

# **Solano County**

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



## **Agenda - Final**

**Tuesday, October 23, 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      **18-729**      Conference with Legal Counsel - Existing Litigation: The People v. John Tuteur and Napa County Grand Jury 2017-2018

Conference with Legal Counsel - Potential Litigation: Two 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**Sheriff's Office:

- 2      **18-732**      Adopt and present a resolution and plaque of appreciation honoring Custody Sergeant Michael Harrison upon his retirement from the Sheriff's Office with over 28 years of dedicated public service to Solano County (Supervisor Brown)

Attachments:    [A - Resolution](#)

- 3      **18-733**      Approve and present a plaque of appreciation honoring Correctional Officer Stacey Bottoms upon her retirement from the Sheriff's Office with over 11 years of dedicated public service to Solano County (Chair Vasquez)

Veterans Service Office:

- 4      **18-711**      Receive a presentation by the Department of Veteran Services on the selection of William Davis as "Employee of the Month" for November 2018

Health and Social Services:

- 5      **18-737**      Adopt and present a resolution recognizing November 2018 as Prematurity Awareness Month (Supervisor Hannigan)

Attachments:    [A - Resolution](#)

**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:

- 6      **18-730**      Receive and file the Meeting Attendance Reports from the members of the Board of Supervisors

Attachments:    [A - Appointment List](#)

Board of Supervisors:

- 7      **18-715**      Authorize the County's contribution of \$3,000 from the General Fund contribution allocated to District 5 to benefit Church of the Epiphany, Vacaville (\$1,500) and Community Action North Bay (\$1,500)
- 8      **18-721**      Adopt resolutions recognizing the outstanding young men and women who attended the 2018 American Legion Boys State and American Legion Auxiliary Girls State summer leadership programs

Attachments:    [A - Resolutions](#)

Human Resources:

- 9      **18-720**      Adopt a resolution to amend the Alphabetical Listing of Classes and Salaries to establish a monthly salary of \$7,129.75 - \$8,666.26 for the classification of Animal Care Manager

Attachments:    [A - Resolution](#)

General Services:

- 10      **18-738**      Approve the First Amendment to the Lease Agreement with the Judicial Council of California for approximately 11,460 square feet of County owned office space located at the Hall of Justice at 550-600 Union Avenue in Fairfield, for a 5 year term commencing June 1, 2018 and expiring May 31, 2023, at an initial rate of \$22,959 per month with annual rent increases thereafter; and Authorize the County Administrator to execute the amendment and any necessary, subsequent modifications or amendments

Attachments:    [A - Amendment](#)  
                         [B - Link to Original Lease Agreement](#)

First 5 Solano:

- 11      **18-723**      Receive the audit report of the First 5 Solano Children and Families Commission for the fiscal year ended June 30, 2018

Attachments:    [A - Audit Report](#)

- 12      **18-724**      Approve a fourth contract amendment with Children's Network of Solano County for an increase of \$100,000 to provide basic needs for a total contract amount of \$607,347 for a term ending June 30, 2019; and Authorize the County Administrator to sign the agreement

Attachments:    [A - Amendment](#)  
                         [B - Links to Original Contract and Amendments](#)

Library:

- 13      **18-722**      Accept the annual report from the Measure L Library Sales Tax Measure Independent Citizen's Oversight Committee on the use of library sales tax funds for the period of July 1, 2017 through June 30, 2018

Attachments:    [A - Measure L Expenditure Plans](#)  
                         [B - September 17, 2018 Minutes](#)

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

- 14      **18-692**      Adopt a resolution recognizing November as In-Home Supportive Services Home Care Workers Month in Solano County

Attachments:    [A - Resolution](#)

- 15      **18-659**      Approve a 2 year contract with Choice in Aging for \$1,100,000 to provide services under the Prevention and Early Access for Seniors Program approved in the Mental Health Services Act (MHSA) Three Year Integrated Plan for FY2017/18 through FY2019/20, for the period beginning September 1, 2018 through June 30, 2020; and Authorize the County Administrator to execute the contract and any subsequent amendments that remain within budgeted appropriations
- Attachments:    [A - Contract](#)

## CRIMINAL JUSTICE

### District Attorney:

- 16      **18-740**      Authorize the District Attorney to submit a grant proposal to The California Governor's Office of Emergency Services (CalOES) for a maximum grant amount of \$337,828 for the period of January 1, 2019 to December 31, 2020 to increase services and programs at the Solano Family Justice Center (SFJC)
- Attachments:    [A - Grant RFA](#)

### Probation:

- 17      **18-706**      Approve a plaque of appreciation honoring Carolyn L. Adams, Collections Officer, upon her retirement from the Probation Department with over 14 years of dedicated public service to Solano County

## LAND USE/TRANSPORTATION

### Resource Management:

- 18      **18-739**      Approve an agreement with Napa County for interim County Surveyor services
- Attachments:    [A - Agreement](#)

## MISCELLANEOUS ITEMS

### Board of Supervisors:

- 19      **18-734**      Approve the reappointment of Ramon Castellblanch to the Alcohol and Drug Advisory Board, representing District 2, for a term to expire on October 23, 2021

- 20      **18-691**      Approve the reappointment of Heather Theaux Venezio to the Solano County Mental Health Advisory Board, representing District 5, for a term to expire on October 23, 2021

