can do in the future.*

*First 5 Solano Deputy Director Megan Richards noted that the current contract with the FRCs provided for parent education as one component of the work they do.*

*Supervisor Thomson noted that the Triple P contract was for parenting education.*

*Ms. Richards noted that the model for the FRCs also contained parent education.*

*Supervisor Thomson noted that the parenting education was a small portion of the FRC contracts.*

*In response to a question from Supervisor Brown, Ms. Corsello advised that there were no asks from the FRCs in regard to funding and that there was no recommendation for an increase for nonprofits in the budget.*

*Ms. Richards provided the Board with a handout that showed the difference in funding from the previous year and the next year.*

*In response to questions from Chair Vasquez, Ms. Richards provided information on the funding amount for the FRCs.*

*Supervisor Hannigan commented on funding provided by the Yocha Dehe Wintun Nation tribe, noting that it was one-time money to assist families with needs. She advised that the issue of backfilling was a bigger discussion that needed to happen. She noted that every FRC was run differently and that there was a need to look at this.*

*Chair Vasquez noted that each community had demands on FRCs and that it was good to think about helping them in the future, but that there was a need to think about bridging the funding gap in the meantime.*

*Supervisor Thomson noted that time was of the essence and that some of the FRCs may be in trouble as of July 1st. He suggested bridge funding for now and to hold a collective discussion with the FRCs about what is expected from them.*

*Supervisor Hannigan noted that the challenge was that the FRCs hadn't requested funding from the County.*

*Chair Vasquez noted that the FRCs were quietly asking for funding from the Board members.*

*Supervisor Thomson made a motion for \$100,000 for FRCs to get through the next several months. He then asked if the proportion would be as it was shown on the form.*

*Ms. Richards noted that the proportion was done by population living in poverty.*

*Ms. Huston asked for clarification on where the funds would come from.*

*Chair Vasquez advised that it could come from the \$7 million.*

*Ms. Corsello advised that it could come from the housing support services, which would leave about \$84,000 left in that pot of funds.*

*Supervisor Thomson noted that his motion would be to take it from that fund.*

Supervisor Brown seconded the motion and advised that helping the FRCs didn't mean that the County would continue giving the funds in the future. She noted the need to have discussions with the FRCs and concerns about getting families through the next several months.

Supervisor Spering asked how the \$100,000 would be distributed.

Supervisor Thomson noted that the form provided by Ms. Richards showed the formula based on the current distribution formula using population and poverty.

Supervisor Spering commented on concerns that there was no request for funds from the FRCs and that there wasn't time for an analysis by staff on the impacts of the funding.

**On motion of Supervisor Thomson, seconded by Supervisor Brown, the Board approved one-time bridge funding of \$100,000 for Family Resource Centers (FRCs) to be paid from the one-time savings in General Fund obligation to CMSP, using the formula distribution to FRCs already in place. Supervisors Hannigan and Spering voted no. So ordered by 3-2 vote.**

In response to a question from Supervisor Spering, Ms. Harris provided information on funding for the Health Education Specialist position and the number of positions in the department. Ms. Richards advised that the number of positions was the same as two years prior.

In response to a question from Supervisor Hannigan, Ms. Harris provided information on the dedication of resources for services for Vallejo and Rio Vista based on community indicators of health and wellbeing. She advised that the department would be tentatively locating services on Mare Island Way.

Supervisor Hannigan commented on the co-location of First 5 Solano with Child Haven for services at Mare Island Way and requested that the CAO be authorized to work with First 5 Solano to assist with relocation of Child Haven to Vallejo to address high needs of that community. She advised that the matter was in the Supplemental Budget.

Ms. Huston advised that the matter was listed as a pending issue in the Supplemental Budget.

Ms. Corsello advised that any funds would likely need to come out of fund balance or capital renewal and that staff would need to bring the contribution and improvements back to the Board.

Supervisor Brown advised that First 5 Solano had a reserve that could fund this.

Supervisor Hannigan noted that this was a one-time funding request. She advised that pulling it from reserves would end up pulling it from funding for programs later. She noted that the Early Childhood Center services will still be provided to other communities within the County and that those services were being located in Vallejo because it was a city of need with the highest propensity of children living in poverty.

**On motion of Supervisor Hannigan, seconded by Supervisor Spering, the Board approved a one-time appropriation of \$200,000 for location assistance and tenant improvements for the Vallejo Early Childhood Center, to be paid from the General Fund Contingency. Supervisor Brown voted no. So ordered by 4-1 vote.**

**BOARD DISCUSSION AND ACTION ON CONTRIBUTIONS TO  
NON-COUNTY AGENCIES (ATTACHMENT D)**

Please see minutes above.

**FINAL PUBLIC COMMENT OF THE FY2018/19 RECOMMENDED  
BUDGET**

Supervisor Spering asked if there were funds in the budget for marketing and promotion of the fairgrounds site now that it was being demolished and cleared in preparation for development.

Ms. Huston advised that there were funds in the budget for this.

Chair Vasquez closed the public hearing.

**ADOPT THE BUDGET AND POSITION RESOLUTIONS FOR FY2018/19  
AND OTHER RECOMMENDATIONS INCLUDED IN THE  
RECOMMENDED BUDGET, SUPPLEMENTAL BUDGET AND  
TECHNICAL ADJUSTMENTS FROM THE BOARD BUDGET HEARINGS**

In response to comments from Supervisor Thomson and Chair Vasquez, Mr. Bunting advised that the Board vote separately on Budget Units 6513, 6550 and 1530.

**On motion of Supervisor Spering, seconded by Supervisor Hannigan, the Board approved the recommended budget for Budget Unit 6513 District Attorney. Supervisor Thomson voted no. So ordered by 4-1 vote.**

**On motion of Supervisor Hannigan, seconded by Supervisor Spering, the Board approved the recommended budget for Budget Unit 6550 Sheriff/Coroner. Supervisor Thomson voted no. So ordered by 4-1 vote.**

**On motion of Supervisor Spering, seconded by Supervisor Hannigan, the Board approved the recommended budget for Budget Unit 1530 First 5 Solano. Supervisor Brown voted no. So ordered by 4-1 vote.**

Ms. Huston noted that the budget's total dollar amount had not changed after the Board's actions. She then reviewed the remaining recommendations for action by the Board.

*On motion of Supervisor Sperring, seconded by Supervisor Hannigan, the Board voted 5-0 to approve and take the following actions:*

**1. Adopted Resolution 2018 adopting the budget for the County of Solano for the 2018/19 Fiscal Year.**

**2. Approved the attached Changes in Position Allocation List reflecting allocated positions included in the Recommended and Supplemental Budgets and Adopted Resolution 2018-127 and Resolution 2018-128 Amending the List of Numbers and Classifications of Positions incorporating the deletions and additions recomme**

**3. Approved the Recommended Contributions to Non-County Agencies as included in the Recommended and Supplemental Budgets.**

**4. Authorized the Auditor-Controller, with the concurrence of the County Administrator, to transfer appropriations within a fund to cover FY2017/18 year-end closeout if justified, subject to the transfer(s) not increasing the total appropriation within the fund.**

**5. As part of FY2017/18 closeout, transfer and/or redistribute BOS approved County General Fund contribution between Departments within Fund 900 (Public Safety) and between Departments/Divisions for Fund 902 (Health & Social Services), provided that the BOS approved General Fund contribution/appropriation amount directed to each of the individual Funds 900 and 902 remains within the approved County General Fund contribution/appropriations amount.**

**6. In addition, as part of FY2017/18 closeout, if the Midyear projection of fund balance for the General Fund is not met (estimated at \$26.9 million), County Administrator will authorize the Auditor-Controller to reduce, in this order, Accrued Leave Payoff, Capital Renewal, CalPERS Reserve, and then General Fund Contingency for FY2018/19 by the amount short of the projection.**

**7. Authorized the County Administrator to pay the FY2016/17 claim for Solano Coalition for Better Health in the amount of \$87,500 utilizing FY2017/18 Fund Balance.**

**8. In the event the General Fund's year-end fund balance exceeds the amount needed to balance the FY2018/19 Budget, as may be authorized by the Board of Supervisors following Budget Hearing deliberations, authorized the County Administrator to direct the Auditor-Controller to:**

- i. Increase the General Fund Committed Fund Balance for Deferred Maintenance/Capital Renewal up to \$5.0 million; and**
- ii. Increase the General Fund Committed Fund Balance for the Employer CalPERS Rate Increases and/or 115 Trust up to \$5.0 million;**
- iii. Increase the General Fund Committed Fund Balance for General Fund Reserves up to \$4.0 million;**

**9. Authorized the Auditor-Controller to apply year-end available fund balance at 6/30/2018 as an Operating Transfer Out to the Library Contingency (BU 9304) in the following Budget Units: Library Zone 1 (BU 6150), Library Zone 2 (BU 6180), Library Zone 6 (BU 6166), and Library Zone 7 (BU 6167).**

10. Authorized the Auditor-Controller to increase (decrease) appropriations in the Department of Child Support Services Operations Division (BU 2488, subobject 0002312) by the available year-end fund balance at 6/30/2018.

11. Authorized the Auditor-Controller to increase (decrease) appropriations in the East Vallejo Fire Protection District (BU 9814, subobject 0002245) by available year-end fund balance.

12. Authorized the Director of Human Resources, with the concurrence of the County Administrator, to make technical changes to the Position Allocation List.

13. Authorized the Auditor-Controller, with the concurrence of the County Administrator, to make adjustments after the close of the Budget Hearings and the end of the fiscal year as needed and where applicable to balance the FY2018/19 Adopted Budget.

14. Authorized the County Administrator to delete positions that have been vacant for over six months, in accordance with the 2011 Budget Reduction Strategy of eliminating or freezing vacant positions and only filling positions that are "Mission Critical" to the organization, and to accordingly direct the Director of Human Resources to make technical changes to the Position Allocation List as needed.

15. Authorized the Auditor-Controller, with the concurrence of the County Administrator to increase the committed Employer CalPERS Rate Reserve by repayments to the General Fund from Pension Debt Service Fund.

16. Authorized the Auditor-Controller to increase General Fund Reserves by repayments from General Fund Loans.

17. Authorized the Auditor-Controller, with the concurrence of the County Administrator, to increase (from the 6/30/2018 year-end close/fund balance) the following:

- i. Committed Fund Balance - Employer CalPERS Rate by \$4.8 million;
- ii. Committed Fund Balance - Capital Renewal by \$3 million; and
- iii. Committed Fund Balance - Accrued Leave Payoff by \$1 million.

18. Authorized the County Administrator, assisted by the Auditor-Controller, to draw down:

- i. Committed Fund Balance - Capital Renewal by \$4.9 million to fund the various projects in the Accumulated Outlay Fund.

19. Authorized the County Administrator, assisted by the Auditor-Controller, to transfer \$10 million from the Committed Fund Balance - Employer CalPERS Rate to the Committed Fund Balance - PARS 115 trust.

20. Authorized the Auditor-Controller, with the County Administrator's approval to increase the General Fund Balance for Accrued Leave Payoff by the amount appropriated in the General Expenditures Budget for Accrued Leave payoff not used by the end of the fiscal year.

21. Authorized the County Administrator, to complete all actions necessary, including approval of any necessary Appropriation Transfer Requests (ATR's) related to the Intergovernmental Transfer funds (IGT) previously approved by the Board in April 2018.

22. Authorized the County Administrator to sign all agreements and/or contract amendments resulting from the Board's approval of the Recommended Budget and Supplemental Budget requests.

Enactment No: Resolution 2018-127 to Resolution 2018-129

**ADJOURN:**

*This meeting of the Solano County Board of Supervisors adjourned at 1:31 P.M. Next meeting of the Solano County Board of Supervisors will be June 26, 2018 at 8:30 A.M., Board Chambers, 675 Texas Street, Fairfield, California.*

\_\_\_\_\_  
JOHN M. VASQUEZ, Chair  
Solano County Board of Supervisors

BIRGITTA E. CORSELLO, Clerk  
Solano County Board of Supervisors

By \_\_\_\_\_  
Jeanette Neiger, Chief Deputy Clerk



# Solano County

675 Texas Street  
Fairfield, California 94533  
www.solanocounty.com

## Minutes - Draft Board of Supervisors

*John M. Vasquez (Dist. 4), Chair  
(707) 784-6129*

*Erin Hannigan (Dist. 1), Vice-Chair  
(707) 553-5363*

*Monica Brown (Dist. 2)  
(707) 784-3031*

*James P. Spring (Dist. 3)  
(707) 784-6136*

*Skip Thomson (Dist. 5)  
(707) 784-6130*

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Tuesday, June 26, 2018

9:00 AM

Board of Supervisors Chambers

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### CALL TO ORDER

*The Solano County Board of Supervisors met on the 26th day of June 2018 in regular session in the Board of Supervisors' Chambers at the Solano County Government Center, 675 Texas Street, Fairfield, California at 9:00 A.M. Present were Supervisors Hannigan, Brown, Spring, Thomson and Chair Vasquez. Chair Vasquez presided. Also present were County Administrator Birgitta E. Corsello and County Counsel Dennis Bunting.*

### ROLL CALL

*John M. Vasquez, Erin Hannigan, Monica Brown, James P. Spring and Skip Thomson*

### SALUTE TO THE FLAG AND A MOMENT OF SILENCE

This meeting of the Solano County Board of Supervisors continued with the Salute to the Flag and a Moment of Silence.

### PRESENTATIONS

- 1      [18-472](#)      Adopt and present a resolution recognizing Colonel John M. Klein, Jr., Commander of the 60th Air Mobility Wing, Travis Air Force Base, for his outstanding service and contributions to Solano County (Supervisor Spring)

*Attachments:*      [A - Resolution](#)  
                                 [Adopted Resolution](#)  
                                 [Minute Order](#)

**On motion of Supervisor Spring, seconded by Supervisor Hannigan, the Board adopted and presented Resolution No. 2018-130 recognizing Colonel John M. Klein, Jr., Commander of the 60th Air Mobility Wing, Travis Air Force Base, for his outstanding service and contributions to Solano County. So ordered by 5-0 (see Resolution Book)**

**Enactment No: Resolution 2018-130**

- 2      [18-473](#)      Adopt and present a resolution and plaque of appreciation honoring Digna Reisinger, Legal Secretary, upon her retirement from the Office of the Public Defender, with 31 years of dedicated public service to Solano County (Supervisor Spering)

*Attachments:*      [A - Resolution](#)  
                                 [Adopted Resolution](#)  
                                 [Minute Order](#)

**On motion of Supervisor Spering, seconded by Supervisor Hannigan, the Board adopted and presented Resolution No. 2018-131 honoring Digna Reisinger, Legal Secretary, upon her retirement from the Office of the Public Defender, with 31 years of dedicated public service to Solano County. So ordered by 5-0 (see Resolution Book)**

**Enactment No: Resolution 2018-131**

- 3      [18-450](#)      Adopt and present a resolution and plaque of appreciation honoring Jeffery Ingram, Supervising Group Counselor, upon his retirement from the Solano County Probation Department with 25 years of dedicated public service to Solano County (Supervisor Brown)

*Attachments:*      [A - Resolution](#)  
                                 [Adopted Resolution](#)  
                                 [Minute Order](#)

**On motion of Supervisor Brown, seconded by Supervisor Thomson, the Board adopted and presented Resolution No. 2018-132 honoring Jeffery Ingram, Supervising Group Counselor, upon his retirement from the Solano County Probation Department with 25 years of dedicated public service to Solano County. So ordered by 5-0 (see Resolution Book)**

**Enactment No: Resolution 2018-132**

- 5      [18-448](#)      Adopt and present a resolution recognizing July 15 - July 21, 2018 as Probation and Community Supervision Week

*Attachments:*      [A - Resolution](#)  
                                 [Adopted Resolution](#)  
                                 [Minute Order](#)

**On motion of Supervisor Hannigan, seconded by Supervisor Thomson, the Board adopted and presented Resolution No. 2018-133 recognizing July 15 - July 21, 2018 as Probation and Community Supervision Week. So ordered by 5-0 (see Resolution Book)**

**Enactment No: Resolution 2018-133**

- 4      [18-466](#)      Receive a presentation by the District Attorney's Office on the selection of Stephanie Magalski as "Employee of the Month" for July 2018

*Attachments:*      [Minute Order](#)

**Received**

**ITEMS FROM THE PUBLIC**

*Chair Vasquez invited members of the public to address the Board on matters not listed on the agenda but within the subject matter jurisdiction of the Board. The following comments were received:*

*A) Richard Maddox, Vacaville, commented on concerns with abatement for a property on Lewis Road.*

*B) Tony Xavier-Maddox, Vacaville, also commented on concerns with abatement for a property on Lewis Road.*

*In response to a question from Chair Vasquez, Ms. Maddox noted that the air quality board had been called about illegal burning on the property.*

*C) Christiane Noelting, Vacaville, also commented on concerns with abatement for a property on Lewis Road.*

*Supervisor Thomson commented on the speakers' concerns, noting that a lack of regulations was part of the issue and that the matter was being worked on.*

*In response to a question from Supervisor Spering, County Counsel Dennis Bunting provided information on injunctive and abatement relief methods to look into for dealing with the matter.*

*Supervisor Thomson commented on a past similar issue and noted that a lien on that property had assisted with abatement. He commented on the need to look at ordinances and tools to improve abatement regulations.*

*Mr. Bunting commented on the potential for groundwater contamination and noted that coordination with the state may be needed.*

*Chair Vasquez commented on the abatement process.*

*D) George Guynn, Jr., Suisun City, commented on SB 1 and making use of funds from taxes already in place.*

**ADDITIONS TO OR DELETIONS FROM THE AGENDA**

*County Administrator Birgitta Corsello noted that the Treasurer/Tax Collector/County Clerk had requested that Item 11 be pulled due to an error in the report and advised that it would be brought back in July. She then noted corrections to Items 13 regarding the staff report and resolution and Item 25 regarding the contract amounts shown on the spreadsheets.*



- 8        [18-483](#)        Affirm the submittal of an entry application for the Solano County Probation Department for the implementation of the 'Reducing Recidivism Through Positive Behavior Change' program for the California State Association of Counties 2018 Challenge Awards program

*Attachments:*        [A - Executive Summary](#)  
                              [B - Support Letter](#)  
                              [C - CSAC Challenge Award Application](#)  
                              [Minute Order](#)

**Approved**

- 9        [18-379](#)        Approve revisions to the County's Background and Reference Check Policy required pursuant to state and federal law, and include reference check procedure in advance of a conditional job offer

*Attachments:*        [A - Revised Policy \(Redlined\)](#)  
                              [B - Revised Policy \(Final\)](#)  
                              [Minute Order](#)

**Approved**

- 10       [18-475](#)        Approve an Appropriation Transfer Request in the amount of \$1,574,000 to maintain the Workers' Compensation Accrued Loss Contingency at the 75% confidence level per the annual Actuarial Report and funded by the Workers' Compensation Reserve (4/5 vote required)

*Attachments:*        [A - Actuarial Review](#)  
                              [Minute Order](#)

**Approved**

- 11       [18-426](#)        Approve a resolution authorizing the transfer of up to 85% of FY2018/19 anticipated tax revenues from the Treasury Pool funds to the Dixon Unified School District (DUSD) as mandated under Article XVI Section 6 of the California Constitution

*Attachments:*        [A - Resolution](#)  
                              [B - DUSD Resolution](#)  
                              [Minute Order](#)

**Pulled from Calendar**

- 12      [18-438](#)      Approve a Chapter 8 agreement sale with Community Housing Development Corporation of North Richmond, a nonprofit corporation to purchase tax defaulted parcels 0061-051-010, 0061-051-020, 0061-051-030, 0061-051-040, 0061-051-050, 0061-052-130 and 0061-052-140 for public benefit, in lieu of the Chapter 7 sale at public auction for delinquent taxes in accordance with Revenue and Taxation Code §3695.5

*Attachments:*      [A - Agreement](#)  
                              [B - Objection Letter](#)  
                              [C - Application](#)  
                              [D - Articles of Incorporation](#)  
                              [E - Map](#)  
                              [F - Notice of Power to Sell](#)  
                              [G - Parcel List and Description](#)  
                              [H - City of Vallejo Letter](#)  
                              [Executed Agreement](#)  
                              [Minute Order](#)

**Approved**

- 13      [18-449](#)      Approve a resolution authorizing the transfer of up to 85% of FY2018/19 anticipated tax revenues from the Treasury Pool funds to the Collinsville Levee District as mandated under Article XVI Section 6 of the California Constitution from July 1, 2018 to April 29, 2019

*Attachments:*      [A - Resolution](#)  
                              [B - District Resolution](#)  
                              [Adopted Resolution](#)  
                              [Minute Order](#)

**Adopted**

**Enactment No: Resolution 2018-141**

- 14      [18-455](#)      Approve an agreement with Woida Enterprises, Inc. of Calpella (dba Arrow Fencing) in the amount of \$411,571 for the Nut Tree Airport Perimeter Fence and Gate Project, subject to receiving a signed grant from the Federal Aviation Administration; and Authorize the County Administrator or designee to execute the agreement and any amendments within the approved project budget

*Attachments:*      [A - Contract](#)  
                              [B - Project Cost & Funding](#)  
                              [C - Project Aerial Figure](#)  
                              [D - Bid Results](#)  
                              [Executed Contract](#)  
                              [Minute Order](#)

**Approved**

- 15      [18-462](#)      Adopt a resolution authorizing the exchange of real property with the City of Vacaville; Authorize the execution of the Grant Deed to the City of Vacaville for the real property located at 600 Merchant Street, Vacaville; Authorize the acceptance of the Grant Deed from the City of Vacaville for two vacant parcels in Vacaville; and Authorize the County Administrator to execute the Property Exchange Agreement and Escrow Instructions, Grant Deed, Certification of Acceptance, and any other documents necessary to effectuate the exchange (4/5 vote required)

*Attachments:*      [A - Resolution](#)  
                          [B - Property Exchange Agreement and Escrow Instructions](#)  
                          [C - Certification of Acceptance](#)  
                          [D - Map of 600 Merchant Street, Vacaville](#)  
                          [E - Map of APNs 0129-320-280 and 0129-320-290](#)  
                          [Adopted Resolution](#)  
                          [Minute Order](#)

**Adopted**

**Enactment No: Resolution 2018-134**

- 16      [18-463](#)      Approve the Notice of Completion for the Main Jail Improvement Project located at 530 Union Avenue in Fairfield constructed by Monley Hamlin, Inc. of Woodland; and Authorize the Clerk of the Board to record the executed Notice of Completion

*Attachments:*      [A - Notice of Completion](#)  
                          [B - Summary of Project Budget and Expenses](#)  
                          [Recorded Notice of Completion](#)  
                          [Minute Order](#)

**Approved**

- 17      [18-360](#)      Approve a 5 year contract with Zayo Group, LLC in an amount not to exceed \$139,195 to provide one gigabit Internet service beginning upon the completion of fiber installation; and Authorize the Chief Information Officer to execute the contract and any subsequent amendments that remain within budget appropriations

*Attachments:*      [A - Contract](#)  
                          [B - Service Schedule](#)  
                          [Executed Contract](#)  
                          [Executed Service Schedule](#)  
                          [Minute Order](#)

**Approved**

- 18      [18-439](#)      Receive the Registrar of Voters' Certification and Results of the Statewide Primary Election; and Declare the results of the election that was held on Tuesday, June 5, 2018

*Attachments:*      [A - Certificate of Facts & Statement of Vote Summary](#)  
[Minute Order](#)

**Received**

- 19      [18-445](#)      Approve 13 First 5 Solano Children and Families Commission contracts and contract amendments effective July 1, 2018; Authorize the County Administrator to sign all contracts and amendments; Authorize the Executive Director of First 5 Solano to execute any future amendments which are administrative in nature and have no fiscal impact; and Delegate authority to the County Administrator to authorize grant submissions over \$50,000 to secure funding to maintain or expand programs which further the Commission's strategic plan

*Attachments:*      [A - 2018/19 Master List of Contracts](#)  
[B - Links to Original Contracts and Amendments](#)  
[Minute Order](#)

**Approved**

- 20      [18-446](#)      Approve 8 contract amendments for a total of \$684,060 for family resource center services and the Solano Children's Alliance effective July 1, 2018; and Authorize the County Administrator to sign all agreements and execute any future amendments which are administrative in nature and have no fiscal impact

*Attachments:*      [A - 2018/19 Contract Amendments](#)  
[B - Links to Original Contracts and Amendments](#)  
[Minute Order](#)

**Approved**

- 21      [18-440](#)      Adopt a resolution authorizing the Agricultural Commissioner/Sealer of Weights & Measures to enter into a Cooperative Service Agreement with the United States Department of Agriculture to facilitate the Integrated Wildlife Damage Management program in Solano County from July 1, 2018 through June 30, 2023 in the amount of \$78,550 for FY2018/19, with subsequent contract costs revised for cost-of-living-adjustments each fiscal year

*Attachments:*      [A - Resolution](#)  
[Adopted Resolution](#)  
[Minute Order](#)

**Adopted**

**Enactment No: Resolution 2018-135**

**22**      [18-429](#)

Approve an Appropriation Transfer Request of \$5,480 recognizing unanticipated revenue for FY2017/18 from the California Department of Veteran Affairs (CalVet) to be used for unanticipated accrued leave payout and salary and benefits to support Veteran Service Office operations (4/5 vote required)

*Attachments:*      [Minute Order](#)

**Approved**

**23**      [18-427](#)

Accept the 2017 Annual Report, required by California Welfare and Institutions Code 5604.2, from the Solano County Mental Health Advisory Board (MHAB)

*Attachments:*      [A - MHAB 2017 Report](#)  
                                 [Minute Order](#)

**Accepted**

**24**      [18-392](#)

Approve 67 Health and Social Services FY2018/19 contracts for a total of \$38,495,213 plus the accumulative aggregate of individual client service agreements effective July 1, 2018; Delegate authority to the County Administrator, with concurrence from County Counsel, to execute the contracts and amendments on the list of contracts, including those waiting for final execution by the vendor, and any contracts and amendments that are within budgeted appropriations, including any modifications to contract limits up to \$75,000; Authorize the Director of Health and Social Services to execute any amendments which are technical or administrative in nature and have no fiscal impact; Adopt resolutions authorizing the County Administrator to execute revenue agreements, Memorandum of Understandings, and authorizing the Director of Health and Social Services to execute admission agreements for clients in need of a residential facility placement, admission agreements for clients in need of substance abuse treatment, and the AIDS Master Grant Agreement; Delegate authority to the County Administrator to authorize grant submissions over \$50,000 and to the Director of Health and Social Services for grant submissions under \$50,000 in order to secure funding to maintain existing programs and projects; and Approve the delegation of authority to the Executive Director of the Public Authority to execute Board approved contracts and amendments for the Public Authority included on the FY2018/19 List of Contracts

*Attachments:*      [A - FY2018/19 Masterlist of Contracts \(Alpha\)](#)  
                                 [B - FY2018/19 Masterlist of Contracts \(Division\)](#)  
                                 [C - FY2018/19 Master list Contracts \(Pending Signature\)](#)  
                                 [D - Revenue Resolution](#)  
                                 [E - AIDS Master Grant Agreement Resolution](#)  
                                 [F - Link to Original Contract for NCCD](#)  
                                 [Minute Order](#)

**Approved**

**Enactment No: Resolution 2018-136 and Resolution 2018-137**

- 25      [18-454](#)      Approve 18 Sheriff's Office contracts and amendments totaling \$2,592,081 and 5 revenue contracts, memorandum of agreements and amendments effective July 1, 2018; Delegate authority to the County Administrator to execute the contracts and amendments, pending County Counsel concurrence, and any future amendments that remain within budgeted appropriations up to 20% of the total contract amount not to exceed \$75,000; Authorize the Solano County Sheriff-Coroner or his designee to execute any amendments which are technical or administrative in nature; and Delegate authority to the County Administrator to authorize grant submissions in excess of \$50,000 in order to secure funding to maintain and/or restore service levels for existing programs and projects

*Attachments:*      [A - 2018/19 Master List of Contracts](#)  
                                 [B - Links to Original Contracts and Amendments](#)  
                                 [Minute Order](#)

**Approved as Amended**

- 26      [18-457](#)      Approve 13 Probation Department contracts and contract amendments totaling \$4,255,486 effective July 1, 2018; Delegate authority to the County Administrator to execute the contracts and amendments and any future amendments that remain within budgeted appropriations up to 20% of the total contract amount not to exceed \$75,000; Authorize the Chief of Probation to execute any amendments which are technical or administrative in nature; and Delegate authority to the County Administrator to authorize grant submissions in excess of \$50,000 in order to secure funding to maintain and/or restore service levels for existing programs and projects

*Attachments:*      [A - 2018/19 Master List of Contracts](#)  
                                 [B - Links to Original Contracts and Amendments](#)  
                                 [Minute Order](#)

**Approved**

- 27      [18-437](#)      Adopt a resolution to vacate the 10-foot wide walkway easement encumbering Lot 40 as shown on The Map of Green Valley Estates recorded on March 11, 1958 at the Office of the County Recorder of Solano County, Book 17 of Maps, Page 79 (Yttrup)

*Attachments:*      [A - Summary Vacation Map](#)  
                                 [B - Letter from FSUSD](#)  
                                 [C - Resolution](#)  
                                 [Adopted Resolution](#)  
                                 [Minute Order](#)

**Adopted**

**Enactment No: Resolution 2018-138**

**OTHER**

- 28      [18-441](#)      Approve a contract with the Solano County Office of Education to employ a Disability Resource Navigator through the Disability Employment Accelerator grant from the California Employment Development Department beginning July 1, 2018 through December 31, 2019 for a contract amount not to exceed \$194,478; and Authorize the Executive Director of the Workforce Development Board to sign the contract

*Attachments:*      [A - Contract](#)  
                                 [Executed Contract](#)  
                                 [Minute Order](#)

**Approved**

- 29      [18-444](#)      Approve a second amendment to the Lease Agreement with the California Department of General Services at 1440 Marin Street, Vallejo to increase cubicle, training room, and shared common area space for the expansion of programs and services by 1,504 sq. ft. for a total of 2,786 sq. ft. and lease agreement amount by \$27,863 for a total of \$53,491, beginning October 1, 2017 through September 30, 2019; and Authorize the Executive Director of the Workforce Development Board to sign the replacement Lease Agreement

*Attachments:*      [A - Second Lease Amendment](#)  
                                 [B - Links to Original Lease and Amendment](#)  
                                 [Minute Order](#)

**Approved**

- 30      [18-443](#)      Approve a first amendment to the contract with California Human Development for the performance of WIOA One-Stop Operator services in an amount of \$75,000 for a total contract amount of \$150,000, for a one year extension to continue services through June 30, 2019; and Authorize the Executive Director of the Workforce Development Board to execute the contract amendment

*Attachments:*      [A - First Amendment](#)  
                                 [B - Link to Original Contract](#)  
                                 [Executed First Amendment](#)  
                                 [Minute Order](#)

**Approved**

## REGULAR CALENDAR

- 31      [18-436](#)      Consider the appointment of Board members as representatives and alternates to the Association of Bay Area Governments (ABAG) General Assembly and Executive Board for the term of July 1, 2018 to June 30, 2020

*Attachments:*      [Minute Order](#)

**On motion of Supervisor Sperring, seconded by Supervisor Brown, the Board approved the appointment of Supervisor Hannigan as primary and Supervisor Brown as alternate to the Association of Bay Area Governments (ABAG) General Assembly and Executive Board for the term of July 1, 2018 to June 30, 2020. So ordered by 5-0 vote.**

- 32      [18-480](#)      Receive an update from staff and the County's State Legislative Advocate on the status of legislation that is of interest to the County; and Consider Support positions on S 3036, the "Keep Families Together Act", authored by Senator Feinstein and SB 969 by Senator Dodd relating to backup batteries for garage door openers that were discussed at the June 18, 2018 Legislative Committee and referred to the full Board for consideration

*Attachments:*      [A - Legislative Committee Meeting Agenda June 18, 2018](#)  
                              [B - Federal Update](#)  
                              [C - S 3036 \(Feinstein\) Keep Families Together Act](#)  
                              [D - SB 969 \(Dodd\) Garage Door Openers](#)  
                              [Minute Order](#)

*Legislative, Intergovernmental and Public Affairs Officer Michelle Heppner provided an overview of S 3036 Keep Families Together Act.*

*Chair Vasquez noted that children crossing the border and separated from parents would fall under the foster system, resulting in years before they are reunified with their families.*

*Supervisor Hannigan commented on the need to add language urging the reunification of those children already separated from their parents to the letter and the need to look at whether any of these children were in the local community.*

*Supervisor Brown commented in support of the legislation and against keeping families in a locked environment.*

*Supervisor Spering commented in support of reunifying families and against releasing illegal immigrants into the country. He commented on the need to look at everything that was contained in the legislation.*

*In response to a question from Chair Vasquez, Ms. Heppner noted that the legislation contained a release mechanism with a process to monitor the individual.*

*Supervisor Hannigan commented that it was unlikely that someone would be held for a misdemeanor.*

*Chair Vasquez commented on the need to support reunification of families*

*Ms. Heppner advised that many states were approaching the situation differently and that there was not a one-size fits all.*

*Supervisor Thomson commented against separation of children from parents and noted that there was a small number of individuals that did not follow the process. He commented in support of the legislation.*

*Chair Vasquez invited members of the public to address the Board on this matter and the following comments were received:*

*A) George Guynn, Jr., Suisun City, commented on separation of families and against illegal immigration.*

*Chair Vasquez noted that there were different reasons why individuals came into the country and that everyone should be allowed due process.*

*B) Donald Tipton, unincorporated Vallejo, commented in opposition to separating families.*

*Supervisor Spering commented that he was supportive of the legislation in regard to those individuals going through the proper immigration process.*

*Chair Vasquez commented on the need to keep families together, even when there was a need for deportation.*

*On motion of Supervisor Hannigan, seconded by Supervisor Brown, the Board approved a support position on Keep Families Together Act (S 3036). So ordered by 5-0 vote.*

*Ms. Heppner provided an overview of a request by Dodd's office to support dedication of various roadways, noting that the legislative committee had chosen to wait until the cities of Benicia and Vallejo took an action before moving forward. The consensus of the Board was to also wait on this matter.*

*Ms. Heppner provided an overview of SB 969, noting that Senator Dodd had made the County's requested amendments.*

*On motion of Supervisor Hannigan, seconded by Supervisor Brown, the Board approved a support position on SB 969 (Dodd) Automatic garage door openers: backup batteries. So ordered by 5-0 vote.*

*State Legislative Advocate Karen Lange provided an overview of activities, initiatives and state legislation of interest to the County.*

*County Counsel Dennis Bunting provided information on the status of lead paint litigation.*

*In response to comments from Chair Vasquez, Ms. Lange provided information on potential impacts of PG&E being found at fault for the recent Tubbs Fire.*

*In response to a question from Chair Vasquez, Ms. Lange provided information on legislation that contained funding for farmworker housing.*

*Chair Vasquez commented on the difficulty of finding skilled labor help.*

*Ms. Lange advised that she would forward information to the Board about the legislation concerning farmworker housing.*

**Approved**

- 33      [18-420](#)      Consider introducing an ordinance amending Chapter 13.3 of the Solano County Code to revise certain definitions related to tobacco and smoking and change the title of the chapter from Clean Indoor Air and Health Protection to Secondhand Smoke Protection

*Attachments:*      [A - Ordinance \(Redlined\)](#)  
                          [B - Ordinance \(Clean\)](#)  
                          [Minute Order](#)

*Deputy County Counsel Bernadette Curry introduced the item and requested that the title of the be amended to change the title of the chapter to Smoking and Secondhand Smoke Protection.*

***On motion of Supervisor Hannigan, seconded by Supervisor Brown, the Board approved reading the proposed ordinance amending Chapter 13.3 of the Solano County Code to revise certain definitions related to tobacco and smoking and change the title of the chapter from Clean Indoor Air and Health Protection to Secondhand Smoke Protection by title only and waived further reading by a majority vote. So ordered by 5-0 vote.***

*Supervisor Hannigan commented on electronic smoking devices.*

*Ms. Curry noted that electronic smoking was already included in the ordinance.*

***On motion of Supervisor Hannigan, seconded by Supervisor Brown, the Board approved the introduction of an ordinance amending Chapter 13.3 of the Solano County Code to revise certain definitions related to tobacco and smoking and change the title of the chapter from Clean Indoor Air and Health Protection to Smoking and Secondhand Smoke Protection, as amended. So ordered by 5-0 vote.***

**Introduced**

- 34      [18-207](#)      Consider introducing an ordinance permitting members of the Board of Supervisors to elect a compensation reduction

*Attachments:*      [A - Ordinance](#)  
                          [B - Solano County Code Section 2](#)  
                          [Minute Order](#)

***On motion of Supervisor Brown, seconded by Supervisor Thomson, the Board approved reading the proposed ordinance permitting members of the Board of Supervisors to elect a compensation reduction by title only and waived further reading by a majority vote. So ordered by 5-0 vote.***

*County Counsel Dennis Bunting provided an overview of the ordinance.*

*Chair Vasquez invited members of the public to address the Board on this matter and the following comments were received:*

*A) George Guynn, Jr., Suisun City, commented that voting on the item was a conflict of interest.*

*Mr. Bunting advised that voting on the ordinance was not a conflict of interest and that the ordinance was not a benefit but a procedure that protected the individual making the decision on their compensation.*

***Supervisor Brown made a motion to introduce the proposed ordinance permitting members of the Board of Supervisors to elect a compensation reduction. The motion was seconded by Supervisor Thomson. Supervisors Hannigan, Spering and Vasquez voted no. The motion failed by a 3-2 vote.***

**Read by title only**

35

[18-459](#)

Hold a public hearing and approve a resolution authorizing execution of a Quitclaim Deed to the City of Vacaville for right of way easements on Drake's Point; and Authorize the County Administrator to execute the Quitclaim Deed as well as any necessary, subsequent modifications or amendments to effectuate the intent of the Quitclaim Deed (4/5 vote required)

*Attachments:*     [A - Resolution](#)  
                          [B - Quitclaim Deed](#)  
                          [C - Aerial View of Drake's Point and Easement](#)  
                          [D - City of Vacaville Request](#)  
                          [E - Public Hearing Notice](#)  
                          [Adopted Resolution](#)  
                          [Executed Quit Claim Deed](#)  
                          [Minute Order](#)

*Chair Vasquez opened the public hearing.*

*Airport Manager Dave Daly provided an overview of the item.*

*Chair Vasquez invited members of the public to address the Board on this matter. There were no comments.*

*Chair Vasquez closed the public hearing.*

**On motion of Supervisor Spering, seconded by Supervisor Hannigan, the Board adopted Resolution No. 2018-139 authorizing execution of a Quitclaim Deed to the City of Vacaville for right of way easements on Drake's Point; and Authorized the County Administrator to execute the Quitclaim Deed as well as any necessary, subsequent modifications or amendments to effectuate the intent of the Quitclaim Deed. So ordered by 5-0 vote. (see Resolution Book)**

**Enactment No: Resolution 2018-139**

- 36      [18-403](#)      Conduct a Noticed Public Hearing to adopt a resolution setting the Green Valley Open Space Maintenance District Assessments for FY2018/19; Approve the Engineer's Report; Confirm the Diagram and Assessment; and Order the Levy of Assessment for the Landscape and Lighting Maintenance Assessment District

*Attachments:*      [A - Resolution](#)  
                          [B - Engineers Report](#)  
                          [C - SLT Green Valley Land Conservation Report](#)  
                          [Adopted Resolution](#)  
                          [Minute Order](#)

*Chair Vasquez opened the public hearing.*

*Director of Resource Management Bill Emlen provided an overview of the item.*

*Chair Vasquez invited members of the public to address the Board on this matter. There were no comments.*

*Chair Vasquez closed the public hearing.*

**On motion of Supervisor Spering, seconded by Supervisor Hannigan, the Board adopted Resolution No. 2018-140 setting the Green Valley Open Space Maintenance District Assessments for FY2018/19; Approved the Engineer's Report; Confirmed the Diagram and Assessment; and Ordered the Levy of Assessment for the Landscape and Lighting Maintenance Assessment District. So ordered by 5-0 vote. (see Resolution Book)**

**Enactment No: Resolution 2018-140**

- 37      [18-461](#)      Receive a verbal update on proposed changes by the California Department of Water Resources (DWR) to groundwater basin priority ranking for the Solano Subbasin and Napa-Sonoma Lowlands Subbasin and potential boundary modification requests that could affect the Solano Subbasin; discuss and provide direction on the County's response to these proposed changes

*Attachments:*      [A - Groundwater Basin Priority Comment Letter](#)  
                          [Presentation](#)  
                          [Minute Order](#)

*Director of Resource Management Bill Emlen introduced the item.*

*Hydro-Geological Analyst Misty Kaltreider provided an overview of proposed changes by the California Department of Water Resources (DWR) to groundwater basin priority ranking for the Solano Subbasin and Napa-Sonoma Lowlands Subbasin and potential boundary modification requests that could affect the Solano Subbasin.*

*In response to a question from Chair Vasquez, Ms. Kaltreider advised that taking an option to opt out would mean that the state could designate the entire subbasin as probationary.*

*In response to a question from Chair Vasquez, Ms. Kaltreider noted that the DWR would be announcing the final prioritization for subbasins.*

*Assistant Director of Resource Management Terry Schmidtbauer noted that the DWR had not formally scheduled any public hearings or public comment periods about the matter.*

*Mr. Emlen advised that staff would like to submit a letter early and would send a more significant letter to DWR if the Board was in agreement.*

*Supervisor Thomson advised that DWR was using poor data and commented on the need to use data that the County was supplying.*

*In response to a question from Supervisor Brown, Ms. Kaltreider noted that the strategy moving forward would be to submit a letter on the Napa-Sonoma Lowlands pointing out discrepancies based on the County's technical review analysis. She noted that staff was almost done with that letter and that the next step would be to analyze the merit of doing a basin boundary modification if the priority level was upheld at a medium priority, especially in the Napa-Sonoma Lowlands. there was a need to do a boundary adjustment depending on the technical review of what the prioritization of the subbasin should be.*

*Mr. Emlen advised that timing issues were problematic and on the need to pursue a boundary modification to protect the County and the City of Vallejo's interests if it was needed.*

*Ms. Kaltreider noted that staff would like to work with the GSAs and other agencies in the subbasin area to submit a technical letter on the prioritization.*

*Mr. Emlen noted that the presentation provided was to update the Board and to make sure the Board was comfortable with the actions and strategy that staff were taking.*

*Chair Vasquez invited members of the public to address the Board on this matter and the following comments were received:*

*A) George Guynn, Jr., Suisun City, commented on protection of water.*

*Supervisor Sperring advised that he would defer to Chair Vasquez and Supervisor Thomson regarding the strategy being pursued as they had been already working on this matter.*

*Chair Vasquez advised that he felt the strategy was correct.*

*Supervisor Hannigan commented in agreement with the strategy.*

*Supervisor Thomson commented in agreement with the strategy and noted that there were serious consequences moving from low to medium priority. He then commented on the need to make sure the County's concerns were addressed. He noted that the DWR was using bad data and needed local help to gather reliable data.*

**Received**

38

[18-485](#)

Receive a brief update on the Community Action Partnership of Solano JPA work on implementation of the March 2017 approved *Neighbors Helping Neighbors: Forward Together* - Regional Strategic Plan to Respond to Homelessness in Solano County

Attachments:    [A - Strategic Plan](#)  
[B - 2017 Annual Report](#)  
[C - July 2017 Implementation Guide](#)  
[D - Proposal](#)  
[E - Draft MOU Coordinated Entry  
Presentation](#)  
[Minute Order](#)

*County Administrator Birgitta Corsello provided an update on the Community Action Partnership of Solano County (CAP Solano) and implementation of its regional strategic plan to respond to homelessness.*

*Assistant Director of Health and Social Services Tonya Nowakowski provided information on the purpose and services provided by CAP Solano.*

*In response to questions and comments from Chair Vasquez, Homebase Staff Attorney Genevieve Herreria provided information on the amount of funding spent in support of housing and supportive services programs for homelessness in the county. She noted that she would provide information back to the board on outcomes. Ms. Nowakowski advised that the CAP Solano meetings allowed cities to report back on what they were doing to purchase or rehab properties for permanent housing. She then provided information on different activities within the cities that were taking place.*

*In response to a question from Supervisor Thomson, Ms. Nowakowski provided information on how funding was allocated for programs and services.*

*Supervisor Thomson commented on the need to look at who was providing services and how well they were providing it.*

*Ms. Nowakowski provided information on efforts to enhance coordination between agencies to minimize redundancies or duplication of services.*

*In response to questions from Supervisor Spering, Ms. Nowakowski noted that the cities were asked to contribute matching funds for Coordinated Entry Support dependent on how large each city was.*

*Supervisor Spering requested that an update on the cities' commitments be brought back along with what the data and numbers were for what has been accomplished instead of percentages.*

*Supervisor Hannigan advised that there was information in the staff report about how the money had been spent and the work done by and through the organization. She commented that it was important to note that homeless counts could be higher if individuals that had been provided assistance with housing had not been helped. She then commented on the annual report for CAP Solano and noted that there was a lot of good information in the report. She advised that the agency had come a long way and was doing good work.*

*Supervisor Brown commented on the need for specific data and information on outcomes and what was being done to end homelessness.*

*Supervisor Hannigan commented on evidence that showed that there were dents being made in homelessness, on the City of Vallejo's efforts to provide permanent housing and noted that more specific data could be found in the annual report.*

*Chair Vasquez commented on the need to make the data more available.*

*Ms. Nowakowski advised that staff would send out a memorandum with information to the Board that contained the information.*

*Ms. Corsello noted that the information would be shown by city.*

*Supervisor Thomson commented on the State's funding allocation for homelessness.*

*Ms. Nowakowski noted that the State's funding would come in through the Continuum of Care.*

*Ms. Herreria advised that the Continuum of Care was comprised of a variety of community providers of homelessness services throughout the county.*

*Ms. Corsello noted that each city and the County had a representative that participated in the Continuum of Care. She advised that CAP Solano was created so that the funding would be sent to one entity in order to be allocated. She noted that this structure was a requirement of law and of the funding streams.*

*Supervisor Thomson commented on the need for cities to look at vacant lots and how to build affordable housing. He asked if developers were being asked to work on this and commented on the need to hear from the cities on what they were doing to provide affordable housing.*

*Ms. Corsello advised that updates would be provided in August and that there would be a focus on what kind of discussions to have in the fall once there was determination on whether more funding would be provided by the State.*

*Ms. Nowakowski noted that there was a proposed draft Memorandum of Understanding with the cities that provided a good starting point for this effort.*

*Chair Vasquez commented on the need for political will to move forward on solving homelessness countywide.*

*Supervisor Hannigan commented that the County could assist by looking at how to be a partner both financially and with services, to help motivate cities to look at different ways to provide affordable housing and address homelessness. She commented on the County's partnership with the City of Vallejo.*

*Supervisor Thomson noted that it was an overwhelming effort for cities and that small victories like what was happening in Vallejo may show other cities that it could be done. He then commented on the need to take small steps to come up with programs that would work and would engage city partners.*

*Ms. Nowakowski noted that there was also an MOU with the City of Fairfield to work on this issue as well.*

*Supervisor Thomson commented on the number of homeless individuals that were local and that many have substance and mental health issues. He noted a need to provide information on what the County does well.*

*Chair Vasquez advised that it was critical to put something in place before the next recession.*

*In response to questions from Supervisor Spering, Ms. Herreria advised that there was a phone number under the Resource Connect Solano Coordinated Entry System for residents to call if they were about to lose their home or were experiencing homelessness. Staff Attorney Kelly Shaban advised that the number was advertised on CAP Solano's website and that the organization would be working on a marketing plan in the next year to help with advertising the information that would include social media, traditional ads, handouts, resource cards, websites, and other nontraditional forms of advertising.*

*Supervisor Spering commented on the importance of looking at who the target audience was and the need for CAP Solano to have a higher focus and be more visible.*

*Supervisor Hannigan suggested having a link on the County's webpage.*

*Chair Vasquez suggested flyers in liquor stores, smoke shops and recycling centers*

*Supervisor Thomson advised that applications would be taken for the veterans project on Rocky Hill starting July 5th and noted the need to be better about getting information out to the public.*

**Received**

**CLOSED SESSION**

*Chair Vasquez advised that there would be no report out from Closed Session. The Solano County Board of Supervisors recessed to Closed Session at 12:03 P.M. to discuss the following matters:*

- 39      [18-456](#)      Conference with Legal Counsel - Pending Litigation: Alameda County Deputy Sheriff's Association v. Alameda County Employees' Retirement Association

Conference with Real Property Negotiators: Property: APN 0178-200-040, 610 St. Francis, Rio Vista; Agency negotiators: Birgitta E. Corsello, County Administrator, Nancy Huston, Assistant County Administrator, Michael Lango, General Services Director and Keith Hanson, Real Estate Services Manager; Negotiating party: Gerry Raycraft; Under negotiation: Price and terms

Conference with Legal Counsel - Potential Litigation: Two cases

Attachments:      [A - Memorandum](#)

**RECONVENE**

*This meeting of the Solano County Board of Supervisors reconvened at 2:00 P.M. All members were present and Chair Vasquez presided.*

- 40      [18-428](#)

Receive a presentation from the Departments of Child Support Services and Health and Social Services on the organizational work completed; and Approve the Departments of Child Support Services and Health and Social Services' mission statements and accept the department specific vision and values for each department which are intended to augment the Board's adopted vision and values

Attachments:      [A - Presentation](#)  
                                 [Minute Order](#)

*Director of Health and Social Services Gerald Huber introduced the item and provided an overview of the Health and Social Services Department.*

*Director of Child Support Services Pam Posehn provided an overview of the Department of Child Support Services.*

*The Pacific Institute Consultants Kent Hill and Shane Nelson provided an overview of the Investment In Excellence (IIE) program that both departments participated in.*

*Assistant Director of the Department of Child Support Services Janeene de Martinez provided an overview of the department's resulting mission statement and core values.*

*Supervisor Hannigan commented on past discussions and comments she heard during labor negotiations regarding the need to change the culture of the work environment and commended the department on improving employer relations.*

*Supervisor Spering commented on the ability to measure the success of the program.*

*Ms. de Martinez provided information on measurements that the department used to measure success, noting that the measurements were slowly improving.*

*Supervisor Spering noted a need for other departments to participate in the program and commended the department.*

*Supervisor Thomson commented on the need to recognize and engage employees and commended the department.*

*County Administrator Birgitta Corsello provided information on past efforts to bring The Pacific Institute program to the two departments and advised that there were several departments working on cultural change.*

*Assistant Director of Health and Social Services Tonya Nowakowski provided an overview of the department's resulting mission statement and core values.*

*In response to a question from Supervisor Thomson, Ms. Nowakowski advised that the IIE program was a program that could be used by law enforcement.*

*Child Support Specialist Keli White gave a testimony of her experience with the IIE program.*

*Child Support Specialist Courtney Perry gave a testimony of her experience with the IIE program.*

*Mental Health Clinician Cynthia Smit gave a testimony of her experience with the IIE program.*

*Chair Vasquez commented on the importance of engaging employees and maintaining the improvements in culture.*

*Ms. Corsello commented on the presentation noting that the item called for Board approval of the mission statements and acceptance of the departmental vision and values for each department.*

***On motion of Supervisor Hannigan, seconded by Supervisor Spering, the Board approved the Departments of Child Support Services and Health and Social Services' mission statements and accepted the department specific vision and values for each department which are intended to augment the Board's adopted vision and values. So ordered by 5-0 vote.***

*In response to a comment from Supervisor Thomson, Mr. Nelson provided information about the program noting that the concepts and principles of the program were consistent and would fit with law enforcement organizations. Mr. Hill advised that the program could be successful for any organization and noted that as employees became better, the organization would become better.*

*Ms. Corsello asked that the leadership teams and staff in the audience be introduced and noted that cultural change was not easy to tackle. She then commended the leadership teams that had engaged in the efforts.*

*Mr. Huber and Ms. Posehn introduced the department staff and managers.*

**Approved**

## **BOARD MEMBER COMMENTS AND REPORTS ON MEETINGS**

*Chair Vasquez invited members of the Board to make comments or reports on meetings. The following comments were received:*

*A. Supervisor Brown requested that this meeting of the Solano County Board of Supervisors be adjourned in memory of Daphne Leffingwell Harris, an active member of the Benicia community.*

*B. Supervisor Hannigan requested that this meeting of the Solano County Board of Supervisors be adjourned in memory of Ruth M. Casper, an active member of the Vallejo community.*

*C. Supervisor Hannigan requested that this meeting of the Solano County Board of Supervisors be adjourned in memory of Desiree Toronto, an active member of the Vallejo community.*

*D. Supervisor Spering requested that this meeting of the Solano County Board of Supervisors be adjourned in memory of Lynda Kay Moorhead, an active member of the Fairfield community.*

*E. Supervisor Spering requested that this meeting of the Solano County Board of Supervisors be adjourned in memory of Edward "Ed" Mason Hall, Jr., an active member of the Fairfield community.*

*Supervisor Brown asked to sign Mr. Hall's adjournment certificate and commented on Mr. Hall's service in the community.*

*F. County Counsel Dennis Bunting requested that this meeting of the Solano County Board of Supervisors be adjourned in memory of Ilse Sanderson, a former County employee and citizen of Vacaville.*

*G. Chair Vasquez requested that this meeting of the Solano County Board of Supervisors be adjourned in memory of Jon Unger, an active member of the Vacaville community.*

*Mr. Bunting also commented on Mr. Unger's life.*

**ADJOURN:**

*This meeting of the Solano County Board of Supervisors adjourned at 3:31 P.M. in memory of Daphne Leffingwell Harris, Ruth M. Casper, Desiree Toronto, Lynda Kay Moorhead, Edward "Ed" Mason Hall, Jr., Ilse Sanderson and Jon Unger. Next meeting of the Solano County Board of Supervisors will be July 24, 2018 at 8:30 A.M., Board Chambers, 675 Texas Street, Fairfield, California.*

\_\_\_\_\_  
**JOHN M. VASQUEZ, Chair**  
Solano County Board of Supervisors

**BIRGITTA E. CORSELLO, Clerk**  
Solano County Board of Supervisors

By \_\_\_\_\_  
Jeanette Neiger, Chief Deputy Clerk



# Solano County

675 Texas Street  
Fairfield, California 94533  
www.solanocounty.com

## Minutes - Draft Board of Supervisors

*John M. Vasquez (Dist. 4), Chair  
(707) 784-6129*

*Erin Hannigan (Dist. 1), Vice-Chair  
(707) 553-5363*

*Monica Brown (Dist. 2)  
(707) 784-3031*

*James P. Spering (Dist. 3)  
(707) 784-6136*

*Skip Thomson (Dist. 5)  
(707) 784-6130*

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Tuesday, July 24, 2018

9:00 AM

Board of Supervisors Chambers

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### CALL TO ORDER

*The Solano County Board of Supervisors met on the 24th day of July 2018 in regular session in the Board of Supervisors' Chambers at the Solano County Government Center, 675 Texas Street, Fairfield, California at 9:00 A.M. Present were Supervisors Hannigan, Brown, Spering and Chair Vasquez. Supervisor Thomson was excused. Chair Vasquez presided. Also present were Assistant County Administrator Nancy Huston and County Counsel Dennis Bunting.*

### ROLL CALL

*John M. Vasquez, Erin Hannigan, Monica Brown and James P. Spering. Skip Thomson was excused.*

### SALUTE TO THE FLAG AND A MOMENT OF SILENCE

*This meeting of the Solano County Board of Supervisors continued with the Salute to the Flag and a Moment of Silence.*

### PRESENTATIONS

- 1      [18-521](#)      Receive a presentation from the Auditor-Controller's Office on the selection of Kim Patterson for "Employee of the Month Parking" for August 2018

*Attachments:*      [Minute Order](#)

Received

- 2      [18-484](#)      Adopt and present a resolution declaring August 2018 as Breastfeeding Awareness Month in Solano County (Supervisor Hannigan)

*Attachments:*      [A - Resolution](#)  
                                 [Adopted Resolution](#)  
                                 [Minute Order](#)

On motion of Supervisor Hannigan, seconded by Supervisor Brown, the Board adopted and presented Resolution No. 2018-142 declaring August 2018 as Breastfeeding Awareness Month in Solano County. So ordered by 4-0. (see Resolution Book)

Enactment No: Resolution 2018-142

## ITEMS FROM THE PUBLIC

*Chair Vasquez invited members of the public to address the Board on matters not listed on the agenda but within the subject matter jurisdiction of the Board. The following comments were received:*

*A) Debbie Toth, President/CEO of Choice in Aging, commented on current activities to transition the Area Agency on Aging and concerns with gaps in services for seniors.*

*B) George Guynn, Jr., Suisun City, commented on the number of homeowners in California compared to other states.*

*C) Kay Patrice Williams, Solano Seniors Count Taskforce, commented on concerns with gaps in services for seniors and updates on the transition of the Area Agency on Aging.*

## ADDITIONS TO OR DELETIONS FROM THE AGENDA

*Assistant County Administrator Nancy Huston noted that Item 9 contained a typo and that the dollar amount should be \$295,267 instead of \$295,867.*

## APPROVAL OF THE AGENDA

On motion of Supervisor Hannigan, seconded by Supervisor Sperring, the Board approved the agenda of the Solano County Board of Supervisors for July 24, 2018 as amended. So ordered by 4-0 vote.

## PUBLIC COMMENT ON CONSENT CALENDAR

*Chair Vasquez invited members of the public to address the Board on items listed on the Consent Calendar. There was no public comment.*

## APPROVAL OF THE CONSENT CALENDAR

On motion of Supervisor Sperring, seconded by Supervisor Hannigan, the Board approved the following Consent Calendar items by 4-0 vote.

## CONSENT CALENDAR

- 3      [18-506](#)      Approve the minutes of the Solano County Board of Supervisors meetings of May 8, May 22 and June 5, 2018
- Attachments:*      [A - Minutes - May 8, 2018](#)  
                                 [B - Minutes - May 22, 2018](#)  
                                 [C - Minutes - June 5, 2018](#)  
                                 [Minute Order](#)
- Approved**
- 4      [18-508](#)      Receive and file the Meeting Attendance Reports from the members of the Board of Supervisors
- Attachments:*      [A - Appointment List](#)  
                                 [Minute Order](#)
- Received and Filed**
- 5      [18-509](#)      Approve a conflict of interest code for the Solano Consolidated Oversight Board
- Attachments:*      [A - SCOB Conflict of Interest Code](#)  
                                 [Minute Order](#)
- Approved**
- 6      [18-504](#)      Approve a Farmbudsman Program funding agreement between the County of Solano and Humboldt State University Sponsored Programs Foundation's Northern California Small Business Development Center for an amount not to exceed \$35,000 for the period of July 24, 2018 to June 30, 2019; and Authorize the County Administrator to execute the agreement
- Attachments:*      [A - Agreement](#)  
                                 [Executed agreement](#)  
                                 [Minute Order](#)
- Approved**
- 7      [18-495](#)      Adopt an ordinance amending Chapter 13.3 of the Solano County Code to revise certain definitions related to tobacco and smoking and change the title of chapter from Clean Indoor Air and Health Protection to Smoking and Secondhand Smoke Protection
- Attachments:*      [A - Ordinance](#)  
                                 [Adopted Ordinance](#)  
                                 [Minute Order](#)
- Adopted**
- Enactment No: Ordinance 2018-1792**

- 8      [18-490](#)      Adopt a resolution authorizing the County to establish a retirement savings plan, in accordance with Internal Revenue Code section 401(a) (deferred compensation plan) for unrepresented employees in Units 60, 61 and 62 covering the Board of Supervisors, (unrepresented) executive management and (unrepresented) senior management and designate the Director of Human Resources as plan administrator
- Attachments:*      [A - Resolution](#)  
                                 [Adopted Resolution](#)  
                                 [Minute Order](#)
- Adopted**
- Enactment No: Resolution 2018-143**
- 9      [18-489](#)      Adopt a resolution approving a successor collective bargaining agreement between Solano County and the Correctional Supervisors, Unit 14
- Attachments:*      [A - Resolution](#)  
                                 [B - 2018-2019 Unit 14 MOU](#)  
                                 [Adopted Resolutions](#)  
                                 [Minute Order](#)
- Adopted as Amended**
- Enactment No: Resolution 2018-152**
- 10      [18-526](#)      Adopt a resolution authorizing the transfer of up to 85% of FY2018/19 anticipated tax revenues from the Treasury Pool funds to the Dixon Unified School District (DUSD) as mandated under Article XVI Section 6 of the California Constitution
- Attachments:*      [A - Resolution](#)  
                                 [B - DUSD Resolution](#)  
                                 [Adopted Resolution](#)  
                                 [Minute Order](#)
- Adopted**
- Enactment No: Resolution 2018-144**
- 11      [18-516](#)      Approve a third amendment to the License Agreement with New Cingular Wireless PCS, LLC for the temporary relocation of its telecommunication facility at the Solano County Fairgrounds located at 900 Fairgrounds Drive in Vallejo; and Authorize the County Administrator or designee to execute the agreement and any amendments
- Attachments:*      [A - Links to Third Amendment, Map and Prior Approved Documents](#)  
                                 [Executed Amendment](#)  
                                 [Minute Order](#)
- Approved**

- 12      [18-517](#)      Adopt a resolution and plaque of appreciation honoring Brian (Keith) Banks, Groundskeeper, upon his retirement from the Department of General Services with over 33 years of dedicated service to Solano County
- Attachments:*      [A - Resolution](#)  
                                 [Adopted Resolution](#)  
                                 [Minute Order](#)
- Adopted**
- Enactment No: Resolution 2018-145**
- 13      [18-491](#)      Adopt a resolution authorizing the Agricultural Commissioners/Sealer of Weights and Measures to execute revenue agreements for a net total of \$705,377 with the California Department of Food and Agriculture; and Authorize the Agricultural Commissioner/Sealer of Weights and Measures to execute revenue contract amendments up to 15% over the approved contract amounts
- Attachments:*      [A - Resolution](#)  
                                 [Adopted Resolution](#)  
                                 [Minute Order](#)
- Adopted**
- Enactment No: Resolution 2018-146**
- 14      [18-492](#)      Adopt a resolution and plaque of appreciation honoring Rogelia Ponce, Health Assistant, upon her retirement from Health and Social Services, Public Health Division with over 26 years of dedicated service to Solano County
- Attachments:*      [A - Resolution](#)  
                                 [Adopted Resolution](#)  
                                 [Minute Order](#)
- Adopted**
- Enactment No: Resolution 2018-147**
- 15      [18-501](#)      Adopt a resolution and plaque of appreciation honoring Elvia Perez, Office Assistant II, upon her retirement from Health and Social Services, Employment and Eligibility Services Division with over 21 years of dedicated service to Solano County
- Attachments:*      [A - Resolution](#)  
                                 [Adopted Resolution](#)  
                                 [Minute Order](#)
- Adopted**
- Enactment No: Resolution 2018-148**

- 16      [18-502](#)      Approve a plaque of appreciation honoring Dori Dutro, Eligibility Benefits Specialist II, upon her retirement from Health and Social Services, Employment and Eligibility Services Division with over 19 years of dedicated service to Solano County

*Attachments:*      [Minute Order](#)

**Approved**

- 17      [18-503](#)      Approve a plaque of appreciation honoring Yvonne Bright, Eligibility Benefit Specialist II, upon her retirement from Health and Social Services, Employment and Eligibility Services Division with 19 years of dedicated service to Solano County

*Attachments:*      [Minute Order](#)

**Approved**

- 18      [18-493](#)      Approve a 3 year contract with Aldea, Inc. for \$339,239 to provide a Family Support Program for Pre and Post Adoption and Guardianship Families for the period beginning July 1, 2018 through June 30, 2021; and Authorize the County Administrator to execute the contract and any subsequent amendments that remain within budgeted appropriations

*Attachments:*      [A - Contract](#)  
                                 [Executed Contract](#)  
                                 [Minute Order](#)

**Approved**

- 19      [18-500](#)      Approve a contract with A Better Way, Inc. to provide mental health assessment, individual clinical counseling, group therapy, and family preservation services for youth at Solano County Juvenile Detention Facility, community program sites in Fairfield, Vallejo, and other locations throughout the County for an amount not to exceed \$394,100 for the term of July 1, 2018 through June 30, 2019; Delegate authority to the County Administrator, pending County Counsel concurrence, to execute the contract and any future amendments up to 20% of the total contract amount not to exceed \$50,000; Approve an Appropriation Transfer Request (ATR) to recognize \$154,100 in unanticipated revenue from Juvenile Justice Crime Prevention Act (JJCPA) to partially fund the contract; and Authorize the Chief of Probation to execute any amendments which are technical or administrative in nature (4/5 vote required)

*Attachments:*      [A - Contract](#)  
                                 [Executed Contract](#)  
                                 [Minute Order](#)

**Approved**

- 20      [18-522](#)      Approve a plaque of appreciation honoring John Wells, Group Counselor, upon his retirement from the Solano County Probation Department with over 12 years of dedicated service to Solano County

Attachments:      [Minute Order](#)

**Approved**

- 21      [18-525](#)      Authorize the Director of Resource Management to execute a contract with the City of Fairfield to provide up to \$175,000 in chip seal services; and Authorize the Director of Resource Management to execute a contract with the City of Vacaville to provide up to \$40,000 in chip seal services

Attachments:      [A - North Gate Agreement - Fairfield](#)  
                                 [B - Weber Road Agreement - Vacaville](#)  
                                 [Minute Order](#)

**Approved**

## MISCELLANEOUS ITEMS

- 22      [18-494](#)      Approve the reappointment of Lee Bowen to the Alcohol & Drug Advisory Board, representing District 1, for a term to expire on July 24, 2021

Attachments:      [Minute Order](#)

**Approved**

- 23      [18-482](#)      Approve the appointment of Tracey Lee to the Solano County Alcohol & Drug Advisory Board, representing District 5, for a term to expire on July 24, 2021

Attachments:      [Minute Order](#)

**Approved**

## REGULAR CALENDAR

- 24      [18-442](#)      Receive the *2017 Solano County Crop and Livestock Report* from the Agricultural Commissioner and Sealer of Weights and Measures

Attachments:      [A - Top Ten Crops](#)  
                                 [B - 2017 Crop Report](#)  
                                 [Minute Order](#)

*Agricultural Commissioner and Sealer of Weights and Measures Simone Hardy introduced new Assistant Agricultural Commissioner and Sealer of Weights and Measures Jose Arriaga. She then provided an overview of the 2017 Solano County Crop and Livestock Report.*

*In response to a question from Chair Vasquez, Ms. Hardy commented on the diversity of agriculture and livestock within the County.*

*Chair Vasquez commented on the importance of open space land for livestock and the economy.*

*Ms. Hardy also commented on the importance of open space land for livestock and the economy.*

*Supervisor Hannigan commented on the information in the report.*

*In response to a question from Supervisor Spering, Ms. Hardy provided information on grapes and wine production levels and noted that she would look into what the projections for that industry would be into the future.*

*In response to a question from Chair Vasquez, Ms. Hardy noted that the department would look into incorporating entries from the Animal and Farm Bureau's annual photo contest.*

**Received**

**25**      [18-512](#)

Conduct a public hearing to consider adopting a resolution confirming delinquent accounts for mandatory garbage collection, disposal and recycling services in the unincorporated areas of Fairfield and Suisun; Approving a \$50 administrative charge for lien processing; Directing the Clerk of the Board to file a certified copy of the resolution with the County Recorder; Authorizing the County Auditor-Controller to impose the delinquent fees and administrative charges as special assessments on the FY2018/19 property tax roll; and Authorizing the Department of General Services to record a Release of Lien when delinquent amounts are paid

Attachments:      [A - Resolution](#)  
                              [B - Report](#)  
                              [Adopted Resolution](#)  
                              [Minute Order](#)

*Real Estate Manager Keith Hanson provided an overview of the item, noting that an updated list of delinquent accounts for Items 25, 26 and 27 had been provided at the dais and on the back counter of the chamber.*

*Chair Vasquez opened the public hearing. There were no public comments.*

*Chair Vasquez closed the public hearing.*

*In response to a question from Supervisor Spering, Mr. Hanson advised that the notice of delinquency and notice of the public hearing were being sent to the property owners as well as to the residence.*

**On motion of Supervisor Spering, seconded by Supervisor Hannigan, the Board adopted Resolution No. 2018-149 confirming delinquent accounts for mandatory garbage collection, disposal and recycling services in the unincorporated areas of Fairfield and Suisun; Approving a \$50 administrative charge for lien processing; Directing the Clerk of the Board to file a certified copy of the resolution with the County Recorder; Authorizing the County Auditor-Controller to impose the delinquent fees and administrative charges as**

special assessments on the FY2018/19 property tax roll; and Authorizing the Department of General Services to record a Release of Lien when delinquent amounts are paid. So ordered by 4-0 vote. (see Resolution Book)

Enactment No: Resolution 2018-149

26

[18-514](#)

Conduct a public hearing to consider adopting a resolution confirming delinquent accounts for mandatory garbage collection, disposal and recycling services in the unincorporated areas of Vacaville, Dixon and Elmira; Approving a \$50 administrative charge for lien processing; Directing the Clerk of the Board to file a certified copy of the resolution with the County Recorder; Authorizing the County Auditor-Controller to impose the delinquent fees and administrative charges as special assessments on the FY2018/19 property tax roll; and Authorizing the Department of General Services to record a Release of Lien when delinquent amounts are paid

*Attachments:* [A - Resolution](#)  
[B - Report](#)  
[Adopted Resolutions](#)  
[Minute Order](#)

*Real Estate Manager Keith Hanson provided an overview of the item.*

*Chair Vasquez opened the public hearing. There were no public comments.*

*Chair Vasquez closed the public hearing.*

On motion of Supervisor Spering, seconded by Supervisor Hannigan, the Board adopted Resolution No. 2018-150 confirming delinquent accounts for mandatory garbage collection, disposal and recycling services in the unincorporated areas of Vacaville, Dixon and Elmira; Approving a \$50 administrative charge for lien processing; Directing the Clerk of the Board to file a certified copy of the resolution with the County Recorder; Authorizing the County Auditor-Controller to impose the delinquent fees and administrative charges as special assessments on the FY2018/19 property tax roll; and Authorizing the Department of General Services to record a Release of Lien when delinquent amounts are paid. So ordered by 4-0 vote. (see Resolution Book)

Enactment No: Resolution 2018-150

27

[18-515](#)

Conduct a public hearing to consider adopting a resolution confirming delinquent accounts for mandatory garbage collection, disposal and recycling services in the unincorporated areas of Vallejo; Approving a \$50 administrative charge for lien processing; Directing the Clerk of the Board to file a certified copy of the resolution with the County Recorder; Authorizing the County Auditor-Controller to impose the delinquent fees and administrative charges as special assessments on the FY2018/19 property tax roll; and Authorizing the Department of General Services to record a Release of Lien when delinquent amounts are paid

Attachments:    [A - Resolution](#)  
                          [B - Report](#)  
                          [Adopted Resolutions](#)  
                          [Minute Order](#)

*Real Estate Manager Keith Hanson provided an overview of the item.*

*Chair Vasquez opened the public hearing. There were no public comments.*

*Chair Vasquez closed the public hearing.*

**On motion of Supervisor Hannigan, seconded by Supervisor Brown, the Board adopted Resolution No. 2018-151 confirming delinquent accounts for mandatory garbage collection, disposal and recycling services in the unincorporated areas of Vallejo; Approving a \$50 administrative charge for lien processing; Directing the Clerk of the Board to file a certified copy of the resolution with the County Recorder; Authorizing the County Auditor-Controller to impose the delinquent fees and administrative charges as special assessments on the FY2018/19 property tax roll; and Authorizing the Department of General Services to record a Release of Lien when delinquent amounts are paid. So ordered by 4-0 vote. (see Resolution Book)**

**Enactment No: Resolution 2018-151**

**28**            **[18-518](#)**

Consider and approve a Flag Display Policy for County facilities; and Authorize the County Administrator, or designee, to make changes to the Policy consistent with applicable law as necessary

Attachments:    [A - Policy](#)  
                          [B - County Flag Pole Location and Count](#)  
                          [Amended Version - Final](#)  
                          [Minute Order](#)

*Director of General Services Mike Lango introduced the item and noted a correction to Attachment B regarding two flag poles located in Vacaville. He then provided an overview of the proposed policy.*

*Supervisor Hannigan noted that there was a Children's Memorial flag pole at the Beck Avenue campus.*

*Supervisor Spering commented on the need for the policy to include language permitting ceremonial flags and how long they should be flown.*

*Assistant County Administrator Nancy Huston advised that the policy could be revised upon direction from the Board.*

*Chair Vasquez invited members of the public to address the Board on this matter and the following comments were received:*

*A) John Clarke, Fairfield, commented in opposition to flying non-governmental flags on government buildings.*

*B) Dennis Allen, Fairfield, commented in support of flying the POW/MIA flag on County owned buildings and equal time for flying of memorial flags.*

C) George Guynn, Jr., Suisun City, commented in support of equal flying time for memorial flags and on remarks made by speakers at the May 22, 2018 Board meeting regarding the rainbow flag.

Chair Vasquez commented on flying flags.

Supervisor Hannigan noted that Tom Bilbo was on the Executive Board for Solano Pride Month and that she didn't believe that he was member of the cloth or was receiving any government benefit.

Supervisor Spering noted that he had called Mr. Bilbo after the meeting, that it was a positive conversation and that he had not taken the remarks personally. He proposed that ceremonial flags be flown for 2-3 days and commented on the importance of providing fairness when flying flags.

Supervisor Hannigan commented on past controversy with flying flags, in support of flying memorial flags and in support of flying the POW/MIA flag on all County owned flag poles all of the time, absent of another ceremonial flag. She then commented on the need for flag spreaders to properly display the Board Chamber standing flags behind the dais. She then made a motion to fly ceremonial flags for one week to give groups the opportunity to schedule ceremonies and events around the week that the flag is flown, spreaders for the Chamber flags and that the POW/MIA flag be flown all the time.

In response to a question from Supervisor Brown, Supervisor Hannigan noted that her recommendation was to fly the memorial flags for seven days.

Supervisor Spering seconded the motion.

Chair Vasquez commented in support of flying ceremonial flags for two days or three days from Friday to Sunday.

Chair Vasquez asked the audience if anyone would like to comment on the proposed number of days.

A) George Guynn, Jr., Suisun City, commented in support of three days to fly ceremonial flags.

B) Dennis Allen, Fairfield, commented in support of flying ceremonial flags for one week and in support of flying the POW/MIA flag all of the time, absent a ceremonial flag.

C) Michael Wilson, Vallejo, commented in support of flying the rainbow flag and other ceremonial flags for one week.

In response to comments from Chair Vasquez, Ms. Huston advised that the Sheriff's facilities were exempt from the flag policy because they often flew flags in honor of fallen officers. Mr. Lango advised that the policy would apply to the County facilities that had three flag poles with the exception of the Stanton Jail facility.

*D) John Clarke, Fairfield, commented in opposition to flying non-governmental flags.*

*In response to a question from Chair Vasquez, Mr. Lango noted that there was nothing in the policy relating to what had been flown in the past. He advised that the policy pertained to County buildings with three poles where a ceremonial flag would be flown under the County flag, with the exception of the Sheriff's facilities. He noted that the Board would approve a ceremonial flag when there was a request to fly it.*

*Chair Vasquez commented in support of flying the POW/MIA flag all of the time.*

*Mr. Lango advised that the POW/MIA could be flown under the County flag with ceremonial flags flying under it.*

*Chair Vasquez advised that the POW/MIA flag had been flown under the U.S. flag on the old courthouse.*

*Mr. Allen advised that the POW/MIA flag should be flown under the U.S. flag and recommended that other ceremonial flags be flown under the County flag.*

*Supervisor Hannigan amended her motion to state that the POW/MIA flag be flown under the U.S. flag at County buildings with three poles, that approved ceremonial flags be flown under the County flag from Monday through Monday for one week and that the Chamber flags have spreaders installed.*

*Supervisor Spering seconded the amended motion.*

**On motion of Supervisor Hannigan, seconded by Supervisor Spering, the Board approved a Flag Display Policy for County facilities, as amended; and Authorized the County Administrator, or designee, to make changes to the Policy consistent with applicable law as necessary. So ordered by 4-0 vote.**

## **BOARD MEMBER COMMENTS AND REPORTS ON MEETINGS**

*A. Supervisor Brown requested that this meeting of the Solano County Board of Supervisors be adjourned in memory of Donna Henning Meek, an active member of the Benicia community.*

*B. Supervisor Hannigan requested that this meeting of the Solano County Board of Supervisors be adjourned in memory of Donald G. Demmon, an active member of the Vallejo community.*

*C. Supervisor Hannigan requested that this meeting of the Solano County Board of Supervisors be adjourned in memory of Trevion Deontae Reddick, an active member of the Vallejo community.*

*D. Supervisor Hannigan requested that this meeting of the Solano County Board of Supervisors be adjourned in memory of Clara Reynolds-Graves, an active member of the Vallejo community.*

*E. Supervisor Hannigan requested that this meeting of the Solano County Board of Supervisors be adjourned in memory of Larry Petrie, an active member of the Vallejo community.*

*F. Supervisor Spering requested that this meeting of the Solano County Board of Supervisors be adjourned in memory of John Sheldon Hopkins, an active member of the Fairfield community.*

**ADJOURN:**

*This meeting of the Solano County Board of Supervisors adjourned at 10:14 A.M. in memory of Donna Henning Meek, Donald G. Demmon, Trevion Deontae Reddick, Clara Reynolds-Graves, Larry Petrie and John Sheldon Hopkins. Next meeting of the Solano County Board of Supervisors will be August 7, 2018 at 8:30 A.M., Board Chambers, 675 Texas Street, Fairfield, California.*

\_\_\_\_\_  
**JOHN M. VASQUEZ, Chair**  
Solano County Board of Supervisors

**BIRGITTA E. CORSELLO, Clerk**  
Solano County Board of Supervisors

By \_\_\_\_\_  
Jeanette Neiger, Chief Deputy Clerk



# Solano County

675 Texas Street  
Fairfield, California 94533  
www.solanocounty.com

## Agenda Submittal

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<b>Agenda #:</b>	3	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Resolution	<b>Department:</b>	Board of Supervisors
<b>File #:</b>	18-559	<b>Contact:</b>	Kelly Dwyer, 784-3004
<b>Agenda date:</b>	08/14/2018	<b>Final Action:</b>	
<b>Title:</b>	Adopt a resolution recognizing August 24, 2018 as the 75th Anniversary of Cal Maritime in Solano County		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	District 2		
<b>Attachments:</b>	A - Resolution		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes \_\_\_ No X

Public Hearing Required? Yes \_\_\_ No X

### **DEPARTMENTAL RECOMMENDATION:**

It is recommended that the Board of Supervisors adopt a resolution recognizing August 24, 2018 as the 75th Anniversary of Cal Maritime in Solano County.

### **SUMMARY/DISCUSSION:**

In 1943, Solano County became the permanent home for the California State University Maritime Academy. Cal Maritime officially moved from San Francisco to Vallejo on August 24, 1943. It is the only United States Maritime Academy on the West Coast and is a four-year university and part of the California State University system.

Cal Maritime contributes millions of dollars annually to the Solano County economy through the purchase of goods and services, housing, hospitality, and other transactions. Cal Maritime cadets perform more than 10,000 of hours of community service each year in Solano County and surrounding communities, joined by faculty and administrators who also serve in civic leadership roles.

### **FINANCIAL IMPACT:**

The cost associated with preparing this agenda item is included within the District 2 FY2018/19 Adopted Budget.

### **ALTERNATIVES:**

The Board could choose not to adopt the resolution but that is not recommended as this is a chance to recognize a great institution in Solano County.

### **OTHER AGENCY INVOLVEMENT:**

None.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

# Resolution No. 2018 -

## RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING AUGUST 24, 2018 AS THE 75<sup>TH</sup> ANNIVERSARY OF CAL MARITIME IN SOLANO COUNTY

**WHEREAS**, California State University Maritime Academy (Cal Maritime), founded as a state agency known as the California Nautical School in 1929, is the only United States Maritime Academy on the West Coast; and

**WHEREAS**, Solano County became the permanent home for the Academy in 1943 as the school continued to grow and flourish, eventually becoming a four-year university and part of the California State University system; and

**WHEREAS**, Cal Maritime's graduates enjoy high placement rates leading to prominent maritime careers at sea and on shore, many of them living in Solano County following graduation and contributing to its vibrant economy; and

**WHEREAS**, Cal Maritime alumni are the highest paid graduates of any public California university four years after enrollment, filling leadership roles within maritime and transportation-related fields that are critical to the economies of California, the nation, and the world; and

**WHEREAS**, Cal Maritime contributes millions of dollars annually to the Solano County economy through the purchase of goods and services, housing, hospitality, and other transactions; and

**WHEREAS**, Cal Maritime cadets perform more than 10,000 of hours of community service each year in Solano County and surrounding communities, joined by faculty and administrators who also serve in civic leadership roles.

**NOW, THEREFORE, BE IT RESOLVED**, that the Solano County Board of Supervisors hereby recognizes August 24, 2018 to be the 75<sup>th</sup> Anniversary of Cal Maritime's relocation to Solano County.

Dated this 14<sup>th</sup> day of August, 2018

\_\_\_\_\_  
JOHN M. VASQUEZ, Chair  
Solano County Board of Supervisors

ATTEST:  
BIRGITTA E. CORSELLO, Clerk  
Solano County Board of Supervisors

By: \_\_\_\_\_  
Jeanette Neiger, Chief Deputy Clerk



# Solano County

675 Texas Street  
Fairfield, California 94533  
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## Agenda Submittal

<b>Agenda #:</b>	4	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Report	<b>Department:</b>	County Administrator
<b>File #:</b>	18-562	<b>Contact:</b>	Matthew A. Davis, 784-6111
<b>Agenda date:</b>	08/14/2018	<b>Final Action:</b>	
<b>Title:</b>	Approve the Board of Supervisors' response to the 2017/2018 Grand Jury Report of May 24, 2018 - "In-Home Support Services Program Oversight and Management"		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - County Administrator Response, B - Auditor Controller Response, C - District Attorney Response, D - H&SS Response, E - Board of Supervisors Response		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes  No

Public Hearing Required? Yes  No

### **DEPARTMENTAL RECOMMENDATION:**

It is recommended that the Board of Supervisors approve the Board of Supervisor's response to the 2017/2018 Grand Jury Report of May 24, 2018 - "In-Home Support Services Program Oversight and Management" which is attached to this agenda item as Attachment E. Responses by the offices of the County Administrator, Auditor-Controller, District Attorney and Health and Social Services are attached as Attachment A, B, C and D.

### **SUMMARY / DISCUSSION:**

On May 24, 2018, the Solano County Grand Jury issued a report entitled "In-Home Support Services Program Oversight and Management." The report examines the Department of Health and Social Services (H&SS) oversight and management of the County's In-Home Support Services (IHSS) program. IHSS is a statewide program providing domestic and personal care services designed to enable qualified blind, elderly and disabled persons to remain in their residences rather than cared for in an institutional setting.

According to Grand Jury report the members researched and reviewed a variety of California Department of Health and Human Services Agency forms, the California Penal Code and more than twenty (20) publications, including Grand Jury reports from neighboring municipalities, the Welfare Institution Code and Public Authority website to help inform their findings and recommendations. The Grand Jury also interviewed staff from the Solano County Department of Health and Social Services, the Public Authority, the Special Investigations Unit, the Older and Disabled Adults, the District Attorney and the Auditor-Controller.

The Grand Jury report has five (5) findings and five (5) recommendations and identified that responses were expected from the Solano County Board of Supervisors, the County Administrator's office, the County Auditor-Controller's Office, the District Attorney and the Department of Health and Social Services. These responses are attached for the Board's reference as Attachments A,B,C and D. The Board of Supervisors' proposed response is set forth in Attachment E - Response to the Grand Jury Report of May 24, 2018:

In-Home Support Services Program Oversight and Management.

Copies of Grand Jury reports are available upon request from the Clerk of the Board or can be viewed on the Grand Jury's website at: <http://www.solanocourts.com/GrandJury/default.html>

**FINANCIAL IMPACT:**

There are potential financial implications related to the recommended actions in this report. The County Administrator's office has therefore responded and is recommending that further review and evaluation is needed and additional time to do so through September 2018 has been suggested, with completion by December 2018. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

**ALTERNATIVES:**

The Board could choose to disagree with the recommended responses and direct staff to prepare a different or more elaborate response to the Grand Jury.

**OTHER AGENCY INVOLVEMENT:**

County Counsel has reviewed the attached response to the Presiding Judge for content and form.

**BIRGITTA E. CORSELLO**  
County Administrator  
becorsello@solanocounty.com  
(707) 784-6100

**NANCY HUSTON**  
Asst. County Administrator  
nlhuston@solanocounty.com  
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**COUNTY ADMINISTRATOR'S OFFICE**



**SOLANO  
COUNTY**

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July 30, 2018

Honorable John B. Ellis  
Presiding Judge of the Superior Court  
Solano Superior Court  
600 Union Ave  
Fairfield CA 94533

**Regarding: County Responses to FY2017-2018 Grand Jury Report Entitled: In-Home Supportive Services Program Oversight and Management**

Dear Judge Ellis,

The County Administrator's Office (CAO) appreciates the extension of time granted for our response to the above FY2017-18 Grand Jury Report. We have completed our initial review of responses for the other County Departments required to respond and held initial meetings with County Counsel and several involved Department Heads.

The following is submitted in response to the findings and recommendations of the report.

**First Finding and Recommendation**

**Finding 1** – The Solano County In-Home Supportive Services (IHSS) program has failed to meet minimum state standards for quality assurance, quality improvement and anti-fraud efforts for four or more years. The root cause of this persistent failure of regulatory compliance results from a lack of effective program oversight and management by the Solano County Department of Health and Social Services (H&SS) and the Older and Disabled Adult Services (ODAS) office in particular. There is a prevailing practice of regulatory noncompliance as an operational norm.

**Recommendation 1** – The Solano County Board of Supervisors (BOS) and the County Administrator hold H&SS department management personnel, particularly within the ODAS office, accountable for IHSS program compliance.

**Response to First Finding and Recommendation** – The CAO may not agree entirely with Finding #1, as we do not have purview of all that the Grand Jury received or considered.

The County Administrator will study Recommendation #1.

The County Administrator will commence additional meetings with impacted departments, will evaluate the IHSS and Compliance programs effectiveness and will formalize an action plan, as appropriate as outlined below:

- Meet with impacted departments and evaluate the program and its effectiveness by September 10, 2018
- Formalize action plan, as appropriate by December 10, 2018

### **Second Finding and Recommendation**

**Finding 2** –Solano County’s IHSS program management and compliance oversight functions have failed to achieve minimum objective measures of program integrity over the last five years due to the lack of effective use of H&SS departmental resources.