County Counsel:

- 21      **18-744**      Approve the reappointments of Dr. Lewis Broschard and Gerald R. Huber as commissioners to the Partnership HealthPlan of California Commission for 4 year terms, commencing January 1, 2019 and terminating December 31, 2022  
Attachments:    [A - PHC Commission Exhibit A](#)
- 22      **18-743**      Adopt a resolution to appoint Page Baldwin, Jr., and Mark Young for terms to expire December 6, 2019, and Matt Gause for a term to expire December 3, 2021 as Trustees of Reclamation District No. 2084  
Attachments:    [A - Resolution](#)  
                         [B - RD 2084 Correspondence](#)
- 23      **18-745**      Approve the appointments of Aaron J. McAlister, Jim Frische and Carl Hakenen as Directors of the Cordelia Fire Protection District for terms to expire December 2, 2022  
Attachments:    [A - Certificate of Facts](#)
- 24      **18-746**      Approve the appointments of John D. Kluge as Director of Division 1, for a term to expire December 2, 2022; Michael J. Barrett as Director of Division 3, for a term to expire December 4, 2020; and Mike German as Director of Division 5, for a term to expire December 2, 2022, to the Solano Irrigation District Board of Directors  
Attachments:    [A - Certificate of Facts](#)

Workforce Development Board:

- 25      **18-705**      Approve the appointment of Paul Adler as the Business Representative to the Workforce Development Board (WDB) of Solano County, for a term to expire on October 22, 2022, as required under the Workforce Innovation and Opportunity Act (WIOA)

## REGULAR CALENDAR

### Rescheduled Consent Items

#### Consider the following:

- A)
- B)
- C)

### GENERAL GOVERNMENT

#### County Administrator:

- 26      **18-680**      Adopt and present a resolution challenging Contra Costa County to participate in the 2018 Counties Care Holiday Food Fight friendly challenge to benefit the Food Bank of Contra Costa and Solano

Attachments:    [A - Resolution](#)

#### Human Resources:

- 27      **18-719**      Receive a presentation by the California State Association of Counties - Excess Insurance Authority to present two 2018 Exemplary Achievement to Government Leadership and Enrichment (EAGLE) Awards to the Solano County Human Resources Department, Risk Management Division, to recognize the Innovation and Excellence in Development and Implementation of Loss Prevention Programs - Ergonomic Express and the Innovation in Risk Management Wellness Programs - Financial Wellness

### BOARD MEMBER COMMENTS AND REPORTS ON MEETINGS

#### ADJOURN:

*To the Board of Supervisors meeting of November 6, 2018 at 8:30 A.M., Board Chambers, 675 Texas Street, Fairfield, CA*





# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	1	<b>Status:</b>	Closed Session
<b>Type:</b>	Closed Session	<b>Department:</b>	County Counsel
<b>File #:</b>	18-729	<b>Contact:</b>	Dennis Bunting, 784-6145
<b>Agenda date:</b>	10/23/2018	<b>Final Action:</b>	
<b>Title:</b>	Conference with Legal Counsel - Existing Litigation: The People v. John Tuteur and Napa County Grand Jury 2017-2018		
	Conference with Legal Counsel - Potential Litigation: Two cases		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Memorandum		

Date:	Ver.	Action By:	Action:	Result:
-------	------	------------	---------	---------

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

## CLOSED SESSION MEMO

- A. LICENSE/PERMIT DETERMINATION (GC § 54956.7)
  - a. Number of applicants:\_\_\_\_\_
- B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (GC § 54956.8)
  - a.
- C. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION
  - a. The People v. John Tuteur and Napa County Grand Jury 2017-2018
- D. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION (GC § 54956.9)
  - a. Significant exposure to litigation pursuant to GC § 54956.9 (b): Two 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

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

## Agenda Submittal

<b>Agenda #:</b>	2	<b>Status:</b>	Presentation
<b>Type:</b>	Resolution-Presentation	<b>Department:</b>	Sheriff's Office
<b>File #:</b>	18-732	<b>Contact:</b>	Angelica Russell, 784-7064
<b>Agenda date:</b>	10/23/2018	<b>Final Action:</b>	
<b>Title:</b>	Adopt and present a resolution and plaque of appreciation honoring Custody Sergeant Michael Harrison upon his retirement from the Sheriff's Office with over 28 years of dedicated public service to Solano County (Supervisor Brown)		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	District 2		
<b>Attachments:</b>	A - Resolution		

Date:	Ver.	Action By:	Action:	Result:
-------	------	------------	---------	---------

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### **DEPARTMENTAL RECOMMENDATION:**

The Sheriff recommends that the Board of Supervisors adopt and present a resolution and plaque of appreciation honoring Custody Sergeant Michael Harrison upon his retirement from the Sheriff's Office with over 28 years of dedicated public service to Solano County.

### **SUMMARY/DISCUSSION:**

Michael Harrison began his service with Solano County's Sheriff's Office as a Correctional Officer - Entry Level on June 26, 1990 and promoted to Journey Level Correctional Officer on July 7, 1991. He worked nearly every assignment at all Sheriff's facilities, including Roving Officer and Tunnel Holding Officer. Sergeant Harrison was one of the first officers to serve in the Custody Classification Unit, and he was also a member of the Gang Intelligence Unit.