**Recommendation 2**– The H&SS office of Compliance and Quality Assurance be placed under independent operational supervision such as the Solano County Auditor-Controller until the IHSS program achieves minimal QA/QI standards and earns a satisfactory follow-up Internal Control Audit by the Solano County Auditor-Controller’s office.

**Response to Second Finding and Recommendation** – The CAO disagrees in part with the finding. The H&SS Compliance Unit is not the sole responsible agency for compliance for IHSS, and was established for the broader compliance requirements under Federal and State laws.

Movement of the office of Compliance and Quality Assurance may or may not be necessary for H&SS to meet State standards for IHSS compliance. However, the questions regarding having an audit plan, initial risk assessment procedures and independence in compliance and quality assurance and for responding and documenting corrective actions as compliance matters arise during the year is a matter requiring further study and review, as do the appropriate placement of staff and reporting authorities. The CAO will study Recommendation #2 as part of the response provided to Recommendation #1.

### **Third Finding and Recommendations**

**Finding 3** – The Solano County Department of H&SS’ welfare fraud investigative unit, the Special Investigations Bureau, has been precluded from participating in IHSS program fraud investigation and prosecution by H&SS departmental policy and budget decisions.

**Recommendation 3a** – The Special Investigations Bureau be transferred to the District Attorney’s Office.

**Recommendation 3b** - The current ‘Purchase of Service Agreement for Investigation of Welfare Fraud’ between the Solano County H&SS Department and the D.A.’s Office be rewritten to specifically include investigation and prosecution of IHSS program fraud.

**Response to Third Finding and Recommendations** – The CAO disagrees wholly or in part with the finding.

The recommendation will not be implemented at this time, because it is not warranted or reasonable to have the Special Investigations Bureau perform the duties of the State with regards to fraud in the IHSS program. Solano County Department of H&SS has voluntarily implemented fraud prevention/detection services within our Older and Disabled Adult Services Bureau, with a stated goal ensure recipients receive services they are entitled to so they may continue to live

independently in their own homes. When fraud is suspected or detected by staff conducting home visits it is reported to the Department of Health Care Services (DHCS) so that the State may determine which cases it will refer to the Solano County District Attorney (DA). The DA as an independent elected official may identify and elect cases it will prosecute.

Furthermore, it should also be noted that the Special Investigations Bureau is a mandated function, that is funded as part of the administrative funding associated with Employment and Eligibility (E&E) program funding received from the Federal government by way of the State

As noted the Department of H&SS Director's response:

The Grand Jury's statement that 'The Solano County Department of H&SS has an annual \$500,000 purchase of service contract with the District Attorneys' Office for the investigation and prosecution of welfare fraud' is in error. H&SS has an annual Purchase Service Agreement for the *prosecution* of welfare fraud in the amount of \$175,000 which is an appropriate service of the District Attorney's Office.

#### **Fourth Finding and Recommendation**

**Finding 4** – IHSS provider time cards continue to be a significant source of potential fraud. The electronic IHSS provider electronic time card has been adopted by Solano County but is not mandatory.

**Recommendation 4** – The Solano County Public Authority require that the IHSS electronic time card is a condition of employment for all providers. Granting of the power of proxy second signatures to the IHSS electronic time card should be limited to instances that meet the legal standard requiring a notarized power of attorney for a financial transaction.

**Response to Fourth Finding and Recommendation** – The CAO disagrees wholly or in part with the finding.

The recommendation will not be implemented because it is not warranted or is not reasonable. As indicated in the response by the Solano County Department of H&SS Director:

By statewide rules described in the State of California, Department of Social Services All-County Letter No.: 17-76 dated July 14, 2017, the use of electronic timesheet (ETS) is highly encouraged but it is not mandatory. The California Department of Social Services (CDSS) acts as the payroll agent, and it establishes the rules for the IHSS program, including how IHSS electronic timesheets are utilized. CDSS is the entity that has authority to impose rules or regulations for IHSS providers regarding conditions of employment. ETS is an optional service in which the consumer and provider must both agree to use e-timesheets.

#### **Fifth Finding and Recommendation**

**Finding 5** – H&SS Department management stated that its primary concern is IHSS Program sustainability and quality of services rather than program integrity and regulatory compliance.

**Recommendation 5** – Program integrity and regulatory compliance be the primary focus of H&SS management to ensure IHSS program sustainability.

**Response to Fifth Finding and Recommendation** – The CAO disagrees wholly or in part with the finding.

The recommendation will not be implemented because it is not warranted or is not reasonable.

As noted in the response by the Director of Solano County H&SS department and County policies, H&SS Departmental mission, and fundamental ethical realities, the primary focus of the ODAS Bureau is the provision of services to the IHSS consumer. The ODAS Bureau is a client-centered, service program. IHSS is a mandated, entitlement program. That said, the Solano County IHSS Program is in compliance with all applicable regulations per CDSS, as noted above.

In conclusion, the CAO acknowledged the issues raised by the Grand Jury regarding the IHSS Program and will study the recommendations contained in the Report.

The County Administrator will meet with impacted departments, will evaluate the program and its effectiveness and will formalize an action plan, as appropriate as outlined below:

- Meet with impacted departments and evaluate the program and its effectiveness by September 10, 2018
- Formalize action plan, as appropriate by December 10, 2018

Respectfully,



Birgitta E. Corsello  
County Administrator

Cc: Solano County Board of Supervisors  
Gerald R. Huber, Director Health & Social Services  
Simona Padilla-Scholtens, Auditor-Controller  
Krishna Abrams, District Attorney  
Dennis Bunting, County Counsel  
Debbie Vaughn, Principal Management Analyst  
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OFFICE OF THE AUDITOR-CONTROLLER

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July 9, 2018

The Honorable John B. Ellis  
Hall of Justice  
Department 306  
600 Union Avenue  
Fairfield, CA 94533

RE: 2017-18 Grand Jury Report Entitled: **In-Home Supportive Services Program Oversight and Management**

Dear Honorable John B. Ellis:

Pursuant to Penal Code §933(c) and 933.05, I am responding to the findings and recommendations in the FY2017/18 Grand Jury Report received on May 18, 2018 on the Solano County In-Home Supportive Services Program Oversight and Management which pertains to a matter under my control as the elected County Auditor-Controller.

**Finding 2** – Solano County’s IHSS program management and compliance oversight functions have failed to achieve minimum objective measures of program integrity over the last five years due to the lack of effective use of H&SS departmental resources.

**Recommendation 2** - The H&SS office of Compliance and Quality Assurance be placed under independent operational supervision such as the Solano County Auditor-Controller until the IHSS program achieves minimal QA/QI standards and earns a satisfactory follow-up Internal Control Audit by the Solano County Auditor-Controller’s Office.

**Response to Recommendation 2** – The Solano County Auditor-Controller agrees with the Grand Jury’s recommendation to re-locate the H&SS Compliance and Quality Assurance Unit (Unit) under the County Auditor-Controller’s supervision and control. The Auditor-Controller will work with the County Administrator’s Office and Health and Social Services Department to effectuate the change.

The following are the reasons why I believe the Unit should be placed under the Auditor Controller:

- The Solano County Auditor-Controller has attempted to obtain a work plan and risk assessment from the Compliance and Quality Assurance Unit for over three years without success. During monthly meetings with the Executive management of the department, I

have consistently asked for a work plan and risk assessment of the compliance areas to be reviewed. However, to date, I have never received either of them;

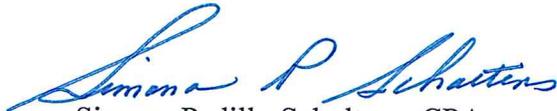
- We have been unable to obtain the specific compliance reviews completed by the Compliance and Quality Assurance Unit over the past three years; and
- Compliance unit staff encounters resistance by program staff in accessing program files.

Therefore, it is my opinion, moving this Unit under the Auditor-Controller's Department will increase accountability and transparency of the resources allocated to this Unit. The Auditor-Controller will demonstrate this by compiling an annual work plan and providing it to the County Administrator and Director of Health and Social Services. This will provide accountability and transparency of the resources in the Unit. In addition, moving this Unit to the Auditor's Office will provide the independence necessary to eliminate all resistance from program staff within the H&SS department in performing the required compliance reviews.

Therefore, I strongly support the Grand Jury's recommendation to move the H&SS Compliance and Quality Assurance Unit to the Auditor-Controller's Department.

I thank the Grand Jury for their report on the In-Home Supportive Services Program Oversight and Management.

Respectfully,



Simona Padilla-Scholtens, CPA  
Auditor-Controller



OFFICE OF THE DISTRICT ATTORNEY  
COUNTY OF SOLANO

**KRISHNA A. ABRAMS**  
DISTRICT ATTORNEY

**Sharon S. Henry**  
Chief Deputy

**Paul D. Sequeira**  
Chief Deputy

**Ken L. Kramer**  
Chief Investigator

July 11, 2018

The Honorable John B. Ellis  
Presiding Judge  
Solano County Superior Court  
600 Union Avenue  
Fairfield, CA 94533

Re: Response to 2017-2018 Grand Jury Report Entitled:  
In-Home Supportive Services Program Oversight and Management

To The Honorable John B. Ellis, Presiding Judge of the Solano County Superior Court:

Under Penal Code Sections 933 and 933.05, we are responding to the following recommendations contained in the 2017-2018 Grand Jury Report regarding In-Home Supportive Services Program Oversight and Management.

**Finding 3:**

The Solano County Department of Health and Social Services' Welfare Fraud Investigative Unit, the Special Investigations Bureau, has been precluded from participating in In-Home Support Services program fraud investigation and prosecution by H&SS departmental policy and budget decisions.

**Recommendation 3a:**

The Special Investigation Bureau be transferred to the District Attorney's Office.

**Response to Recommendation 3a:**

The recommendation requires further analysis by the County. We believe that the District Attorney's Office could accommodate the transfer of the Special Investigations Bureau (SIB) to the DA's Bureau of Investigations. Currently, the District Attorney Bureau of Investigations has specialized investigation units, such as Workers' Compensation Fraud, Auto Insurance Fraud, Consumer Fraud, Real Estate Fraud and Financial Elder Abuse Fraud. Within each of these specialized units, complaints of fraud are initiated with the DA's Office as opposed to other local law enforcement agencies. Follow-up investigation into these complaints is conducted by the DA Bureau of Investigations. In-Home Support Services Fraud and Welfare Fraud complaints would be treated similarly, as we are committed to investigating all reasonable suspicious acts of fraud.

If, after careful review and cost analysis by the DA's Office, County Administrative Office, and Department of Human Resources, and upon County Board of Supervisors' approval, the DA's Office is receptive to transferring the SIB to the DA Bureau of Investigations.

**Recommendation 3b:**

The current 'Purchase of Service Agreement for Investigation of Welfare Fraud' between the Solano County H&SS Department and the D.A.'s Office be rewritten to specifically include investigation and prosecution of IHSS program fraud.

**Response to Recommendation 3b:**

The recommendation requires further analysis by the County as our office is one of two parties to the "Purchase of Service Agreement for Investigation of Welfare Fraud."

If, after careful review and cost analysis by the District Attorney's Office, County Administrative Office, and County Counsel, and upon County Board of Supervisors' approval, the District Attorney's Office is receptive to rewriting the Purchase of Service Agreement for Investigation of Welfare Fraud between the District Attorney's Office and the Health and Social Services Department to include the investigation and prosecution of IHSS program fraud.

We appreciate the Grand Jury's recommendations and we would like to thank the Solano County Grand Jury for their time and attention to this matter.

Sincerely,



Krishna A. Abrams  
District Attorney

KAA:mpm

cc: Grand Jury

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**DEPARTMENT OF HEALTH & SOCIAL SERVICES**



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July 12, 2018

Honorable John B. Ellis  
Presiding Judge of the Superior Court  
Solano Superior Court  
600 Union Ave  
Fairfield CA 94533

**Regarding: County Responses to FY2017-2018 Grand Jury Report Entitled: In-Home Supportive Services Program Oversight and Management**

Dear Judge Ellis,

The Department of Health & Social Services (H&SS) appreciates the review of the complicated In-Home Supportive Services (IHSS) program. H&SS is tasked with providing the administration of the California Department of Social Services (CDSS) IHSS program for County residents pursuant to Federal and State code. IHSS is a statewide program providing domestic and personal care services designed to enable qualified blind, elderly and disabled persons to remain in their residences rather than cared for in an institutional setting. H&SS is committed to an IHSS program that enables clients to remain in their homes instead of being placed in expensive, convalescent or board-and-care facilities.

H&SS is in receipt of the 2017-2018 Grand Jury Report entitled: "In-Home Supportive Services Program Oversight and Management," dated May 18, 2018. The following is submitted in response to the findings and recommendations of the report.

**First Finding and Recommendation**

**Finding 1** – The Solano County In-Home Supportive Services program has failed to meet minimum state standards for quality assurance, quality improvement and anti-fraud efforts for four or more years. The root cause of this persistent failure of regulatory compliance results from a lack of effective program oversight and management by the Solano County Department of H&SS and the ODAS office in particular. There is a prevailing practice of regulatory noncompliance as an operational norm.

**Recommendation 1** – The Solano County Board of Supervisors and County Administrative Officer hold Health and Social Services Department management personnel, particularly within the ODAS office, accountable for IHSS program compliance.

**Response to First Finding and Recommendation** – The Department of Health & Social Services disagrees wholly or in part with the finding.

The recommendation will not be implemented because it is not warranted or is not reasonable.

IHSS is a statewide program administered by each county under the direction of the California Department of Social Services (CDSS). The State of California has judged the Solano County IHSS Program to be in compliance. With respect to the IHSS Program Integrity and Anti-Fraud activities of Solano County, the May 3, 2017 State of California, Department of Social Services All County Information Notice (ACL) 1-26-17 “Release of the In-Home Supportive Services (IHSS) Program Integrity and Anti-Fraud Report for Fiscal Year 2014/15”, page 30, specifically states for medium-sized counties’ completed fraud investigations, “Solano County reported the most fraud investigations completed at 107 cases.” Additionally, it should be noted in the same ACL, the medium-sized counties of Solano, Kern and San Joaquin reported a combined 50 percent of the *Referred for Administrative Action* cases, indicating robust activities in this area. In the year 2015, the ODAS Bureau examined the workflow of the IHSS Program to optimize cost effective operations. IHSS Program casework is now on an electronic file maintenance software process. IHSS will continue to embrace and incorporate compliance review recommendations by internal and external partners to ensure improved delivery of service for IHSS intakes and reassessments.

### **Second Finding and Recommendation**

**Finding 2** –Solano County’s IHSS program management and compliance oversight functions have failed to achieve minimum objective measures of program integrity over the last five years due to the lack of effective use of H&SS departmental resources.

**Recommendation 2**– The H&SS office of Compliance and Quality Assurance be placed under independent operational supervision such as the Solano County Auditor-Controller until the IHSS program achieves minimal QA/QI standards and earns a satisfactory follow-up Internal Control Audit by the Solano County Auditor-Controller’s office.

**Response to Second Finding and Recommendation** – The Department of Health & Social Services disagrees wholly or in part with the finding.

The recommendation will not be implemented because it is not warranted or is not reasonable.

The Grand Jury mischaracterizes the program integrity unit (PIU) program structure and performance. It fails to recognize the difference between fiscal integrity and program performance. The Solano County Auditor – Controller is responsible for fiscal audits, not program compliance. Program performance and compliance are the responsibility of the department (Health & Social Services), division (Public Health), bureau (ODAS) and program (IHSS). With the merger of the ODAS Bureau into the Public Health Division

an opportunity has been created to increase efficient and accurate oversight. The H&SS Compliance bureau is developing an active role of oversight and program recommendations department-wide. As noted in the report "Recommendation for Solano County Compliance Organizational Model" produced by Hubbert Systems Consulting (Dec 2013), a review of 14 counties with Compliance programs showed a majority of them had Compliance Units embedded in Health & Human Services programs, and a few had a Countywide Compliance Officer that reported directly to the County Administrative Officer. Additionally, as recommended in the noted report, the organizational structure was implemented as suggested. The Compliance Unit submits an annual workplan of priorities to the Director of Health & Social Services. This plan is approved by the Director and shared with the County Administrator as part of the departmental annual plan. Further, deliverables and work product is submitted to the Director of Health & Social Services as designed in the plan. The department is working to implement a multi-disciplinary Executive Compliance Committee by January 2019, which was also recommended in said report, to leverage and provide oversight to the Compliance Unit in areas that span across and throughout the department. Older & Disabled Adult Services welcomes and partners with the California Department of Social Services, Health & Social Services Compliance and our internal Quality Assurance / Program Integrity Unit staff to review and implement recommendations which result in efficient communications, a streamlined work flow, increased productivity and an overall cost-effective delivery system for these mandated services.

The ODAS Bureau acknowledges that in FY 2014/15 and FY 2015/16 IHSS Quality Assurance staff did not complete the required number of reviews. For FY 2016/17, the required number of desk reviews and home visits were completed. For FY 2017/18, the Bureau remains on track to complete the required number of desk reviews and home visits. While no additional staff were hired into the Quality Assurance / Program Integrity Unit, the Older & Disabled Adult Services Bureau reviewed work practices to efficiently streamline necessary clerical support services and shifted additional clerical support to this unit. Again, it is also important to acknowledge the May 3, 2017 State of California, Department of Social Services All County Information Notice (ACL) 1-26-17 "Release of the In-Home Supportive Services (IHSS) Program Integrity and Anti-Fraud Report for Fiscal Year 2014/15", page 30, which specifically states for medium-sized counties' completed fraud investigations, "Solano County reported the most fraud investigations completed at 107 cases." In the same ACL, Table 13 on page 29 indicates that thirteen of the 26 medium-sized counties did not report completing any fraud investigations and Solano, Kern and San Joaquin Counties were responsible for a combined 50 percent of the reports for *Referred for Administrative Action* among medium-sized counties.

Movement of the office of Compliance and Quality Assurance is not necessary as the Health and Social Services Department is meeting State standards for IHSS compliance. The Department commits to providing the County Administrator's Office and the Auditor-Controller's Office by September 3, 2018, with an audit plan for the office of Compliance and Quality Assurance. The audit plan will include an initial risk assessment and will dedicate the Compliance and Quality Assurance staff to the plan but allow time for responding to compliance matters that come up during the year.

### **Third Finding and Recommendations**

**Finding 3** – The Solano County Department of Health and Social Services' welfare fraud investigative unit, the Special Investigations Bureau, has been precluded from participating in In-Home Supportive Services program fraud investigation and prosecution by H&SS departmental policy and budget decisions.

**Recommendation 3a** – The Special Investigations Bureau be transferred to the District Attorney's Office.

**Recommendation 3b** - The current 'Purchase of Service Agreement for Investigation of Welfare Fraud' between the Solano County H&SS Department and the D.A.'s Office be rewritten to specifically include investigation and prosecution of IHSS program fraud.

**Response to Third Finding and Recommendations** – The Department of Health & Social Services disagrees wholly or in part with the finding.

The recommendation will not be implemented because it is not warranted or is not reasonable.

The State is responsible for investigation of fraud in the IHSS program and, therefore, does not provide any funding to counties for IHSS fraud prevention or investigation. Solano County has voluntarily implemented fraud prevention/detection services within our Older and Disabled Adult Services Bureau. Our goal is to ensure recipients receive services they are entitled to so they may continue to live independently in their own homes. When fraud is detected, it is reported to the Department of Health Care Services (DHCS) so that the State may determine which cases it will refer to the Solano County District Attorney (DA). The DA then identifies those cases it will prosecute.

The Grand Jury mischaracterizes the IHSS fraud investigation and prosecution process. In accordance with statewide policies and procedures regarding IHSS fraud, Solano County's Special Investigations Bureau (SIB) has no role in IHSS fraud investigations. Accordingly, there would be no reason to move SIB from the Health and Social Services Department to the District Attorney's Office.

The Grand Jury's statement that 'The Solano County Department of Health and Social Services has an annual \$500,000 purchase of service contract with the District Attorneys' Office for the investigation and prosecution of welfare fraud' is in error. H&SS has an annual Purchase Service Agreement for the *prosecution* of welfare fraud in the amount of \$175,000 which is an appropriate service of the District Attorney's Office.

The fraud complaint process involves multiple stages. The California Department of Social Services (CDSS), Adult Programs Division, Policy & Quality Assurance Branch, Report of Program Integrity and Anti-Fraud Efforts in the In-Home Supportive Services Program report of July 2014 and ACL 18-67, dated June 8, 2018, provide the fraud-related protocols for IHSS. In these protocols, counties have agreed to track and submit

fraud data to CDSS, and CDSS has committed to releasing annual reports summarizing the data. The ODAS unit of H&SS submits an annual Fraud Plan to CDSS. This annual plan includes the ODAS unit activity for administrative actions and referrals to the Department of Health Care Services (DHCS). Referrals for review for prosecution go to DHCS. All fraud complaints are reviewed by the ODAS Fraud Review Social Worker. The Fraud Review Social Worker attempts to recover all overpayments, no matter how small. In addition, all overpayments over \$500 are referred to or discussed with the DHCS, per State policy. DHCS, in turn, makes referrals directly to the Solano County DA for prosecution when appropriate to do so.

#### **Fourth Finding and Recommendation**

**Finding 4** – IHSS provider time cards continue to be a significant source of potential fraud. The electronic IHSS provider electronic time card has been adopted by Solano County but is not mandatory.

**Recommendation 4** – The Solano County Public Authority require that the IHSS electronic time card is a condition of employment for all providers. Granting of the power of proxy second signatures to the IHSS electronic time card should be limited to instances that meet the legal standard requiring a notarized power of attorney for a financial transaction.

**Response to Fourth Finding and Recommendation** – The Department of Health & Social Services disagrees wholly or in part with the finding.

The recommendation will not be implemented because it is not warranted or is not reasonable.

By statewide rules described in the State of California, Department of Social Services All-County Letter No.: 17-76 dated July 14, 2017, the use of electronic timesheet (ETS) is highly encouraged but it is not mandatory. The California Department of Social Services (CDSS) acts as the payroll agent, and it establishes the rules for the IHSS program, including how IHSS electronic timesheets are utilized. CDSS is the only entity that has authority to impose rules or regulations for IHSS providers regarding conditions of employment. ETS is an optional service in which the consumer and provider must both agree to use e-timesheets. There is a mechanism in place that alerts the Program Integrity Unit staff if a provider has had a complaint of suspected fraud.

Under Welfare and Institutions Code (W&I Code) section 12301.6, the Solano County Public Authority is established as the employer of record for negotiations purposes only and may not require electronic timecards as a condition of employment as IHSS providers are not considered employees of the County for any purpose. Currently, under W&I Code section 12301.24, the only condition of employment for an IHSS provider is that he or she complete an enrollment process, which includes attending an in-person orientation and passing a Department of Justice Background Check (known as a Livescan) under the conditions set forth in W&I Code section 12305.81.

The State's Case Management Information and Payroll System (CMIPSII) does not allow more than the number of authorized hours to be paid. It is the responsibility of the IHSS recipient (the employer) to select the IHSS provider (the employee). As the employer, the IHSS recipient can hire anyone who meets the IHSS provider enrollment requirements and can meet the needs of the recipient. If the IHSS consumer (the IHSS recipient, or employer) does not receive services from the IHSS provider (the employee), it is the responsibility of the IHSS consumer to monitor, hire, and if needed select another provider.

### **Fifth Finding and Recommendation**

**Finding 5** – Health and Social Services Department management stated that its primary concern is IHSS Program sustainability and quality of services rather than program integrity and regulatory compliance.

**Recommendation 5** – Program integrity and regulatory compliance be the primary focus of H&SS management to ensure IHSS program sustainability.

**Response to Fifth Finding and Recommendation** – The Department of Health & Social Services disagrees wholly or in part with the finding.

The recommendation will not be implemented because it is not warranted or is not reasonable.

By H&SS Department and County policies, H&SS Departmental mission, and fundamental ethical realities, the primary focus of the ODAS Bureau is the provision of services to the IHSS consumer. The ODAS Bureau is a client-centered, service program. IHSS is a mandated, entitlement program. That said, the Solano County IHSS Program is in compliance with all applicable regulations per CDSS, as noted above.

In conclusion, the Department of H&SS appreciates the issues raised by the Grand Jury regarding the IHSS Program. The Department of H&SS is proud of the work done by the IHSS Program. Many of the processes and techniques used by the Program have been selected and used by other counties throughout the State. I trust the information provided adequately responds to the Grand Jury's Findings and Recommendations. I would like to thank the Solano County Grand Jury for its time and evaluation of the IHSS Program. I personally want to acknowledge the hard work and dedication of the ODAS Bureau staff for the work they do to better the lives of some of Solano County's most vulnerable residents.

Respectfully,

Gerald R. Huber, Director, Health & Social Services

Cc: Bela T. Matyas, Deputy Director of H&SS/Public Health Officer  
Joyce Goodwin, Health Services Administrator, ODAS  
Birgitta Corsello, County Administrative Officer  
Solano County Board of Supervisors  
Debbie Vaughn, Management Analyst  
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## BOARD OF SUPERVISORS

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# SOLANO COUNTY

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August 14, 2018

Honorable John B. Ellis  
Presiding Judge of the Superior Court  
County of Solano  
600 Union Avenue  
Fairfield, CA 95433

### **RE: Response to Grand Jury Report – In-Home Support Services Program Oversight and Management**

Judge Ellis:

Pursuant to Penal Code sections 933(c) and 933.05, the Solano County Board of Supervisors responds to all Recommendations and all Findings contained in the 2017/2018 Grand Jury Report entitled "In-Home Support Services Program Oversight and Management."

#### **Finding 1**

The Solano County In-Home Supportive Services program has failed to meet minimum state standards for quality assurance, quality improvement and anti-fraud efforts for four or more years. The root cause of this persistent failure of regulatory compliance results from a lack of effective program oversight and management by the Solano County Department of H&SS and the ODAS office in particular. There is a prevailing practice of regulatory non-compliance as an operational norm.

#### **Recommendation 1**

The Solano County Board of Supervisors and County Administrative Officer hold Health and Social Services Department management personnel, particularly within the ODAS office, accountable for IHSS program compliance.

#### **Response to Finding 1 and Recommendation 1**

**Board of Supervisors:** The Board concurs with the response by the County Administrator's office that additional review and discussions are needed. The Board will provide a follow up response as outlined in the County Administrator's response which is referenced below.

**County Administrator's Office:** The CAO may not agree entirely with Finding 1, as we do not have purview of all that the Grand Jury received or considered. The County Administrator will study Recommendation 1.

The County Administrator will commence additional meetings with impacted departments, will evaluate the IHSS and Compliance programs effectiveness and will formalize an action plan, as appropriate as outlined below:

- Meet with impacted departments and evaluate the program and its effectiveness by September 10, 2018
- Formalize action plan, as appropriate by December 10, 2018

## Finding 2

Solano County's IHSS program management and compliance oversight functions have failed to achieve minimum objective measures of program integrity over the last five years due to the lack of effective use of H&SS departmental resources.

## Recommendation 2

The H&SS office of Compliance and Quality Assurance be placed under independent operational supervision such as the Solano County Auditor-Controller until the IHSS program achieves minimal QA/QI standards and earns a satisfactory follow-up Internal Control Audit by the Solano County Auditor-Controller's office.

### Response to Finding 2 and Recommendation 2

**Board of Supervisors:** The Board concurs with the response by the County Administrator's office that additional review and discussions are needed. The Board will provide a follow up response as outlined in the County Administrator's response which is referenced below.

**County Administrator's Office:** The CAO disagrees in part with the finding. The H&SS Compliance Unit is not the sole responsible agency for compliance for IHSS and was established for the broader compliance requirements under Federal and State laws.

Movement of the Office of Compliance and Quality Assurance may or may not be necessary for H&SS to meet State standards for IHSS compliance. However, the questions regarding having an audit plan, initial risk assessment procedures and independence in compliance and quality assurance and for responding and documenting corrective actions as compliance matters arise during the year is a matter requiring further study and review, as do the appropriate placement of staff and reporting authorities. The CAO will study Recommendation 2 as part of the response provided to Recommendation 1.

As noted from Above the County Administrator will:

- Commence additional meetings with impacted departments, will evaluate the IHSS and Compliance programs effectiveness and will formalize an action plan; and
- Meet with impacted departments and evaluate the program and its effectiveness by September 10, 2018; and
- Formalize action plan, as appropriate by December 10, 2018.

## Finding 3

The Solano County Department of Health and Social Services' welfare fraud investigative unit, the Special Investigations Bureau, has been precluded from participating in In-Home Supportive Services program fraud investigation and prosecution by H&SS departmental policy and budget decisions.

### **Recommendation 3a**

The Special Investigations Bureau be transferred to the District Attorney's Office.

### **Recommendation 3b**

The current 'Purchase of Service Agreement for Investigation of Welfare Fraud' between the Solano County H&SS Department and the D.A.'s Office be rewritten to specifically include investigation and prosecution of IHSS program fraud.

#### **Response to Finding 3 and Recommendations 3a and 3b**

**Board of Supervisors response:** The Board concurs with the responses provided by the County Administrator's office and the Department of Health Social Services that the recommendation will not be implemented at this time for reasons stated in the aforementioned responses.

**County Administrator's Office:** The CAO disagrees wholly or in part with the finding. The recommendation will not be implemented at this time, because it is not warranted or reasonable to have the Special Investigations Bureau perform the duties of the State with regards to fraud in the IHSS program.

Solano County Department of H&SS has voluntarily implemented fraud prevention/detection services within our Older and Disabled Adult Services Bureau, with a stated goal to ensure recipients receive services they are entitled to, so they may continue to live independently in their own homes. When fraud is suspected or detected by staff conducting home visits it is reported to the Department of Health Care Services (DHCS) so that the State may determine which cases it will refer to the Solano County District Attorney (DA). The DA as an independent elected official may identify and elect cases it will prosecute.

Furthermore, it should also be noted that the Special Investigations Bureau is a mandated function, that is funded as part of the administrative funding associated with Employment and Eligibility (E&E) program funding received from the Federal government by way of the State.

As noted the Department of H&SS Director's response: The Grand Jury's statement that 'The Solano County Department of H&SS has an annual \$500,000 purchase of service contract with the District Attorneys' Office for the investigation and prosecution of welfare fraud' is in error. H&SS has an annual Purchase Service Agreement for the prosecution of welfare fraud in the amount of \$175,000 which is an appropriate service of the District Attorney's Office.

### **Finding 4**

IHSS provider time cards continue to be a significant source of potential fraud. The electronic IHSS provider electronic time card has been adopted by Solano County but is not mandatory.

### **Recommendation 4**

The Solano County Public Authority require that the IHSS electronic time card is a condition of employment for all providers. Granting of the power of proxy second signatures to the IHSS electronic time card should be limited to instances that meet the legal standard requiring a notarized power of attorney for a financial transaction.

## **Response to Finding 4 and Recommendation 4**

**Board of Supervisors:** The Board of Supervisors concurs with the County Administrator's Office and Department of Health and Social Services responses that the recommendation will not be implemented at this time for reasons stated in the aforementioned responses and reflected below.

**County Administrator's Office:** The CAO disagrees wholly or in part with the finding. The recommendation will not be implemented because it is not warranted or is not reasonable.

As indicated in the response by the Solano County Department of H&SS Director: By statewide rules described in the State of California, Department of Social Services All-County Letter No.: 17-76 dated July 14, 2017, the use of electronic timesheet (ETS) is highly encouraged but it is not mandatory. The California Department of Social Services (CDSS) acts as the payroll agent, and it establishes the rules for the IHSS program, including how IHSS electronic timesheets are utilized. CDSS is the entity that has authority to impose rules or regulations for IHSS providers regarding conditions of employment. ETS is an optional service in which the consumer and provider must both agree to use e-timesheets.

**Health and Social Services:** The Department of Health & Social Services disagrees wholly or in part with the finding. The recommendation will not be implemented because it is not warranted or is not reasonable.

By statewide rules described in the State of California, Department of Social Services All-County Letter No.: 17-76 dated July 14, 2017, the use of electronic timesheet (ETS) is highly encouraged but it is not mandatory. The California Department of Social Services (CDSS) acts as the payroll agent, and it establishes the rules for the IHSS program, including how IHSS electronic timesheets are utilized. CDSS is the only entity that has authority to impose rules or regulations for IHSS providers regarding conditions of employment. ETS is an optional service in which the consumer and provider must both agree to use e-timesheets. There is a mechanism in place that alerts the Program Integrity Unit staff if a provider has had a complaint of suspected fraud.

Under Welfare and Institutions Code (W&I Code) section 12301.6, the Solano County Public Authority is established as the employer of record for negotiations purposes only and may not require electronic timecards as a condition of employment as IHSS providers are not considered employees of the County for any purpose. Currently, under W&I Code section 12301.24, the only condition of employment for an IHSS provider is that he or she complete an enrollment process, which includes attending an in-person orientation and passing a Department of Justice Background Check (known as a Livescan) under the conditions set forth in W&I Code section 12305.81.

The State's Case Management Information and Payroll System (CMIPSI) does not allow more than the number of authorized hours to be paid. It is the responsibility of the IHSS recipient (the employer) to select the IHSS provider (the employee). As the employer, the IHSS recipient can hire anyone who meets the IHSS provider enrollment requirements and can meet the needs of the recipient. If the IHSS consumer (the IHSS recipient, or employer) does not receive services from the IHSS provider (the employee), it is the responsibility of the IHSS consumer to monitor, hire, and if needed select another provider.

## **Finding 5**

Health and Social Services Department management stated that its primary concern is IHSS Program sustainability and quality of services rather than program integrity and regulatory compliance.

## **Recommendation 5**

Program integrity and regulatory compliance be the primary focus of H&SS management to ensure IHSS program sustainability.

## **Response to Finding 5 and Recommendation 5**

**Board of Supervisors:** The Board of Supervisors concurs with the responses of the County Administrator's office.

**County Administrator's Office:** The CAO disagrees wholly or in part with the finding. The recommendation will not be implemented because it is not warranted or is not reasonable.

As noted in the response by the Director of Solano County H&SS department and County policies, H&SS Departmental mission, and fundamental ethical realities, the primary focus of the ODAS Bureau is the provision of services to the IHSS consumer. The ODAS Bureau is a client-centered, service program. IHSS is a mandated, entitlement program. That said, the Solano County IHSS Program is in compliance with all applicable regulations per CDSS, as noted above.

In conclusion, the CAO acknowledges the issues raised by the Grand Jury regarding the IHSS Program and will study the recommendations contained in the Report.

The County Administrator will meet with impacted departments, will evaluate the program and its effectiveness and will formalize an action plan, as appropriate as outlined below:

- Meet with impacted departments and evaluate the program and its effectiveness by September 10, 2018.
- Formalize action plan, as appropriate, by December 10, 2018.

Respectfully,

JOHN M. VASQUEZ, Chair  
Solano County Board of Supervisors

cc: Clerk of the Board, Solano County Board of Supervisors  
Simona Padilla-Scholtens, Auditor-Controller  
Krishna Abrams, District Attorney  
Jerry Huber, Director of Health and Social Services  
Dennis Bunting, County Counsel, Solano County  
Solano County Grand Jury Office



# Solano County

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## Agenda Submittal

<b>Agenda #:</b>	5	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Report	<b>Department:</b>	County Administrator
<b>File #:</b>	18-565	<b>Contact:</b>	Matthew A. Davis, 784-6111
<b>Agenda date:</b>	08/14/2018	<b>Final Action:</b>	
<b>Title:</b>	Approve the Board of Supervisors' response to the 2017/2018 Grand Jury Report of May 24, 2018 - "Property Tax Assessment and Payment Processing Review"		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Auditor-Controller Response, B - Treasurer-Tax Collector-County Clerk Response, C - Assessor-Recorder Response, D - Board of Supervisors Response		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes  No

Public Hearing Required? Yes  No

### **DEPARTMENTAL RECOMMENDATION:**

It is recommended that the Board of Supervisors approve the Board of Supervisor's response to the 2017/2018 Grand Jury Report of May 24, 2018 - "Property Tax Assessment and Payment Processing Review" which is attached to this agenda item as Attachment D. Responses by the offices of the Auditor-Controller, Treasurer-Tax Collector-County Clerk and Assessor/Recorder are attached as Attachment A, B and C.

### **SUMMARY / DISCUSSION:**

On May 24, 2018, the Solano County Grand Jury issued a report entitled "Property Tax Assessment and Payment Processing Review." The report is a functional review of the property tax and assessment and payment processing system - the Solano County Integrated Property System (SCIPS) - and the components of the property tax cycle performed by the offices of the Auditor-Controller, Treasurer-Tax Collector-County Clerk and Assessor/Recorder and Assessment Appeals Board.

The Grand Jury report resulted in two (2) findings and two (2) recommendations. The report identified the Solano County Board of Supervisors, the Auditor-Controller, the Treasurer-Tax Collector-County Clerk and the Assessor/Recorder as responding entities from the County and the Chair of the Assessment Appeals Board. Responses were submitted by the three department heads and attached for the Board's reference as Attachments A, B and C. The Board of Supervisors' proposed response is set forth in Attachment D - Response to the Grand Jury Report of May 24, 2018: Property Tax Assessment and Payment Processing Review.

Copies of Grand Jury reports are available upon request from the Clerk of the Board or can be viewed on the Grand Jury's website at: <http://www.solanocourts.com/GrandJury/default.html>

### **FINANCIAL IMPACT:**

There are no immediate financial implications related to recommended actions in the reports from the Auditor-Controller, Treasurer-Tax Collector-County Clerk and Assessor/Recorder. The Board has approved funding to proceed with the replacement of the County's integrated property tax system. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

**ALTERNATIVES:**

The Board could choose to disagree with the recommended responses and direct staff to prepare a different or more elaborate response to the Grand Jury.

**OTHER AGENCY INVOLVEMENT:**

County Counsel has reviewed the attached response to the Presiding Judge for content and form.

OFFICE OF THE AUDITOR-CONTROLLER

SIMONA PADILLA-SCHOLTENS, CPA  
Auditor-Controller

PHYLLIS TAYNTON, CPA  
Assistant Auditor-Controller



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July 10, 2018

The Honorable John B. Ellis  
Hall of Justice  
Department 306  
600 Union Avenue  
Fairfield, CA 94533

RE: 2017-18 Grand Jury Report Entitled: Property Tax Assessment & Payment Processing Review

Dear Honorable John B. Ellis:

Pursuant to Penal Code §933(c) and 933.05, I am responding to the findings and recommendations in the FY2017/18 Grand Jury Report received on May 21, 2018 on the Property Tax Assessment & Payment Processing Review which pertains to a matter under my control as the elected County Auditor-Controller.

**Finding 2 – Solano County Integrated Property System (SCIPS) Replacement Project -** SCIPS is an aging application using unsupported, outdated software with limited technical resources. Platform updates are expensive and disruptive. A multiyear replacement project has been authorized and a \$10 million reserve fund created. The vendor product currently recommended by the stakeholders is not fully in production in California. Delay in replacing the current system puts the County at operational and financial risk due to the dwindling viability of SCIPS.

**Recommendation 2 –** County project team in the SCIPS replacement program continue to monitor the installation in Southern California. Based on results of that installation, the County's options be revised if necessary. Upon final system selection, it is imperative for the Solano County stakeholders to work together closely to implement the installation, testing, security and training on a new integrated property system for end users.

**Response to Recommendation 2 –** The Solano County Auditor-Controller agrees with the recommendation: The County project team continues to meet and is monitoring the installation of a Southern California County. In addition, the three county departments/stakeholders which include the County Treasurer-Tax Collector-County Clerk, County Assessor Recorder and the County Auditor-Controller continue to work together in the replacement of the property tax integrated system.

I thank the Grand Jury for their report on the Property Tax Assessment & Payment Processing Review.

Respectfully,

A handwritten signature in blue ink, reading "Simona P. Scholtens". The signature is written in a cursive style with a large, stylized initial 'S'.

Simona Padilla-Scholtens, CPA  
Auditor-Controller

**CHARLES LOMELI**  
Treasurer-Tax Collector-County Clerk  
calomeli@solanocounty.com

**MICHAEL COOPER**  
Assistant Treasurer-Tax Collector-  
County Clerk  
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**TREASURER-TAX COLLECTOR-COUNTY CLERK**



**SOLANO  
COUNTY**

**LORI BUTLER-SLAPPY**  
Tax Collections Manager  
leslappy@solanocounty.com

**DENISE DIX**  
County Clerk Manager  
dmdix@solanocounty.com

675 Texas Street, Suite 1900  
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Treasurer (707) 784-6295  
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8/9/2018

Honorable John B. Ellis  
Presiding Judge of the Superior Court  
Solano Superior Court  
600 Union Avenue  
Fairfield, CA 94533

RE: Response to FY17/18 Solano County Grand Jury Report titled "Property Tax Assessment & payment processing Review"

Dear Honorable Presiding Judge Ellis,

Please accept the Treasurer-Tax Collector-County Clerk response to the Grand Jury Report titled "Property Tax Assessment & payment processing Review".

**Finding 2:**

Solano County Integrated Property System Replacement Project

*SCIPS is an aging application using unsupported, outdated software with limited technical resources. Platform updates are expensive and disruptive. A multiyear replacement project has been authorized and a \$10 million reserve fund created. The vendor product currently recommended by the stakeholders is not fully in production in California. Delay in replacing the current system puts the County at operational and financial risk due to the dwindling viability of SCIPS.*

The Tax Collector agrees with the finding.

**Recommendation 2:**

*County project team in the SCIPS replacement program continue to monitor the installation in Southern California. Based on the results of that installation, the County's option be revised if necessary. Upon final system selection, it is imperative for the Solano County stakeholders to work together closely to implement the installation, testing, security and training on the new integrated property system for end users.*

The recommendation has and will continue to be implemented. To date the stakeholder team has drafted a comprehensive scope of work that was included in a recently negotiated contract with the vendor. The team has interviewed and selected a Project Manager to manage, in conjunction with Information Technology department, the progress of the project.

Staff members of the Tax Collector's office have been in communication with the Riverside County Tax Collector's office on multiple occasions to monitor the progress of and challenges associated with the implementation of the solution that both counties have selected. The Tax Collector's office has also asked for and been approved for additional employees to assist staff in the implementation of the project. It is anticipated the first staff member will be hired and in training within weeks. Additional employees will be hired as necessary to implement the new system and maintain continuity of services.

Respectfully submitted,

Charles Lomeli  
Solano County Treasurer-Tax Collector-County Clerk

CC Grand Jury  
Birgitta E Corsello, Solano County Administrator

Assessor/Recorder Department

MARC C. TONNESEN  
Assessor/Recorder

KATHY DOSSA  
Assistant Assessor/Recorder



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July 11, 2018

Honorable John B. Ellis  
Presiding Judge  
County of Solano  
Hall of Justice  
600 Union Avenue  
Fairfield, CA 94533

Dear Hon. Judge Ellis:

RE Response to Finding 2 – Solano County Grand Jury 2017-2018  
Property Tax Assessment & Payment Processing Review

***FINDING 2 – Solano County Integrated Property System (SCIPS) Replacement Project - SCIPS is an aging application using unsupported, outdated software with limited technical resources. Platform updates are expensive and disruptive. A multiyear replacement project has been authorized and a \$10 million reserve fund created. The vendor product currently recommended by the stakeholders is not fully in production in California. Delay in replacing the current system puts the County at operational and financial risk due to the dwindling viability of SCIPS.***

I agree with the finding.

***Recommendation 2 – County project team in the SCIPS replacement program continue to monitor the installation in Southern California. Based on results of that installation, the County's options be revised if necessary. Upon final system selection, it is imperative for the Solano County stakeholders to work together closely to implement the installation, testing, security and training on a new integrated property system for end users.***

The recommendation has been implemented. As a Solano County elected department head stakeholder, the assessor division of the assessor / recorder department is working with the other stakeholders to implement the installation, testing, security and training on a new integrated property tax system.

Kindest regards,

A handwritten signature in black ink, appearing to read "Marc C. Tonnesen", written over a horizontal line.

MARC C. TONNESEN  
Assessor / Recorder

## BOARD OF SUPERVISORS

### ERIN HANNIGAN

District 1, Vice-Chair, (707) 553-5363

### MONICA BROWN

District 2, (707) 784-3031

### JAMES P. SPERING

District 3, (707) 784-6136

### JOHN M. VASQUEZ

District 4, Chair (707) 784-6129

### SKIP THOMSON

District 5, (707) 784-6030



# SOLANO COUNTY

### BIRGITTA E. CORSELLO

County Administrator  
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August 14, 2018

Honorable John B. Ellis  
Presiding Judge of the Superior Court  
County of Solano  
600 Union Avenue  
Fairfield, CA 95433

### **RE: Response to Grand Jury Report – Property Tax Assessment and Payment Processing Review**

Judge Ellis:

Pursuant to Penal Code sections 933(c) and 933.05, the Solano County Board of Supervisors responds to Finding 1 and Recommendations 1a, 1b and 1c contained in the 2017/2018 Grand Jury Report entitled "Property Tax Assessment and Payment Processing Review."

#### **Finding 1**

The Solano County Grand Jury finds a regular pattern and practice of repeated assessment appeals initiated by a few large commercial property owners that extends for many years. This pattern has resulted in the County incurring significant defense costs and ongoing fiscal opportunity losses amounting to millions of dollars.

#### **Recommendation 1a**

Since the primary basis of the pattern of the appeals is an annual claim that the value of their commercial property is but a fraction of the assessor's current and previously mutually agreed to valuations, the problem is evidentiary. The AAB's established rules and procedures be strictly applied to these cases in order to encourage a timely and rational resolution of valuation questions.

#### **Recommendation 1b**

The AAB take steps to expedite the assessment appeals process and limit granting of waiver agreements under Rule 10 of Local Rules. Similarly, written requests for postponements must show good cause for a postponement under Rule 25 of the Local Rules.

#### **Board Response to Recommendation 1b**

The Board of Supervisors agrees with the recommendation and will encourage the County staff and departments who support the AAB process to utilize local AAB rules.

## **Recommendation 1c**

The Board of Supervisors, County Counsel and the Chair of the AAB take all available measures to obtain relief from the regular pattern of repeated, prolonged appeals that expose Solano County to unnecessary risk and potential financial loss.

### **Board Response to Recommendation 1c**

The Board of Supervisors agrees with the recommendation and will encourage the County staff and AAB to continue efforts to reduce prolonged appeals.

## **Finding 2**

Solano County Integrated Property System (SCIPS) Replacement Project - SCIPS is an aging application using unsupported, outdated software with limited technical resources. Platform updates are expensive and disruptive. A multiyear replacement project has been authorized and a \$10 million reserve fund created. The vendor product currently recommended by the stakeholders is not fully in production in California. Delay in replacing the current system puts the County at operational and financial risk due to the dwindling viability of SCIPS.

## **Recommendation 2**

County project team in the SCIPS replacement program continue to monitor the installation in Southern California. Based on results of that installation, the County's options be revised if necessary. Upon final system selection, it is imperative for the Solano County stakeholders to work together closely to implement the installation, testing, security and training on a new integrated property system for end users.

### **Board Response to Recommendation 2**

The Board of Supervisors agrees and has authorized funding and proceeding with replacement of the County Integrated Property Tax System. The County Administrator and Department of Information Technology retained a project manager, signed a contract with Thomson-Reuters and allocated staff to begin data preparation and process documentation. The project manager will be coordinating the County project team which includes representatives from the Assessor-Recorder, Treasurer-Tax Collector-County Clerk and Auditor-Controller offices.

Respectfully,

John M. Vasquez, Chair  
Solano County Board of Supervisors

cc: Clerk of the Board, Solano County Board of Supervisors  
Marc Tonnesen, Assessor-Recorder  
Simona Padilla-Scholtens, Auditor-Controller  
Chuck Lomeli, Treasurer-Tax Collector-County Clerk  
Dennis Bunting, County Counsel, Solano County  
Solano County Grand Jury Office



# Solano County

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## Agenda Submittal

<b>Agenda #:</b>	6	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Contract	<b>Department:</b>	General Services
<b>File #:</b>	18-563	<b>Contact:</b>	Mark Hummel, 784-7908
<b>Agenda date:</b>	08/14/2018	<b>Final Action:</b>	
<b>Title:</b>	Approve an agreement with Monley Hamlin, Inc. of Woodland for \$970,607 for the Veterans Memorial Hall Improvement Project at 549 Merchant Street in Vacaville; and Authorize the County Administrator, or designee, to execute the agreement and any amendments within the approved project budget		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Contract, B - Estimated Project Cost Summary, C - Bid Results		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes \_\_\_ No X  
 Public Hearing Required? Yes \_\_\_ No X

### **DEPARTMENTAL RECOMMENDATION:**

The Department of General Services recommends that the Board of Supervisors:

1. Approve an agreement for \$970,607 with Monley Hamlin of Woodland for the Veterans Memorial Hall Improvement Project at 549 Merchant Street in Vacaville; and
2. Authorize the County Administrator, or designee, to execute the agreement and any amendments within the approved budget.

### **SUMMARY:**

The Department of General Services is recommending the Board approve an agreement for \$970,607 with Monley Hamlin of Woodland (Attachment A) as the lowest responsible bidder for the Veterans Memorial Hall Improvement project (Project) located at 549 Merchant Street in Vacaville.

### **FINANCIAL IMPACT:**

The total approved budget for the Project is \$1,445,000. The Project is financed with \$1,000,000 from the Capital Renewal Reserve and \$445,000 from the Accumulated Capital Outlay Fund (ACO Budget Unit 1710). Attachment B provides a breakdown of the estimated project cost and funding sources for the Project.

### **DISCUSSION:**

The Project consists of building renovations to modernize equipment and improve the appearance and condition of the Vacaville Veterans Memorial Hall. Interior Improvements include upgrades to the main meeting

room, new lighting, and a new heating, ventilation and air conditioning system. In addition, an existing office space will be converted to create a new concession area. The project also includes installation of a new roof, added insulation, waterproofing, and site drainage and accessibility improvements. The exterior trim will be repainted a new building entrance will be constructed.

The Project was advertised as required by Public Contract Code. A total of seven bids were received (Attachment C) with Monley Hamlin as the lowest responsible bidder. The Department of General Services is recommending the Board approve a contract for \$970,607 with Monley Hamlin of Woodland to construct the Project.

**ALTERNATIVES:**

The Board could reject, postpone, or re-bid the project. These actions are not recommended because the Project is needed to improve the condition of the building. Furthermore, the bid process was conducted in conformance with the Public Contract Code resulting in selection of a qualified low bidder to construct the Project.

**OTHER AGENCY INVOLVEMENT:**

The City of Vacaville Planning Department was consulted during preparation of the plans for the Project. The Department of Resource Management/Building Division reviewed and approved the Project plans. County Counsel has approved the construction contract as to form.

**CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**

## AGREEMENT

This Agreement is made as of August 14, 2018 between the COUNTY OF SOLANO, a political subdivision of the State of California, (referred to as 'Owner') and the Contractor: **Monley Hamlin Inc.**

the Project: **Vacaville Veterans Improvements Project**  
549 Merchant St Vacaville, CA  
Architect/Engineer: Cannon Design  
202 Green Street  
San Francisco, CA 94111

The Owner and the Contractor agree as set forth below.

### ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract documents consist of this Agreement, the General Conditions and those documents enumerated in Sub-paragraph 1.1.1 of the General Conditions, which documents are incorporated into and made a part of this Agreement

### ARTICLE 2 THE WORK

The Contractor shall perform all the Work required by the Contract Documents for **Vacaville Veterans Improvements Project**, 530 Union Ave. Fairfield, CA

### ARTICLE 3 TIME OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

The Work to be performed under this Contract shall commence no later than five (5) calendar days after the Notice to Proceed is issued to the Contractor, and shall be carried out and completed according to the schedule set forth in Document 00 73 00/ Supplementary Conditions, and Section 00 11 00/ Notice To Bidders.

The Contractor agrees that the Work will be completed in 120 calendar days from the Notice to Proceed. The Contractor agrees that the County will suffer economic damages, which may be difficult to quantify, in the event that the Work is not completed within this time period and therefore, Contractor agrees to pay the County liquidated damages in the amount outlined in Document 00 73 00/ Supplementary Conditions, Article 1.4, Liquidated Damages for each and every calendar day of delay beyond the 120 calendar days provided above.

### ARTICLE 4 CONTRACT SUM

The County shall pay the Contractor for the performance of the Work, subject to additions and deductions by Change Order or as otherwise provided in the Contract Documents, the Sum of the Base Bid of Nine hundred seventy thousand, six hundred and seven Dollars And No Cents (\$970,607.00).

**ARTICLE 5**  
**PROGRESS PAYMENTS**

Based upon Applications for Payment submitted to the Project Manager by the Contractor and Project Certificates for Payment issued by the Project Manager, the County shall make progress payments on account of the Contract Sum to the Contractor as provided in the Contract Documents as follows:

Progress Payments: The Contractor shall on or before the first day of each month, make an estimate of the work performed during the preceding month and submit same to the Project Manager for checking and approval. On or about the 20th day of the month following the month in which the work was performed, the County shall pay to the Contractor ninety-five (95%) percent of the value of said work in place, as checked and approved by the Project Manager. The balance of five (5%) percent of the estimate shall be retained by the County until the time of final acceptance of said work.

The remaining retention would be held until 35 days after the Notice of Completion is filed with the Solano County Recorder's Office if the following requirements have been met:

1. The Contractor shall be seventy-five (75%) percent complete with the Work, not including stored materials.
2. The Work shall be on schedule.
3. The Contractor shall be maintaining a good practice of schedule and quality control as determined by the Project Manager.
4. Proof of payment to all sub-contractors shall be provided to the County in the form of unconditional lien release upon progress payment prior to the following application.
5. There are no claims, pending or anticipated.
6. County is satisfied with Contractor's performance and with the Work completed up to, and including, the time of request for reduction in retention.

**ARTICLE 6**  
**FINAL PAYMENT**

Final payment, constituting the entire unpaid balance of the Contract Sum, shall be paid by the County to the Contractor when the Work has been completed, the Contract fully performed, the Project Manager has issued a Project Certificate for Payment which approves the final payment due the Contractor, Board of Supervisors of Solano County has formally accepted the project as complete by Resolution and Notice of Completion filed by the County Recorder's Office.

**ARTICLE 7**  
**MISCELLANEOUS PROVISIONS**

- 7.1 Terms used in this Agreement, which are defined in the Document 00 72 00/ General Conditions of the Contract for Construction, shall have the meanings designated in those Conditions.

7.2 Notices shall be addressed as follow:

OWNER:  
**COUNTY OF SOLANO**  
**Birgitta E. Corsello, County Administrator**  
675 Texas Street  
Fairfield, CA 94533

CONTRACTOR:  
**Monley Hamlin Inc.**  
**James S. Hamlin**  
460 Harter Ave. Suite B.  
Woodland, CA 95776

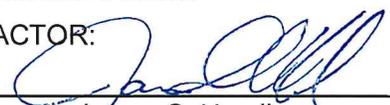
7.3 **Prevailing Wages.** The Contractor agrees that State Prevailing Wages apply to this Project, and that the Contractor will pay the rates for each trade or craft and shall require the subcontractors on the project to pay the rates for each trade and craft. The Payroll Submittal Information attached as Section 00 45 46/ Payroll Information is incorporated as if set forth in full and is a part of this Contract. The Contractor agrees to repay the County any and all amounts paid to any subcontractor in violation of Public Contract Code Section 6109.

7.4 **Execution of Contract in Counterparts.** This Contract 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.

**ARTICLE 8**  
**EXECUTION OF AGREEMENT**

The parties have executed this Agreement as of the day and year first above written.

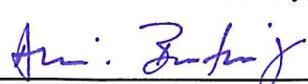
COUNTY:  
By: \_\_\_\_\_  
Birgitta E. Corsello, County Administrator  
Solano County

CONTRACTOR:   
By: \_\_\_\_\_  
James S. Hamlin

Date: \_\_\_\_\_

Date: 1/24/18

APPROVED AS TO FORM:  
County Counsel of Solano County, California

By:  \_\_\_\_\_

**Veterans Hall Improvements  
549 Merchant Street, Vacaville**

**Project Funding Sources**

Capital Renewal Reserve	\$	1,000,000
Accumulated Capital Outlay Fund	\$	445,000
<b>Total Project Budget</b>	<b>\$</b>	<b>1,445,000</b>

**Estimated Construction Expense**

Construction Cost	\$	970,607
Project Management	\$	72,462
Engineering and Design Fees	\$	112,140
Permits / Inspections	\$	9,500
Furniture, Fixtures & Equipment	\$	23,355
Contingencies	\$	145,591
<b>Estimated Project Cost</b>	<b>\$</b>	<b>1,333,655</b>

Vacaville Veterans Building Improvement Project  
Bid Results

Attachment C

Name of Firm	Location (City)	Bid
Monley Hamlin, Inc	Woodland	\$ 970,607
American River Construction	El Dorado	\$ 1,025,000
Z-Squared Construction	El Dorado Hills	\$ 1,054,000
J-Walt Construction, Inc	Woodland	\$ 1,100,000
Swank Construction, Inc	Vacaville	\$ 1,111,540
CWS Construction Group, Inc	Novato	\$ 1,143,000
SW Allen Construction, Inc	Sacramento	\$ 1,153,346



# Solano County

675 Texas Street  
Fairfield, California 94533  
www.solanocounty.com

## Agenda Submittal

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<b>Agenda #:</b>	7	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Miscellaneous	<b>Department:</b>	Information Technology - Registrar of Voters
<b>File #:</b>	18-556	<b>Contact:</b>	John Gardner, 784-3366
<b>Agenda date:</b>	08/14/2018	<b>Final Action:</b>	
<b>Title:</b>	Approve the consolidation of elections for cities and special districts in the November 6, 2018 General Election		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Link to 2018 General Election District Resolutions		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes \_\_\_ No X

Public Hearing Required? Yes \_\_\_ No X

### **DEPARTMENTAL RECOMMENDATION:**

The Registrar of Voters recommends that the Board of Supervisors approve the consolidation of elections for cities and special districts in the Statewide General Election to be held on Tuesday, November 6, 2018.

### **SUMMARY:**

The cities and districts request approval for the Registrar of Voters to conduct their elections and request that the elections be consolidated in the November 6, 2018 General Election. Resolutions are attached herewith as Attachments A through T.

### **FINANCIAL IMPACT:**

The Registrar of Voters FY2018/19 budget includes \$1,849,995 in appropriations to conduct the Statewide General Election. ROV anticipates receiving \$760,000 in revenue for their election services provided to the cities and special districts. The remaining balance will be a General Fund cost as the General Election is not reimbursed by the State.

### **DISCUSSION:**

A Statewide General Election will be held on Tuesday, November 6, 2018 and will include the following federal, state and local offices:

#### **FEDERAL OFFICES:**

- United States Senator
- House of Representatives: Districts 3 and 5

#### **STATE CONSTITUTIONAL OFFICES:**

- Governor
- Lieutenant Governor
- Secretary of State
- Attorney General
- State Controller
- State Treasurer
- Insurance Commissioner
- State Superintendent of Public Instruction
- Board of Equalization: District 2

STATE LEGISLATIVE OFFICE:

- Members of the State Assembly: Districts 4, 11 and 14

JUDICIAL:

- Justices of the Supreme Court
- Justices of the Court of Appeal

COUNTY OFFICES:

- Board of Education, Trustee Area 3, 4 and 6

STATEWIDE MEASURES:

- Statewide Propositions 1-12

The following cities and districts have called for an election to be held on November 6, 2018 and consolidated with the Statewide General Election. Unless otherwise stated, all offices have four-year terms and are elected at large.

CITY OFFICES:

- City of Benicia: 2 City Council Members
- City of Dixon: 2 City Council Members: Districts 1 and 2
- City of Fairfield: Mayor and 2 City Council Members
- City of Rio Vista: 2 City Council Members
- City of Suisun: Mayor and 2 City Council Members
- City of Vacaville: Mayor and 2 City Council Members
- City of Vallejo: 3 City Council Members

DISTRICT OFFICES:

- Benicia Unified School District: 3 Governing Board Members
- Davis Joint Unified School District: 3 Governing Board Members
- Dixon Unified School District: 3 Governing Board Members
- Fairfield-Suisun Unified School District: Area 4, 5 and 7 (one Governing Board Member for each area)
- River Delta Unified School District: Area 1, 2, 3, and 5 (one Governing Board Member for each area)
- Travis Unified School District: Area 1 and 2 (three Governing Board Members)
- Vacaville Unified School District: three Governing Board Members
- Vallejo City Unified School District: three Governing Board Members
- Winters Joint Unified School District: Areas 2 and 3 (one Governing Board Member for each area)
- San Joaquin Delta Community College District: Areas 3, 4 and 7 (one Governing Board Member for each area)

- Solano County Community College District: Areas 1, 2, 4, and 6 (one Governing Board Member for each area)
- Yolo County Board of Education - Trustee Area 2 and 5 (one Governing Board Member from each area)
- Cordelia Fire Protection District: three Governing Board Members
- Solano Irrigation District: Areas 1, 3, and 5 (one Governing Board Member from each area)
  - Full four-year term - Areas 1 and 5
  - Short two-year term - Area 3

The following cities and districts request that the following measures, per their respective Board adopted resolutions, be submitted to the voters and consolidated with the November 4, 2014 Statewide General Election.

CITY/DISTRICT MEASURES:

- City of Benicia requests Measure E - Resolution No. 18-75
- City of Dixon requests Measure N - Resolution No. 18-105
- City of Suisun requests Measure C - Resolution No. 2018-83
- Davis Joint Unified School District requests Measure M - Resolution No. 41-18
- Vallejo City Joint Unified School District requests Measure S - Resolution No. 2821

The District Measures read as follows:

Measure E - City of Benicia - Commercial Cannabis Tax:

Shall the measure establishing a City of Benicia cannabis business tax at annual rates not to exceed \$10.00 per canopy square foot for commercial cannabis cultivation (adjustable for inflation) and 6% of gross receipts for all other cannabis businesses, and estimated to generate approximately \$1.46 million annually in tax revenue until ended by voters, to be spent for unrestricted general revenue purposes, including police, fire and emergency services, parks, recreation, and street maintenance, be adopted?

Measure N - City of Dixon - General Use Tax:

Shall the measure be adopted imposing a one-half percent (0.5%) sales tax in the City of Dixon, limited to a ten-year term, generating an estimated \$1,400,000 annually, and limiting the expenditure of such funds to street maintenance and roadway improvements, such as the Parkway Boulevard overcrossing?

Measure C - City of Suisun - Commercial Cannabis Tax:

Californians voted to impose taxes on the cannabis industry. Shall the measure, imposing a local general tax on cannabis businesses at rates not exceeding 15% of gross receipts and \$25 per square foot of space used for commercial cannabis activities (annually adjusted by CPI) to pay for general City services, including essential public safety, street maintenance and other City services for Suisun City residents, estimated to generate \$2,000,000 annually until repealed by voters, be adopted?

Measure M - Davis Joint Unified School District - Bond Measure

To update classrooms, science/Innovation labs, and facilities to meet current academic standards, improve accessibility for students, upgrade school safety/security, keep schools well-maintained, and modernize classroom learning technology, shall Davis Joint Unified School District Issue \$150,900,000 in bonds, at legal interest rates, raising \$11,000,000 on average annually to repay bonds while outstanding, at an estimated rate of \$60 per \$100,000 of assessed value, with citizen oversight, annual audits, no funds for administrator salaries, and funds staying local?

Measure S - Vallejo City Unified School District - Bond Measure

To improve classroom education, safety, and college/career preparation by repairing/updating classrooms,

roofs, and bathrooms; updating science/technology labs; improving security/disability access; acquiring, constructing, and modernizing sites/facilities/equipment, shall Vallejo City Unified School District issue \$194,000,000 of bonds raising approximately \$10 million annually on average for 33 years at a projected rate of 6¢ per \$100 of assessed value, at legal interest rates with citizen oversight, annual audits, and no money for administrators' salaries/pensions?

**ALTERNATIVES:**

The Board of Supervisors could deny the respective entities requests, however, Elections Code §10418 provides for consolidation of local elections with a statewide election. The Registrar of Voters will be holding a Statewide General Election on November 6, 2018 and the cities and districts have requested that the Registrar of Voters to manage their elections as in previous years.

**OTHER AGENCY INVOLVEMENT:**

ROV has coordinated with all entities submitting requests for consolidation with the November 6, 2018 Statewide General Election and reviewed resolutions and related paperwork from each of the cities and districts mentioned herein.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

The following document can be accessed via the link in the list below, in addition to being on file with the Clerk of the Board.

[A - District Resolutions and Measures](#)



# Solano County

675 Texas Street  
Fairfield, California 94533  
www.solanocounty.com

## Agenda Submittal

<b>Agenda #:</b>	8	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Contract	<b>Department:</b>	Health and Social Services
<b>File #:</b>	18-532	<b>Contact:</b>	Gerald Huber, 784-8400
<b>Agenda date:</b>	08/14/2018	<b>Final Action:</b>	
<b>Title:</b>	Approve a 3 year contract with Bay Area Community Services for \$2,943,000 to provide ongoing services for the Whole Person Care Pilot Program for the period beginning August 1, 2018 through June 30, 2021; and Authorize the County Administrator to execute the contract and any subsequent amendments that remain within budget appropriations		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Contract		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes \_\_\_\_\_ No  X   
 Public Hearing Required? Yes \_\_\_\_\_ No  X

### **DEPARTMENTAL RECOMMENDATION:**

The Department of Health & Social Services (H&SS) recommends that the Board approve a 3 year contract with Bay Area Community Services for \$2,943,000 to provide ongoing services for the Whole Person Care Pilot Program for the period beginning August 1, 2018 through June 30, 2021; and Authorize the County Administrator to execute the contract and any subsequent amendments that remain within budget appropriations.

### **SUMMARY:**

The Whole Person Care (WPC) program is a 5 year pilot that focuses on increasing coordination and access to care, reducing inappropriate hospital utilization, improving data collecting and sharing, and improving overall health outcomes for the WPC population which are identified as high-risk participants with two or more chronic and serious health conditions. Effective October 25, 2016, H&SS has provided oversight for the WPC program and has utilized grant funding, a total of \$4,667,010 over five years, to contract with the Solano Coalition for Better Health (SCBH). SCBH has administered WPC through outreach and engagement and complex care management.

On March 20, 2018 in accordance with County purchasing guidelines, H&SS issued a Request for Proposals (RFP) for the remaining three years of the WPC pilot. The Evaluation Committee reviewed each RFP received and on May 29, 2018, Bay Area Community Services (BACS) was selected as the apparent best-evaluated Proposer. H&SS is requesting that the Board approve a new multi-year contract with BACS for \$2,943,000 to lead the County's WPC Pilot in order to begin the transition process for existing WPC clients.

### **FINANCIAL IMPACT:**

A combination of WPC grant funding and 1991 Public Health and Mental Realignment will provide funding for this contract. 1991 Mental Health Realignment is being used as a match for the WPC grant funding. For program costs not covered with grant funding, 1991 Public Health Realignment will provide reimbursement. Appropriation is available in the Department's FY2018/19 Adopted Budget for this agreement.

**DISCUSSION:**

On October 25, 2016, the Solano County Board of Supervisors accepted the State Department of Health Care Services (DHCS) approval of the WPC Pilot program which awarded grant funds totaling up to \$4,667,010 over five years. Solano's WPC Pilot continues to make strides in achieving the Triple Aim of Health Care: better quality services at lower costs and high patient satisfaction. WPC efforts include: increase integration among County agencies, health plans, providers and other community organizations; increase coordination and appropriate access to care; improve data collection and information sharing; reduce inappropriate emergency and inpatient utilization; and improve health outcomes for the WPC population. This population is identified as individuals of multiple health systems that continue to have poor outcomes in which emergency department visits serve as the default care rather than utilizing preventative services such as being seen in a primary care environment. Solano's specific target population includes residents with two or more chronic and serious health conditions, at least one of which is a mental health and/or substance use disorder.

The H&SS Divisions of Public Health, Behavioral Health, Medical Services, and Administration partnered with the SCBH in the first two program years (2016 and 2017), overseeing various aspects of the pilot such as outreach and engagement, care coordination, privacy and security guidance, data analysis, and developing policies and procedures. Emphasis during the initial eighteen months was performing assertive outreach and engagement in order to obtain a target enrollment goal of 50 individuals by the end of program year two. The WPC Pilot expects to enroll 250 clients during the five-year period. To date, WPC enrollment is over 50% of the target goal at 129 WPC participants. WPC participants were able to connect with a primary care physician, receive transportation and social service assistance, and have been housed at varying levels in order to become stabilized and receive care. Another notable success includes forming data sharing agreements among major hospital and primary care providers: NorthBay Medical Center, Kaiser Permanente, La Clinica de la Raza, Sutter Health and Community Medical Centers.

Consistent with purchasing guidelines, H&SS issued a RFP and has chosen BACS as the apparent best-evaluated Proposer. SCBH and BACS will be transitioning the existing WPC participants and perform all the requirements as stated in the WPC grant agreement including: enrollment to reach the target goal of 250 clients, improve the lower than anticipated engagement rate (estimated at 50%), develop the appropriate technical infrastructure to share and monitor client information, and the ongoing refinement of policies and procedures, particularly the referral process to mental health and substance use treatment. This is accomplished through continuous quality improvement cycles and overcoming legacy obstacles by communicating and reframing the person-centered model of health care.

H&SS will monitor outcome measures including, but not limited to, reduction of ambulatory care/emergency department visits, inpatient utilization, care coordination and management, depression remission, and supportive housing. H&SS looks forward to updating the Board of Supervisors on outcome measures in the future.

**ALTERNATIVES:**

The Board may choose not to approve the contract with BACS. This is not recommended because it would prevent continued operations for the WPC pilot and disrupt grant agreements between DHCS resulting in poorer health outcomes for the County's high-risk population.

**OTHER AGENCY INVOLVEMENT:**

H&SS worked with the First 5 Solano Children and Families Commission, County Administrator's Office and County Counsel to develop the request for proposals and contract with Bay Area Community Services.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION



**County of Solano  
Standard Contract**

*For County Use Only*  
 CONTRACT NUMBER:  
 03822-19  
 Dept., Division, F.Y. #)  
 H&SS, PH  
 BUDGET ACCOUNT:  
 7770  
 SUBJECT ACCOUNT:  
 3153

1. This Contract is entered into between the County of Solano and the Contractor named below:

Bay Area Community Services  
 CONTRACTOR'S NAME

2. The Term of this Contract is:

7/1/2018 to 6/30/2021

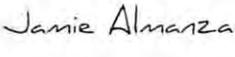
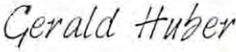
3. The maximum amount of this Contract is:

\$ 2,943,000

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of this Contract:

- Exhibit A – Scope of Work
- Exhibit B – Budget Detail and Payment Provision
- Exhibit C – General Terms and Conditions
- Exhibit D – Special Terms and Conditions

This Contract is made on July 31, 2018.

CONTRACTOR	COUNTY OF SOLANO
Bay Area Community Services CONTRACTOR'S NAME	
 07/31/2018 05:34 PM EDT SIGNATURE	Birgitta E. Corsello County Administrator TITLE
Jamie Almanza, Executive Director PRINTED NAME AND TITLE	275 Beck Ave. ADDRESS Fairfield CA 94533 CITY STATE ZIP CODE
236 Georgia Street, Suite 101 ADDRESS Vallejo, CA 94590 CITY STATE ZIP CODE	Approved as to Content:  DEPARTMENT HEAD OR DESIGNEE Approved as to Form:  COUNTY COUNSEL

**CONTRACT MUST BE EXECUTED BEFORE WORK CAN COMMENCE**

<b>SCOPE OF WORK/LOGIC MODEL – YEAR 1 – FY2018/19</b>			
<b>Service Category</b>	<b>Activity</b>	<b>SERVICE COUNTS/TIME</b>	<b>OUTCOME</b>
<p><b><i>Transition from Current WPC Provider to Bay Area Community Services WPC</i></b></p>	<p>BACS will meet with County leadership and outgoing provider to complete transition and to ensure continuity of care for current participants.</p> <p>BACS will create detailed workplan and timeline with County regarding transition of Whole Person Care (WPC) clients and partner agencies from current provider to BACS. Included in this plan is description of data from current provider and/or County to BACS.</p> <p>BACS will create communications plan for clients and partner agencies regarding transition of WPC to BACS.</p> <p>BACS will manage client confidentiality/privacy during transition and during operation of WPC project, including completing Release of Information documents with clients.</p> <p>Utilize user based restrictions in Efforts to Outcome (ETO) system and manage user-roles for partner agencies.</p>	<p>3-6 meetings with current provider</p>	<p>100% of current clients will have continuity of care.</p> <p>All current clients will have basic information entered in ETO case management electronic system within two days of enrollment.</p> <p>Current meeting structures will be handed off seamlessly.</p> <p>All current WPC partners will be contacted for relationship building and development of Memorandums of Understanding (MOU), Data Use Agreements, and/or Business Associate Agreements for the WPC project.</p> <p>Develop blank intake packet for County and partners to review, including release of information and privacy disclosures.</p>

SCOPE OF WORK/LOGIC MODEL – YEAR 1 – FY2018/19			
Service Category	Activity	SERVICE COUNTS/TIME	OUTCOME
<b><i>Outreach/ Engagement</i></b>	<p>The current 100 clients will be contacted /engaged utilizing assertive engagement by the Peer Outreach Specialist. Outreach will continue until the client enrolls or for at least 3 months.</p> <p>Outreach and engagement (O/E) is structured to find homeless individuals who were not enrolled in services, to outreach to them creatively, and to engage them with services that would benefit this hard-to-reach population. The methodology designed for O/E includes the utilization of consumer staff, called “peer outreach specialists,” to take to the streets and talk with people who are homeless. The peer counseling staff has a tool kit of items that homeless individuals said are commonly needed. These supplies are leveraged as informal conversation and casual chats occur. The toolkit includes items such as bus tickets, condoms, toiletries, food, bottled water, pet food, and gift cards for places such as Safeway supermarkets. Frequency of contact can be up to weekly, and no less than monthly until the client consents to services. BACS will outreach to and engage partner agencies, including community health centers, local hospitals, Sheriff’s Office, Partnership HealthPlan of California, Solano Coalition for Better Health, Solano County Behavioral Health, Solano County Medical Services (Family Health Services) and others.</p> <p>Develop detailed plan about outreaching and enrolling clients including strategies for enrollment.</p> <p>Document and record outreach efforts for reporting to California Department of Health Care Services in ETO system, e.g. demographics.</p>	<p>100 clients</p> <p><u>At least</u> 4 hours per client of outreach.</p>	<p>100% of current clients will be motivated to enroll in BACS WPC Program with a ‘warm hand off’ between providers within 30 days after enrollment. 50 clients by 8/31/18 and remaining clients by 9/30/18.</p> <p>90% of partner agencies will have a Memorandum of Understanding, Data Use Agreements, and/or Business Associate Agreement in place by 9/30/18. The remaining partners will have agreements in place by 12/31/18.</p> <p>Communications plan for clients and partner agencies.</p>

<b>SCOPE OF WORK/LOGIC MODEL – YEAR 1 – FY2018/19</b>			
<b>Service Category</b>	<b>Activity</b>	<b>SERVICE COUNTS/TIME</b>	<b>OUTCOME</b>
<b><i>Enrollment</i></b>	<p>The current 100 clients will be enrolled by the Care Coordinator with the Peer Outreach Specialist included in enrollment.</p> <p>The Patient Health Questionnaire-9 (PHQ-9) and Screening, Brief Intervention, Referral and Treatment (SBIRT) will be presented to clients to assess risk for depression and Substance Use. Clinicians will also employ the NQF-0104 Suicide Risk Assessment. Each client will have an assessment completed or updated.</p>	<p>100 clients</p> <p>1.5 hours per enrollment.</p>	<p>95% of current clients will enroll in program with enrollment meeting happening within 3 days of client agreement. 100% of intake packets and screenings will be completed and assessments reviewed or completed and entered into ETO system.</p>

<b>SCOPE OF WORK/LOGIC MODEL – YEAR 1 – FY2018/19</b>			
<b>Service Category</b>	<b>Activity</b>	<b>SERVICE COUNTS/TIME</b>	<b>OUTCOME</b>
<b><i>Care Planning and Linkages</i></b>	<p>The current 100 clients will have their current Care Plan reviewed by the Care Coordinator.</p> <p>Any client without a current care plan or a plan that needs to be updated will have a care plan completed within 30 days of enrollment date.</p> <p>The PHQ-9, SBIRT, and if needed a NQF-0104 Suicide Risk Assessment will be administered within 15 days of intake to identify depression and risk as well as substance use needs and subsequent assessments will be conducted per outcome of first assessments (and per terms with California Department of Health Care Services).</p> <p>Clients with PHQ-9 score results &gt;9 will be identified and referred to Solano County Mental Health Services (or Beacon).</p> <p>Work collaboratively with Solano County Behavioral Health to identify clients already enrolled in County services for mental health and behavioral health and coordinate care.</p> <p>Clients will be screened for health care needs and benefits eligibility; primary care provider linkage; and chronic disease conditions identified and plan developed.</p> <p>Provide care plan template to County and partner agencies to review at Planning and Operations meeting in September 2018.</p>	<p>100 clients</p> <p>3 hours</p> <p>Data from PHQ-9, SBIRT, Suicide Risk Assessment and other assessments/screens will be entered into ETO within 2 days of completed assessment.</p> <p>Multidisciplinary goals are included in care plans and accessible to view in ETO.</p>	<p>100% of current clients will have a current and meaningful care plan that is personally reviewed the client within 14 days of enrollment.</p> <p>100% of clients with a depressive disorder are identified and have a completed Suicide Risk Assessment within 1 week of applicable situation, or enrollment (if diagnosed prior to enrollment).</p> <p>100% of enrolled clients will be enrolled to Medi-Cal coverage, linked to primary care provider, and have plan developed to address chronic diseases (as part of the care plan).</p> <p>90% of enrolled clients will retain Medi-Cal coverage.</p> <p>100% of clients will have a PHQ-9 within 14 days of intake, at 1-year anniversary, and at discharge.</p> <p>100% of clients will have a completed SBIRT within 14 days of enrollment.</p> <p>15 or 20% of clients with substance use disorder will receive services.</p> <p>20 Individuals or 45% eligible received follow-up Mental Health services after Mental Health inpatient.</p>

<b>SCOPE OF WORK/LOGIC MODEL – YEAR 1 – FY2018/19</b>			
<b>Service Category</b>	<b>Activity</b>	<b>SERVICE COUNTS/TIME</b>	<b>OUTCOME</b>
<b><i>Care Coordination</i></b>	<p>Weekly Care Coordination Team Meetings will be held where every clients' Phase of Critical Time Intervention (CTI) and use of emergency services is reviewed. Discuss which agencies are providing services and coordinate services among agencies.</p> <p>Create email contact list of partner agencies for meetings, as well as standing meeting and process for care coordination.</p> <p>Outreach and education to partner agencies about meetings around care coordination.</p> <p>Create process by which to identify client cases to review with partner agencies.</p>	<p>100 clients</p> <p>1 weekly meeting</p> <p>3 hours</p> <p>Hold first care coordination meeting in August with current vendor.</p> <p>Hold care coordination meetings starting in September through term of contract.</p>	<p>100% of clients are run through the weekly list and an active disposition is entered in to the notes. 100% of team members are dispatched to take action on each client for that week.</p> <p>Create policies and procedures about data sharing and working processes among agency and partner agencies.</p> <p>90% of clients will have care plan conferences completed and documented within 30 days of enrollment.</p> <p>90% of clients still in program after one year will have care plan conferences within 7 days of anniversary date.</p>

<b>SCOPE OF WORK/LOGIC MODEL – YEAR 1 – FY2018/19</b>			
<b>Service Category</b>	<b>Activity</b>	<b>SERVICE COUNTS/TIME</b>	<b>OUTCOME</b>
<b><i>Specialty Case Management</i></b>	<p>The current 100 clients will have their care plan reviewed for immediate case management needs.</p> <p>Benefits, Individual Placement and Support— Supported Employment (IPS), Housing, chronic disease management, and behavioral health services will be delivered to clients based on service necessity and care plan.</p> <p>Clinical case managers will work with clients using the SSI/SSDI Outreach, Access, and Recovery (SOAR) model to support benefits application process.</p> <p>All referrals to external care will be completed in an effective and efficient manner.</p> <p>Develop housing care plan for all WPC clients placed in housing.</p>	<p>100 clients</p> <p>Based on Phase of CTI, each client will receive 2-5 hours of service per week.</p> <p>80% of referrals will result in an initial appointment with provider.</p>	<p>90% of clients will have benefits current and activated.</p> <p>Based on IPS model, 20 clients will be enrolled in Supported Employment.</p> <p>100% of referrals will be reviewed for enrollment in service and connection.</p> <p>At least 10 clients per quarter will receive housing and housing assistance.</p> <p>80% of clients will achieve housing stability.</p>
<b><i>Conclusion of Services</i></b>	<p>The current 100 clients will have as part of their assessment, a discharge plan and goal, including duration, upon case transfer.</p> <p>Complete necessary data upon discharge from program to report to California Department of Health Care Services.</p> <p>Check in with client after discharge at three and six months after discharge to see if they are need of services.</p>	<p>100 clients</p>	<p>Up to 10% of clients may be stabilized and ready for discharge.</p>

<b>SCOPE OF WORK/LOGIC MODEL – YEAR 1 – FY2018/19</b>			
<b>Service Category</b>	<b>Activity</b>	<b>SERVICE COUNTS/TIME</b>	<b>OUTCOME</b>
<b><i>Collaboration System Goal</i></b>	System level collaborators will have deep and meaningful relationships. Data sharing will happen seamlessly for real time understanding of utilization.	Monthly System Meetings	95% attendance at all system collaboration meetings.
<b><i>System Level Committee Meetings/Infrastructure</i></b>	Steering Committee will be facilitated with functional dashboard and review of what’s working, what needs improvement, success stories, and challenges.	Every other month meetings	All stakeholders will be engaged and working towards system level outcomes.
	Planning & Operations Meeting will be facilitated with functional agenda for creation/review of operating policies and procedures, planning, and operational execution of program.	Monthly	Program will be functional and meeting outcomes.
	Quality Improvement and Information Technology, IT, and other meetings will be effective and will ensure State-level requirements are adhered to.	Monthly/Quarterly	Infrastructure will be implemented and continuously improved.

<b>SCOPE OF WORK/LOGIC MODEL – YEAR 1 – FY2018/19</b>			
<b>Service Category</b>	<b>Activity</b>	<b>SERVICE COUNTS/TIME</b>	<b>OUTCOME</b>
<b><i>Reporting requirements to County partners, and State</i></b>	<p>BACS will respond to additional data from County and/or California Department of Health Care Services requests on a monthly, quarterly, and semi-annually basis as needed to meet State reporting requirements.</p> <p>BACS will provide narrative success stories biannually per County and California Department of Health Care Services instructions.</p> <p>With the County, identify the metric measures and benchmarks to report to the County and to California Department of Health Care Services, including:</p> <p>Daily, enter client data into ETO System (case management electronic system for WPC).</p> <p>Develop tool or report monthly data to partner agencies about number of clients, number of referrals, linkage to services, and etc.</p> <p>Participate in Continuous Quality Improvement and complete Plan, Do, Study, Act Cycles per the state contract and oversee the quality improvement committee if needed.</p> <p>Client emergency room visits, hospitalizations, and mental health hospitalizations will be tracked and entered into ETO.</p> <p>BACS will ensure that all clients receive appropriate visits with mental health practitioners within 7 days of discharge from mental health hospitalizations and subsequent additional provider visits within 30 days.</p>	<p>All data requests will be fulfilled within two weeks of request.</p> <p>One client story due by December 31, 2018 and second story due by June 30, 2019.</p> <p>Hospitalizations and Mental Health Hospitalizations will be entered into ETO within 2 business days of admission and subsequent follow up appointments entered within 2 days.</p>	<p>Complete Plan, Do, Study, Act analysis of BACS WPC project, including transition of project from one contractor to another.</p> <p>Provide qualitative view of WPC client experiences to share with partners and community.</p> <p>200 fewer hospitalization days or 50% of enrolled clients will have fewer hospitalizations.</p> <p>At least 50% of clients will have fewer hospital inpatient days.</p> <p>75% of eligible clients will have received follow-up services after a mental health hospitalization.</p> <p>58 fewer emergency room (ED) visits or 50% enrolled clients had at least 1 fewer ED visit annually.</p>

<b>SCOPE OF WORK/LOGIC MODEL – YEAR 1 – FY2018/19</b>			
<b>Service Category</b>	<b>Activity</b>	<b>SERVICE COUNTS/TIME</b>	<b>OUTCOME</b>
<i>Sustainability Plan</i>	Develop sustainability plan for Solano County Whole Person Care project with County and partner agencies.  Participate in Evaluation report development and publication with County.	Develop plan and activities.	County and partner agencies will be engaged and invested in project.
<i>Training and education</i>	BACS shall provide privacy/security training to staff early at onset of project and annually thereafter (i.e. HIPAA, HITECH, 42 CFR, and etc).		Staff attest to receiving the training on some type of form or attestation that will be managed and tracked.