Sergeant Harrison was promoted to Sergeant-Corrections on May 14, 2000, and reclassified, with the addition of limited peace officer powers per 830.1(c) of the California Penal Code, to Custody Sergeant on July 31, 2012. He held an assignment in supervising booking and was also a member of the Custody Recruitment Team. He completed the Franklin Covey train the trainer program for 7 Habits of Highly Effective People and became an instructor for the Sheriff's Office.

Sergeant Harrison was instrumental in the development of the Foster Care for Kittens Program at the Claybank Detention Facility. Inmates fed and cared for kittens until they were old enough to be adopted by their forever family.

Sergeant Harrison was a highly valued member of the Sheriff's Office and will be greatly missed by his friends and co-workers. The resolution honors Michael Harrison for his 28 years of service and commends his dedication and public service to Solano County. Sergeant Harrison's official last date of employment with the

Sheriff's Office was August 14, 2018.

**FINANCIAL IMPACT:**

The cost associated with preparing the agenda item is nominal and absorbed by the department's FY2018/19 Adopted Budget. The costs associated with preparation and purchase of the resolution materials and plaque are included in the Board's FY2018/19 Adopted Budget.

**ALTERNATIVES:**

The Board may elect not to award the resolution and plaque of appreciation; however, this is not recommended, as this is an opportunity to honor Custody Sergeant Michael Harrison for his years of public service to the Sheriff's Office and the citizens of Solano County.

**OTHER AGENCY INVOLVEMENT:**

County Administrative Office ordered the plaque and finalized the Resolution for Board presentation.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

# Resolution No. 2018 -

## **RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS HONORING CUSTODY SERGEANT MICHAEL HARRISON UPON HIS RETIREMENT FROM THE SOLANO COUNTY SHERIFF'S OFFICE WITH OVER 28 YEARS OF DEDICATED SERVICE TO SOLANO COUNTY**

**WHEREAS**, Michael Harrison began his service with Solano County's Sheriff's Office as a Correctional Officer – Entry Level on June 26, 1990 and promoted to Journey Level Correctional Officer on July 7, 1991. He worked nearly every assignment at all Sheriff's facilities, including Roving Officer and Tunnel Holding Officer; and

**WHEREAS**, Sergeant Harrison is noted as being one of the first officers in the Custody Classification Unit and he was a member of the Gang Intelligence Unit; and

**WHEREAS**, Sergeant Harrison was promoted to Sergeant-Corrections on May 14, 2000, and reclassified, with the addition of limited peace officer powers per 830.1(c) of the California Penal Code, to Custody Sergeant on July 31, 2012, where he held an assignment in supervising booking; and

**WHEREAS**, Sergeant Harrison served as a 7 Habits of Highly Effective People Trainer for the Sheriff's Office; he was a member of the Custody Recruitment Team; he was instrumental in the development of the Foster Care for Kittens Program at the Claybank Detention Facility; and

**WHEREAS**, Sergeant Harrison was a highly respected and valued member of the Sheriff's Office and will be greatly missed by his friends and co-workers.

**NOW, THEREFORE, BE IT RESOLVED**, that the Solano County Board of Supervisors hereby recognizes Michael Harrison for his distinguished service to the citizens of Solano County and wishes him a long, healthy, and happy retirement.

Dated this 23<sup>rd</sup> day of October 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  
www.solanocounty.com

## Agenda Submittal

<b>Agenda #:</b>	3	<b>Status:</b>	Presentation
<b>Type:</b>	Presentation	<b>Department:</b>	Sheriff's Office
<b>File #:</b>	18-733	<b>Contact:</b>	Angelica Russell, 784-7064
<b>Agenda date:</b>	10/23/2018	<b>Final Action:</b>	
<b>Title:</b>	Approve and present a plaque of appreciation honoring Correctional Officer Stacey Bottoms upon her retirement from the Sheriff's Office with over 11 years of dedicated public service to Solano County (Chair Vasquez)		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>			

Date:	Ver.	Action By:	Action:	Result:
-------	------	------------	---------	---------

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### **DEPARTMENTAL RECOMMENDATION:**

The Sheriff recommends that the Board of Supervisors approve and present a plaque of appreciation honoring Correctional Officer Stacey Bottoms upon her retirement from the Sheriff's Office with over 11 years of dedicated public service to Solano County.

### **SUMMARY/DISCUSSION:**

Stacey Bottoms began her service with the Sheriff's Office as an entry-level Correctional Officer on July 16, 2007 and was promoted to journey level on July 13, 2008.

Officer Bottoms placed officer safety as her paramount concern and was persistent in ensuring her peers went home safely after every shift and was a consummate professional while on duty; she consistently presented a pleasant demeanor and was committed to putting forth her best effort every day.

While working a transitional task assignment at Animal Care Services, Officer Bottoms was essential in accomplishing the Sheriff's goal of providing excellent customer service. Her ability to successfully deal with people from diverse socio and economic backgrounds was essential to her duties of providing directional assistance to our vast campus and the myriad of buildings. Officer Bottoms' patience and diligence with the often distraught customers reunited many owners with their beloved four legged family members.