<b>SCOPE OF WORK/LOGIC MODEL – YEAR 2 – FY2019/20</b>			
<b>Service</b>	<b>Activity</b>	<b>SERVICE COUNTS/TIME</b>	<b>OUTCOME</b>
<b><i>Outreach/ Engagement</i></b>	<p>All clients enrolled in the program that become disengaged will be assertively outreached to/reengaged.</p> <p>Another group of 300 at risk potential clients on list provided by Partnership HealthPlan of California will be outreached to, and at least 68 new clients will be enrolled, maintaining at least 100 clients per member per month benchmark per California Department of Health Care Services.</p> <p>Enroll disengaged clients into WPC project.</p>	<p>At least 68 new clients from PHC list will be enrolled.</p> <p>Up to 300 potential clients will be outreached to from PHC list.</p>	<p>Outreach and enroll at least 68 new clients.</p>
<b><i>Enrollment</i></b>	<p>At least 68 clients will be enrolled.</p> <p>The Patient Health Questionnaire-9 (PHQ-9) and Screening, Brief Intervention, Referral and Treatment (SBIRT) will be presented to clients to assess risk for depression and Substance Use. Clinicians will also employ the NQF-0104 Suicide Risk Assessment. Each client will have an assessment completed or updated.</p>	<p>At least 68 new clients from PHC list will be enrolled.</p> <p>100 clients will be enrolled on average monthly.</p> <p>1.5 hours per enrollment.</p>	<p>100% of clients will enroll in program with enrollment meeting happening within 3 days of client agreement.</p> <p>100% of intake packets and screenings will be completed and assessments reviewed or completed.</p> <p>At least 68 new clients enrolled into WPC project.</p> <p>At least 100 clients maintained monthly on WPC enrollment list.</p>

<b>SCOPE OF WORK/LOGIC MODEL – YEAR 2 – FY2019/20</b>			
<b>Service</b>	<b>Activity</b>	<b>SERVICE COUNTS/TIME</b>	<b>OUTCOME</b>
<b><i>Care Planning and Linkages</i></b>	<p>The current 100 clients will have their current Care Plan reviewed by the Care Coordinator at the six months of treatment.</p> <p>The PHQ-9, SBIRT, and if needed a NQF-0104 Suicide Risk Assessment will be administered within 15 days of intake to identify depression and risk as well as Substance Use needs and subsequent assessments will be conducted per outcome of first assessments (and per terms with California Department of Health Care Services).</p> <p>Clients with PHQ-9 score results &gt;9 will be identified and referred to Solano County Mental Health Services (or Beacon).</p> <p>Work collaboratively with Solano County Behavioral Health to identify clients already enrolled in County services for mental health and behavioral health and coordinate care.</p> <p>Clients will be screened for health care needs and benefits eligibility; primary care provider linkage; and chronic disease conditions identified and plan developed.</p>	<p>100 clients</p> <p>3 hours</p> <p>Data from PHQ-9, SBIRT, Suicide Risk Assessment and other assessments/screens will be entered into ETO within 2 days of completed assessment.</p> <p>Multidisciplinary goals are included in care plans and accessible to view in ETO.</p>	<p>100% of current clients will have a current and meaningful care plan that is personally reviewed with the client within 14 days of enrollment.</p> <p>100% of clients with a depressive disorder are identified and have a completed Suicide Risk Assessment within 1 week of applicable situation, or enrollment (if diagnosed prior to enrollment).</p> <p>100% of enrolled clients will be enrolled to Medi-Cal coverage, linked to primary care provider, and have plan developed to address chronic diseases (as part of the care plan).</p> <p>90% of enrolled clients will retain Medi-Cal coverage.</p> <p>100% of clients will have a PHQ-9 within 14 days of intake, at 1-year anniversary, and at discharge.</p> <p>100% of clients will have a completed SBIRT within 14 days of enrollment.</p> <p>25 or 20% eligible clients substance use disorders receive services (YR2).</p> <p>30 or 50% eligible clients receive mental health follow-up services after mental health inpatient services (YR2).</p>

<b>SCOPE OF WORK/LOGIC MODEL – YEAR 2 – FY2019/20</b>			
<b>Service</b>	<b>Activity</b>	<b>SERVICE COUNTS/TIME</b>	<b>OUTCOME</b>
<i>Care Coordination</i>	Weekly Care Coordination Team Meetings will be held where every client's Phase of CTI and use of emergency services is reviewed.	100 clients  1 weekly meeting  3 hours	100% of clients are run through the weekly list and an active disposition is entered in to the notes. 100% of team members are dispatched to take action on each client for that week.  90% of clients will have care plan conferences completed and documented within 30 days of enrollment.  90% of clients still in program after one year will have care plan conferences within 7 days of anniversary.

<b>SCOPE OF WORK/LOGIC MODEL – YEAR 2 – FY2019/20</b>			
<b>Service</b>	<b>Activity</b>	<b>SERVICE COUNTS/TIME</b>	<b>OUTCOME</b>
<b><i>Specialty Case Management</i></b>	<p>The current 100 clients will have housing stability, benefits stability, and experience a significant reduction in use of emergency services.</p> <p>The current 100 clients will move from Phase 1 to Phase 2 or 3 of CTI. For clients in Phase 3, discharge planning and final linkages will be coordinated.</p> <p>Clients who need ongoing psychiatric care will be enrolled in a Integrated Care Clinic (ICC).</p> <p>For newly enrolled clients, at least 30 will complete Phase 1.</p> <p>All referrals to external care will be completed in an effective and efficient manner.</p>	<p>100 clients</p> <p>Based on Phase of CTI, each client will receive 2-5 hours of services per week.</p> <p>80% of referrals will result in an initial appointment with provider.</p>	<p>90% of clients will develop one or more natural and healthy community support aimed at preparing for discharge.</p> <p>80% of clients will achieve housing stability.</p> <p>Based on IPS model, 20 clients will have competitive employment in Supported Employment.</p> <p>80% of clients who need ICC level care will complete their intake process with the ICC for warm hand off.</p> <p>100% of referrals will be reviewed for enrollment in service and connection.</p> <p>Report number of clients referred to and linked to housing.</p>
<b><i>Conclusion of Services</i></b>	<p>Clients completing Phase 3 of CTI will graduate from the program with no inappropriate use of emergency services.</p>	<p>20 clients</p>	<p>100% of clients graduating will have successfully transitioned to the community and not use emergency services.</p>
<b><i>Collaboration System Goal</i></b>	<p>System level collaborators will have deep and meaningful relationships. Data sharing will happen seamlessly for real time understanding of utilization.</p>	<p>Monthly System Meetings</p>	<p>95% attendance at all system collaboration meetings.</p>

<b>SCOPE OF WORK/LOGIC MODEL – YEAR 2 – FY2019/20</b>			
<b>Service</b>	<b>Activity</b>	<b>SERVICE COUNTS/TIME</b>	<b>OUTCOME</b>
<b><i>System Level Committee Meetings/Infrastructure</i></b>	Steering Committee will be facilitated with functional dashboard and review of what’s working, what needs improvement, success stories, and challenges.	Every other month meetings	All stakeholders will be engaged and working towards system level outcomes.
	Planning/Ops Meeting will be facilitated with functional agenda for creation/review of operating policies and procedures, planning, and operational execution of program.	Monthly	Program will be functional and meeting outcomes.
	QI, IT, and other meetings will be effective and will ensure State-level requirements are adhered to.	Monthly/Quarterly	Infrastructure will be implemented and continuously improved.

<b>SCOPE OF WORK/LOGIC MODEL – YEAR 2 – FY2019/20</b>			
<b>Service</b>	<b>Activity</b>	<b>SERVICE COUNTS/TIME</b>	<b>OUTCOME</b>
<b><i>Reporting requirements to County partners, and State</i></b>	<p>BACS will respond to additional data from County and/or California Department of Health Care Services requests on a monthly, quarterly, and semi-annually basis as needed to meet State reporting requirements.</p> <p>BACS will provide narrative success stories biannually per County and California Department of Health Care Services instructions.</p> <p>With the County identify the metric measures and benchmarks to report to the County and to California Department of Health Care Services, including:</p> <p>Daily, enter client data into ETO System (case management electronic system for WPC).</p> <p>Develop tool or report monthly data to partner agencies about number of clients, number of referrals, linkage to services, and etc.</p> <p>Participate in Continuous Quality Improvement and complete Plan, Do, Study, Act Cycles per the state contract and oversee the quality improvement committee if needed.</p> <p>Client emergency room visits and hospital admissions will be tracked and entered into ETO.</p>	<p>All data requests will be fulfilled within two weeks of request.</p> <p>One client story due by December 31, 2019 and second story due by June 30, 2020.</p>	<p>Complete Plan, Do, Study, Act analysis of BACS WPC project, including transition of project from one contractor to another.</p> <p>Provide qualitative view of WPC client experiences to share with partners and community.</p> <p>92 fewer emergency room visits among enrolled clients or at least 50% of enrolled clients will have at least 1 fewer visit annually.</p> <p>300 fewer hospital days among enrolled clients, or at least 50% of clients will fewer inpatient days.</p> <p>25 or 20% of eligible clients are enrolled and participate in Alcohol and Other Drugs treatment.</p>
<b><i>Training and education</i></b>	<p>Contractor will provide privacy/security training to staff annually (i.e. HIPAA, HITECH, 42 CFR, and etc).</p>		<p>Staff attest to receiving the training on some type of form or attestation that will be managed and tracked.</p>

<b>SCOPE OF WORK/LOGIC MODEL – YEAR 3 – FY2020/21</b>			
<b>Service</b>	<b>Activity</b>	<b>SERVICE COUNTS/TIME</b>	<b>OUTCOME</b>
<b><i>Outreach/ Engagement</i></b>	All clients enrolled in the program that become disengaged will be assertively outreached to/reengaged.	Approximately 20 clients will be re-engaged who were disengaged.  100 new/unique clients will be outreached to.	100% of clients who were disengaged will become reengaged.  20% of new group of clients will be ready to enroll through engagement process (determined by how many open slots there are).
<b><i>Enrollment</i></b>	At least 68 clients will be enrolled.  The Patient Health Questionnaire-9 (PHQ-9) and Screening, Brief Intervention, Referral and Treatment (SBIRT) will be presented to clients to assess risk for depression and Substance Use. Clinicians will also employ the NQF-0104 Suicide Risk Assessment. Each client will have an assessment completed or updated.	At least 68 new clients from PHC list will be enrolled.  100 clients will be enrolled on average monthly.  1.5 hours per enrollment.	100% of clients will enroll in program with enrollment meeting happening within 3 days of client agreement.  100% of intake packets and screenings will be completed and assessments reviewed or completed.  At least 68 new clients enrolled into WPC project.  At least 100 clients maintained monthly on WPC enrollment list.

SCOPE OF WORK/LOGIC MODEL – YEAR 3 – FY2020/21			
Service	Activity	SERVICE COUNTS/TIME	OUTCOME
<b>Care Planning and Linkages</b>	<p>The current 100 clients will have their current Care Plan reviewed by the Care Coordinator at the six months of treatment.</p> <p>The PHQ-9, SBIRT, and if needed a NQF-0104 Suicide Risk Assessment will be administered within 15 days of intake to identify depression and risk as well as substance use needs and subsequent assessments will be conducted per outcome of first assessments (and per terms with California Department of Health Care Services).</p> <p>Clients with PHQ-9 score results &gt;9 will be identified and referred to Solano County Mental Health Services (or Beacon).</p> <p>Work collaboratively with Solano County Behavioral Health to identify clients already enrolled in County services for mental health and behavioral health and coordinate care.</p> <p>Clients will be screened for health care needs and benefits eligibility; primary care provider linkage; and chronic disease conditions identified and plan developed.</p>	<p>100 clients 3 hours</p> <p>Data from PHQ-9, SBIRT, Suicide Risk Assessment and other assessments/screens will be entered into ETO within 2 days of completed assessment.</p> <p>Multidisciplinary goals are included in care plans and accessible to view in ETO.</p>	<p>100% of current clients will have a current and meaningful care plan that is personally reviewed at the six month to note progress.</p> <p>100% of clients with a depressive disorder are identified and have a completed Suicide Risk Assessment within 1 week of applicable situation, or enrollment (if diagnosed prior to enrollment).</p> <p>100% of enrolled clients will be enrolled to Medi-Cal coverage, linked to primary care provider, and have plan developed to address chronic diseases (as part of the care plan).</p> <p>90% of enrolled clients will retain Medi-Cal coverage.</p> <p>100% of clients will have a PHQ-9 within 14 days of intake, at 1-year anniversary, and at discharge.</p> <p>100% of clients will have a completed SBIRT within 14 days of enrollment.</p> <p>90% of enrollees will have care plan conferences completed and documented within 30 days of enrollment.</p> <p>90% of enrollees still in program after one year will have care plan conferences within 7 days of anniversary date.</p> <p>40 individuals or 50% eligible clients received follow-up mental health services after inpatient mental health stay.</p> <p>35 or 20% of clients needing substance use services receive services.</p>

<b>SCOPE OF WORK/LOGIC MODEL – YEAR 3 – FY2020/21</b>			
<b>Service</b>	<b>Activity</b>	<b>SERVICE COUNTS/TIME</b>	<b>OUTCOME</b>
<i>Care Coordination</i>	Weekly Care Coordination Team Meetings will be held where every client’s Phase of CTI and use of emergency services is reviewed.	100 clients  1 weekly meeting  3 hours	100% of clients are run through the weekly list and an active disposition is entered in to the notes. 100% of team members are dispatched to take action on each client for that week.  90% of clients will have care plan conferences completed and documented within 30 days of enrollment.  90% of clients still in program after one year will have care plan conferences within 7 days of anniversary date.

<b>SCOPE OF WORK/LOGIC MODEL – YEAR 3 – FY2020/21</b>			
<b>Service</b>	<b>Activity</b>	<b>SERVICE COUNTS/TIME</b>	<b>OUTCOME</b>
<b><i>Specialty Case Management</i></b>	<p>The current 100 clients will have housing stability, benefits stability, and experience a significant reduction in use of emergency services.</p> <p>Based on CTI, the current 100 clients will progress from Phase 1 to Phase 2 or 3. For clients in Phase 3, discharge planning and final linkages will be coordinated.</p> <p>Clients who need ongoing psychiatric care and/or mental health services, will be enrolled in a county ICC.</p> <p>All referrals to external care will be completed in an effective and efficient manner.</p>	<p>100 clients</p> <p>Based on Phase of CTI, each client will receive 2-5 hours of service per week.</p> <p>80% of referrals will result in an initial appointment with provider.</p>	<p>90% of clients will develop one or more natural and healthy community support aimed at preparing for discharge.</p> <p>80% of clients will achieve housing stability.</p> <p>Based on IPS model, 10 clients will have competitive employment in Supported Employment.</p> <p>80% of clients who need ICC level care will complete their intake process with the ICC for warm hand off.</p> <p>100% of referrals will be reviewed for enrollment in service and connection.</p> <p>At least 10 clients per quarter will receive housing and housing assistance.</p> <p>Report number of clients referred to supportive housing and number linked to housing (enrolled).</p>

<b>SCOPE OF WORK/LOGIC MODEL – YEAR 3 – FY2020/21</b>			
<b>Service</b>	<b>Activity</b>	<b>SERVICE COUNTS/TIME</b>	<b>OUTCOME</b>
<b><i>Conclusion of Services</i></b>	<p>Clients completing Phase 3 of CTI will graduate from the program with no inappropriate use of emergency services.</p> <p>Complete necessary data upon discharge from program to report to California Department of Health Care Services.</p> <p>Check in with client after discharge at three and six months after discharge to see if they are need of services.</p>	60 clients	100% of clients graduating will have successfully transitioned to the community and not use emergency services.
<b><i>Collaboration System Goal</i></b>	<p>System level collaborators will have deep and meaningful relationships. Data sharing will happen seamlessly for real time understanding of utilization.</p> <p>Survey will be collected on system performance and partnership development.</p>	Monthly System Meetings	<p>95% attendance at all system collaboration meetings.</p> <p>90% survey return rate.</p> <p>80% satisfaction on survey results.</p>

<b>SCOPE OF WORK/LOGIC MODEL – YEAR 3 – FY2020/21</b>			
<b>Service</b>	<b>Activity</b>	<b>SERVICE COUNTS/TIME</b>	<b>OUTCOME</b>
<b><i>System Level Committee Meetings/Infrastructure</i></b>	<p>Steering Committee will be facilitated with functional dashboard and review of what’s working, what needs improvement, success stories, and challenges.</p> <p>Planning/Ops Meeting will be facilitated with functional agenda for creation/review of operating policies and procedures, planning, and operational execution of program.</p> <p>QI, IT, and other meetings will be effective and will ensure State-level requirements are adhered to.</p>	<p>Every other month meetings</p> <p>Monthly</p> <p>Monthly/Quarterly</p>	<p>All stakeholders will be engaged and working towards system level outcomes.</p> <p>Program will be functional and meeting outcomes.</p> <p>Infrastructure will be implemented and continuously improved.</p>
<b><i>Ongoing funding for Sustainability Goal</i></b>	<p>The WPC Pilot will demonstrate cost savings of approximately \$10 million dollars (1/3 of population no longer using emergency services as an example).</p> <p>Partners will come together to look at cost savings and commit to ongoing funding through opportunities such as Medi-Cal Billing, and other opportunities.</p>	<p>Evaluation Review Meeting</p> <p>Proposal creation for program sustainability.</p>	<p>1 Evaluation Report will be generated.</p> <p>1 Proposal will be created.</p>

SCOPE OF WORK/LOGIC MODEL – YEAR 3 – FY2020/21			
Service	Activity	SERVICE COUNTS/TIME	OUTCOME
<i>Reporting requirements to County partners, and State</i>	<p>BACS will respond to additional data from County and/or California Department of Health Care Services requests on a monthly, quarterly, and semi-annually basis as needed to meet State reporting requirements.</p> <p>BACS will provide narrative success stories biannually per County and California Department of Health Care Services instructions.</p> <p>With the County identify the metric measures and benchmarks to report to the County and to California Department of Health Care Services, including:</p> <p>Daily, enter client data into ETO System (case management electronic system for WPC).</p> <p>Develop tool or report monthly data to partner agencies about number of clients, number of referrals, linkage to services, and etc.</p> <p>Participate in Continuous Quality Improvement and complete Plan, Do, Study, Act Cycles per the state contract and oversee the quality improvement committee if needed.</p> <p>Client emergency room visits and hospital admissions will be tracked and entered into ETO.</p>	<p>All data requests will be fulfilled within two weeks of request.</p> <p>One client story due by December 31, 2020 and second story due by June 30, 2021.</p>	<p>Complete Plan, Do, Study, Act analysis of BACS WPC project, including transition of project from one contractor to another.</p> <p>Provide qualitative view of WPC client experiences to share with partners and community.</p> <p>By June 30, 2021, there will be 125 fewer emergency room visits among enrolled clients or at least 50% of enrolled clients will have at least 1 fewer visit annually.</p> <p>By June 30, 2021, there will be 400 fewer hospital days among enrolled clients, or at least 50% of clients will fewer inpatient days.</p> <p>By June 30, 2021, 35 cumulative participants are enrolled and participate in Alcohol and Other Drugs treatment.</p>

<b>SCOPE OF WORK/LOGIC MODEL – YEAR 3 – FY2020/21</b>			
<b>Service</b>	<b>Activity</b>	<b>SERVICE COUNTS/TIME</b>	<b>OUTCOME</b>
<i>Training and education</i>	BACS shall provide privacy/security training to staff annually (i.e. HIPAA, HITECH, 42 CFR, and etc).		Staff attest to receiving the training on some type of form or attestation that will be managed and tracked.

**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. METHOD OF PAYMENT**

- A. Upon submission of an invoice and Solano County vendor claim by Contractor, and upon approval by County, County shall, in accordance with the "Contract Budget Detail" attached to this Contract as Exhibit "B-1" and incorporated into this Contract by this reference, pay Contractor monthly in arrears for fees and expenses actually incurred the prior month, up to the maximum amount set forth in Section 3 of the Standard Contract. Monthly claims for payment should be submitted to County by the 15<sup>th</sup> day of the subsequent month.
- B. Claims submitted by Contractor must meet the criteria set forth in section D below and be documented by a fiscal monitoring report as provided by the County. Each invoice must specify services rendered, to whom, date of service and the accrued charges.
- C. Contractor may request transfers between the budget line items set forth in Exhibit "B-1" by submitting to County a completed "Budget Modification Request Form" which will be provided by the County and which must be approved by the County. Budget line items may be added for transfers under this section, provided that the line item added does not substantially change the scope of services to be provided under this Contract and does not increase the Contract amount.
- D. The following criteria applies to the Contract Budget submitted by Contractor under this Contract:
- (1) Requests for payment of personnel costs must include positions, salary, and actual percentage of time for each position. If Contractor provides fringe benefits to part time employees, salary and fringe benefits must be pro-rated for non-full-time employees. Salaries are fixed compensation for services performed by staff that are directly employed by Contractor and who are paid on a regular basis. Employee benefits and employer payroll taxes include Contractor's contributions or expenses for social security, employee's life and health insurance plans, unemployment insurance, pension plans, and other similar expenses that are approved by County. These expenses are allowable if they are provided under established written policies and whether treated as direct or indirect costs, are equitably allocated to all related activities including federal awards.
  - (2) Salaries and benefits of personnel involved in more than one Contract, grant, or project must be charged to each grant based on the actual percentage of time spent on each grant or project. Timesheets for each employee whose time is charged to this contract must be maintained by Contractor and available upon request by the County. Where employees work on multiple activities, a distribution of their salaries and benefits will be supported by personnel activity reports or equivalent documentation which meets federal cost principle standards.
  - (3) Allowable operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits, equipment or payments to subcontractors. The expenses must be to further the program objectives as defined in Exhibit A of this Contract and be incurred (realized) during the invoiced period. County reserves the right to make the final determination if an operating expense is allowable and necessary.
  - (4) Indirect costs are shared costs that cannot be directly assigned to a particular activity, but are necessary to the operation of the organization and the performance of the program. The costs of operating and maintaining facilities, accounting services and administrative salaries are examples of indirect costs. An indirect cost rate will be based on an allocation methodology developed in accordance with applicable federal standards (2 CFR part 225 or 2 CFR part 230). At the beginning of each year, Contractor will provide the County a copy of the indirect cost allocation methodology establishing the indirect cost rate.

At any time during the year, the County may conduct a detailed review or audit of the Contractor's indirect cost allocation methodology to ensure reasonableness and compliance with federal requirements. Contractor will use a cost allocation method for personnel and indirect costs. Contractor's cost allocation method must be supported by a cost allocation plan with a quantifiable methodology validating the basis for paying such expenditures. The cost allocation plan and all reimbursements by County must be consistent with the provisions as set forth under Exhibit C, Section 13B.

## **2. ACCOUNTING STANDARDS**

- A. Contractor shall establish and maintain a system of accounts for budgeted funds that complies with generally accepted accounting principles and practices for organizations/governmental entities as described in Exhibit C – section 13B.
- B. Contractor's cost allocation method must be supported by a cost allocation plan with a quantifiable methodology validating the basis for paying such expenditures. The cost allocation plan should be prepared within the guidelines set forth under 2 CFR part 230, "Cost Principles (OMB Circular A-87) or 2 CFR 230 "Cost Principles for Non-Profit Organizations (OMB Circular A-122).
- C. Charges submitted by Contractor must be supported by appropriate invoices or related documentation that sufficiently support the expenditure. Contractor shall document all costs by maintaining complete and accurate records of all financial transactions associated with this Contract, including, but not limited to, invoices, time studies, and other official documentation that sufficiently support all charges under this Contract.

## **3. PERSONAL PROPERTY**

- A. Purchase of personal property using funds from this contract must have prior written approval from the County, as follows:
  - 1) Purchases of computer, software, and printers regardless of cost
  - 2) Purchases of other personal property over \$1,500
- B. Contractor shall develop and maintain a system to track such tangible personal property and submit an annual accounting of all property purchased with County funds. Contractor shall ensure adequate safeguards are in place to protect such assets and shall exercise reasonable care over such assets to protect against theft, damage or unauthorized use. Contractor shall return such assets to the County upon Contract termination; unless the depreciated value of the asset is \$0, based on a straight-line method of depreciation (refer to 2 CFR part 225 or 2 CFR art 230).

## **4. FINANCIAL STATEMENTS AND AUDITS**

- A. Contractor agrees to furnish annual audited financial statements and the single audit report, if applicable, for the previous fiscal year to the County by November 30<sup>th</sup> of the subsequent fiscal year.
- B. Contractor agrees to furnish all records and documents within a reasonable time, in the event that the County, state or federal government conducts an audit.

**EXHIBIT B-1  
BUDGET DETAIL AND PAYMENT PROVISIONS**

**DIRECT COSTS**  
For Service Delivery of Contracted Services

**FY 18/19  
(Year 1)**

<b>A. Personnel Expenses</b>				
<b>Job Title</b>	<b>FTE</b>			<b>Total</b>
Associate Director	1.0			\$90,000
Program Manager	1.0			\$80,000
Care Coordinator	3.0			\$180,960
Housing Specialist	1.0			\$47,840
Substance Use Specialist	1.0			\$47,840
Employment Coordinator	1.0			\$47,840
Peer Outreach Specialist	2.0			\$87,360
Total Salaries	10.0			\$581,840
Total Fringe Benefits (25%)				\$145,460
<b>Total Personnel Expenses (Salaries + Fringe Benefits)</b>				<b>\$727,300</b>

<b>B. Operation Expenses</b>				
<b>Line Item</b>				<b>Total</b>
Client Support Expenditures				\$94,000
Utilities				\$3,600
Communications				\$11,832
Transportation				\$41,400
Insurance				\$4,000
Training				\$2,052
Maintenance				\$3,358
<b>Total Operation Expenses</b>				<b>\$160,242</b>

<b>A. Indirect Expenses</b>				
	<b>%</b>			<b>Total</b>
	15%			\$93,458
<b>Total Indirect Expenses</b>				<b>\$93,458</b>

<b>TOTAL BUDGET</b>	<b>\$ 981,000</b>
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**EXHIBIT B-1  
BUDGET DETAIL AND PAYMENT PROVISIONS**

**DIRECT COSTS**  
For Service Delivery of Contracted Services

**FY 19/20  
(Year 2)**

<b>A. Personnel Expenses</b>				
<b>Job Title</b>	<b>FTE</b>			<b>Total</b>
Associate Director	1.0			\$90,000
Program Manager	1.0			\$80,000
Care Coordinator	3.0			\$180,960
Housing Specialist	1.0			\$47,840
Substance Use Specialist	1.0			\$47,840
Employment Coordinator	1.0			\$47,840
Peer Outreach Specialist	2.0			\$87,360
Total Salaries	10.0			\$581,840
Total Fringe Benefits (25%)				\$145,460
<b>Total Personnel Expenses (Salaries + Fringe Benefits)</b>				<b>\$727,300</b>

<b>B. Operation Expenses</b>			
<b>Line Item</b>			<b>Total</b>
Client Support Expenditures			\$94,000
Utilities			\$3,600
Communications			\$11,832
Transportation			\$41,400
Insurance			\$4,000
Training			\$2,052
Maintenance			\$3,358
<b>Total Operation Expenses</b>			<b>\$160,242</b>

<b>A. Indirect Expenses</b>			
	<b>%</b>		<b>Total</b>
	15%		\$93,458
<b>Total Indirect Expenses</b>			<b>\$93,458</b>

<b>TOTAL BUDGET</b>	<b>\$ 981,000</b>
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**EXHIBIT B-1  
BUDGET DETAIL AND PAYMENT PROVISIONS**

**DIRECT COSTS**  
For Service Delivery of Contracted Services

**FY 20/21  
(Year 3)**

<b>A. Personnel Expenses</b>				
<b>Job Title</b>	<b>FTE</b>			<b>Total</b>
Associate Director	1.0			\$90,000
Program Manager	1.0			\$80,000
Care Coordinator	3.0			\$180,960
Housing Specialist	1.0			\$47,840
Substance Use Specialist	1.0			\$47,840
Employment Coordinator	1.0			\$47,840
Peer Outreach Specialist	2.0			\$87,360
Total Salaries	10.0			\$581,840
Total Fringe Benefits (25%)				\$145,460
<b>Total Personnel Expenses (Salaries + Fringe Benefits)</b>				<b>\$727,300</b>

<b>B. Operation Expenses</b>				
<b>Line Item</b>				<b>Total</b>
Client Support Expenditures				\$94,000
Utilities				\$3,600
Communications				\$11,832
Transportation				\$41,400
Insurance				\$4,000
Training				\$2,052
Maintenance				\$3,358
<b>Total Operation Expenses</b>				<b>\$160,242</b>

<b>A. Indirect Expenses</b>				
	<b>%</b>			<b>Total</b>
	15%			\$93,458
<b>Total Indirect Expenses</b>				<b>\$93,458</b>

<b>TOTAL BUDGET</b>	<b>\$ 981,000</b>
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**EXHIBIT C**  
**GENERAL TERMS AND CONDITIONS**

**1. CLOSING OUT**

A. County will pay Contractor's final request for payment providing Contractor has paid all financial obligations undertaken pursuant to this Contract or any other contract and/or obligation that Contractor may have with the County. If Contractor has failed to pay any obligations outstanding, County will withhold from Contractor's final request for payment the amount of such outstanding financial obligations owed by Contractor. Contractor is responsible for County's receipt of a final request for payment 30 days after termination of this Contract.

B. A final undisputed invoice shall be submitted for payment no later than ninety (90) calendar days following the expiration or termination of this Contract, unless a later or alternate deadline is agreed to in writing by the County. The final invoice must be clearly marked "FINAL INVOICE", thus indicating that all payment obligations of the County under this Contract have ceased and that no further payments are due or outstanding.

C. The County may, at its discretion, choose not to honor any delinquent final invoice if the Contractor fails to obtain prior written approval of an alternate final invoice submission deadline. Written County approval for an alternate final invoice submission deadline shall be sought from the County prior to the expiration or termination of this Contract.

**2. TIME**

Time is of the essence in all terms and conditions of this Contract.

**3. TIME OF PERFORMANCE**

Work will not begin, nor claims paid for services under this Contract until all Certificates of Insurance, business and professional licenses/certificates, IRS ID number, signed W-9 form, or other applicable licenses or certificates are on file with the County's Contract Manager.

**4. TERMINATION**

A. This Contract may be terminated by County or Contractor, at any time, with or without cause, upon 30 days' written notice from one to the other.

B. County may terminate this Contract immediately upon notice of Contractor's malfeasance.

C. Following termination, County will reimburse Contractor for all expenditures made in good faith that are unpaid at the time of termination not to exceed the maximum amount payable under this Contract unless Contractor is in default of this Contract.

**5. SIGNATURE AUTHORITY**

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

**6. REPRESENTATIONS**

A. County relies upon Contractor's professional ability and training as a material inducement to enter into this Contract. Contractor represents that Contractor will perform the work according to generally accepted professional practices and standards and the requirements of applicable federal, state and local laws. County's acceptance of Contractor's work shall not constitute a waiver or release of Contractor from professional responsibility.

B. Contractor further represents that Contractor possesses current valid appropriate licensure, including, but not limited to, driver's license, professional license, certificate of tax-exempt status, or permits, required to perform the work under this Contract.

## 7. INSURANCE

A. Without limiting Contractor's obligation to indemnify County, Contractor must procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work under this Contract and the results of that work by Contractor, Contractor's agents, representatives, employees or subcontractors.

### B. Minimum Scope of Insurance

Coverage must be at least as broad as:

- (1) Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01).
- (2) Insurance Services Office Form Number CA 00 01 covering Automobile Liability, Code 1 (any auto).
- (3) Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

### C. Minimum Limits of Insurance

Contractor must maintain limits no less than:

- |   |   |   |
|---|---|---|
| (1) General Liability:<br>(Including operations, products<br>and completed operations.) | <b>\$1,000,000</b>                      | per occurrence for bodily injury, personal injury and property damage, or the full per occurrence limits of the policy, whichever is greater. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. |
| (2) Automobile Liability:   | <b>\$1,000,000</b>                      | per accident for bodily injury and property damage.   |
| (3) Workers' Compensation:  | As required by the State of California. |   |
| (4) Employer's Liability:   | <b>\$1,000,000</b>                      | per accident for bodily injury or disease.  |

### D. Additional Insurance Coverage

To the extent coverage is applicable to Contractor's services under this Contract, Contractor must maintain the following insurance coverage:

- |                             |                    |  |
|-----------------------------|--------------------|--|
| (1) Cyber Liability:        | <b>\$1,000,000</b> | per incident with the aggregate limit twice the required limit to cover the full replacement value of damage to, alteration of, loss of, or destruction of electronic data and/or information property of the County that will be in the care, custody or control of Contractor under this Contract. |
| (2) Professional Liability: | <b>\$2,000,000</b> | combined single limit per claim and in the aggregate. The policy shall remain in full force and effect for no less than 5 years following the completion of work under this Contract.  |

County of Solano  
Standard Contract

E. If Contractor maintains higher limits than the minimums shown above, County is entitled to coverage for the higher limits maintained by Contractor. Any insurance proceeds in excess of the specified limits and coverage required, which are applicable to a given loss, shall be available to the County. No representation is made that the minimums shown above are sufficient to cover the indemnity or other obligations of the Contractor under this Contract.

F. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by County. At the option of County, either:

(1) The insurer will reduce or eliminate such deductibles or self-insured retentions with respect to County, its officers, officials, agents, employees and volunteers; or

(2) Contractor must provide a financial guarantee satisfactory to County guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

G. Other Insurance Provisions

(1) The general liability and automobile liability policies must contain, or be endorsed to contain, the following provisions:

(a) The County of Solano, its officers, officials, agents, employees, and volunteers must be included as additional insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of Contractor; and with respect to liability arising out of work or operations performed by or on behalf of Contractor including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage shall be provided in the form of an Additional Insured endorsement (CG 20 10 11 85 or both CG 20 10 and CG 20 37 if later ISO revisions are used or the equivalent) to Contractor's insurance policy, or as a separate owner's policy. The insurance afforded to the additional insureds shall be at least as broad as that afforded to the first named insured.

(b) For any claims related to work performed under this Contract, Contractor's insurance coverage must be primary insurance with respect to the County of Solano, its officers, officials, agents, employees, and volunteers. Any insurance maintained by County, its officers, officials, agents, employees, or volunteers in excess of Contractor's insurance and shall not contribute to it.

(2) If Contractor's services are technologically related, Professional Liability coverage shall include, but not be limited to claims involving infringement of intellectual property, copyright, trademark, invasion of privacy violations, information theft, release of private information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to such obligations. The policy shall also include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the County in the care, custody, or control of the Contractor. If not covered under the Contractor's Professional Liability policy, such "property" coverage of the County may be endorsed onto the Contractor's Cyber Liability Policy.

(3) Should any of the above described policies be cancelled prior to the policies' expiration date, Contractor agrees that notice of cancellation will be delivered in accordance with the policy provisions.

H. Waiver of Subrogation

(1) Contractor agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

(2) The Workers' Compensation policy must be endorsed with a waiver of subrogation in favor of County for all work performed by Contractor, its employees, agents and subcontractors.

I. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII unless otherwise acceptable to County.

J. Verification of Coverage

(1) Contractor must furnish County with original certificates and endorsements effecting coverage required by this Contract.

County of Solano  
Standard Contract

- (2) The endorsements should be on forms provided by County or, if on other than County's forms, must conform to County's requirements and be acceptable to County.
- (3) County must receive and approve all certificates and endorsements before work commences.
- (4) However, failure to provide the required certificates and endorsements shall not operate as a waiver of these insurance requirements.
- (5) County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage described above at any time.

**8. BEST EFFORTS**

Contractor represents that Contractor will at all times faithfully, industriously and to the best of its ability, experience and talent, perform to County's reasonable satisfaction.

**9. DEFAULT**

A. If Contractor defaults in Contractor's performance, County shall promptly notify Contractor in writing. If Contractor fails to cure a default within 30 days after notification, or if the default requires more than 30 days to cure and Contractor fails to commence to cure the default within 30 days after notification, then Contractor's failure shall constitute cause for termination of this Contract.

B. If Contractor fails to cure default within the specified period of time, County may elect to cure the default and any expense incurred shall be payable by Contractor to County. The contract may be terminated at County's sole discretion.

C. If County serves Contractor with a notice of default and Contractor fails to cure the default, Contractor waives any further notice of termination of this Contract.

D. If this Contract is terminated because of Contractor's default, County shall be entitled to recover from Contractor all damages allowed by law.

**10. INDEMNIFICATION**

A. Contractor will indemnify, hold harmless and assume the defense of the County of Solano, its officers, employees, agents and elective and appointive boards from all claims, losses, damages, including property damages, personal injury, death and liability of every kind, directly or indirectly arising from Contractor's operations or from any persons directly or indirectly employed by, or acting as agent for, Contractor, excepting the sole negligence or willful misconduct of the County of Solano. This indemnification shall extend to claims, losses, damages, injury and liability for injuries occurring after completion of Contractor's services, as well as during the progress of rendering such services.

B. Acceptance of insurance required by this Contract does not relieve Contractor from liability under this indemnification clause. This indemnification clause shall apply to all damages or claims for damages suffered by Contractor's operations regardless if any insurance is applicable or not.

**11. INDEPENDENT CONTRACTOR**

A. Contractor is an independent contractor and not an agent, officer or employee of County. The parties mutually understand that this Contract is between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.

B. Contractor shall have no claim against County for employee rights or benefits including, but not limited to, seniority, vacation time, vacation pay, sick leave, personal time off, overtime, medical, dental or hospital benefits, retirement benefits, Social Security, disability, Workers' Compensation, unemployment insurance benefits, civil service protection, disability retirement benefits, paid holidays or other paid leaves of absence.

C. Contractor is solely obligated to pay all applicable taxes, deductions and other obligations including, but not limited to, federal and state income taxes, withholding, Social Security, unemployment, disability insurance, Workers' Compensation and Medicare payments.

D. Contractor shall indemnify and hold County harmless from any liability which County may incur because of Contractor's failure to pay such obligations nor shall County be responsible for any employer-related costs not otherwise agreed to in advance between the County and Contractor.

E. As an independent contractor, Contractor is not subject to the direction and control of County except as to the final result contracted for under this Contract. County may not require Contractor to change Contractor's manner of doing business, but may require redirection of efforts to fulfill this Contract.

F. Contractor may provide services to others during the same period Contractor provides service to County under this Contract.

G. Any third persons employed by Contractor shall be under Contractor's exclusive direction, supervision and control. Contractor shall determine all conditions of employment including hours, wages, working conditions, discipline, hiring and discharging or any other condition of employment.

H. As an independent contractor, Contractor shall indemnify and hold County harmless from any claims that may be made against County based on any contention by a third party that an employer-employee relationship exists under this Contract.

I. Contractor, with full knowledge and understanding of the foregoing, freely, knowingly, willingly and voluntarily waives the right to assert any claim to any right or benefit or term or condition of employment insofar as they may be related to or arise from compensation paid hereunder.

## 12. RESPONSIBILITIES OF CONTRACTOR

A. The parties understand and agree that Contractor possesses the requisite skills necessary to perform the work under this Contract and County relies upon such skills. Contractor pledges to perform the work skillfully and professionally. County's acceptance of Contractor's work does not constitute a release of Contractor from professional responsibility.

B. Contractor verifies that Contractor has reviewed the scope of work to be performed under this Contract and agrees that in Contractor's professional judgment, the work can and shall be completed for costs within the maximum amount set forth in this Contract.

C. To fully comply with the terms and conditions of this Contract, Contractor shall:

(1) Establish and maintain a system of accounts for budgeted funds that complies with generally accepted accounting principles for government agencies;

(2) Document all costs by maintaining complete and accurate records of all financial transactions associated with this Contract, including, but not limited to, invoices and other official documentation that sufficiently support all charges under this Contract;

(3) Submit monthly reimbursement claims for expenditures that directly benefit Solano County;

(4) Be liable for repayment of any disallowed costs identified through quarterly reports, audits, monitoring or other sources; and

(5) Retain financial, programmatic, client data and other service records for 3 years from the date of the end of the contract award or for 3 years from the date of termination, whichever is later.

## 13. COMPLIANCE WITH LAW

A. Contractor shall comply with all federal, state and local laws and regulations applicable to Contractor's performance, including, but not limited to, licensing, employment and purchasing practices, wages, hours and conditions of employment.

B. To the extent federal funds are used in whole or in part to fund this Contract, Contractor specifically agrees to comply with Executive Order 11246 entitled "Equal Employment Opportunity", as amended and supplemented in Department of Labor regulations; the Copeland "Ant-Kickback" Act (18 U.S.C. §874) and its implementing regulations (29 C.F.R. part 3); the Clean Air Act (42 U.S.C. §7401 et seq.); the Clean Water Act (33 U.S.C. §1251); and the Energy Policy and Conservation Act (Pub. L. 94-165).

C. Contractor represents that it will comply with the applicable cost principles and administrative requirements including claims for payment or reimbursement by County as set forth in 2 C.F.R. part 200, as currently enacted or as may be amended throughout the term of this Contract.

#### **14. CONFIDENTIALITY**

A. Contractor shall prevent unauthorized disclosure of names and other client-identifying information, except for statistical information not identifying a particular client receiving services under this Contract.

B. Contractor shall not use client specific information for any purpose other than carrying out Contractor's obligations under this Contract.

C. Contractor shall promptly transmit to County all requests for disclosure of confidential information.

D. Except as otherwise permitted by this Contract or authorized by law, Contractor shall not disclose any confidential information to anyone other than the State of California without prior written authorization from County.

E. For purposes of this section, identity shall include, but not be limited to, name, identifying number, symbol or other client identifying particulars, such as fingerprints, voice print or photograph. Client shall include individuals receiving services pursuant to this Contract.

#### **15. CONFLICT OF INTEREST**

A. Contractor represents that Contractor and/or Contractor's employees and/or their immediate families and/or Board of Directors and/or officers have no interest, including, but not limited to, other projects or independent contracts, and shall not acquire any interest, direct or indirect, including separate contracts for the work to be performed hereunder, which conflicts with the rendering of services under this Contract. Contractor shall employ or retain no such person while rendering services under this Contract. Services rendered by Contractor's associates or employees shall not relieve Contractor from personal responsibility under this clause.

B. Contractor has an affirmative duty to disclose to County in writing the name(s) of any person(s) who have an actual, potential or apparent conflict of interest.

#### **16. DRUG FREE WORKPLACE**

Contractor represents that Contractor is knowledgeable of Government Code section 8350 et seq., regarding a drug free workplace and shall abide by and implement its statutory requirements.

#### **17. HEALTH AND SAFETY STANDARDS**

Contractor shall abide by all health and safety standards set forth by the State of California and/or the County of Solano pursuant to the Injury and Illness Prevention Program. If applicable, Contractor must receive all health and safety information and training from County.

**18. CHILD/ADULT ABUSE**

If services pursuant to this Contract will be provided to children and/or elder adults, Contractor represents that Contractor is knowledgeable of the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.) and the Elder Abuse and Dependent Adult Civil Protection Act (Welfare and Institutions Code section 15600 et seq.) requiring reporting of suspected abuse.

**19. INSPECTION**

Authorized representatives of County, the State of California and/or the federal government may inspect and/or audit Contractor's performance, place of business and/or records pertaining to this Contract.

**20. NONDISCRIMINATION**

A. In rendering services under this Contract, Contractor shall comply with all applicable federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, sexual orientation, or other protected status.

B. Further, Contractor shall not discriminate against its employees, which includes, but is not limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

**21. SUBCONTRACTOR AND ASSIGNMENT**

A. Services under this Contract are deemed to be personal services.

B. Subject to any required state or federal approval, Contractor shall not subcontract any work under this Contract without the prior written consent of the County's Contract Manager nor assign this Contract or monies due without the prior written approval of the County's applicable Department Head or his or her designee and the County Administrator.

C. If County consents to the use of subcontractors, Contractor shall require and verify that its subcontractors maintain insurance meeting all the requirements stated in Section 7 above.

D. Assignment by Contractor of any monies due shall not constitute an assignment of the Contract.

**22. UNFORESEEN CIRCUMSTANCES**

Contractor is not responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond Contractor's reasonable control, provided Contractor gives written notice to County of the cause of the delay within 10 days of the start of the delay.

**23. OWNERSHIP OF DOCUMENTS**

A. County shall be the owner of and shall be entitled to possession of any computations, plans, correspondence or other pertinent data and information gathered by or computed by Contractor prior to termination of this Contract by County or upon completion of the work pursuant to this Contract.

B. No material prepared in connection with the project shall be subject to copyright in the United States or in any other country.

**24. NOTICE**

A. Any notice necessary to the performance of this Contract shall be given in writing by personal delivery or by prepaid first-class mail addressed as stated on the first page of this Contract.

B. 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.

## 25. NONRENEWAL

Contractor acknowledges that there is no guarantee that County will renew Contractor's services under a new contract following expiration or termination of this Contract. Contractor waives all rights to notice of non-renewal of Contractor's services.

## 26. COUNTY'S OBLIGATION SUBJECT TO AVAILABILITY OF FUNDS

A. The County's obligation under this Contract is subject to the availability of authorized funds. The County may terminate the Contract, or any part of the Contract work, without prejudice to any right or remedy of the County, for lack of appropriation of funds. If expected or actual funding is withdrawn, reduced or limited in any way prior to the expiration date set forth in this Contract, or any subsequent amendment, the County may, upon written Notice to the Contractor, terminate this Contract in whole or in part.

B. Payment shall not exceed the amount allowable for appropriation by the Board of Supervisors. If the Contract is terminated for non-appropriation of funds:

i. The County will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination; and

ii. The Contractor shall be released from any obligation to provide further services pursuant to this Contract that are affected by the termination.

C. Funding for this Contract beyond the current appropriation year is conditional upon appropriation by the Board of Supervisors of sufficient funds to support the activities described in this Contract. Should such an appropriation not be approved, this Contract will terminate at the close of the current appropriation year.

D. This Contract is void and unenforceable if all or parts of federal or state funds applicable to this Contract are not available to County. If applicable funding is reduced, County may either:

(1) Cancel this Contract; or,

(2) Offer a contract amendment reflecting the reduced funding.

## 27. CHANGES AND AMENDMENTS

A. County may request changes in Contractor's scope of services. Any mutually agreed upon changes, including any increase or decrease in the amount of Contractor's compensation, shall be effective when incorporated in written amendments to this Contract.

B. The party desiring the revision shall request amendments to the terms and conditions of this Contract in writing. Any adjustment to this Contract shall be effective only upon the parties' mutual execution of an amendment in writing.

C. No verbal agreements or conversations prior to execution of this Contract or requested amendment shall affect or modify any of the terms or conditions of this Contract unless reduced to writing according to the applicable provisions of this Contract.

## 28. CHOICE OF LAW

The parties have executed and delivered this Contract in the County of Solano, State of California. The laws of the State of California shall govern the validity, enforceability or interpretation of this Contract. Solano County shall be the venue for any action or proceeding, in law or equity that may be brought in connection with this Contract.

**29. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**

Contractor represents that it is knowledgeable of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its implementing regulations issued by the U.S. Department of Health and Human Services (45 C.F.R. parts 160-64) regarding the protection of health information obtained, created, or exchanged as a result of this Contract and shall abide by and implement its statutory requirements.

**30. WAIVER**

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

**31. CONFLICTS IN THE CONTRACT DOCUMENTS**

The Contract documents are intended to be complementary and interpreted in harmony so as to avoid conflict. In the event of conflict in the Contract documents, the parties agree that the document providing the highest quality and level of service to the County shall supersede any inconsistent term in these documents.

**32. FAITH BASED ORGANIZATIONS**

A. Contractor agrees and acknowledges that County may make funds available for programs or services affiliated with religious organizations under the following conditions: (a) the funds are made available on an equal basis as for programs or services affiliated with non-religious organizations; (b) the program funded does not have the substantial effect of supporting religious activities; (c) the funding is indirect, remote, or incidental to the religious purpose of the organization; and (d) the organization complies with the terms and conditions of this Contract.

B. Contractor agrees and acknowledges that County may not make funds available for programs or services affiliated with a religious organization (a) that has denied or continues to deny access to services on the basis of race, color, religion, ancestry, national origin, sex, citizenship, or known disability; (b) will use the funds for a religious purpose; (c) will use the funds for a program or service that subjects its participants to religious education.

C. Contractor agrees and acknowledges that all recipients of funding from County must: (a) comply with all legal requirements and restrictions imposed upon government-funded activities set forth in Article IX, section 8 and Article XVI, section 5 of the California Constitution and in the First Amendment to the United States Constitution; and (b) segregate such funding from all funding used for religious purposes.

**33. PRICING**

Should Contractor, at any time during the term of this Contract, provide the same goods or services under similar quantity, terms and conditions to one or more counties in the State of California at prices below those set forth in this Contract, then the parties agree to amend this Contract so that such lower prices shall be extended immediately to County for all future services.

**34. USE OF PROVISIONS, TERMS, CONDITIONS AND PRICING BY OTHER PUBLIC AGENCIES**

Contractor and County agree that the terms of this Contract may be extended to any other public agency located in the State of California, as provided for in this section. Another public agency wishing to use the provisions, terms, and pricing of this Contract to contract for equipment and services comparable to that described in this Contract shall be responsible for entering into its own contract with Contractor, as well as providing for its own payment provisions, making all payments, and obtaining any certificates of insurance and bonds that may be required.

County is not responsible for providing to any other public agency any documentation relating this Contract or its implementation. Any public agency that uses provisions, terms, or pricing of this Contract shall by virtue of doing so be deemed to indemnify and hold harmless County from all claims, demands, or causes of actions of every kind arising directly or indirectly with the use of this Contract. County makes no guarantee of usage by other users of this Contract nor shall the County incur any financial responsibility in connection with any contracts entered into by another public agency. Such other public agency shall accept sole responsibility for placing orders and making payments to Contractor.

### **35. DISBARMENT OR SUSPENSION OF CONTRACTOR**

A. Contractor represents that its officers, directors and employees (i) are not currently excluded, debarred, or otherwise ineligible to participate in a federally funded program; (ii) have not been convicted of a criminal offense related to the provision of federally funded items or services but or previously excluded, debarred, or otherwise declared ineligible to participate in any federally funded programs, and (iii) are not, to the best of its knowledge, under investigation or otherwise aware of any circumstances which may result in Contractor being excluded from participation in federally funded programs.

B. For purposes of this Contract, federally funded programs include any federal health program as defined in 42 USC § 1320a-7b(f) (the "Federal Healthcare Programs") or any state healthcare programs.

C. This representation and warranty shall be an ongoing representation and warranty during the term of this Contract and Contractor must immediately notify the County of any change in the status of the representation and warranty set forth in this section.

D. If services pursuant to this Contract involve federally-funded programs, Contractor agrees to provide certification of non-suspension with submission of each invoice. Failure to submit certification with invoices will result in a delay in County processing of Contractor's payment.

### **36. EXECUTION IN COUNTERPARTS**

This Contract 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.

### **37. LOCAL EMPLOYMENT POLICY**

Solano County desires, whenever possible, to hire qualified local residents to work on County projects. A local resident is defined as a person who resides in, or a business that is located in, Solano County. The County encourages an active outreach program on the part of its contractors, consultants and agents. When local projects require subcontractors, Contractor shall solicit proposals for qualified local residents where possible.

### **38. ENTIRE CONTRACT**

This Contract, 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 County or Contractor other than those contained in it.

**EXHIBIT D**  
**SPECIAL TERMS AND CONDITIONS**

**1. CONTRACT EXTENSION**

Notwithstanding Sections 2 and 3 of the Standard Contract, and unless terminated by either party prior to contract termination date, at County's sole election, this Contract may be extended for up to 90 days beyond the contract termination date to allow for continuation of services and sufficient time to complete a novation or renewal contract. In the event that this Contract is extended, compensation for the extension period shall not exceed \$246,000.

**2. SPECIAL RESPONSIBILITIES OF CONTRACTOR**

- (1) Submit verification of non-profit status, if a requirement for the award of this Contract;
- (2) Provide an audit report, including a management letter, to County annually;
- (3) Conduct an audit, at Contractor's expense, according to the requirements of 2 CFR 200 subpart F Audit Requirements, which identifies all funds granted, received, disbursed and expended, and provide the audit to County within 30 days of completion;
- (4) Provide an un-audited statement of revenue and expenditures to County within thirty days (30) of completion of the project if funds awarded to Contractor are \$100,000 or less;
- (5) Obtain a bond at Contractor's sole expense, in an amount sufficient to cover start-up funds if any were provided to Contractor from County.

**3. DRUG FREE WORKPLACE**

Contractor shall execute the form attached as Exhibit D-1.

**4. CHILD/ADULT ABUSE**

Contractor shall execute the forms attached as Exhibits D-2 and D-3.

**5. HIPAA COMPLIANCE-COVERED ENTITY TO COVERED ENTITY**

COUNTY and CONTRACTOR each consider and represent themselves as covered entities as defined by the U.S. Health Insurance Portability and Accountability Act and agree to use and disclose protected health information as required by law. COUNTY and CONTRACTOR acknowledge that the exchange of protected health information between them is only for treatment, payment, and health care operations.

**6. CONFIDENTIALITY OF [MENTAL HEALTH] RECORDS**

Contractor represents that Contractor is knowledgeable of Welfare and Institutions Code section 5328 respecting confidentiality of records. County and Contractor shall maintain the confidentiality of any information regarding clients (or their families) receiving Contractor's services. Contractor may obtain such information from application forms, interviews, tests or reports from public agencies, counselors or any other source. Without the client's written permission, Contractor shall divulge such information only as necessary for purposes related to the performance or evaluation of services provided pursuant to this Contract, and then only to those persons having responsibilities under this Contract, including those furnishing services under Contractor through subcontracts.

SOLANO COUNTY

**DRUG-FREE WORKPLACE CERTIFICATION**

(rev-09/01/94)

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**Bay Area Community Services**

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Contractor certifies compliance with Government Code section 8355 in matters relating to providing a drug-free workplace. Contractor will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code section 8355(b), to inform employees about all of the following:
  - (a) The dangers of drug abuse in the workplace;
  - (b) The person's or organization's policy of maintaining a drug-free workplace;
  - (c) Any available counseling, rehabilitation and employee assistance programs; and
  - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide, as required by Government Code section 8355(c), that every employee who works on the proposed contract or grant:
  - (a) Will receive a copy of the company's drug-free policy statement; and
  - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

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**CERTIFICATION**

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I certify that I am duly authorized legally to bind the Contractor to the above-described certification. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.

*Jamie Almanza*



Contractor Signature

07/31/2018  
05:34 PM EDT

Date

**CHILD ABUSE REPORTING REQUIREMENTS**

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, nonmedical practitioner, or employee of a child protective agency who has knowledge of, or observes a child in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects, has been the victim of a child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone, and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

I, the undersigned, have read and understand the requirements of Penal Code section 11166 and will comply with its provisions.

I agree to report to my immediate supervisor any suspected child abuse situations of which I am aware and will report directly to the Child Protective Services as necessary.

Signature:                     *Jamie Almanza* 

Date:                     07/31/2018  
05:34 PM EDT

**ADULT ABUSE REPORTING REQUIREMENTS**

Welfare and Institutions Code section 15630 and following:

The undersigned, having read the statement below, signifies knowledge and understanding of its provisions:

Section 15630 of the Welfare and Institutions Code requires any care custodian, health practitioner, or employee of an adult protective services agency or a local law enforcement agency who has knowledge of, or observes a dependent adult, in his or her professional capacity or within the scope of his or her employment who he or she knows has been the victim of physical abuse, or who has injuries under circumstances which are consistent with abuse where the dependent adult's statements indicate, or in the case of a person with developmental disabilities, where his or her statements or other corroborating evidence indicates that abuse has occurred, to report the known or suspected instance of physical abuse to an adult protective services or a local law enforcement agency immediately or as soon as practically possible by telephone and to prepare and send a written report, thereof, within 36 hours of receiving the information concerning the incident.

"Care Custodian" means an administrator or an employee of any of the following public or private facilities:

- |   |  |
|---|--|
| 1. Health facility  | 12. Licensing worker or evaluator  |
| 2. Clinic   | 13. Public assistance worker   |
| 3. Home health agency   | 14. Adult protective services agency   |
| 4. Educational institution  | 15. Patient's rights advocate  |
| 5. Sheltered workshop   | 16. Nursing home ombudsman   |
| 6. Camp   | 17. Legal guardian or conservator  |
| 7. Respite care facility  | 18. Skilled nursing facility   |
| 8. Residential care institution including foster homes and group homes  | 19. Intermediate care facility   |
| 9. Community care facility  | 20. Local Law enforcement agency   |
| 10. Adult day care facility, including adult day health care facilities | 21. Any other person who provides goods or services necessary to avoid physical harm or mental suffering and who performs duties |
| 11. Regional center for persons with developmental disabilities         |  |

"Health Practitioner" means a physician, surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, marriage, family and child counselor or any other person who is currently licensed under Division 2 (commencing with Section 500) of the Business and Professions Code, any emergency medical technician I or II, paramedic, a person certified pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code, or psychological assistant registered pursuant to Section 2913 of the Business and Professions Code, a marriage, family and child counselor trainee, as defined in subdivision (c) of Section 4980.03 of the Business and Professions Code, a state or county public health employee who treats a dependent adult for any condition, a coroner, or a religious practitioner who diagnoses, examines, or treats dependent adults.

I certify that a full copy of Welfare and Institutions Code section 15630 and following has been provided to me, and I have read and understand the above statement and will comply with its provisions.

Signature:                     Jamie Almanza                    

Date:                     07/31/2018                    05:34 PM EDT



# Solano County

675 Texas Street  
Fairfield, California 94533  
www.solanocounty.com

## Agenda Submittal

<b>Agenda #:</b>	9	<b>Status:</b>	Consent Calendar
<b>Type:</b>	ATR	<b>Department:</b>	District Attorney
<b>File #:</b>	18-560	<b>Contact:</b>	Jason Aguirre, 784-3267
<b>Agenda date:</b>	08/14/2018	<b>Final Action:</b>	
<b>Title:</b>	Approve an Appropriation Transfer Request (ATR) for \$50,144, recognizing unanticipated revenue from the California Office of Emergency Services (CalOES) County Victim Services (XC) Victims of Crime Act 15 (VOCA) Grant Program and increasing appropriations to purchase computers, office furniture, security equipment, file cabinets, and a video monitor for the Solano Family Justice Center (SFJC) (4/5 vote required)		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Grant Award Amendment		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes \_\_\_ No X  
 Public Hearing Required? Yes \_\_\_ No X

### **DEPARTMENTAL RECOMMENDATION:**

The District Attorney’s Office (DA) recommends that the Board of Supervisors approve an Appropriation Transfer Request (ATR) for \$50,144, recognizing unanticipated revenue from the California Office of Emergency Services (CalOES) County Victim Services (XC) Victims of Crime Act 15 (VOCA) Grant Program, and increasing appropriations to purchase computers, office furniture, security equipment, and a video monitor for the Solano Family Justice Center (SFJC) (4/5 vote required).

### **SUMMARY/DISCUSSION:**

On December 6, 2016, the Board of Supervisors adopted a resolution accepting the California Office of Emergency Service (CalOES) County Victim Services (XC) Grant Program to fund services to fill crime victim service gaps and needs. The grant award period was from July 1, 2016 through June 30, 2018.

The purpose of the XC Program is to provide one-time funding to help fill gaps and needs in victim services. The grant required the implementation of a “Victim Services Steering Committee” (VSSC) to identify these needs in Solano County, with required membership of various County departments, law enforcement agencies, and educational and health care providers. Once established, the VSSC, over a series of meetings, identified and agreed to address the following crime victim service gaps and needs:

- Increase victim advocacy on middle and high school campuses in Solano County.
- Create a multi-disciplinary approach to helping elders who are subject to undue physical and mental abuse.
- Increase support for crime victims seeking protection orders through advocacy.
- Increase the amount of non-acute sexual assault examinations for child victims.

- Increase resources for crime victims that address the immediate health and safety concerns at the time an incident of violence occurs.
- Increase courtroom advocacy through Court Appointed Special Advocates for children in foster care as the result of being victims of abuse and neglect.
- Create a multi-disciplinary approach to addressing the Commercial Sexual Exploitation of Children.

Unfortunately, the grant expired prior to the expenditure of all the funds. The DA's Office was successful in obtaining a two-month extension of this deadline; however, in order to ensure the funds are fully expended by August 31, the DA's Office is recommending that the funds be appropriated to allow for the one-time purchase of computers, office furniture, security equipment, file cabinets, and a video monitor for the Solano Family Justice Center that will meet service gaps and needs by supporting partners at the Center, as providing funding directly to any of the partner agencies would require negotiation of a contract or contract amendment, thereby delaying and possibly jeopardizing the remaining grant funds with no guarantee of services being provided within the extension period.

**FINANCIAL IMPACT:**

There will be no financial impact to the County General Fund. The \$50,144 was not included in the Department's FY2018/19 budget because the department did not receive notification of the amendment approval until after the FY2018/19 Supplemental Budget period had ended.

**ALTERNATIVES:**

The Board can choose not to approve the ATR. This will prevent Solano County from using unanticipated VOCA funding from CalOES and may affect its potential to receive future awards from these agencies.

**OTHER AGENCY INVOLVEMENT:**

The County Administrator's Office has reviewed and concurs with the departmental recommendation.

**CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**



June 7, 2018

Krishna A Abrams  
District Attorney  
Solano County - District Attorney  
675 Texas Street, Suite 4500  
Fairfield, CA 94533

Subject: **Approval of Subaward Amendment #1**  
County Victim Services Program  
Subaward #: **XC16 01 0480**

Dear Ms. Abrams:

The California Governor's Office of Emergency Services (Cal OES) has received and approved the enclosed subaward amendment request, for the subject grant.

All other agreements shall remain as previously agreed upon.

Please contact your Program Specialist if you have any questions about this amendment.

VSPS GRANTS PROCESSING

Enclosure

c: Subrecipient file  
Program Specialist

Ag MR

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

GRANT SUBAWARD AMENDMENT

SUBAWARD #: XC16 01 0480

Federal Grant # 2015-VA-Ex-0053 2017-VA-Ex-0054 FIPS# 095-00000 Amendment# 1  
Project # N/A DUNS# 043275352 Performance Period 07/01/2016 to 12/31/2019

This amendment is between the California Governor's Office of Emergency Services, hereafter called Cal OES, and the Grant Subrecipient: Solano County

AMENDMENT TO FUNDS:

Increase the 2017 VOCA funds by \$386,749 from \$ 0 to \$386,749;  
Increase the 2017 VOCA match by \$96,687 from \$ 0 to \$96,687;  
Increase the Total Project Cost by \$483,436 from \$665,538 to \$1,148,974.

Change the Performance Period of Subaward from 6/30/18 to 12/31/19

SPECIAL CONDITIONS:

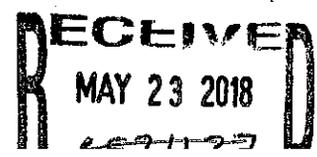
The 2015 VOCA funds in the amount of \$532,430 must be expended by 6/30/18 and the final 2-201 must be submitted by 8/31/2018.

The 2017 VOCA funds in the amount of \$386,749 must be expended by 12/31/2019 and the final 2-201 must be submitted by 2/28/2020.

All other provisions of this agreement shall remain as previously agreed upon.

Subrecipient (Certification and Signature of Authorized Agent)				
By (Authorized Signature)		Date		
		May 21, 2018		
Printed Name		Title		
Krishna A. Abrams		District Attorney		
Address				
675 Texas Street Suite 4500 Fairfield CA 94533				
Governor's Office of Emergency Services (For Cal OES use only)				
By Director or Designee		Date		
Sara Stillwell for		6/5/18		
Printed Name		Title		
Tabitha Stout		Assistant Director		
Amount Encumbered by this Document	Program/Component	Match	Item	
386,749	40.20.451	20% CLK based on TPL	0690.102.0890	
Prior Amount Encumbered	Fund Source	Chapter	Statute	Fiscal Year
532,430	Federal Trust	23/14	2016/2017	2016-17 2017-18
Total Amount Encumbered to Date	PCA #	Project #	CFDA #	
919,179	18405/18407	15VOCA/17 VOCA	16.575	
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.				
Signature of Cal OES Fiscal Officer		Date		
Mary Gucker		6/4/18		

653476



**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
SUPPLEMENTAL GRANT SUBAWARD INFORMATION**

**1. Cal OES Contact Information Section:**

Governor's Office of Emergency Services  
 Mark S. Ghilarducci, Director  
 3650 Schriever Avenue  
 Mather, CA 95655  
 (916) 845-8506 phone • (916) 845-8511 fax

**2. Federal Awarding Agency Section:**

<b>Fund Year</b>	<b>Federal Program Fund / CFDA #</b>	<b>Federal Awarding Agency</b>	<b>Total Federal Award Amount</b>	<b>Total Local Assistance Amount</b>
2015	Victims of Crime Act (VOCA) / 16.575	Office for Victims of Crime	\$232,722,931	\$223,414,013
2017	Victims of Crime Act (VOCA) / 16.575	Office for Victims of Crime	\$218,943,281	\$210,185,550
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$

**3. Project Description Section:**

- Project Acronym (Please choose from drop down):  
County Victim Services Program (XC)
- Project Description (Please type the Project Description):

Provides one-time federal VOCA funding to each of California's 58 counties and the City of Los Angeles to help fill self-identified victim services gaps/needs.

**4. Research & Development Section:**

- Is this Subaward a Research & Development grant?      Yes       No

# GRANT SUBAWARD MODIFICATION

MAIL TO: California Governor's Office Of Emergency Services  
 3650 Schriever Ave  
 Mather, CA 95655:

1. Subaward #: XC16010480  
 2. Modification # 1

3. Subrecipient/Implementing Agency: County of Solano/Solano County District Attorney's Office  
 4. Project Title: County Victim Services Program  
 5. Contact Person: Jason Aguirre Phone: 707-784-2367 Fax: 707-784-3267  
 Email Address: jlaguirre@solanocounty.com 6. Performance Period: 7/1/16 to 12/31/19  
 7. Payment Mailing Address: 675 Texas Street, Suite 4500, Fairfield CA 94533-6340  Check here if new.

### 8. Revision to Budget

FISCAL YEAR	Current Allocation Select Acronym from list	Grant Funds				Required Match				Total
		A. Personal Services	B. Operating Expenses	C. Equipment	Fund Total	A. Personal Services	B. Operating Expenses	C. Equipment	Match Total	
15	VOCA	<del>180,105</del>	\$532,430	0	\$532,430	\$133,108	0	0	\$133,108	\$665,538
17	VOCA				\$0				\$0	\$0
Yr	Fund				\$0				\$0	\$0
Yr	Fund				\$0				\$0	\$0
Yr	Fund				\$0				\$0	\$0
Proposed Change (add (+) or subtract (-) from budgeted amount)										
15	VOCA	\$9,612	<del>(\$26,489)</del>	<del>\$16,877</del>	\$0	<del>(\$133,108)</del>	496,70	0	\$0	\$0
17	VOCA	\$180,105	\$206,647		\$386,749	96,687	38139		\$96,687	\$483,436
Yr	Fund				\$0				\$0	\$0
Yr	Fund				\$0				\$0	\$0
Yr	Fund				\$0				\$0	\$0
Revised Allocation										
15	VOCA	\$9,612	\$505,941	\$16,877	\$532,430	\$133,108	\$0	\$0	\$133,108	\$665,538
17	VOCA	\$180,105	\$206,647	\$0	\$386,749	\$96,687	\$38139	\$0	\$96,687	\$483,436
Yr	Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Yr	Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Yr	Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

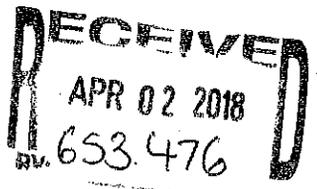
9. Justification for Modification: (If necessary, continue the justification on page 3.)  Check to Total  
 Modify grant appropriations for VOCA 15 funding and budget VOCA 17 funding. within Personal / Operating / Equipment.  
 Adding \$386,749 VOCA 17 funding and extending performance period to 12/31/19.

#### 10. Subrecipient Approvals

Sharon S. Henry, Chief Deputy District Attorney / 3/29/18  
 Project Director (typed name) / Date  
 Simona Padilla-Scholten, CPA, Auditor-Controller / 3/29/18  
 Financial Officer (typed name) / Date  
 Project Director Signature / Date  
 Financial Officer Signature / Date

#### Cal OES USE ONLY

5/22/18 / 5/24/18  
 Program Specialist / Date  
 Unit Chief / Date  
02/29/18 / 02/29/18  
 Grants Processing / Date



**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: County of Solano				Subaward #: XC16010480	
A. Personal Services – Salaries/Employee Benefits	VOCA 17	VOCA MATCH 17	VOCA 15	VOCA MATCH 15	COST
Chief Deputy District Attorney					\$0
Salary (\$8,343/pp x 52.2 pp x 2%)				\$8,710	\$8,710
Retirement (\$1,749/pp x 52.2 pp x 2%)				\$1,826	\$1,826
FICA (\$600/pp x 52.2 pp x 2%)				\$626	\$626
Medical Ins. (\$785/pp x 52.2 pp x 2%)				\$820	\$820
Vision Ins. (\$7/pp x 52.2 pp x 2%)				\$7	\$7
Dental Ins. (\$46/pp x 52.2 pp x 2%)				\$48	\$48
Life Ins. (\$22/pp x 52.2 pp x 2%)				\$23	\$23
					\$0
Director, Solano Family Justice Center					\$0
Salary (\$2,972/pp x 52.2 pp x 20%)				\$31,028	\$31,028
Retirement (\$623/pp x 52.2 pp x 20%)				\$6,504	\$6,504
FICA (\$215/pp x 52.2 pp x 20%)				\$2,245	\$2,245
Medical Ins. (\$740/pp x 52.2 pp x 20%)				\$7,726	\$7,726
Vision Ins. (\$7/pp x 52.2 pp x 20%)				\$73	\$73
Dental Ins. (\$41/pp x 52.2 pp x 20%)				\$428	\$428
Life Ins. (\$8/pp x 52.2 pp x 20%)				\$84	\$84
					\$0
Director, Solano Family Justice Center					\$0
Salary (\$3,246/pp x 39 pp x 30%)		\$37,978			\$37,978
Retirement (\$681/pp x 39 pp x 30%)		\$7,968			\$7,968
FICA (\$235/pp x 39 pp x 30%)		\$2,750			\$2,750
Medical Ins. (\$785/pp x 39 pp x 30%)		\$9,185			\$9,185
Vision Ins. (\$7/pp x 39 pp x 30%)		\$82			\$82
Dental Ins. (\$41/pp x 39 pp x 30%)		\$480			\$480
Life Ins. (\$9/pp x 39 pp x 30%)		\$105			\$105
					\$0
Sr Staff Analyst					\$0
Salary (\$3,500/pp x 52.2 pp x 5%)				\$9,135	\$9,135
Retirement (\$629/pp x 52.2 pp x 5%)				\$1,642	\$1,642
FICA (\$274/pp x 52.2 pp x 5%)				\$715	\$715
Medical Ins. (\$534/pp x 52.2 pp x 5%)				\$1,394	\$1,394
Vision Ins. (\$7/pp x 52.2 pp x 5%)				\$18	\$18
Dental Ins. (\$20/pp x 52.2 pp x 5%)				\$52	\$52
Life Ins. (\$9/pp x 52.2 pp x 5%)				\$23	\$23
					\$0
Accounting Technician					\$0
Salary (\$2,651/pp x 52.2 pp x 5%)				\$6,919	\$6,919
Retirement (\$476/pp x 52.2 pp x 5%)				\$1,242	\$1,242
FICA (\$210/pp x 52.2 pp x 5%)				\$548	\$548
Medical Ins. (\$558/pp x 52.2 pp x 5%)				\$1,456	\$1,456
Vision Ins. (\$7/pp x 52.2 pp x 5%)				\$18	\$18
Dental Ins. (\$46/pp x 52.2 pp x 5%)				\$120	\$120
Life Ins. (\$3/pp x 52.2 pp x 5%)				\$8	\$8
					\$0
<b>3 Extra Help Social Workers</b>					\$0
VOCA 15 Salary: \$37.20/hr x 80 hours x 3 staff			\$8,928		\$8,928
VOCA 15 FICA: \$2.85/hr x 80 hours x 3 staff			\$684		\$684
VOCA 17 Salary: \$37.20/hr x 1499 hours x 3 staff	\$167,288				\$167,288
VOCA 17 FICA: \$2.85/hr x 1499 hours x 3 staff	\$12,816				\$12,816
					\$0
					\$0
					\$0
					\$0
<b>Personal Section Totals</b>	<b>\$180,104</b>	<b>\$58,548</b>	<b>\$9,612</b>	<b>\$83,438</b>	<b>\$331,702</b>
<b>PERSONAL SECTION TOTAL</b>					<b>\$331,702</b>

M12

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: County of Solano				Subaward #: XC16010480	
B. Operating Expenses	VOCA 17	VOCA MATCH 17	VOCA 15	VOCA MATCH 15	COST
					\$0
<b>SafeQuest Solano Court Advocate (Vallejo)</b>					\$0
VOCA 15: \$43,680 x 150% FTE x 2 years (Only charge \$112,759)			\$112,759		\$112,759
VOCA 17: 3564 hours x \$20/hour	\$71,280				\$71,280
<b>SafeQuest Solano Victim Advocate (Elder Abuse)</b>					\$0
VOCA 15: 2193 hours x \$20/hour			\$43,860		\$43,860
<b>SafeQuest Solano Coordinator (Prev. Ed)</b>					\$0
VOCA 15: \$49,500 x 25% FTE x 2 years			\$24,750		\$24,750
VOCA 17: 781.9 hours x \$20/hour (only charging \$15,638)	\$15,638				\$15,638
<b>SafeQuest Solano Victim Advocate (Prev. Ed)</b>					\$0
VOCA 15: 5458.5 hours x \$20/hour			\$109,170		\$109,170
VOCA 17: 1425.6 hours x \$20/hour	\$28,512				\$28,512
<b>SafeQuest Solano Victim Advocate (SFJC)</b>					\$0
VOCA 15: 3471.4 hours x \$20/hour (only charging \$66,040)			\$66,040		\$66,040
<b>SafeQuest Solano Victim Advocate (CSEC)</b>					\$0
VOCA 15: \$85,000 x 5% FTE x 2 years			\$8,500		\$8,500
Overtime (48 hours/year at base rate of \$19.00x 1.5)			\$1,368		\$1,368
<b>Benefits</b>					
Social Security/Medicare: \$365,077 x 7.65%			\$27,928		\$27,928
Worker's Compensation: \$365,077 x 1.28%			\$4,673		\$4,673
State Unemp. Ins: \$365,077 x .0809%			\$2,953		\$2,953
Sick Leave : \$19/hr x 240 hours			\$4,560		\$4,560
Sick Leave & Overtime Payroll Taxes: \$5,928 x 7.65%			\$453		\$453
Health Ins: \$870/month x 18 months			\$15,660		\$15,660
<b>50% of 1.0 FTE CASA Volunteer Supervisor</b>					\$0
VOCA 15: \$25,000/year x 2 years			\$50,000		\$50,000
VOCA 17: \$25,000/year x 1.5 years	\$37,500				\$37,500
VOCA 15 Volunteer hours: 1745.25 hours x \$28.46/hr (In-Kind Match)				\$49,670	\$49,670
VOCA 17 Volunteer hours: 1340.1 hours x \$28.46/hr (In-Kind Match)		\$38,139			\$38,139
<b>Solano Advocates for Victims of Violence Advocates</b>					\$0
VOCA 17: 2500 hours x \$20/hour	\$50,000				\$50,000
					\$0
Desk Set (Merchandise, S&H, sales tax, installation)			\$5,635		\$5,635
4 Drawer File Cabinet (\$556 each x 4)			\$2,224		\$2,224
Multi-purpose room tables (\$368 each x 10)			\$3,680		\$3,680
Multi-purpose room chairs (\$262/ 4 x 10 packs)			\$2,620		\$2,620
Multi-purpose room chair racks (\$183 each x 2)			\$366		\$366
Playroom sofas (\$1449 each x 2)			\$2,898		\$2,898
Playroom loveseats (\$859 each x 2)			\$1,718		\$1,718
					\$0
Desk Phones (\$482.50 x 4)			\$1,930		\$1,930
3 Cell phones (\$65.91/month x 20 months x 3 staff)	\$3,715		\$240		\$3,955
					\$0
5 laptop computers (includes docking stations)					\$0
\$1800/laptop x 5			\$9,000		\$9,000
\$190/docking station x 5			\$950		\$950
Environmental fees/Sales Tax			\$833		\$833
					\$0
<b>Operating Section Totals</b>	<b>\$206,645</b>	<b>\$38,139</b>	<b>\$504,768</b>	<b>\$49,670</b>	<b>\$799,222</b>
<b>OPERATING SECTION TOTAL</b>					<b>\$799,222</b>

*ME*



## VSPS Budget Summary Report

<b>XC16 County Victim Services Program</b> Solano County County Victim Services Program	Subaward #: XC16 01 0480 Performance Period: 07/01/16 - 12/31/19 Latest Request: March 2018, Not Final 201
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### A. Personal Services - Salaries/Employee Benefits

<u>F/S/L</u>	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	15VOCA	9,612	0	9,612	0	9,612
L	15VOCA	83,438	0	83,438	63,989	19,449
F	17VOCA	180,104	0	180,104	0	180,104
L	17VOCA	58,548	0	58,548	0	58,548
<b>Total A. Personal Services - Salaries/Employee Benefits:</b>		<b>331,702</b>	<b>0</b>	<b>331,702</b>	<b>63,989</b>	<b>267,713</b>

### B. Operating Expenses

<u>F/S/L</u>	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	15VOCA	504,768	112,707	392,061	25,365	366,696
L	15VOCA	49,670	0	49,670	0	49,670
F	17VOCA	206,645	0	206,645	0	206,645
L	17VOCA	38,139	0	38,139	0	38,139
<b>Total B. Operating Expenses:</b>		<b>799,222</b>	<b>112,707</b>	<b>686,515</b>	<b>25,365</b>	<b>661,150</b>

### C. Equipment

<u>F/S/L</u>	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	15VOCA	18,050	0	18,050	0	18,050
L	15VOCA	0	0	0	0	0
F	17VOCA	0	0	0	0	0
L	17VOCA	0	0	0	0	0
<b>Total C. Equipment:</b>		<b>18,050</b>	<b>0</b>	<b>18,050</b>	<b>0</b>	<b>18,050</b>

F/S/L (Funding Types): F=Federal, S=State, L=Local Match

Paid/Expended=posted in ledger w/Claim Schedule, Pending=Processed, but not yet in Claim Schedule

06/07/18

## VSPS Budget Summary Report

<b>XC16 County Victim Services Program</b> Solano County County Victim Services Program	Subaward #: XC16 01 0480 Performance Period: 07/01/16 - 12/31/19 Latest Request: March 2018, Not Final 201
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	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
<b>Total Local Match:</b>	229,795	0	229,795	63,989	165,806
<b>Total Funded:</b>	919,179	112,707	806,472	25,365	781,107
<b>Total Project Cost:</b>	1,148,974	112,707	1,036,267	89,354	946,913

F/S/L (Funding Types): F=Federal, S=State, L=Local Match

Paid/Expended=posted in ledger w/Claim Schedule, Pending=Processed, but not yet in Claim Schedule

06/07/18

### **Budget Narrative**

The attached budget modification reflects funding for the program period of July 1, 2016 through December 31, 2019 using VOCA 15 funding for the period of July 1, 2016 through August 31, 2018, and VOCA 17 funding from July 1, 2018 through December 31, 2019.

#### **VOCA 15 Funding:**

The VOCA 15 budget supports the recommendations of the Victim Services Steering Committee (VSSC), as the budget funds SafeQuest Solano advocates, 50% of a CASA Volunteer Supervisor, and necessary costs for crime victims. 100% of budgeted VOCA 15 expenditures provide direct support for crime victims. 100% of Cash Match expenditures provide for staffing from the District Attorney's Office and Solano Family Justice Center to be used toward VSSC related activities. This staffing will provide from 1 hour to 8 hours per week toward support of the planning, development, and implementation of the multi-disciplinary solutions that address service needs and gaps. The sub-recipients SafeQuest Solano and CASA Solano meet the non-competitive condition in that SafeQuest Solano is the only dual rape crisis and domestic violence service organization in Solano County and CASA Solano is the only organization providing courtroom advocacy for child victims of abuse and neglect.

SafeQuest Solano, a dual domestic violence and sexual assault agency serving all of Solano County, will devote a total of 5.0 FTE on the Solano County Victim Services Project. Based on the needs identified by the Victim Services Steering Committee, SafeQuest Solano will staff the project as designated above to deliver direct services to victims of the following crimes:

domestic violence, sexual assault, elder abuse, and teen dating violence.

The Court Advocates will be responsible for restraining order assistance, court accompaniments, referrals to the Solano Legal Access Center, and otherwise assist victims in participating in the civil and criminal justice process. These include notification to victims regarding court

proceedings, case disposition information, communication with the Solano District Attorney's Victim Witness Program, and assistance with victim impact statements.

The Victim Advocate (Elder) will provide and enhance services for victims of abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect.

The Victim Advocate delivers direct services to clients that respond to the immediate emotional and physical needs of survivors and their families such as crisis intervention; accompaniment to hospitals, law enforcement interviews the civil/criminal justice systems, hotline counseling, and other emergency services that are intended to restore the victim's sense of security. This funding was increased by \$28,052 to cover costs of this service.

The Campus Outreach staff will inform students of their rights as crime victims and where resources, services and programs are available to help, as well as, bring awareness on teen dating violence, with emphasis on violence that occurs on school grounds in middle and high schools in Solano County. An identified gap in services is lack of student knowledge on topics such as personal boundaries, teen dating violence, consent and sexual harassment. SafeQuest Solano has an established primary campus outreach awareness program and funding will be used to deliver SafeQuest Solano's program. SafeQuest Solano will work with school districts through identification and implementation of policies and procedures to make school campuses safer for students. This funding was decreased by \$48,910 as the project took longer than anticipated to start and implement on school campuses.

The Victim Advocate will focus delivering the support services necessary to respond to the immediate emotional and physical needs of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; and other emergency services that are intended to restore the victim's sense of security. The Victim Advocate will

deliver the services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and assist in stabilizing their lives after a victimization such as peer counseling, support group, and referrals to therapy. This funding was decreased by \$9,612 to accommodate new, one-time purchases.

The duties of Project Coordination for the delivery of direct services will be shared among SafeQuest Solano management staff. Project coordination duties will be to ensure skills training for staff to better able offer quality services to crime victims, supervise project staff in implementation activities, coordinate with the Office of Family Violence Prevention on logistics of project implementation, and otherwise ensure delivery of service deliverables.

The budget also appropriates \$25,000 per year for 2 years a 0.5 FTE CASA Volunteer Supervisor. The duties and qualifications of CASA Volunteer Supervisor include supervising and supporting volunteer advocates, maintain volunteer and children's records, assign volunteers to cases, assist in new volunteer recruitment and training, as well as monitor unassigned cases. 100% of this position's time will be spent toward recruiting, training, and supervising new volunteer advocates as well as working directly with the child clients of the CASA program. CASA Solano will leverage separate funding toward this grant program to create a 1.0 FTE CASA Volunteer Supervisor.

This budget modifies the \$20,000 VOCA 15 funds that were allocated for emergency housing, transportation, and clothing. Those funds will now be spent on one-time costs for item at the Solano Family Justice Center.

**Modification to VOCA 15 Funding:**

The budget includes \$6,300 of VOCA 15 funding for furniture upgrades in the multi-use space at the Solano Family Justice Center (SFJC). The furniture selected is multi-purpose in function,

allowing for the SFJC to set up a meeting place for a victim case study at a moment's notice while hosting training for on-site direct service partners. This furniture will allow the SFJC to maximize use of its multi-use space for the benefit of its clients.

The budget includes \$4,616 of VOCA 15 funding for furniture upgrades in the playroom area at the Solano Family Justice Center (SFJC). The furniture selected for the playroom area will allow for continued use of the playroom area at the SFJC, a space that is used to entertain children while clients are receiving services.

The budget includes \$8,168 of VOCA 15 funding for a purchase of a video monitor for the multi-use space at the Solano Family Justice Center (SFJC). The video monitor will be used by SFJC direct service staff during trainings and to present case studies with partner agencies.

The budget includes \$9,882 of VOCA 15 funding for upgraded security equipment at the Solano Family Justice Center (SFJC). This equipment will provide increased safety to both clients and service providers through capturing security video images with greater resolution, increased access to security video streaming inside the SFJC, and radio communication within the facility

The budget includes \$9,612 of VOCA 15 funding for 3 Extra Help Social Workers to provide victim services at the Solano Family Justice Center (SFJC). The 3 Social Workers will provide victims with needs assessments, protection order series, court accompaniment, victim compensation claims and referrals for additional services and programs. Daily tasks will include contacting victims of crime in domestic violence, sexual assault, and elder abuse working a daily report of cases filed by the District Attorney's Office. The goal is to contact crime victims, inform them of their rights via Marsy's Law, offer resources and information, and set up appointments to meet with staff at the SFJC prior to the arraignment date of the criminal case.

The budget includes \$10,783 of VOCA 15 funding for 5 laptop computers, with docking stations, three for the Extra Help Social Workers and one for general use for SFJC direct service staff trainings, case studies, and one for client use. Collectively, these computers will allow social workers to access victim databases and other information to help crime victims, facilitate video presentations for meetings and direct service staff trainings, and provide secure and confidential access web based services for clients.

The budget includes \$2,170 of VOCA 15 funding for desk phones and cellular phones for 3 Extra Help Social Workers at the Solano Family Justice Center (SFJC).

The budget includes \$5,635 of VOCA 15 funding for a four-person workspace at the Solano Family Justice Center (SFJC). This furniture will provide desk workspace for the social workers and any additional SFJC staff that is assisting the grant program.

While budget appropriations for this modification equal the total grant award, the program anticipates reverting \$\$\$ in unspent VOCA 15 funds.

**VOCA 17 Funding:**

\$71,280 of VOCA 17 funding will support the SafeQuest Solano Court Advocate, who will be responsible for restraining order assistance, court accompaniments, referrals to the Solano Legal Access Center, and otherwise assist victims in participating in the civil and criminal justice process at the Vallejo branch of the Solano County Superior Court. These include notification to victims regarding court proceedings, case disposition information, communication with the Solano District Attorney's Victim Witness Program, and assistance with victim impact statements.

\$44,149 of VOCA 17 funding will support the Campus Outreach program. The program informs students of their rights as crime victims and where resources, services and programs are available

to help. SafeQuest Solano staff will also bring awareness on teen dating violence, with emphasis on violence that occurs on school grounds in the Vallejo City Unified School District. An identified gap in services is lack of student knowledge on topics such as personal boundaries, teen dating violence, consent and sexual harassment. SafeQuest Solano has an established campus outreach awareness program and funding will be used to deliver SafeQuest Solano's program. SafeQuest Solano will work with school districts through identification and implementation of policies and procedures to make school campuses safer for students.

The budget also appropriates \$37,500 of VOCA 17 funding for 18 months for a 0.5 FTE CASA Volunteer Supervisor. The duties and qualifications of CASA Volunteer Supervisor include supervising and supporting volunteer advocates, maintain volunteer and children's records, assign volunteers to cases, assist in new volunteer recruitment and training, as well as monitor unassigned cases. 100% of this position's time will be spent toward recruiting, training, and supervising new volunteer advocates as well as working directly with the child clients of the CASA program. CASA Solano will leverage separate funding toward this grant program to create a 1.0 FTE CASA Volunteer Supervisor.

The budget includes \$180,105 of VOCA 17 funding for 3 Extra Help Social Workers to provide victim services at the Solano Family Justice Center (SFJC). The 3 Social Workers will provide victims with needs assessments, protection order series, court accompaniment, victim compensation claims and referrals for additional services and programs. Daily tasks will include contacting victims of crime in domestic violence, sexual assault, and elder abuse working a daily report of cases filed by the District Attorney's Office. The goal is to contact crime victims, inform them of their rights via Marsy's Law, offer resources and information, and set up appointments to meet with staff at the SFJC prior to the arraignment date of the criminal case.