Officer Bottoms was a highly valued member of the Sheriff's Office and will be greatly missed by her friends and co-workers. The plaque honors Stacey Bottoms for her over 11 years of service and commends her dedication and public service to Solano County. Officer Bottoms' official last date of employment with the Sheriff's Office was July 23, 2018.

### **FINANCIAL IMPACT:**

The cost associated with preparing the agenda item is nominal and absorbed by the department's FY2018/19 Adopted Budget. The cost associated with the preparation and purchase of the plaque is included in the Board's FY2018/19 Adopted Budget.

**ALTERNATIVES:**

The Board may elect not to present the plaque of appreciation; however, this is not recommended, as this is an opportunity to honor Correctional Officer Stacey Bottoms for her years of public service to the Sheriff's Office and the citizens of Solano County.

**OTHER AGENCY INVOLVEMENT:**

None.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION



# Solano County

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

## Agenda Submittal

---

<b>Agenda #:</b>	4	<b>Status:</b>	Presentation
<b>Type:</b>	Presentation	<b>Department:</b>	Veteran Services Office
<b>File #:</b>	18-711	<b>Contact:</b>	Ted Puntillo, 784-6590
<b>Agenda date:</b>	10/23/2018	<b>Final Action:</b>	
<b>Title:</b>	Receive a presentation by the Department of Veteran Services on the selection of William Davis as "Employee of the Month" for November 2018		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>			

Date:	Ver.	Action By:	Action:	Result:
-------	------	------------	---------	---------

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

### **DEPARTMENTAL RECOMMENDATION:**

It is recommended that the Board receive a presentation by the Department of Veteran Services on the selection of William Davis as the November 2018 "Employee of the Month," making him eligible to use the parking space designated for this program.

### **SUMMARY:**

On September 13, 2005, the Board of Supervisors established the County Government Center "Employee of the Month" parking program for County employees. The Department of Veteran Services has been designed to select an employee for November 2018 and has selected William Davis, Veteran's Benefits Counselor.

### **DISCUSSION:**

Mr. Davis started with the County Veteran Service Office (CVSO) in June 2017 as a volunteer, working to streamline the department's filing system and posting awards for veterans. He served as a Veteran Service Representative in the Yountville Veterans Home for many years prior to coming to Solano County. In July 2018, after a year of volunteering with the CVSO, he was hired on as a part-time Veteran Services Counselor. Since that time, Mr. Davis has done an outstanding job meeting with local veterans, advocating on their behalf, filing claims and posting awards. Because of his efforts, and the contributions of all CVSO staff, the CVSO claim activity has increased to the highest level in the department's history. Mr. Davis is an excellent researcher and has extensive knowledge of the claims and benefits process, specifically with the Department of Veteran Affairs - making him especially helpful in assisting junior Veteran Benefit Counselors manage difficult and / or complex claims. Because of Mr. Davis, the CVSO is more productive, more efficient and more responsive to assisting the needs of our veteran clients and their families.

### **FINANCIAL IMPACT:**



There is no fiscal impact associated with this designation. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

**ALTERNATIVES:**

The Board could elect to name someone else as the Employee of the Month or dissolve the award program; however, these alternatives are not consistent with the Board's "Employee of the Month Parking" program.

**OTHER AGENCY INVOLVEMENT:**

None.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	5	<b>Status:</b>	Presentation
<b>Type:</b>	Resolution-Presentation	<b>Department:</b>	Health and Social Services
<b>File #:</b>	18-737	<b>Contact:</b>	Gerald Huber, 784-8400
<b>Agenda date:</b>	10/23/2018	<b>Final Action:</b>	
<b>Title:</b>	Adopt and present a resolution recognizing November 2018 as Prematurity Awareness Month (Supervisor Hannigan)		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Resolution		

Date:	Ver.	Action By:	Action:	Result:
-------	------	------------	---------	---------

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 of Supervisors adopt and present a resolution recognizing November 2018 as Prematurity Awareness Month.

### **SUMMARY:**

The Centers for Disease Control & Prevention (CDC), the California Department of Public Health (CDPH), and March of Dimes recognize November 2018 as Prematurity Awareness Month and November 17th as World Prematurity Day. H&SS, Public Health Division, Maternal, Child and Adolescent Health Bureau (MCAH) join these organizations in recognizing November as Prematurity Awareness Month to increase public awareness regarding the impact of premature births and steps Solano County residents can take to reduce risk. This resolution acknowledges the commitment to reduce rates of premature births and the need to follow recommendations for healthy pregnancies to promote and protect the health of women, infants, and their families.

### **FINANCIAL IMPACT:**

The staff time associated with planning Prematurity Awareness activities is included in the department's FY2018/19 Adopted Budget. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget. The costs associated with preparation and purchase of the resolution materials are included in the Board's FY2018/19 Adopted Budget. There is no additional impact to the County General Fund.

### **DISCUSSION:**

During the month of November, H&SS, Public Health Division, Maternal Child & Adolescent Health Bureau

sponsors activities in Solano County to promote awareness and prevention of premature births. Together with the CDC and CDPH, the H&SS, Public Health Division, MCAH Bureau recognizes that prematurity should be addressed as a significant public health issue.

Prematurity, also referred to as preterm or premature birth, is defined as the live birth of a baby before 37 weeks of pregnancy. While preterm labor and delivery can happen to any pregnant woman, lifestyle and environmental factors, as well as certain health issues may increase a woman's risk for preterm labor. Risk factors for preterm birth include late or no prenatal care, pregnancy with multiple babies, certain uterine or cervical abnormalities, prior preterm delivery, diabetes, high blood pressure or other health issues, lack of social support, toxic stress, long hours of work with prolonged periods of standing, and smoking, drinking or using drugs.

Complications from preterm birth are the number one cause of death for babies in the United States. Babies who survive premature birth often have long-term health problems, including cerebral palsy, intellectual disabilities, chronic lung disease, blindness and hearing loss. National data for 2017 is not yet available. However, in 2016, the United States experienced an increase in prematurity rates for the second consecutive year after a steady decline over the previous 7 years. More than 380,000, about 9.8 % of babies born in the U.S. each year, deliver before 37 weeks. This means 1 in 10 babies is born too soon. The U.S. preterm birth rate is among the worst of high-resource nations. The March of Dimes *Premature Birth Report Card* reveals racial/ethnic and geographic disparities signifying that babies have a higher chance of a premature birth based simply on race/ethnicity and zip code. In 2017, Solano County had 5,114 total births, and 424 or 8.3% were born premature. This rate is down from 8.6% in 2016.

Consequences of prematurity can be deep and long-lasting for babies, their families, and society. Babies born too early may have more health problems or may need to stay in the hospital longer than full-term babies.

Long-term health problems due to prematurity can have long-lasting financial effects and can impact a person's education and ability to work. In 2007, the Institute of Medicine reported that the cost associated with premature birth in the United States was \$26.2 billion each year. This amount included medical and health care costs for the baby; labor and delivery costs for the mother; early intervention services that help children birth to age three with disabilities and developmental delays; special education services for children ages three through twenty-one with disabilities that help with development and learning; and lost work and pay for people born prematurely. The cost amounts to approximately \$51,600 per preterm infant.

There are significant disparities in rates of preterm birth among race and ethnic groups nationally and locally. Specific causes for this disparity are not completely understood, yet accounting for known risk factors, preterm rate disparities between White and Black infants persist. This difference in prematurity rates contributes to a higher Black infant mortality rate. In Solano County, the Black prematurity rate between 2014 and 2016 was 10.2%, almost 38% higher than the White rate of 7.4%. The Asian rate was 8.8% and Hispanic rate was 7.7%. Between 2006 and 2017, Solano County reduced the percentage of all infants born prematurely from 11.8% in 2006 to 8.3% in 2017. Comparative rates continue to be relatively high for Black infants in Solano County at 10.4% for 2017. Solano County has also seen improvements in rates of women entering prenatal care in the first trimester of pregnancy, from 71.3% in 2006 entering early prenatal care to 80.9% in 2017. Moreover, Solano County has been successful at improving rates of early entry to prenatal care for women with Medi-Cal, from 49.8% entering early prenatal care in 2006 to 71.6% in 2017.

H&SS, Public Health Division, MCAH Bureau and other community partners have consistently worked to improve birth outcomes for infants in Solano County, including reducing the number of premature births. Ongoing initiatives and programs working to improve birth outcomes and reduce rates of prematurity in Solano County include the Comprehensive Perinatal Services Program, Solano HEALS (Health Equity for African American/Black Lives), Nurse Family Partnership, Healthy Families Solano, Black Infant Health, and District Nursing. Each of these programs encourages women to seek early prenatal care and address barriers to

accessing care.

In November, H&SS's MCAH Bureau will continue to encourage all women to see a prenatal care provider within the first three months of their pregnancy to give their baby a healthy start. MCAH Bureau provides information about the importance of early prenatal care through social media, at local health fairs and community events, and to a variety of community agencies. The MCAH Bureau also works with pregnancy test providers and prenatal care providers to eliminate barriers to care at the individual and systems level.

**ALTERNATIVES:**

The Board could choose not to declare November 2017 as Prematurity Awareness Month in Solano County. This is not recommended as this resolution encourages and supports awareness of the availability and need for education, research and risk-reduction activities related to prematurity prevention.

**OTHER AGENCY INVOLVEMENT:**

Partner agencies joining H&SS, Public Health Division, MCAH Bureau in efforts to prevent premature birth include Solano County prenatal care providers participating in the Comprehensive Perinatal Services Program, Partnership HealthPlan of California, and Solano Home Visiting Community Advisory Board. The MCAH Bureau also co-leads a community collaborative called Solano HEALS, which aims to reduce rates of prematurity and low birth weight among Black infants. Solano HEALS partners include Kaiser Permanente, La Clínica Great Beginnings, Planned Parenthood, and the March of Dimes.

**CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**

# Resolution No. 2018 -

## **RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING NOVEMBER 2018 AS PREMATURETY AWARENESS MONTH**

**WHEREAS**, each year in the United States, more than 380,000 infants are born before 37 weeks of gestation, making prematurity the leading cause of infant mortality and lifelong disability; and

**WHEREAS**, in 2017, the overall rate of preterm birth in Solano County was 8.3 percent, lower than the prematurity rate for United States (9.8 percent); and

**WHEREAS**, optimum birth weight helps infants avoid stays in neonatal intensive care units; and

**WHEREAS**, 1 in 10 babies born prematurely in the United States each year may face weeks or months in the neonatal intensive care unit as well as increased risk of serious medical complications and death; and

**WHEREAS**, lifestyle, health, and environmental factors, such as late or no prenatal care, smoking, drinking alcohol or using drugs, exposure to domestic violence, lack of social support, extremely high levels of stress, and long working hours with prolonged periods of standing may put a woman at greater risk of pre-term birth; and

**WHEREAS**, medical conditions including previous preterm birth, pregnancy with multiples or certain uterine or cervical abnormalities, diabetes, high blood pressure, and obesity may also contribute to premature birth; and

**WHEREAS**, expectant mothers who receive early prenatal care have better birth outcomes; and

**WHEREAS**, pregnant women in Solano County have significantly improved entry into early prenatal care, from 71.3% in 2006 to 80.9% in 2017; and

**WHEREAS**, Solano County Health & Social Services, Public Health Division, Maternal, Child, and Adolescent Health Bureau is coordinating awareness, education, health and risk reduction related activities across the County during the month of November.

**NOW, THEREFORE BE IT RESOLVED**, the Solano County Board of Supervisors hereby recognizes the month of November 2018 as Prematurity Awareness Month in Solano County and urges all residents to support the health and well-being of all infants and their families.

Dated this 23<sup>rd</sup> day of October, 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  
www.solanocounty.com

## Agenda Submittal

<b>Agenda #:</b>	6	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Meeting Attendance Report	<b>Department:</b>	Clerk of the Board of Supervisors
<b>File #:</b>	18-730	<b>Contact:</b>	Jeanette Neiger, 784-6125
<b>Agenda date:</b>	10/23/2018	<b>Final Action:</b>	
<b>Title:</b>	Receive and file the Meeting Attendance Reports from the members of the Board of Supervisors		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Appointment List		

Date:	Ver.	Action By:	Action:	Result:
-------	------	------------	---------	---------

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### DEPARTMENTAL RECOMMENDATION:

Receive and file the Meeting Attendance Reports for the month of September 2018 from the members of the Board of Supervisors.

### SUMMARY:

The Monthly Meeting Attendance Reports may disclose meetings attended by each supervisor where compensation and reimbursement was received from the County and/or other agencies.

The Meeting Attendance Reports for September 2018, submitted by the Supervisors or their staff on their behalf, are on file with the Clerk of the Board and available for public inspection. These reports are also available for review in the public agenda packet binder during Board meetings. This report is submitted on a monthly basis to reflect the meeting attendance from the previous month.

A listing of the 2018 Board of Supervisors Appointments to various Boards and Commissions, some of which include per diem reimbursements, is attached for reference and in compliance with California Code of Regulations (Fair Political Practices Commission), title 2, section 18702.5(b)(3). The current Board of Supervisors Appointments is posted on the County's website at:

[<http://www.solanocounty.com/depts/bos/assignments.asp>](http://www.solanocounty.com/depts/bos/assignments.asp)

Government Code section 53232.3(d) requires that members of legislative bodies provide brief reports on meetings they attended for which they receive an expense reimbursement, such as meals, lodging and travel. Claims for reimbursement from the County for meeting attendance related expenses are processed by the Auditor/Controller and available for public inspection.