\$50,000 of VOCA 17 funds will support victim advocates from Solano Advocates for Victims of Violence (SAVV) to deliver the support services necessary to respond to the immediate emotional and physical needs of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; and other emergency services that are intended to restore the victim's sense of security. The SAVV advocates will be located on-site at the SFJC, and will deliver the services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and assist in stabilizing their lives after a victimization such as peer counseling, support group, and referrals to therapy. The budget also includes \$3,715 for cell phone expense for the 3 Extra Help Social Workers. \$58,547 of VOCA 17 Match is achieved by using 30% of the SFJC Director's salary and benefit costs as this position will directly oversee the Extra Help Social Workers as well as working directly with SAVV daily.

**VOCA 15 Match:**

The VOCA 15 match will be provided collectively by the Chief Deputy District Attorney, Director of the Solano Family Justice Center, CASA volunteers, Sr. Staff Analyst and Accounting Technician. 2% of the Chief Deputy District Attorney's time, 20% of the SFJC Director's time, and 5% of the Sr. Staff Analyst position's time will go toward the XC grant program through planning, coordinating, implementation and performance review. These positions currently meet regularly to discuss the XC grant program. 5% of the Accounting Technician's time will go toward reviewing and processing invoices, claims and other expenses, preparing 2-201 claims for CalOES reimbursement, review of financial statements, and other fiscal duties related to the XC grant. CASA volunteers, at \$28.46/hour, provide the remaining VOCA 15 match with 1745.22 hours of service.

Subrecipient: County of Solano

Subaward #: XC16010480

**VOCA 17 Match:**

The VOCA 17 match will be provided by the Director of the Solano Family Justice Center and CASA volunteers. 30% of the SFJC Director's time will go toward the XC grant program through planning, coordinating, implementation and performance review, as most of the services CASA volunteers, at \$28.46/hour, provide the remaining VOCA 17 match with 1425.6 hours of service.

### **Computer and Automated Systems Purchase Justification**

The purpose for purchase of 5 laptop computers is to provide the 3 Extra Help Social Workers, our volunteers, and Solano Family Justice Center clients, access to databases, websites, and the like that will help victims of crime. The three computers assigned to the social workers will allow them to access victim databases and other information to help crime victims, facilitate video presentations for meetings and trainings, provide information when service providers gather for case studies, and provide secure and confidential access web based services for clients. On a daily basis, the laptop computers will provide the social workers with access to reports of new DV, sexual assault, and elder abuse cases filed by the District Attorney, so that victims in these cases can be contacted and offered services at the SFJC.

The fourth computer will be used by volunteers to assist SFJC clients with referrals and access to services and programs. This computer will also be used when partner agencies meet for case studies. The fifth computer will be available for SFJC clients to provide Internet access free from any threats of violence and harm.

Laptop computers are preferable to desktop computers in that SFJC staff can take the computer with them to court sessions, appointments, and meetings, all of which will further help victims of crime connect with programs and services.

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
CRIMINAL JUSTICE & VICTIM SERVICES DIVISION**

**COMPUTERS AND AUTOMATED SYSTEMS  
PURCHASE JUSTIFICATION GUIDELINES**

As stated in the *Subrecipient Handbook*, approval for purchases of computers and automated equipment is contingent on the project's ability to demonstrate cost effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities.

Please answer the following questions. Attach as many pages as necessary to fully answer each question.

1. What is your agency's purpose for the proposed system? Include a description of the items to be purchased and how they will be used. Also, explain how the proposed equipment and/or software will enhance the project's ability to achieve the objectives/activities of the project as specified in the Grant Subaward.
2. If the request is for hardware and software in which the total costs exceed \$25,000, describe the proposed design of your system and indicate whether this is a new system or an addition/enhancement of an existing one, and whether it will be integrated with other systems. In your description please, be specific as to type and location of hardware/software and how the system will be operated and maintained.

## **SOLANO COUNTY VICTIM SERVICES PROGRAM**

### **STEERING COMMITTEE**

#### **PLAN TO ADDRESS VICTIM SERVICE GAPS/NEEDS**

This Plan between members of the Solano County Victim Services Steering Committee ("Steering Committee") is a cooperative and collaborative approach to provide prevention and early intervention services to victims in Solano County.

The following members make up the Steering Committee:

- Adult Protective Services
- Area Agency on Aging
- Child Protective Services
- The Solano County Superior Court
- District Attorney's Office of Solano County
- Solano County Mental Health
- Fairfield Police Department
- Vallejo Police Department
- Solano County Probation
- Solano County Sheriff's Office
- Solano County's Cal-OES funded Victim/Witness Program
- SafeQuest Solano, a Cal-OES funded Domestic Violence Assistance Program and a Cal-OES funded Rape Crisis Program
- Courage Center II, Solano County's Child Advocacy Center
- Fairfield-Suisun Unified School District
- Vallejo City Unified School District
- Court Appointed Special Advocates (CASA) of Solano County

The Steering Committee was tasked to identify victim service gaps/needs in Solano County. The gaps and needs identified by the Steering Committee was prevention and early intervention for victims of crime. Each entity agrees to work with the Steering Committee toward the mutual goal of identifying and serving victims of crime in Solano County. To this end, each entity agrees to participate in an exchange of services by coordinating the provision of the Steering Committee's measureable goals and objectives.

The District Attorney's Office of Solano County has been selected to administer the County Victim Services Program. It shall act as the single point of contact for the grant.

Volunteers from Solano County's Victim/Witness Program will be used to meet the Volunteer requirement of this program.

The Steering Committee has agreed to fund Victim Advocates dually trained under California Evidence Code §1037.1 and §1035.2 to meet those service gaps, goals and activities.

By signing this Plan, each Member agrees to make a "good faith" effort to resolve any and all program implementation challenges. Meetings will occur on a semi-annual basis. Members are responsible for attending Steering Committee Meetings and disseminating pertinent information from these meetings to their respective agencies. Members are not expected to act in any service provision role to victims of crime unless this service provision is a responsibility through their respective professional agency.

By signing here, each party signifies approval of this Plan as described in this document.

Kristina A. Abrams

Name  
Solano County District Attorney

5/23/16  
Date

Brit Taylor

Name  
Court Executive Officer, Superior Court of California, Solano County

05/23/16  
Date

Sharon Huber

Name  
Director, Solano County Adult Protective Services, Mental Health, Child Welfare Services

5/20/16  
Date

J. K.

Name  
Chief, Fairfield Police Department

5-24-16  
Date

Marco Anton

Name  
Solano County Sheriff-Coroner

5-23-16  
Date

Joni Dumont

Name  
Executive Director, SafeQuest Solano, Cal OES-funded Rape Crisis & DV Programs

5-24-16  
Date

C. H.

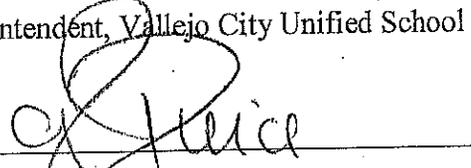
Name  
Chief, Solano County Probation

5/23/16  
Date



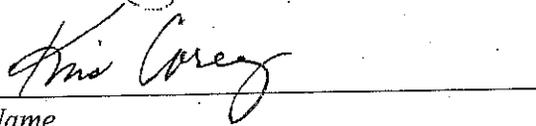
Name  
Superintendent, Vallejo City Unified School District

5-20-16  
Date



Name  
Executive Director, Court Appointed Special Advocates (CASA), Solano County

5-23-16  
Date



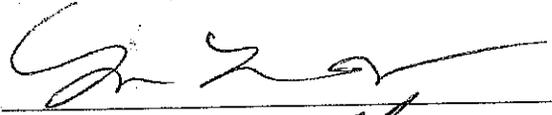
Name  
Fairfield Suisun Unified School District

5-23-16  
Date



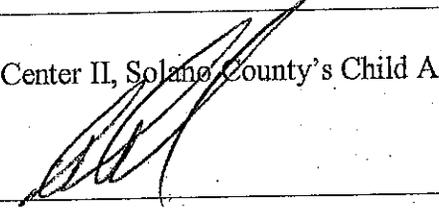
Name  
Solano County District Attorney, Cal OES-funded Victim Witness Unit

5-23-16  
Date



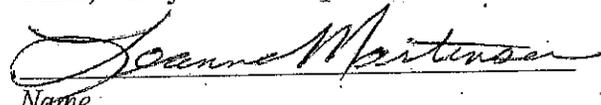
Name  
Courage Center II, Solano County's Child Advocacy Center

5/23/2016  
Date



Name  
Chief, Vallejo Police Department

5-23-16  
Date



Name  
Executive Director, Area Agency on Aging

5-24-16  
Date

Name  
Executive Director, Courage Center II, Solano County's Child Advocacy Center

\_\_\_\_\_  
Date



# Solano County

675 Texas Street  
Fairfield, California 94533  
www.solanocounty.com

## Agenda Submittal

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<b>Agenda #:</b>	10	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Appointment	<b>Department:</b>	County Administrator
<b>File #:</b>	18-571	<b>Contact:</b>	Chris Rogers, 784-6100
<b>Agenda date:</b>	08/14/2018	<b>Final Action:</b>	

**Title:** Approve the reappointments of Albert B. Sullivan serving as a regular member and John M. Conboy serving as an alternate member; and Approve the appointment of William R. Watson to serve as an alternate member to the Solano County Assessment Appeals Board for the terms of September 3, 2018 through September 6, 2021

**Governing body:** Board of Supervisors

**District:** All

**Attachments:**

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes \_\_\_ No X  
Public Hearing Required? Yes \_\_\_ No X

### **DEPARTMENTAL RECOMMENDATION:**

It is recommended that the Board of Supervisors approve the reappointments of Albert B. Sullivan serving as a regular member and John M. Conboy serving as an alternate member, and approve the appointment of William R. Watson to serve as an alternate member to the Solano County Assessment Appeals Board (AAB) for three year terms to expire on September 6, 2021.

### **SUMMARY/DISCUSSION:**

The Solano County Assessment Appeals Board (AAB) was created in January 1992 by County Ordinance 1412. The AAB is charged to hear all matters pending before the Solano County Board of Equalization. The AAB consists of five members (three regular AAB members and two alternates). Per Revenue and Taxation Code section 1624 et seq., AAB members are to have a minimum of five years of professional experience in California as a certified public accountant or public accountant, a licensed real estate broker, an attorney, or a property appraiser. Serving on the AAB requires reviewing monthly agenda items, and dedicating approximately half a day per month to the county to hear appeals on residential and commercial property. The term of office of members appointed to the AAB is for three years beginning on the first Monday in the month of September.

Mr. Sullivan, a certified public accountant in California, has served as a regular member on the AAB since September of 2004 and has respectfully asked for the Board's consideration for another term of appointment on the AAB. Mr. Conboy, a retired attorney, Judge Pro-temp, Solano County Superior Court, and currently serving as an alternate member on the AAB since July 2016 has also respectfully asked for the Board's consideration for another term of appointment. Additionally, Mr. Conboy served on the AAB as an alternate or regular member during the period of April 1996 to September 2006. Both individuals meet the qualifications and were appointed after a recruitment and selection process.

An alternate member vacancy currently exists on the AAB. To fill this vacancy a public notice was published in the Daily Republic in June 2018 to begin the recruitment process. Two written applications were received in the Clerk of the Board's Office. The candidate selection process included an evaluation of the written applications with the selection of both applicants for interviews. Representatives from County Counsel's Office, Auditor-Controller's Office and the current Chair of the AAB held the interviews. Mr. Watson, a retired California licensed real estate broker, is recommended to be appointed to fill the current alternate vacancy.

**FINANCIAL IMPACT:**

As approved by the Board of Supervisors on March 23, 2004, members of the Assessment Appeals Board are eligible for compensation of \$100 per half day or \$200 for a full day. If a hearing runs consecutive days due to a complex assessment appeal, members receive \$400 per day. In addition, members receive \$25 per hour for document review and preparation time for complex assessment appeal cases. Assessment Appeals Board stipends are budgeted in the Clerk of the Board Division within the County Administrator's Office departmental budget.

**ALTERNATIVES:**

The Board could choose to make alternate appointments or request a new recruitment.



# Solano County

675 Texas Street  
Fairfield, California 94533  
www.solanocounty.com

## Agenda Submittal

<b>Agenda #:</b>	11	<b>Status:</b>	Regular Calendar
<b>Type:</b>	Contract	<b>Department:</b>	County Administrator
<b>File #:</b>	18-568	<b>Contact:</b>	Birgitta Corsello, 784-6100
<b>Agenda date:</b>	08/14/2018	<b>Final Action:</b>	
<b>Title:</b>	Approve submittal of the draft joint application of Napa and Solano counties to the California Department of Aging to form a new Area Agency on Aging for Planning Service Area 28; Approve a draft Joint Exercise of Powers Agreement between Napa and Solano counties to establish a new Area Agency on Aging for Planning Service Area 28; Authorize the County Administrator to sign the application documents; and Accept the initial start-up period (9 months) draft budget		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - CDA Letter, B - Application		

Date:	Ver.	Action By:	Action:	Result:
Published Notice Required?	Yes ___	No <u>X</u>		
Public Hearing Required?	Yes ___	No <u>X</u>		

### DEPARTMENTAL RECOMMENDATION:

The County Administrator's Office recommends that the Board of Supervisors:

1. Approve submittal of the draft joint application of Napa and Solano counties to the California Department of aging to form a new Area Agency on Aging for Planning and Service Area 28; and
2. Approve a draft Joint Exercise of Powers Agreement between Napa and Solano counties to establish a new Area on Aging for Planning Service Area 28; and
3. Authorize the County Administrator to sign the application documents; and
4. Accept the initial start-up period (9 months) draft budget.

### SUMMARY/DISCUSSION:

On May 22, 2018 the Board of Supervisors approved seeking designation for Planning and Service Area 28 (Napa and Solano counties) for Older American Act (OAA) services and Snap-Ed services. On June 7, 2018, the California Department of Aging (CDA) responded to Solano County's letter of intent and explained the process for Napa and Solano counties to submit a joint proposal (Attachment A - CDA Letter). Once received, CDA has 30 days to review the application proposal and may require revisions. The draft application to CDA is attached (Attachment B - Application). Staff will return to the Board with the final application document once it is reviewed by the State.

Concurrently, staff from both counties have been working on a Joint Exercise of Powers Agreement (Exhibit F of Attachment B) which does not include any significant modifications from the version provided to the Board of Supervisors on August 7, 2018. Counsel from both counties has reviewed the draft agreement.

**FINANCIAL IMPACT:**

The FY2018/19 Approved Budget appropriated \$51,030 for the Solano County required match for OAA services. The draft budget prepared by Napa County and presented to the Board on August 7, 2018 included an additional Solano County contribution of up to \$70,000 and an additional Napa County contribution of up to \$25,000. The updated budget for the initial year FY2018/19 (Exhibit D of Attachment B) proposes increases to both counties' contributions: \$94,517 for Solano County and \$34,095 for Napa County for the first 9 months (through June 30, 2019) for a total initial year cost of \$145,537 for Solano County and \$53,065 for Napa County. For FY2019/20 the preliminary budget estimate is an additional contribution of \$96,090 for Solano County and \$34,662 for Napa County for a total of \$147,120 for Solano County and \$53,632 for Napa County. The higher pro rata contribution in the first fiscal year is due to start up costs associated with creating a new area plan and issuing RFP's and contracts for providers. The ongoing portion of the budget remains under negotiation with Napa county. It is anticipated that Health & Social Services can absorb the additional cost start-up costs within its FY2018/19 Approved Budget General Fund contribution. However, the status of the H&SS' General Fund contribution expenditures will be evaluated at Mid-year and, if necessary, the County Administrative Office will request additional appropriations.

There is an additional financial impact to those county departments who are monitoring the AAoA transition to CDA and planning for the transition to a new agency. Identified staff at this time includes staff from the County Administrator's Office, the Department of Health and Social Services - Public Health Division and Older and Disabled Adult Services Bureau, and County Counsel.

**ALTERNATIVES:**

If the Napa County Board of Supervisors does not authorize Napa to act as the administering agency for the new Area Agency on Aging, County staff will request a time extension from the California Department of Aging and return to the Board with an alternate plan.

If the Napa County Board of Supervisors does not approve the draft Joint Exercise of Powers Agreement, County staff will work with Napa County to finalize a revised agreement and return to the Board with an alternate agreement.

The Board could choose not to approve the draft initial year budget; however, Solano County staff have reviewed the start-up budget and believes the budget to be reasonable given the mandated start-up requirements. The budget for ongoing years remains under negotiation with Napa County.

**OTHER AGENCY INVOLVEMENT:**

The County of Napa, Solano County Health and Social Services, Public Health Division and Older and Disabled Adult Services Bureau staff, County Counsel, and the California Department of Aging.

**CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**

## CALIFORNIA DEPARTMENT OF AGING

1300 NATIONAL DRIVE, SUITE 200  
SACRAMENTO, CA 95834  
Internet Home Page [www.aging.ca.gov](http://www.aging.ca.gov)  
TTY 1-800-735-2929  
FAX 916-928-2267  
TEL 916-419-7500



June 7, 2018

John M. Vasquez, Chair  
Solano County Board of Supervisors  
675 Texas Street, Suite 6500  
Fairfield, CA 94533-6352

Dear Supervisor Vasquez:

Subject: Area Agency on Aging Designation

The California Department of Aging (CDA) is in receipt of your letter expressing intent to jointly seek the designation of the Area Agency on Aging (AAA) for the Planning and Service Area for Napa and Solano (PSA 28) with Napa County.

Pursuant to Title 22 of the California Code of Regulations, Section 7206(e), you have 60 days from June 8, 2018, in which to submit a detailed proposal to CDA. The attached document provides specific and detailed information which the joint proposal must contain demonstrating both entities' ability to fulfill the federally mandated requirements. Also, your proposal must contain sufficient documentation to enable CDA to make a determination that both entities would be able to successfully function as a AAA.

Please submit your detailed proposal by August 8, 2018 to:  
California Department of Aging  
1300 National Drive, Suite 200  
Sacramento, California 95834  
Attn: Mary Sibbett

Upon receipt of your application, CDA will have 30 days to review and respond to your proposal.

Meanwhile, thank you for your interest in becoming the AAA for PSA 28. If you have any questions regarding your application, please contact Mary Sibbett, Program & Monitoring Manager at 916-419-7557 or [Mary.Sibbett@aging.ca.gov](mailto:Mary.Sibbett@aging.ca.gov).

Sincerely

A handwritten signature in blue ink, appearing to read "Dean Fujimoto".

Dean Fujimoto, Deputy Director  
Long-Term Care & Aging Services Division

cc: Birgetta Corsello, County Administrator  
Napa County Board of Supervisors

Enclosures (2): Instructions, Exhibit D

## **Instructions for Preparing a Proposal for Designation of a New Area Agency on Aging for Planning and Service Area 28**

This document is to provide guidance on preparing a proposal for the designation of a new Area Agency on Aging (AAA) for Planning and Service Area (PSA) 28.

---

### **Contents of Proposal and Documentation**

The contents of the proposal shall contain the following documentation:

#### Financial Records

Financial records demonstrating the applicant's capability to provide programs for older individuals consisting of the following:

- Results of the most recent Single Audit of Napa and Solano Counties
- A summary of the most recent budget for Napa and Solano Counties
- A detailed budget for the proposed AAA

#### Organizational Structure

The organizational structure demonstrating the proposed lead agency's ability to manage programs for older individuals including the following:

- An organizational chart for Napa and Solano Counties, with the relationship to the new AAA
- The organizational structure for the new AAA, itself
- The location of the new AAA Governing Board within the county organizational structure
- The proposed composition of the new Governing Board
- The location of the new Advisory Council within the county organizational structure
- Composition of the new Advisory Council, as contained in Title 22 California Code of Regulations Section 7302 (a) (11) – (12)

#### Facility

A description of the AAA facility demonstrating:

- Compliance with Americans with Disabilities Act; accessibility to older individuals with disabilities
  - Space sufficient to accommodate the numbers of older individuals who will be utilizing the facility's programs if services will be provided onsite by the AAA
  - Location convenient and central to the population served
-

## **Contents of Proposal and Documentation, continued**

### Number and Qualifications of AAA Staff

A description of the number and qualifications of staff, to demonstrate that the proposed agency employs or will hire sufficient staff to administer programs for older individuals as evidenced by:

- Copies of the job specifications/descriptions for all staff of the new AAA
- The Full-Time Equivalent, based on a 40-hour work week, for each position

### Federal Assurances

A narrative describing the ability to meet the assurances as required in federal law as outlined in the CDA Standard Agreement Exhibit D Article II (enclosed).

### Organizational Autonomy

A narrative describing how the new AAA will have the level of autonomy which will permit it to make significant impact on all programs for older individuals and adults with disabilities in PSA 28 and to carry out required planning and advocacy functions.

---

## **Submission of Proposal**

Submit completed proposal to: Mary Sibbett, Policy Manager  
Long-Term Care and Aging Services Division  
California Department of Aging  
1300 National Drive, Suite 300  
Sacramento CA, 95834

---

## **Questions**

Questions may be directed to: Mary Sibbett at [Mary.Sibbett@aging.ca.gov](mailto:Mary.Sibbett@aging.ca.gov) or (928) 419-7557.

---

**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 14, 2018

Approved by Solano County Board of Supervisors August 14, 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 FY 2018/19 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 FY 2018/19 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/Governing Board:

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

- 1 member of the Board of Supervisors of each county, appointed by the respective Board of Supervisors.

- 1 member of a city council from each county, appointed using existing joint appointment processes.
- 1 resident over the age of 60 from each county, appointed by the respective Board of Supervisors.
- 1 representative of senior service providers, appointed jointly by both Boards of Supervisors.

Advisory Council:

The Advisory Council will be made up of 16 members, with the Board of Supervisors in each County responsible for appointing 8. Advisory Council members will serve 4 year terms. 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, efforts will be made to include the following:

- Low income representative
- Disabled representative
- Supportive services provider representative
- Health care provider representative
- Local elected officials
- Persons with leadership experience in the private and voluntary sectors

By-laws have been drafted for the Advisory Council, and will be finalized by staff and approved by the newly-created Governing Board.

The AAA services will be administered through the Comprehensive Services for Older Adults division of the Napa County Health and Human Services Agency. The Napa Comprehensive Adult Services for Older Adults division and the Solano County Health and Social Services Department, Public Health Division, Older & Disabled Adults Services Bureau 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 most of the services being provided by the AAA will be contracted out through Napa County. Napa 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.

AAA Director: these duties will be combined with the Deputy Director of HHSA- Aging and Disability Services (Comprehensive Services for Older Adults Division). Start-up: .30 FTE; Ongoing: .20 FTE.

Program Coordinator: these duties will be combined with the Supervising Staff Services Analyst in HHSA to provide supervision for planning and program monitoring activities, as well as over-all program coordination. Start-up: .30 FTE; Ongoing .20 FTE.

Fiscal Staff Services Analyst: a new Staff Services Analyst I/II will process State claiming, coordinate submission of invoices with contractors, review contractor invoices for accuracy, prepare the fiscal section of contract worksheets and agenda items, perform fiscal contract monitoring, establish and review project costing codes for Napa County staff assigned to the AAA, and prepare the AAA county budget. Start-up: 1.0 FTE; Ongoing .80 FTE.

Fiscal Officer: these duties will be combined with the Deputy Chief Fiscal Officer of HHSA to provide supervision and oversight for fiscal activities related to these programs. Start-up and Ongoing .20 FTE.

Senior Office Assistant: these duties will be combined with an existing position in HHSA to administrative support, including agendas and minutes for the Governing Board and Advisory Council. Start-up: .30 FTE; Ongoing .20 FTE.

Staff Services Analyst for Planner/Contract development/Program monitor: a new Staff Services Analyst II will coordinate development of the Area Plan, contract management, and program monitoring. Start-up and Ongoing 1.0 FTE.

Accountant/Auditor: this position within the Auditor/Controller's office will provide external audit review and monitoring for the program. Start-up and Ongoing .50 FTE.

See Exhibits G-M for full job descriptions.

#### **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 Deputy Director for Napa County Health and Human Services, Comprehensive Services for Older Adults Division position. 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.

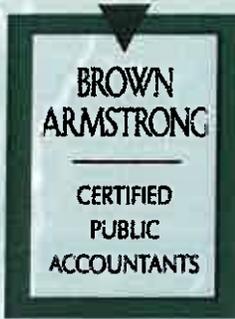
**COUNTY OF NAPA**  
**SINGLE AUDIT REPORT**  
**JUNE 30, 2017**

**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

### **BAKERSFIELD OFFICE (MAIN OFFICE)**

4200 TRUXTUN AVENUE  
SUITE 300  
BAKERSFIELD, CA 93309  
TEL 661.324.4971  
FAX 661.324.4997  
EMAIL [info@bacpas.com](mailto:info@bacpas.com)

### **FRESNO OFFICE**

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EAST SUITE 208  
FRESNO, CA 93720  
TEL 559.476.3592

### **LAGUNA HILLS OFFICE**

23272 MILL CREEK DRIVE  
SUITE 255  
LAGUNA HILLS, CA 92653  
TEL 949.652.5422

### **STOCKTON OFFICE**

5250 CLAREMONT  
AVENUE  
SUITE 150  
STOCKTON, CA 95207  
TEL 209.451.4833

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*.

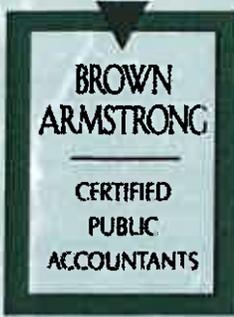
### **Purpose of this Report**

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

### BAKERSFIELD OFFICE (MAIN OFFICE)

4200 TRUXTON AVENUE  
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TEL 949.652.5422

### STOCKTON OFFICE

5250 CLAREMONT  
AVENUE  
SUITE 150  
STOCKTON, CA 95207  
TEL 209.451.4833

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
<b>U.S. Department of Agriculture</b>				
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-C084	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	-
<b>Total U.S. Department of Agriculture</b>			4,129,433	183,768
<b>U.S. Department of Housing and Urban Development</b>				
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	-
<b>Total U.S. Department of Housing and Urban Development</b>			360,001	255,598
<b>U.S. Department of the Interior</b>				
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	-
<b>Total U.S. Department of the Interior</b>			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
<b>U.S. Department of Justice</b>				
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	-
<b>Total U.S. Department of Justice</b>			<b>538,636</b>	<b>-</b>
<b>U.S. Department of Labor</b>				
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
<b>Total U.S. Department of Labor</b>			<b>1,592,319</b>	<b>590,242</b>
<b>U.S. Department of Transportation</b>				
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	D11623	60,850	-
<b>Total U.S. Department of Transportation</b>			<b>3,359,857</b>	<b>-</b>

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
<b>U.S. Institute of Museum and Library Services</b>				
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			<u>2,300</u>	<u>-</u>
<b>Total U.S. Institute of Museum and Library Services</b>			<u>2,300</u>	<u>-</u>
<b>U.S. Environmental Protection Agency</b>				
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			<u>1,665,544</u>	<u>-</u>
<b>Total U.S. Environmental Protection Agency</b>			<u>1,665,544</u>	<u>2,952</u>
<b>U.S. Department of Health and Human Services</b>				
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 Hospital Preparedness Program (HPP)	93.074	14-10524	196,891	-
	93.074	14-10524	176,744	-
Subtotal 93.074			<u>373,635</u>	<u>-</u>
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 (HCPCFC)	93.778		66,907	-
California Children's Services - Administrative	93.778		365,226	-
County-Based Medi-Cal Administrative Activities	93.778	16-93371	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			<u>7,309,313</u>	<u>15,913</u>
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
<b>U.S. Department of Health and Human Services (Continued)</b>				
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	-
<b>Total U.S. Department of Health and Human Services</b>			<b>21,246,658</b>	<b>866,466</b>
<b>U.S. Department of Homeland Security</b>				
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	-
<b>Total U.S. Department of Homeland Security</b>			<b>2,864,244</b>	<b>-</b>
<b>Total Expenditures of Federal Awards Excluding Loans</b>			<b>\$ 36,284,124</b>	<b>\$ 1,889,016</b>

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>				
<b>U.S. Department of Agriculture</b>				
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	7,573,384	-
Subtotal 10.760			<u>10,361,521</u>	<u>-</u>
<b>Federal Loan Balances With a Continuing Compliance Requirement</b>			<u>10,361,521</u>	<u>-</u>
<b>Total Expenditures of Federal Awards Including Loans</b>			<u>\$ 46,645,645</u>	<u>\$ 1,889,016</u>
<u>Non-Cash Assistance</u>				
<b>U.S. Department of Agriculture</b>				
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	-
<b>Total Value of Non-Cash Assistance</b>			<u>\$ 1,774,730</u>	<u>\$ -</u>
<b>Total Expenditures of Federal Awards Including Loans and Value of Non-Cash Assistance</b>			<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.

	<u>Water</u>	<u>Sewer</u>
Loan Balance, Outstanding July 1, 2016	\$ 2,841,000	\$ 7,718,569
Total Loan Repayments	<u>(52,843)</u>	<u>(145,205)</u>
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:

<u>Program</u>	<u>Contract</u>	<u>State Expenditures</u>
RSTP Exchange	X17-5921 (076)	\$ 237,648
State Match	X17-5921 (076)	<u>100,000</u>
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
<b>Victim Witness Assistance Program; VW16070280</b>						
Advocacy and Outreach						
Personnel services	\$ -	\$ 219,241	\$ 219,241	\$ 173,620	\$ 45,621	\$ -
Operating expenses	-	50,157	50,157	4,544	45,613	-
Equipment	-	-	-	-	-	-
<b>Totals</b>	<b>\$ -</b>	<b>\$ 269,398</b>	<b>\$ 269,398</b>	<b>\$ 178,164</b>	<b>\$ 91,234</b>	<b>\$ -</b>
<b>Unservd/Underservd Victim Advocacy and Outreach Programs; UV16020280</b>						
Advocacy and Outreach						
Personnel services	\$ -	\$ 44,493	\$ 44,493	\$ 41,879	\$ -	\$ 2,614
Operating expenses	-	9,232	9,232	2,884	-	6,348
Equipment	-	-	-	-	-	-
<b>Totals</b>	<b>\$ -</b>	<b>\$ 53,725</b>	<b>\$ 53,725</b>	<b>\$ 44,763</b>	<b>\$ -</b>	<b>\$ 8,962</b>
<b>Unservd/Underservd Victim Advocacy and Outreach Program; UV15010280</b>						
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	-	-	-	-	-	-
<b>Totals</b>	<b>\$ 27,978</b>	<b>\$ 107,708</b>	<b>\$ 135,686</b>	<b>\$ 79,006</b>	<b>\$ -</b>	<b>\$ 28,702</b>
<b>Unservd/Underservd Victim Advocacy (XV) and Outreach Program; XV15010280</b>						
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	-	-	-	-	-	-
<b>Totals</b>	<b>\$ 31,284</b>	<b>\$ 145,521</b>	<b>\$ 176,805</b>	<b>\$ 114,807</b>	<b>\$ -</b>	<b>\$ 30,714</b>
<b>County Victim Services Program; XC16010280</b>						
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating expenses	-	4,426	4,426	4,426	-	-
Equipment	-	42,420	42,420	42,420	-	-
<b>Totals</b>	<b>\$ -</b>	<b>\$ 46,846</b>	<b>\$ 46,846</b>	<b>\$ 46,846</b>	<b>\$ -</b>	<b>\$ -</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



**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.

*Vavrinik, 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**

<b>Federal Agency</b>	<b>Pass-Through Agency</b>	<b>CFDA Program Title or Cluster</b>	<b>CFDA No.</b>	<b>Pass-through Entity Award ID</b>	<b>Program Expenditures</b>	<b>Expenditures to Subrecipients</b>
<b>US Department of Agriculture (USDA)</b>						
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>
<b>US Department of Agriculture (USDA) Total</b>					<u>12,641,286</u>	<u>433,166</u>
<b>US Department of Defense (USDOD)</b>						
Direct Program:						
		Community Economic Adjustment Assistance for Compatible 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
<b>US Department of Defense (USDOD) Total</b>					<u>434,810</u>	<u>250,441</u>
<b>US Department of Housing and Urban Development (HUD)</b>						
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	
<b>US Department of Housing and Urban Development (HUD) Total</b>					<u>2,406,691</u>	
<b>US Department of Justice (DOJ)</b>						
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>	
<b>US Department of Justice (DOJ) Total</b>					<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**

<b>Federal Agency</b>				
<b>Pass-Through Agency</b>			<b>Program</b>	<b>Expenditures to</b>
<b>CFDA Program Title or Cluster</b>	<b>CFDA No.</b>	<b>Pass-through Entity Award ID</b>	<b>Expenditures</b>	<b>Subrecipients</b>
<b>US Department of Labor (DOL)</b>				
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>
<b>US Department of Labor (DOL) Total</b>			<u>4,074,314</u>	<u>178,475</u>
<b>US Department of Transportation (DOT)</b>				
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>
<b>US Department of Transportation (DOT) Total</b>			<u>7,493,379</u>	<u>234,495</u>
<b>US Department of Education (DOE)</b>				
Pass-Through Programs:				
California Department of Education				
Rehabilitation Services-Vocational Rehabilitation Grants to States	84.126	29153	59,512	
<b>US Department of Education (DOE) Total</b>			<u>59,512</u>	
<b>US Department of Health and Human Services</b>				
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				
Hospital Preparedness Program (HPP) and Public Health Emergency Preparedness (PHEP) Aligned Cooperative Agreements	93.067	4265	77,673	
Project Grants and Cooperative Agreements for Tuberculosis Control Programs	93.074	4265	646,572	
Childhood Lead Poisoning Prevention Projects_State and Local Childhood Lead Poisoning Prevention and Surveillance of Blood Lead Levels in Children	93.116	4265	83,371	
Immunization Cooperative Agreements	93.197	4265	34,118	
Pregnancy Assistance Fund Program	93.268	4265	107,746	
Maternal, Infant, and Early Childhood Home Visiting Cluster:	93.500	4265	14,421	12,000
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**

<b>Federal Agency</b>	<b>Pass-Through Agency</b>	<b>CFDA Program Title or Cluster</b>	<b>CFDA No.</b>	<b>Pass-through Entity Award ID</b>	<b>Program Expenditures</b>	<b>Expenditures to Subrecipients</b>
		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			<u>24,659,568</u>	
		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			<u>77,555,273</u>	<u>1,747,346</u>
		<b>US Department of Health and Human Services Total</b>			<u>79,967,505</u>	<u>2,358,414</u>
		<b>US Department of Homeland Security</b>				
		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			<u>310,729</u>	<u>170,485</u>
		<b>US Department of Homeland Security Total</b>			<u>1,334,483</u>	<u>170,485</u>
		<b>Total Expenditures of Federal Awards</b>			<u><b>\$ 109,476,823</b></u>	<u><b>\$ 3,705,476</b></u>

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:	<u>Unmodified</u>
Internal control over financial reporting:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified?	<u>None reported</u>
Noncompliance material to financial statements noted?	<u>No</u>

FEDERAL AWARDS

Internal control over major federal programs:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified?	<u>None reported</u>
Type of auditors' report issued on compliance for major federal programs:	<u>Unmodified</u>
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	<u>No</u>

Identification of major federal programs:

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

Dollar threshold used to distinguish between Type A and Type B programs:	<u>\$ 3,000,000</u>
Auditee qualified as low-risk auditee?	<u>Yes</u>

**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

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

Award #: **AP-1819-28**  
Date: **7/1/2018**  
Amendment #: **1**  
Issue Date:

**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
<b>Supportive Services</b>							
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
<b>Ombudsman</b>							
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
<b>Congregate Nutrition</b>							
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
<b>Home-Delivered Meals</b>							
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
<b>Disease Prevention</b>							
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
<b>Family Caregiver</b>							
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
<b>Elder Abuse</b>							
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

<b>Administration</b>								
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
<b>Total Administration</b>		<b>221,891</b>		<b>39,470</b>	<b>-</b>	<b>261,361</b>	<b>-</b>	<b>261,361</b>

<b>Funding Summary</b>								
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
<b>Grand Total - All Funds</b>		<b>2,417,414</b>		<b>532,826</b>	<b>-</b>	<b>2,950,240</b>	<b>-</b>	<b>2,950,240</b>

<b>Comments:</b>	
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.

**Area Agency on Aging Proposed Administrative Positions Costing**

Position	FTE	6-9 months start-up				Ongoing (FY 19/20)	
Executive Director	0.3	\$	59,339	9 months	Executive Director	0.2	\$ 52,746
Supv SSA	0.3	\$	36,471	9 months	Supv SSA	0.2	\$ 32,418
SSA II	1	\$	99,836	9 months	SSA II	1	\$ 133,114
Senior Office Assistant	0.3	\$	14,028	6 months	Senior Office Assistant	0.25	\$ 23,380
Fiscal Officer	0.2	\$	30,195	9 months	Fiscal Officer	0.2	\$ 40,260
Fiscal Analyst	1	\$	82,019	8 months	Fiscal Analyst	0.8	\$ 98,423
	<b>3.10</b>	<b>\$</b>	<b>321,887</b>			<b>2.65</b>	<b>\$ 380,340</b>
Consultant - TA		\$	45,000		N/A		\$ -
Accountant Aud. 1	0.5	\$	41,909	6 months	Accountant Aud. 1	1	\$ 83,818
Membership		\$	3,200	Membership	Membership		\$ 3,200
Conferences		\$	3,000	Conferences	Conferences		\$ 4,000
<b>TOTAL COST</b>		<b>\$</b>	<b>414,996</b>				<b>\$ 471,358</b>
Revenue:							
State/Federal Admin Allocation		\$	261,361		State/Federal Admin Allocation		\$ 261,361
less AAANS Contract		\$	(54,222)		N/A		\$ -
Snap-Ed Administration		\$	9,245		Snap-Ed Administration		\$ 9,245
2018/19 Required match	Napa	\$	18,970		2019/20 Required match	Napa	\$ 18,970
	Solano	\$	51,030			Solano	\$ 51,030
		<b>\$</b>	<b>286,384</b>				<b>\$ 340,606</b>
Budget shortfall after required match		\$	128,612		Budget shortfall after required match		\$ 130,752
Additional County contributions*					Additional County contributions*		
Napa County	26.51%	\$	34,095		Napa County	26.51%	\$ 34,662
Solano County	73.49%	\$	94,517		Solano County	73.49%	\$ 96,090
<b>Total County Contribution</b>							
<b>Napa County</b>	<b>9 months</b>	<b>\$</b>	<b>53,065</b>		<b>12 months</b>	<b>\$</b>	<b>53,632</b>
<b>Solano County</b>	<b>9 months</b>	<b>\$</b>	<b>145,547</b>		<b>12 months</b>	<b>\$</b>	<b>147,120</b>

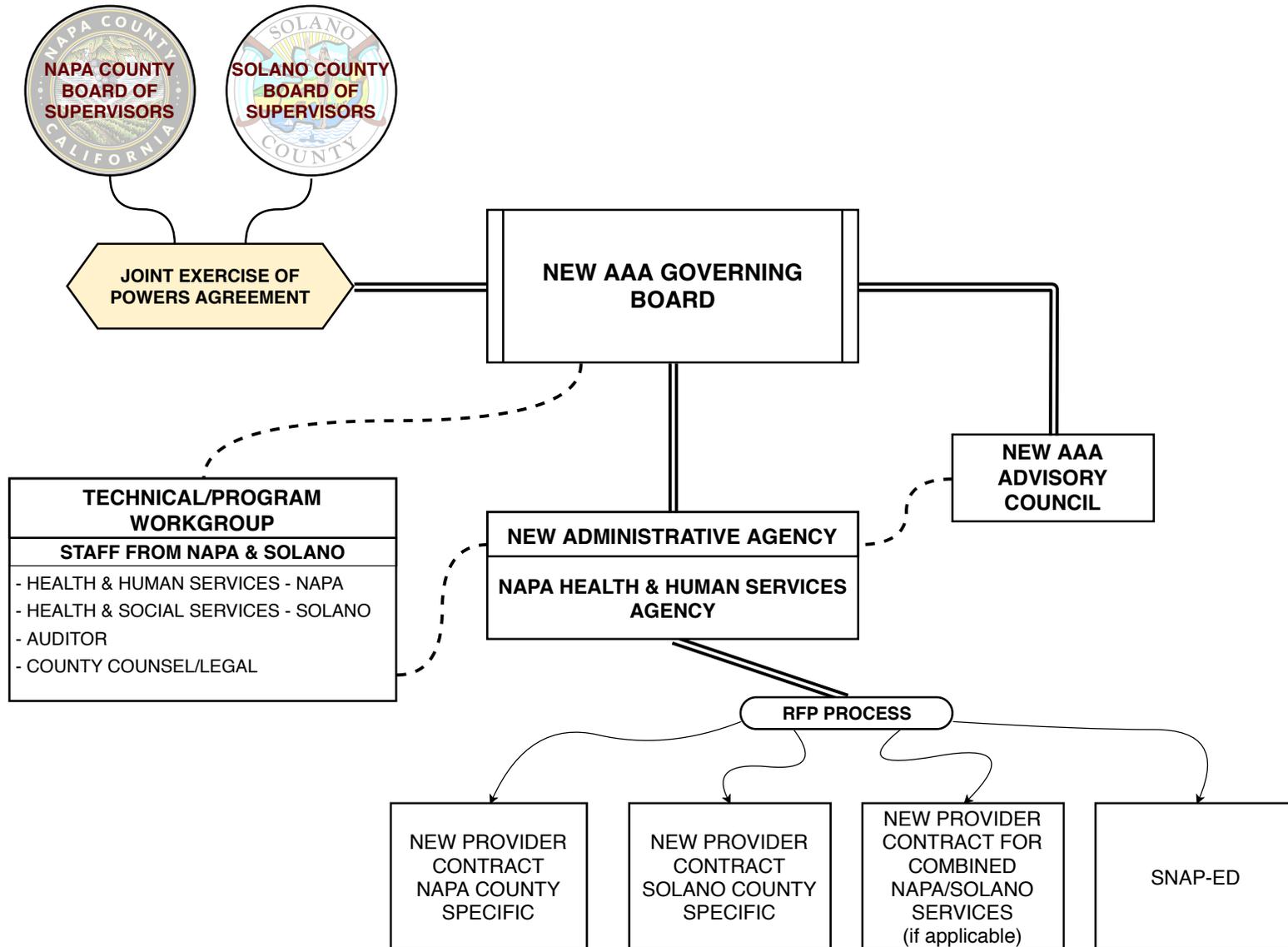
\*Percentage allocations based on proportion of population served in each County as provided by CDA  
<https://cda.ca.gov/docs/DataAndStatistics/Statistics/IFF/2018%20Population%20Demographic%20Projections.pdf>



# 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 (“AAOA”), and the joint operation of it.
- B. Establish terms and conditions for management and operation of the AAOA.
- C. Establish the method and procedure of financing the AAOA.
- D. Establish the location of the AAOA.

**2. Designation and Function of the AAOA**

- A. During the term of this Agreement and pursuant to its terms, the parties shall jointly operate the AAOA.
- B. The AAOA shall be located at \_\_\_\_\_ or at such other location as mutually agreed to by the parties in writing.

C. The AAOA shall have contracts with the CDA, including:

i. Area Plan (AP) Contract.

Supplemental Nutrition Assistance Program Education (SNAP-Ed) Contract.