# 2018 BOARD OF SUPERVISORS APPOINTMENTS

2 CCR 18702.59(b)(3)/Form 806

Committee	Contact Information	District 1 Supervisor Hannigan	District 2 Supervisor Brown	District 3 Supervisor Spering	District 4 Supervisor Vasquez	District 5 Supervisor Thomson	Appointment Date	Length of Term	Meeting Time	Compensation	Estimated Annual	Economic Interest Statement Required
<b>NATIONAL</b>												
NACO		Primary	Primary	Primary	Primary	Primary	Jan. 9, 2018	1 year				
<b>REGIONAL/STATE</b>												
ABAG Executive Board	Fred Castro, Clerk of the Board 415-820-7900	Primary	Alternate				June 26, 2018	June 30, 2020	Board every 2 months, 3rd Thurs. 7 p.m.	\$150.00	\$0-\$1,000	Yes
ABAG General Assembly	Fred Castro, Clerk of the Board 415-820-7900	Primary	Alternate				June 26, 2018	June 30, 2020	Twice a year	No		No
ABAG Regional Planning Committee	Miriam Chion 415-820-7900		Primary				Jan. 9, 2018	1 year	1st Wed. alternative months 1:00-3:00 p.m.	\$150.00	\$0-\$1,000	No
Bay Area Air Quality Management District (BAAQMD). Term ends January 2021.	Marcy Hiratzka 415-749-5073			Primary			Jan. 9, 2018	4 year	1st and 3rd Wed., 9:45 a.m.	\$100 + tolls & mileage	\$2,000-\$3,000	Yes
BAAQMD Sub Committees	Marcy Hiratzka 415-749-5073			Primary			Jan. 9, 2018	4 year	9:30 a.m.	\$100 + tolls & mileage	\$2,000-\$3,000	Yes
Bay Conservation and Development Commission	Lawrence Goldzband 415-352-3600			Primary	Alternate		Jan. 9, 2018	1 year	1st & 3rd Thurs., 1p.m.	\$100	\$2,000-\$3,000	Yes
California Fairs Financing Authority	Becky Bailey-Findley 916-263-6177				Primary		Jan. 9, 2018	1 year	Quarterly	No		Yes
CSAC, Board of Directors	Matt Cate, Executive Director 916-327-7500 ext. 506	Primary	Alternate				Jan. 9, 2018	1 year	2/16, 5/18, 9/7, 11/30	No		No
Delta County Coalition	Roberta Goulart 784-7914				Primary	Alternate	Sept. 11, 2018	1 year	As Needed	No		No
Delta Protection Commission	Ashley Medina 916-375-4800				Alternate	Primary	Jan. 9, 2018	1 year	Every other month	No		Yes
Delta Conservancy Board	Brandon Chapin 916-375-2091				Primary	Alternate	Jan. 9, 2018	2 year	4th Wed. alternate months beginning Jan. 9:00 - 12:00 p.m.			Yes
Delta Stewardship Council	Jessica Pearson 916-445-4500					Primary	Jan. 9, 2018	2 year	4th Thurs.(and often Friday) of the month	\$3,759.00	\$45,108	Yes
Northern California Counties Tribal Matters Consortium	Nancy Huston 784-6107 & Michelle Heppner 784-3002	Alternate			Primary		Jan. 9, 2018	1 year	As needed			No
Yolo Bypass/Cache Slough Complex MOA	Roberta Goulart 784-7914				Alternate	Primary	1-May-18	1 year	As Needed	No		No
Yolo-Solano Air Quality Board	Denise Almaguer 530-757-3675		Primary	Alternate	Primary	Primary	Jan. 9, 2018	1 year	2nd Wed., 9:00 a.m.	\$100.00	\$1,001-\$2,000	Yes
4 C's	Michelle Heppner 784-3002	Primary	Primary	Primary	Primary	Primary	Jan. 9, 2018	1 year	1/12, 3/9, 5/11, 8/10, 11/9 @ 7 pm	No		Yes
4 C's Joint Steering Committee <b>*Vice Chair of 4C's and Chair of Board of Supervisors</b>	Michelle Heppner 784-3002	Primary			Primary		Jan. 9, 2018	1 year	As Needed	No		Yes
<b>REGIONAL/STATE - OTHER</b>												
Metropolitan Transportation Commission (MTC) <i>(Appointment to MTC is through nomination by the Mayor's City Selection Committee and affirmed by the Board of Supervisors every four years)</i>	Steven Heminger, Executive Director 510-817-5810			Primary			Feb. 10, 2015	4 years	4th Wed., 9:30 am	\$100 + tolls & mileage	\$2,000-\$3,000	Yes
Bay Area Toll Authority (BATA) (MTC Member)	Steven Heminger, Executive Director 510-817-5810			Primary			Feb. 10, 2015	4 years	4th Wed., 9:30 am	\$100 + tolls & mileage	\$1,001-\$2,000	Yes
Service Authority for Freeways & Expressways (SAFE) (MTC Member)	Steven Heminger, Executive Director 510-817-5810			Primary			Feb. 10, 2015	4 years	As Needed	\$100 + tolls & mileage	\$0-\$1,000	Yes