D. The AAOA 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. To use 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 55 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. Napa County shall serve as the administering agency for the AAOA (“Administering Agency”).

B. As part of its duties, the Administering Agency shall:

i. Manage the operations of the AAOA, 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 AAOA as either a stand-alone department or integrate it into another county department.

iii. Retain AAOA 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 furthers the purpose of the AAOA, as approved by the Oversight Board. The Administering Agency shall utilize its standard bidding and contracting procedures.

A. 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.

- v. 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.
- vi. Provide any necessary reports to CDA or other required agencies.
- vii. Provide monthly reports to the respective county staff, the local advisory council, and the Oversight Board established under this Agreement.
- viii. Conduct an annual audit, or more frequently as necessary.
- ix. Review proposed appointments to Advisory Council, prior to Board action, to ensure representation requirements are being met.

#### **4. Fiscal Matters**

- B. The budget for the AAOA shall be approved by each party for each fiscal year pursuant to its budgetary approval process.
- C. 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.
- D. 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)
- E. Any local matching funds required from the parties shall be paid by each party in accordance with the formula provided in Exhibit A(1)
- F. Prior to the distribution of funds, the Administering Agency is entitled to charge the AAOA 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.
- G. Auditors for both parties shall annually review all financial documents for the AAOA, ensuring a strict accountability of all funds and report of all receipts and disbursements.

#### **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 AAOA 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 AAOA.
- 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 AAOA Oversight Board consisting of seven (7) members as follows:
  - i. One (1) member from each County Board of Supervisors, or its designees.
  - ii. One (1) member from a City Council in each County, appointed by the respective Board of Supervisors..
  - iii. One (1) member of the senior (60+) community in each County, appointed by the respective Board of Supervisors.
  - iv. One member representing senior service providers chosen jointly by the County Boards of Supervisors.
- B. The Oversight Board shall meet at least quarterly or as often as necessary to review the activities of the AAOA and provide advice to the AAOA executive director, county staff, local advisory council, and the County Boards of Supervisors.
- C. The Oversight Board shall receive monthly reports from the AAOA 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 should include the following:
  - 1. Low income representatives

2. Disabled representatives
3. Supportive services provider representatives
4. Health care provider representatives
5. Local elected officials
6. Persons with leadership experience in the private and voluntary sectors
7. Other stake holders

**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 AAOA, shall divide any surplus assets on hand in accordance with the percentages determined for the latest fiscal year in Exhibit A(1). And 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

## **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 AAOA. 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.

## Exhibit G



A Tradition of Stewardship  
A Commitment to Service

## DEPUTY DIRECTOR OF HHSA - AGING & DISABILITY SERVICES - MERIT\*

Class Code:  
70306

Bargaining Unit: Management Non Classified  
- Other

COUNTY OF NAPA  
Established Date: Aug 1, 1998  
Revision Date: Jul 1, 2009

### SALARY RANGE

\$60.44 - \$73.47 Hourly  
\$4,835.20 - \$5,877.60 Biweekly  
\$10,476.27 - \$12,734.80 Monthly  
\$125,715.20 - \$152,817.60 Annually

### DESCRIPTION:

Certain services provided by the Napa County Social Services and Department of Child Support Services are funded and regulated by the California State Department of Social Services. Therefore, some classifications within Napa County Social Services and Child Support Services are subject to the rules and regulations under Merit System Services (MSS). MSS is a recruitment service overseen by the California State Personnel Board. To apply for this position, you must click on the link below and you will be taken directly to the MSS website.

Do not apply directly through the Napa County website as your application will not be considered unless it is received by MSS before the application deadline.

Please click on the link below and you will be taken directly to the MSS website.

[Merit System Services Website](#)

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Comprehensive Services for Older Adults Division within HHSA, including adult protective services, mental health, public health, in-home supportive services (IHSS), IHSS Public Authority, veterans services, public guardian/conservator services, and related operations and programs; coordinates assigned activities with other divisions, departments, and outside agencies; serves as a member and integral part of the HHSA's Senior Management Team; and provides highly responsible and complex administrative support to the Director of Health & Human Services.

### DISTINGUISHING CHARACTERISTICS

A Deputy Director is responsible for the management of a major division/service area in HHSA that includes multiple work groups of significant depth and complexity. Responsibilities include overall management and administration of a division/Agency service area, including development of a division's objectives and design and implementation of supporting programs, processes, policies, and/or procedures to successfully achieve those

objectives. A Deputy Director is also responsible for the development, administration, and control of associated budgets. This classification is considered a Divisional Manager; however because it is a Merit System Services classification it is exempt from "at will" status.

### **SUPERVISION RECEIVED AND EXERCISED**

Supervision is provided by the Director of Health & Human Services.

Responsibilities include direct supervision over assigned staff.

### **EXAMPLE OF DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Assume management responsibility for assigned services and activities of the Comprehensive Services for Older Adults Division within HHSA, including adult protective services, mental health, public health, in-home supportive services (IHSS), IHSS Public Authority, nursing, veterans services, public guardian/conservator services, and related operations and programs.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.

Plan, direct, coordinate, and review the work plan for assigned staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Oversee and participate in the development and administration of the Division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.

Review state regulations concerning new program mandates and facilitate planning to implement those programs that are administratively approved; facilitate the implementation of new program structures coordinating both fiscal and program involvement; develop and implement program policies and procedures.

Develop program potentials and coordinate timelines to implement; develop program evaluation components with the Agency's Fiscal Division; write program components for mandated state plans and facilitate program needs with the Fiscal Division; coordinate, supervise, and assign staff in providing program evaluation plans, performance outcomes, and services.

Discuss division programs addressing needs, problems, regulations, and program requirements with department management staff and state and local agencies; initiate and review procedures to ensure the coordination of services within and between program

components, other divisions, and other agencies; coordinate the Division's programs, services, and operations with other divisions, county agencies, and community groups; provide consultation on complex service program matters.

Be available and responsive to the community members being served; respond to and resolve difficult and sensitive citizen inquiries and complaints.

Receive and review reports on program operations including qualitative evaluations of service; monitor case work to assure services meet regulatory and best practices standards through case consultation and periodic case review.

Negotiate, develop, evaluate, and monitor contracts for services; determine effectiveness of services being delivered.

Serve as the liaison for the Comprehensive Services for Older Adults Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.

Serve as staff on a variety of boards, commissions, and committees; represent the division and speak at state and local meetings and functions regarding program operations and services provided by the division; provide coordination and information for advisory boards.

Provide responsible staff assistance to the Director of Health & Human Services; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to assigned programs, policies, and procedures as appropriate.

Serve as a member and integral part of the HHSA's Senior Management Team; provide advice and assistance to the Director of Health & Human Services and other Agency managers; participate in the planning of health and human services for the County.

Assume oversight responsibility for Comprehensive Services for Older Adults Division record preparation, conduct of studies, comprehensive report preparation, preparation of grant applications, and preparation of various departmental correspondences.

Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of aging and disability services; incorporate new developments as appropriate.

Stay abreast of current trends in legislation; evaluate and interpret legislation and regulations that impact the department; keep informed of federal and state plans that may potentially affect the division and make recommendations to management to accommodate these changes.

Respond to inquiries from the press regarding Comprehensive Services for Older Adults Division programs, program development, and case specific concerns.

Provide the HHSA's Quality Management Division with pertinent information relating to outcome/quality/risk measures for assigned services and activities.

Perform related duties as required.

## **TYPICAL QUALIFICATIONS:**

### **KNOWLEDGE OF:**

Operational characteristics, services, and activities of aging and disability services division/service area.

Principles, practices, and procedures of health and human services program planning, development, implementation, administration, and coordination.

Principles and practices of budget preparation and administration.

Principles and techniques of fiscal management and budgetary control.

Principles of supervision, training, and performance evaluation.

Grant sources; grant funding methodology and requirements; grant administration principles and practices.

Comprehensive services for older adult program components and service systems.

Current development in the field of psychiatry, community mental health services, adult protective services, and health care administration.

Principles and applications of social work, clinical psychology, and various rehabilitative and medical services.

Social work principles and practices.

Public and private community resources available in the field.

Risk and clinical assessment principles and practices.

Legislative process and current developments related to aging and disability services programs.

Communication and conflict resolution principles and techniques.

Public information principles and practices.

Contract administration principles and practices.

Inter-governmental relationships and regulations affecting health and human services program delivery.

Principles and practices of working in multi-cultural, multi-ethnic environments.

Social and economic problems affecting health and human services programs.

Pertinent federal, state, and local laws, codes, and regulations including those relating to aging and disability welfare programs.

SKILL TO:

Oversee and participate in the management of a comprehensive older adult services division/Agency service area within HHSA.

Oversee, direct, and coordinate the work of lower level staff.

Select, supervise, train, and evaluate staff.

Participate in the development and administration of division goals, objectives, and procedures.

Prepare and administer large program budgets.

Prepare clear and concise administrative and financial reports.

Develop, coordinate, and operate service programs.

Prepare clear and concise correspondence, contracts, proposals, and reports.

Coordinate Comprehensive Services of Older Adults Division services with other programs and services within the Agency, County departments, and with outside organizations, agencies, and facilities.

Coordinate and integrate program components in a cohesive and effective service delivery system.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Interpret and apply federal, state, and local policies, laws, and regulations.

Develop and update division and department rules, regulations, and policies to ensure compliance with governmental codes, laws, rules and regulations.

Operate a variety of office equipment including personal computers and related peripheral equipment and software applications.

Communicate clearly and concisely, both orally and in writing.

#### ABILITY TO:

Work primarily in a standard office setting with some travel to different sites and locations.

Work extended hours including evenings and weekends.

Stand or sit for prolonged periods of time.

Stoop, bend, kneel, crouch, reach, and twist.

Lift, carry, push, and/or pull light to moderate amounts of weight.

Use repetitive hand movement and fine coordination including using a computer keyboard.

Verbally communicate to exchange information.

Establish and maintain effective working relationships with those contacted in the course of work.

#### **EXPERIENCE AND EDUCATION**

*Any combination of education and experience that would likely provide the required*

*knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Six years of increasingly responsible professional program experience in an older adult welfare, social service, or human services program including four years of administrative and supervisory responsibility.

**Education:**

A Bachelor's degree from an accredited college or university with major course work in social work, clinical or counseling psychology, public administration, or related field. A Master's degree is desirable.

License or Certificate:

Possession of licensure as a Licensed Clinical Social Worker, Clinical Psychologist, Registered Nurse, or Marriage and Family Therapist is desirable.

Possession of a valid driver's license.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUPPLEMENTAL INFORMATION:**

\*This classification is a working title. However it falls under the Merit Systems Services process and hiring regulations. The Merit title for this classification is Behavioral Health Care Manager - Adult Services.

**OTHER REQUIREMENTS:**

**CLASS SPEC TITLE 6:**

**CLASS SPEC TITLE 7:**

## Exhibit H



A Tradition of Stewardship  
A Commitment to Service

# SUPERVISING STAFF SERVICES ANALYST

Class Code:  
69602

Bargaining Unit: Public Service Employees -  
Supervisor

COUNTY OF NAPA  
Established Date: May 1, 2003  
Revision Date: Aug 3, 2018

## SALARY RANGE

\$40.99 - \$49.19 Hourly  
\$3,279.20 - \$3,935.20 Biweekly  
\$7,104.93 - \$8,526.27 Monthly  
\$85,259.20 - \$102,315.20 Annually

### DESCRIPTION:

To plan, organize, assign, supervise, and review staff services functions in such areas as general administration, budget, fiscal, legislative, personnel, staff development, and data processing systems analysis; to actively participate in the performance of job functions and perform the more complex and difficult projects and assignments.

### DISTINGUISHING CHARACTERISTICS

This is the supervisory class in the Staff Services Analyst series. Positions in this class exercise full first-line supervisory responsibility over Staff Services Analysts and other assigned staff. This position is that of a working supervisor and an incumbent is expected to perform the full range of job assignments in the assigned area and perform those duties that are more complex, difficult, and sensitive. This classification is distinguished from the next lower class of Staff Services Analyst II in that the Supervising Staff Services Analyst is the full supervisory class.

### SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a management position.

Responsibilities include direct supervision over assigned staff.

### EXPERIENCE AND EDUCATION

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

#### **Experience:**

Two years of significant, directly related and progressive experience performing

administrative management, personnel, fiscal, budgetary, staff development or data processing analysis work, preferably to include some lead or supervisory experience; or one year of experience performing duties equivalent to the Staff Services Analyst II classification with Napa County.

**Education:**

Equivalent to graduation from college with major course work in business administration, public administration, systems analysis, accounting or related field. (Responsible supervisory or higher level experience performing a variety of difficult analytical work, which includes the independent research, analysis, and preparation of reports, in any of the following areas: administrative, management, personnel, fiscal, budgetary, or data processing may be substituted for the required education on a year-for-year basis.)

**License or Certificate\*:**

Certain positions assigned to this class may require possession of a valid California Driver's License.

\*Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with Napa County. For continued employment with Napa County, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.

**EXAMPLE OF DUTIES:**

Duties may include, but are not limited to, the following:

Plan, organize, assign, supervise and review staff services functions in such areas as general administrative, budget, fiscal, legislative, personnel, staff development, and data processing systems analysis.

Assume responsibility for a variety of personnel actions including assisting with selections and promotions, conducting performance evaluations, and recommending disciplinary actions and dismissals.

Develop and implement policies and procedures for the assigned department, division, or unit.

Evaluate policies and procedures related to the job assignment recommend and implement improvements as needed.

Research additional funding sources if appropriate.

Review and analyze departmental reconciliation, projects, and correspondence; prepare special reports.

Interview and consult with managers, employees, and other related staff on staff services activities.

Research and resolve questions on department, division, or unit matters.

Provide information and statistical data as required.

Perform related duties as assigned.

### **TYPICAL QUALIFICATIONS:**

#### KNOWLEDGE OF:

Principles, practices, and techniques of effective organization, supervision, and training.

Purposes, methods, and practices of financial record keeping.

Modern office methods, equipment, and procedures.

Governmental accounting and budgeting.

Research and report preparation and basic statistics.

Systems analysis.

The functions of the County department in which an incumbent is working and the relevant statutes and regulations governing the operation of the department.

#### ABILITY TO:

Plan, supervise, coordinate, and evaluate the work of other employees.

Develop and conduct effective staff training.

Coordinate and participate in staff services functions in such areas as general administration, budget, fiscal, legislative, personnel, staff development, and data processing systems analysis.

Understand, interpret, and apply ordinances and federal, state, and local legislation.

Perform highly complex and specialized accounting and analysis work with minimal direction.

Prepare accurate financial summaries and reports.

Operate a computer terminal to input, access, and print data, reports, and projects; operate various office equipment.

Develop computerized spreadsheets and custom design spreadsheets.

Prepare and maintain clear, concise, and comprehensive records, reports, and correspondence.

Identify problems and issues and take appropriate action.

Schedule and organize workload; adjust to changes and meet specific deadlines.

Communicate effectively both verbally and in writing.

Make presentations before boards, commissions, and groups.

Serve as custodian of a variety of departmental records and files as assigned.

Establish and maintain cooperative working relationships with others.

## Exhibit I



A Tradition of Stewardship  
A Commitment to Service

COUNTY OF NAPA  
Established Date: Apr 1, 1996  
Revision Date: Aug 1, 2018

# STAFF SERVICES ANALYST I

Class Code:  
51101

Bargaining Unit: Public Service Employees

## SALARY RANGE

\$32.09 - \$38.38 Hourly  
\$2,567.20 - \$3,070.40 Biweekly  
\$5,562.27 - \$6,652.53 Monthly  
\$66,747.20 - \$79,830.40 Annually

### DESCRIPTION:

To perform a variety of responsible and specialized technical staff support services in a County department in such areas as general administration, fiscal, legislative, personnel, program and data processing, and systems analysis; conduct a variety of special projects involving research, data collection, and analysis; and prepare and maintain reports on assigned projects.

### DISTINGUISHING CHARACTERISTICS

The Staff Services Analyst I/II series performs a full range of analytical and technical staff support services within a County department. The difference in levels depends on the amount and type of education and experience. The Staff Services Analyst I is the entry level of the series. Incumbents perform analysis tasks of increasing difficulty in one or more areas of administrative services and perform analytical duties of a more routine, repetitive nature. As experience, knowledge, skills, and abilities are acquired and utilized, the degree and complexity of assignments may correspondingly increase to the Staff Services Analyst II. However, positions limited to analytical duties of a more routine, repetitive nature will permanently remain at the Staff Services Analyst I level. The Staff Services Analyst II is the journey level of the series and works under general supervision. The Staff Services Analyst II position will be performing the more difficult, responsible, varied and complex analyst functions in a variety of assignments and/or program areas. Incumbents may be responsible for administratively overseeing programs, projects, assignments and/or highly specialized activities of lower level staff and may serve as a resource to other staff, departments, committees, boards or commissions.

### SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by higher level management or professional staff.

No supervision is exercised over others; however, assignments may include functional or lead responsibilities over assigned staff.

**EXAMPLE OF DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Perform a variety of responsible and specialized technical staff support services in a County department in such areas as general administration, fiscal, legislative, personnel, program and data processing, and systems analysis.

Conduct a variety of special projects and/or surveys involving research, data collection, and analysis; make appropriate recommendations; prepare and maintain reports on assigned projects.

In the County Administrator's Office perform the less difficult technical work involved in the review and analysis of routine administrative and budgetary requests; assist in performing county-wide budget coordination; provide routine workers' compensation program coordination and administration.

Review, analyze and make recommendations regarding budget and additional position requests submitted by assigned departments; monitor and analyze program plans, expenditures and revenues, and make recommendations regarding requested Board of Supervisors' actions for assigned departments; write routine resolutions and proclamations for presentation.

Analyze reports, studies, grants, contracts and proposals; make recommendations for implementation or development of studies, grants, contracts and proposals.

Consult with departmental staff and representatives of other County and/or State offices on programs, projects, or specialized assigned activities.

Record, track, monitor and report on Federal and State grant funding monies.

Assist in the review and formulation of departmental policies and procedures; prepare reports and make recommendations on policies, procedures, and programs.

Review and analyze proposed legislation and advise management on potential impact.

Prepare data and compile supporting documentation for budget development; may monitor budget expenditures.

Assist in personnel management tasks and/or staff development activities.

Analyze and compile costs of buildings including maintenance and utilities; analyze water consumption and recommend conservation measures; assist in negotiating lease amendments.

Operate a computer terminal to input, access, and print data, reports and projects; operate various office equipment.

Study and analyze data processing programs and systems; assist in developing and implementing data processing systems and make recommendations for modification.

Develop computerized spreadsheets and custom design spreadsheets.

Participate in and attend meetings of various committees and organizations as required;

make presentations before governing bodies.

Prepare and maintain clear, concise, and comprehensive records, reports, and correspondence.

May provide lead supervision over assigned staff, which may include assigning, scheduling, coordinating and prioritizing work, and providing training.

Perform related duties as assigned.

## **TYPICAL QUALIFICATIONS:**

### KNOWLEDGE OF:

Principles and practices of public administration.

Principles and practices relating to budget programs and general systems management.

Operations and functions of County government.

Departmental organization, programs, policies and procedures.

Program evaluation and management.

Computer equipment, data processing programs such as word processing and spreadsheet applications, and sophisticated office machines.

Methods and techniques used in public sector budget administration including budget preparation and analysis.

Systems analysis.

Research and report preparation and basic statistics.

Basic report writing and correspondence preparation techniques.

### ABILITY TO:

Compile and analyze technical and statistical information and data.

Understand, interpret and apply ordinances and federal, state, and local legislation.

Understand, research, and interpret complex policies, procedures and regulations; make recommendations for modification or change.

Collect, analyze, interpret and apply data to assigned projects.

Develop procedures and operational guidelines.

Oversee programs, projects, or assignments.

Prepare reports, surveys, and other required material.

Make presentations before boards, commissions, and groups.

Make accurate statistical and/or mathematical computations.

Identify problems and issues.

Analyze situations accurately and take effective action.

Prepare and maintain clear, concise, and complete records and reports.

Schedule and organize workload; adjust to changes and meet specific deadlines.

Communicate effectively both verbally and in writing.

Accept increasing responsibility.

Establish and maintain cooperative working relationships with persons contacted during the course of work.

### **EXPERIENCE AND EDUCATION**

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

#### **Staff Services Analyst I**

##### **Experience:**

No related experience is required.

##### **Education:**

Equivalent to graduation from college with major course work in business administration, public administration, systems analysis, accounting, or related field. (Responsible supervisory or higher level experience performing a variety of difficult analytical work, which includes the independent research, analysis, and preparation of reports, in any of the following areas: administrative, management, personnel, fiscal, budgetary, or data processing may be substituted for the required education on a year-for-year basis.)

#### **Staff Services Analyst II**

##### **Experience:**

One year of experience performing administrative management, personnel, fiscal, budgetary, staff development, or data processing analysis work, including the preparation of recommendations and reports, or one year of experience as a Staff Services Analyst I.

##### **Education:**

Equivalent to graduation from college with major course work in business administration, public administration, systems analysis, accounting, or related field. (Responsible supervisory or higher level experience performing a variety of difficult analytical work, which includes the independent research, analysis, and preparation of reports, in any of the following areas: administrative, management, personnel, fiscal, budgetary, or data processing may be substituted for the required education on a year-for-year basis.)

##### **License or Certificate: \***

Possession of a valid California Driver's License.

\*Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with Napa County. For continued employment with Napa County, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Exhibit J



A Tradition of Stewardship  
A Commitment to Service

COUNTY OF NAPA  
Established Date: Jul 1, 2009  
Revision Date: Jan 24, 2012

# DEPUTY CHIEF FISCAL OFFICER - HHSA

Class Code:  
83706

Bargaining Unit: Management

## SALARY RANGE

\$49.73 - \$60.42 Hourly  
\$3,978.40 - \$4,833.60 Biweekly  
\$8,619.87 - \$10,472.80 Monthly  
\$103,438.40 - \$125,673.60 Annually

## DESCRIPTION:

Under general direction, plans, coordinates, implements, and oversees assigned fiscal and budgetary services for HHSA; directs, coordinates, and monitors the work of assigned staff; and performs a variety of professional, administrative, and programmatic work in support of assigned section and program areas including serving as a liaison to, coordinating with, and providing high level administrative support and staff assistance to County staff, boards, committees, and outside agencies.

## DISTINGUISHING CHARACTERISTICS

A Section Manager in HHSA is responsible for the management of a section or area that includes a series of inter-related programs, projects or functional areas of significant depth and complexity. Positions in this class lead the administration and implementation of section activities to ensure that the section successfully meets identified objectives. The Deputy Chief Fiscal Officer - HHSA classification also assists in directing and managing the day-to-day operations of the Fiscal Division and provides highly complex staff assistance to the Chief Fiscal Officer – HHSA. Positions in this classification are jointly, with the Chief Fiscal Officer – HHSA, responsible for all aspects of departmental accountability that includes required budget reports, financial plans, statistical reports, and compliance plans based upon audits and other reviews of Agency operations. Positions in this classification represent assigned fiscal aspects of the Department in all contact with public and private agencies and the community and are responsible for fiscal policy determination.

## SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Chief Fiscal Officer – HHSA.

Responsibilities include direct supervision over assigned staff.

**EXAMPLE OF DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Assume management responsibility for assigned fiscal and budgetary services and activities for HHS; assist in directing and managing the day-to-day operations of the Fiscal Division.

Manage and participate in the development and implementation of section goals, objectives, policies, and priorities; recommend and administer policies and procedures.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend appropriate service and staffing levels.

Plan, direct, coordinate, and review the work plan for assigned staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.

Supervise the submission of all required cost reports, statistical reports, claims, and other documents vital to departmental fiscal operations.

Assist in monitoring all aspects of expenditure and revenue control.

Participate in the selection, training, motivation, and evaluation of assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Assist in developing, directing, and conducting all necessary training for Agency staff to ensure that fiscal policies and procedures are uniformly disseminated and understood.

Interpret and disseminate federal, state, and County policies and directives relating to fiscal budgetary matters to all staff.

Provide recommendations regarding all aspects of departmental budget decisions including fiscal integrity.

Assist in developing and submitting necessary documentation to the County Executive Officer and Board of Supervisors for the annual budget and all other items requiring Board action.

Assist in coordinating the development and improvement to various data processing programs and services that impact fiscal services.

Assist in monitoring all aspect of the legal and fiscal accountability for all contracts for staff and programs.

Develop and implement plans and procedures to enhance revenue from state, federal, fee, and grant funding sources.

Serve as the liaison for the assigned operations with other programs, sections, divisions, departments, and outside agencies; provide fiscal direction to Agency staff including management, supervisory, and line personnel; negotiate and resolve sensitive and controversial issues; coordinate assigned activities with those of other County departments and outside agencies.

Provide responsible staff assistance to the Chief Fiscal Officer; conduct a variety of organizational studies, investigations, and operational studies; summarize and analyze issues and provide recommendations on strategies to resolve these issues; recommend modifications to functional areas, policies, and procedures as appropriate.

Provide budgetary and fiscal advice and assistance to the Chief Fiscal Officer - HHS and the Director of Health & Human Services.

Attend and participate in professional group meetings; maintain awareness of new trends and developments in fields related to finance; incorporate new developments as appropriate.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Represent the Division in all matters during the absence of the Chief Fiscal Officer.

Perform related duties as required.

## **TYPICAL QUALIFICATIONS:**

### KNOWLEDGE OF:

Operational characteristics, services, and activities of assigned fiscal and budgetary section and program areas.

Principles and practices of program development and administration.

Business principles and practices for the program areas.

Project management techniques and principles.

Principles and practices of budget preparation and administration.

Budgetary and fiscal systems, procedures, and controls.

Government functions and organization.

Principles of supervision, training, and performance evaluation.

Methods and techniques of technical, administrative, and financial report preparation and presentation.

General accounting principles and governmental accounting principles.

Cost accounting, fund accounting, enterprise accounting, and financial reporting.

Auditing principles and techniques.

Budgeting procedures and techniques.

Statistical methods.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent federal, state, and local laws, codes, and regulations.

### SKILL TO:

Oversee and participate in the management of a comprehensive fiscal section that includes a series of interrelated programs, projects or functional areas of significant depth and complexity.

Plan, organize, direct, coordinate, and evaluate assigned section.

Plan, schedule, and review the work of assigned staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Prepare clear and concise administrative and financial reports.

Prepare cost and operational studies.

Participate in the preparation and administration of budgets.

Interpret and apply federal, state, and local policies, laws, and regulations.

Work effectively under pressure, meet deadlines, and adjust to changing priorities.

Operate a variety of office equipment including personal computers and related peripheral equipment and software applications.

Communicate clearly and concisely, both orally and in writing.

#### ABILITY TO:

Work primarily in a standard office setting with some travel to different sites and locations.

Work extended hours including evenings and weekends.

Stand or sit for prolonged periods of time.

Stoop, bend, kneel, crouch, reach, and twist.

Lift, carry, push, and/or pull light to moderate amounts of weight.

Use repetitive hand movement and fine coordination including using a computer keyboard.

Verbally communicate to exchange information.

Establish and maintain effective working relationships with those contacted in the course of work.

#### **EXPERIENCE AND EDUCATION**

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

#### **Experience:**

Four years of increasingly responsible professional accounting experience involving budget management, financial planning, and program analysis work including two years of related project management, administrative, and supervisory responsibility in a human services, mental health, or social services agency.

**Education:**

A Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, public administration, or a related field.

License or Certificate:

Possession of a license as a Certified Public Accountant issued by the State of California Department of Consumer Affairs Board of Accountancy is desirable.

Possession of a valid driver's license.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

## Exhibit K

# Office Assistant



## III

Class Code:  
OA III - MSS

Bargaining Unit:

CPS HR CONSULTING  
Established Date: Mar 1, 2041  
Revision Date: Feb 4, 2015

### **CLASS DEFINITION AND DESCRIPTION:**

Under limited supervision, the Office Assistant III performs highly responsible, specialized, and technical office support activities; explains rules, policies, and operations related to department records, programs, and services; may serve as a lead-worker and provide training and work assignments to a group of office support staff; may conduct initial application screening interview and initiate cases through automated systems; and performs related work as required.

The Office Assistant III is the advanced journey level in the Office Assistant series. Incumbents either act as lead-worker to a group of office support staff, perform applicant screening in addition to other primary responsibilities, or exercise a detailed subject matter knowledge of a specific and complex program area or specialized record keeping system.

The Office Assistant III differs from the Screener in Social Services in that the Screener classification is assigned the screening function as a primary responsibility, while the Office Assistant III may have primary responsibility for other advanced clerical functions, and screening duties represent a less significant portion of the overall responsibilities of the position.

### **TYPICAL DUTIES, EMPLOYMENT STANDARDS AND KSAS:**

**Duties may include, but are not limited to the following:**

- Provides interpretation and guidance to new employees, lower level clerical staff, and coworkers on new or revised policies and procedures.
- Coordinates, distributes, and reprioritizes work tasks to adjust to changing demands.
- Monitors the quality and timeliness of work.
- Assists others with complex or non-routine matters.
- Provides supervisor with feedback on employees and process improvements.

- Addresses complaints and explains regulations to customers or the public.
- Responds to inquiries regarding departmental functions, services, policies, and procedures.
- Obtains information from customers, visitors, or callers to determine appropriate resource, action, document, or staff referral to meet their needs.
- Explains the proper use of forms and documents.
- Operates a variety of standard office equipment.
- Composes correspondence, reports, memos, and other documents.
- Reviews and processes forms/documents in accordance with established guidelines and procedures.
- Monitors and updates manual or electronic files.
- Compiles information to respond to questions or address issues.
- Reviews submitted forms or applications to verify accuracy and completeness.
- Operates automated systems or other department-specific computer systems.
- Performs related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- General office functions, procedures, equipment, and filing systems.
- General goals and purposes of department programs, services, and operations.
- English grammar, spelling, and punctuation.
- Standard formats and vocabulary used in business correspondence.
- Basic supervisory and training and development principles and practices.
- State, County, or Department computer systems.
- Word processing, spreadsheet, database, email, calendaring programs, and automated systems.

### **Ability to:**

- Explain policies, procedures, and regulations governing program operations.
- Analyze situations involving complex rules and regulations and demonstrate good judgment when resolving differences.
- Provide effective verbal and written instruction to others.
- Prioritize, plan, and organize one's own work.
- Conduct interviews and record information simultaneously.
- Quickly and accurately enter and retrieve data using an automated data system.
- Identify and correct inaccurate or inconsistent information.
- Interact with individuals from various educational, socioeconomic, and ethnic backgrounds.
- Provide direction to and train subordinate staff.
- Work cooperatively as part of a team.
- Listen attentively and understand oral information provided.
- Maintain flexibility in daily activities and decision making.

## **MINIMUM QUALIFICATIONS:**

Two (2) years of full-time experience performing clerical duties in an office environment, including one (1) year at the journey level.

### **SPECIAL AND DRIVER'S LICENSE REQUIREMENTS:**

Some positions may require the ability to type at a net corrected speed of 45 words per minute.

Some positions may require possession of special language and culture skills as a bona fide qualifications standard. In these cases, candidates must demonstrate that they possess the required skills.

Some positions in this classification may require possession of a valid California driver's license. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

### **HISTORY INFORMATION:**

Date Established: 3/21/41

Date Revised: 7/1/03

Date Revised: 2/4/15

## Exhibit L



A Tradition of Stewardship  
A Commitment to Service

COUNTY OF NAPA  
Established Date: Apr 1, 1996  
Revision Date: Aug 1, 2018

## STAFF SERVICES ANALYST II

Class Code:  
47201

Bargaining Unit: Public Service Employees

### SALARY RANGE

\$35.30 - \$42.19 Hourly  
\$2,824.00 - \$3,375.20 Biweekly  
\$6,118.67 - \$7,312.93 Monthly  
\$73,424.00 - \$87,755.20 Annually

### DESCRIPTION:

To perform a variety of responsible and specialized technical staff support services in a County department in such areas as general administration, fiscal, legislative, personnel, program and data processing, and systems analysis; conduct a variety of special projects involving research, data collection, and analysis; and prepare and maintain reports on assigned projects.

### DISTINGUISHING CHARACTERISTICS

The Staff Services Analyst I/II series performs a full range of analytical and technical staff support services within a County department. The difference in levels depends on the amount and type of education and experience. The Staff Services Analyst I is the entry level of the series. Incumbents perform analysis tasks of increasing difficulty in one or more areas of administrative services and perform analytical duties of a more routine, repetitive nature. As experience, knowledge, skills, and abilities are acquired and utilized, the degree and complexity of assignments may correspondingly increase to the Staff Services Analyst II. However, positions limited to analytical duties of a more routine, repetitive nature will permanently remain at the Staff Services Analyst I level. The Staff Services Analyst II is the journey level of the series and works under general supervision. The Staff Services Analyst II position will be performing the more difficult, responsible, varied and complex analyst functions in a variety of assignments and/or program areas. Incumbents may be responsible for administratively overseeing programs, projects, assignments and/or highly specialized activities of lower level staff and may serve as a resource to other staff, departments, committees, boards or commissions.

### SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by higher level management or professional staff.

No supervision is exercised over others; however, assignments may include functional or lead responsibilities over assigned staff.

**EXAMPLE OF DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Perform a variety of responsible and specialized technical staff support services in a County department in such areas as general administration, fiscal, legislative, personnel, program and data processing, and systems analysis.

Conduct a variety of special projects and/or surveys involving research, data collection, and analysis; make appropriate recommendations; prepare and maintain reports on assigned projects.

In the County Administrator's Office perform the less difficult technical work involved in the review and analysis of routine administrative and budgetary requests; assist in performing county-wide budget coordination; provide routine workers' compensation program coordination and administration.

Review, analyze and make recommendations regarding budget and additional position requests submitted by assigned departments; monitor and analyze program plans, expenditures and revenues, and make recommendations regarding requested Board of Supervisors' actions for assigned departments; write routine resolutions and proclamations for presentation.

Analyze reports, studies, grants, contracts and proposals; make recommendations for implementation or development of studies, grants, contracts and proposals.

Consult with departmental staff and representatives of other County and/or State offices on programs, projects, or specialized assigned activities.

Record, track, monitor and report on Federal and State grant funding monies.

Assist in the review and formulation of departmental policies and procedures; prepare reports and make recommendations on policies, procedures, and programs.

Review and analyze proposed legislation and advise management on potential impact.

Prepare data and compile supporting documentation for budget development; may monitor budget expenditures.

Assist in personnel management tasks and/or staff development activities.

Analyze and compile costs of buildings including maintenance and utilities; analyze water consumption and recommend conservation measures; assist in negotiating lease amendments.

Operate a computer terminal to input, access, and print data, reports and projects; operate various office equipment.

Study and analyze data processing programs and systems; assist in developing and implementing data processing systems and make recommendations for modification.

Develop computerized spreadsheets and custom design spreadsheets.

Participate in and attend meetings of various committees and organizations as required;

make presentations before governing bodies.

Prepare and maintain clear, concise, and comprehensive records, reports, and correspondence.

May provide lead supervision over assigned staff, which may include assigning, scheduling, coordinating and prioritizing work, and providing training.

Perform related duties as assigned.

## **TYPICAL QUALIFICATIONS:**

### KNOWLEDGE OF:

Principles and practices of public administration.

Principles and practices relating to budget programs and general systems management.

Operations and functions of County government.

Departmental organization, programs, policies and procedures.

Program evaluation and management.

Computer equipment, data processing programs such as word processing and spreadsheet applications, and sophisticated office machines.

Methods and techniques used in public sector budget administration including budget preparation and analysis.

Systems analysis.

Research and report preparation and basic statistics.

Basic report writing and correspondence preparation techniques.

### ABILITY TO:

Compile and analyze technical and statistical information and data.

Understand, interpret and apply ordinances and federal, state, and local legislation.

Understand, research, and interpret complex policies, procedures and regulations; make recommendations for modification or change.

Collect, analyze, interpret and apply data to assigned projects.

Develop procedures and operational guidelines.

Oversee programs, projects, or assignments.

Prepare reports, surveys, and other required material.

Make presentations before boards, commissions, and groups.

Make accurate statistical and/or mathematical computations.

Identify problems and issues.

Analyze situations accurately and take effective action.

Prepare and maintain clear, concise, and complete records and reports.

Schedule and organize workload; adjust to changes and meet specific deadlines.

Communicate effectively both verbally and in writing.

Accept increasing responsibility.

Establish and maintain cooperative working relationships with persons contacted during the course of work.

### **EXPERIENCE AND EDUCATION**

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

#### **Staff Services Analyst I**

##### **Experience:**

No related experience is required.

##### **Education:**

Equivalent to graduation from college with major course work in business administration, public administration, systems analysis, accounting, or related field. (Responsible supervisory or higher level experience performing a variety of difficult analytical work, which includes the independent research, analysis, and preparation of reports, in any of the following areas: administrative, management, personnel, fiscal, budgetary, or data processing may be substituted for the required education on a year-for-year basis.)

#### **Staff Services Analyst II**

##### **Experience:**

One year of experience performing administrative management, personnel, fiscal, budgetary, staff development, or data processing analysis work, including the preparation of recommendations and reports, or one year of experience as a Staff Services Analyst I.

##### **Education:**

Equivalent to graduation from college with major course work in business administration, public administration, systems analysis, accounting, or related field. (Responsible supervisory or higher level experience performing a variety of difficult analytical work, which includes the independent research, analysis, and preparation of reports, in any of the following areas: administrative, management, personnel, fiscal, budgetary, or data processing may be substituted for the required education on a year-for-year basis.)

##### **License or Certificate: \***

Possession of a valid California Driver's License.

\*Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with Napa County. For continued employment with Napa County, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

## Exhibit M



A Tradition of Stewardship  
A Commitment to Service

COUNTY OF NAPA  
Established Date: Jan 1, 1973  
Revision Date: Dec 1, 2007

# ACCOUNTANT- AUDITOR II

Class Code:  
00501

Bargaining Unit: Public Service Employees

## SALARY RANGE

\$35.30 - \$42.19 Hourly  
\$2,824.00 - \$3,375.20 Biweekly  
\$6,118.67 - \$7,312.93 Monthly  
\$73,424.00 - \$87,755.20 Annually

### DESCRIPTION:

To perform professional auditing and fiscal work in the examination, analysis and verification of fiscal records.

### DISTINGUISHING CHARACTERISTICS

Accountant-Auditor I is the entry-level class in the professional Accountant-Auditor series. Incumbents work under close supervision while being trained, and gradually work more independently as knowledge, skills and ability are acquired. Incumbents can promote to the Accountant-Auditor II class when they have acquired the necessary knowledge, skills and abilities to enable them to assume a wider range of responsibility and perform the more difficult duties.

Accountant-Auditor II is the fully qualified working level class in the Accountant-Auditor series. Incumbents in this class work more independently and perform a full range of professional level duties in the accounting or auditing division.

### SUPERVISION RECEIVED AND EXERCISED

Direction is provided by an Accountant-Auditor Manager.

No supervision is exercised over others.

### EXAMPLE OF DUTIES:

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Verify accounts, ledgers and other fiscal records.

Prepare quarterly and annual accounting and fiscal reports and periodic financial statements.

Participate in cost allocation studies.

Verify cost reports and claims for state and federal reimbursement.

Examine, analyze and verify financial and related records of County departments.

Participate in studying and evaluating the adequacy of internal controls, records and procedures, including compliance with statutory, administrative and contractual requirements.

Conduct field audits of County departments and related governmental agencies, and prepare appropriate recommendations and reports.

Review financial documents for accuracy and completeness of information.

Assist in the installation of new systems or in the modification of existing systems.

Operate a computer terminal/console for the purpose of entering and retrieving information.

May assist in staff training.

Perform related duties as assigned.

## **TYPICAL QUALIFICATIONS:**

### **KNOWLEDGE OF:**

Theoretical knowledge of:

General accounting principles, theories and practices to accurately complete assignments.

Governmental cost accounting to prepare financial statements.

General budgeting procedures to accurately review submitted financial data.

Automated accounting software programs, processing procedures and methods to efficiently complete assignments.

Auditing theory, principles, practices and techniques to accurately review submitted financial data.

### **SKILL TO:**

Analyze and evaluate fiscal records to demonstrate good stewardship of County assets.

Prepare a variety of accounting reports to demonstrate good stewardship of County assets.

Perform mathematical calculations rapidly and accurately to ensure Department productivity goals are met.

Perform detailed work involving numerical data to meet expected production results.

Utilize automated accounting programs to ensure efficient completion of assigned duties.

Utilize Microsoft Office software programs to prepare professional documentation.

Prepare clear and concise reports to convey information in a useful format.

Effectively communicate verbally to explain procedures to personnel in other County Departments.

Effectively communicate in written form to professionally present information in an accurate and useful manner.

Understand and follow oral and written instructions to complete requested tasks.

**ABILITY TO:**

Establish effective working relationships with others to promote team work to help achieve Departmental goals and objectives.

Maintain effective working relationships with others to promote team work to help achieve Departmental goals and objectives.

Sit for long periods of time to input, retrieve, prepare and evaluate fiscal data.

Utilize keyboard for extended periods of time to complete required tasks.

**ACCOUNTANT-AUDITOR II**

In addition to the qualifications for Accountant-Auditor I, the Accountant-Auditor II class requires the following:

**KNOWLEDGE OF:**

Working knowledge of accounting and auditing theory, principles, and practices, and their application to a wide variety of accounting transactions.

Working knowledge of the laws, ordinances, and regulations governing the operation of a local governmental agency.

Principles of account classifications.

**SKILL TO:**

Analyze and evaluate accounting and auditing problems, and develop appropriate data in the preparation of reports and statements.

Conduct effective and thorough audits and make recommendations based on findings.

Perform a wide variety of professional accounting work of varying complexity.

**EXPERIENCE AND EDUCATION**

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**EXPERIENCE AND EDUCATION for Accountant-Auditor I****Experience:**

No related experience is required.

**Education:**

Graduation from an accredited four year college or university with major course work in accounting or a closely related field. If the major has been in a field other than accounting, at least 15 units of college level accounting courses must have been completed.

-OR-

**Experience:**

Five years of professional accounting experience

**Education:**

A two year degree with major course work in accounting or a closely related field. If the major has been in a field other than accounting, at least 15 units of college level accounting courses must have been completed.

-OR-

**Certification:**

Possession of a Certified Public Accountant Certificate.

**Continuing Education Requirement**

Persons in this class who are assigned to perform auditing work are required by the United States General Accounting Office to complete 80 hours of continuing education, including 24 hours in governmental accounting, every two years.

**License or Certificate:** Possession of a valid California Driver's License.

**Experience and Education for Accountant-Auditor II**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

**Experience:**

Two years of professional level accounting and/or auditing experience, preferably in a government agency.

**Education:**

Graduation from an accredited four year college or university with major course work in accounting or a closely related field. If the major has been in a field other than accounting, at least 15 units of college level accounting courses must have been completed.

-OR-

**Experience:**

Ten years of professional level accounting and/or auditing experience, preferably in a government agency.

**Education:**

A two year degree with major course work in accounting or a closely related field. If the

major has been in a field other than accounting, at least 15 units of college level accounting courses must have been completed.

**-OR-**

**Certification:**

Possession of a Certified Public Accountant Certificate shall be considered equivalent to the above education, and may be substituted for the two years of experience listed above on a year-for-year basis.

**Continuing Education Requirement**

Persons in this class who are assigned to perform auditing work are required by the United States General Accounting Office to complete 80 hours of continuing education, including 24 hours in governmental accounting, every two years.

**License or Certificate:** Possession of a valid California Driver's License.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*