# 2018 BOARD OF SUPERVISORS APPOINTMENTS

2 CCR 18702.59(b)(3)/Form 806

Committee	Contact Information	District 1 Supervisor Hannigan	District 2 Supervisor Brown	District 3 Supervisor Spering	District 4 Supervisor Vasquez	District 5 Supervisor Thomson	Appointment Date	Length of Term	Meeting Time	Compensation	Estimated Annual	Economic Interest Statement Required
<b>COUNTYWIDE</b>												
Community Action Partnership (CAP) Solano JPA Tripartite Advisory Board	Tonya Nowakowski 784-8401 & Debbie Vaughn 784-6113	Primary					Jan. 9, 2018	2 year	As Needed	No		No
East Vallejo Fire Protection District	Magen Yambao 784-1969	Primary	Primary	Primary	Primary	Primary	Jan. 9, 2018	1 year	Quarterly	No		Yes
First 5 Solano Commission	Andrew Boatright 784-1492	Primary					Jan. 9, 2018	1 year	1/10, 3/7, 4/4, 6/6, 8/8, 10/3, 10/21 Retreat 10-3 p.m., 12/5	\$100	\$0-\$1,000	Yes
In-Home Supportive Services Public Authority	Teri Ruggiero 784-8803	Primary	Primary	Primary	Primary	Primary	Jan. 9, 2018	1 year	Jan., March, April, June, Aug., Oct., Nov. 3rd Mon. 2-4 p.m.			Yes
Juvenile Justice Coordinating Council	Christopher Hansen 784-4803	Primary					Jan. 9, 2018	1 year	As Needed	No		No
Law Library Board of Trustees	Bonnie Katz 784-1502	Primary					Jan. 9, 2018	1 year	Monthly	No		No
LAFCO	Michelle McIntyre 439-3897			Primary	Primary	Alternate	Jan. 9, 2018	1 year	2nd Mon. of even numbered months, 1:30 p.m.	\$100	\$0-\$1,000	Yes
Mental Health Advisory Board	Cindy Limerick 784-8336		Primary				Jan. 9, 2018	1 year	3rd Tues of the month with exception of July 4:30 - 6:00 p.m.	No		Yes
Remote Access Network Board	Angelica Russell 784-7048					Primary	Jan. 9, 2018	1 year	Last Thurs. in Feb., or March & Oct. 10:00 a.m.	No		No
Solano County Blue Ribbon Commission on Children in Foster Care	Sara Jones 207-7619	Primary					Jan. 9, 2018	1 year	As Needed	No		No
Solano Economic Development Corp.	Pat Uhrich 864-1855	Primary			Alternate		Jan. 9, 2018	1 year	1/12, 3/9, 5/11, 7/13, 9/14, 11/9 @ 9:00 am	No		No
Solano Land Trust	Nicole Byrd 432-0150 ext. 210				Primary		Jan. 9, 2018	1 year	1st Wed. at 5:30 p.m.	No		Yes
Solano Open Space (formerly Tri-City & County Cooperative Planning Group)	Resource Management Matt Walsh 784-3168	Alternate	Primary				Jan. 9, 2018	1 year	Quarterly	No		Yes
Solano Transportation Authority	Johanna Masiclat 424-6008	Alternate		Primary			Jan. 9, 2018	1 year	2nd Wed., 6:00 p.m.	\$100	\$1,001-\$2,000	Yes
Solano County Water Agency	Sandra McLean 455-1100	Primary	Primary	Primary	Primary	Primary	Jan. 9, 2018	1 year	2nd Thurs., 6:30 p.m.	100 + mileage	\$1,001-\$2,000	Yes
Solano County Consolidated Oversight Board (effective July 1, 2018) Public Member: Jerry Wilkerson	Jeanette Neiger, 784-6125			Primary		Alternate	Mar 13, 2018	1 year	TBD	No		Yes
Solano Subbasin Groundwater Sustainability Agency Board of Directors (Dist. 4 & 5 permanent primaries. Alternate Board member appointed annually)	Misty Kaltreider 784-3311			Alternate	Primary	Primary	Jan. 9, 2018	Alternate 1 year	2nd Thurs. each month @ 5:00 p.m.	No		Yes
Solano Water Authority	Natasha Montgomery 455-4080			Primary	Alternate		Jan. 9, 2018	1 year	As Needed	No		Yes
Solid Waste Independent Hearing Panel	Jag Sahota 784-3308				Primary		Jan. 9, 2018	1 year	As Needed	\$100	\$0-\$1,000	Yes
Travis Community Consortium	David White, Fairfield City Manager 428-7400				Alternate	Primary	Jan. 9, 2018	1 year	As Needed			No
Vacaville-Fairfield-Solano Greenbelt Authority	Brian Miller 428-7446			Primary	Primary		Jan. 9, 2018	1 year	As Needed	No		
Vallejo Flood & Wastewater District	Holly Charley 644-8949 x202	Primary	Alternate				Jan. 9, 2018	1 year	2nd Tues. Jan.-July 6-7 p.m., 3rd Tues. Aug. 6-7 p.m., 2nd Tues. Sept.-Dec. 6-7 p.m.	\$100	\$1,001-\$2,000	Yes
Winters Branch Library Financing Authority	Chris Crist, Business Svcs. Manager 530-666-8083				Primary	Primary	Jan. 9, 2018	1 year	As Needed	No		Yes



# 2018 BOARD OF SUPERVISORS APPOINTMENTS

2 CCR 18702.59(b)(3)/Form 806

Committee	Contact Information	District 1 Supervisor Hannigan	District 2 Supervisor Brown	District 3 Supervisor Spering	District 4 Supervisor Vasquez	District 5 Supervisor Thomson	Apointment Date	Length of Term	Meeting Time	Compensation	Estimated Annual	Economic Interest Statement Required
<b>BOARD OF SUPERVISORS COMMITTEES</b>												
Area Agency on Aging Committee	Birgitta Corsello, 784-6100		Primary	Primary			May 1, 2018	1 year	As Needed	No		No
Cannabis Committee	Bill Emlen 784-6765	Primary			Primary		Jan. 9, 2018	1 year	As Needed	No		No
City of Vallejo Interagency Committee	City Manager's Office, City of Vallejo 648-4576	Primary	Primary				Jan. 9, 2018	1 year	As Needed	No		No
Fair Governance Committee	Nancy Huston, 784-6107		Primary			Primary	Feb. 6, 2018	1 year	As Needed	No		No
Health & Social Services & Family Justice Committee	Jerry Huber, 784-8400	Primary	Primary				Jan. 9, 2018	1 year	As Needed	No		No
<b>Inactive</b>												
Historical Records Committee	Dianne Luna 784-3105		Primary			Primary	Jan. 9, 2018	1 year	As Needed	No		No
Law & Justice Committee <b>Inactive</b>							Jan. 9, 2018	1 year	As Needed	No		
Legislation	Michelle Heppner 784-3002	Primary			Primary		Jan. 9, 2018	1 year	As Needed	No		No
Military & Veterans Affairs Committee	Ted Puntillo 784-6590				Primary	Primary	Jan. 9, 2018	1 year	As Needed	No		No
Public Art Committee	Kanon Artiche 784-2781	Primary			Alternate		Jan. 9, 2018	1 year	As Needed	No		No
Regional Park Committee	Resource Management Bill Emlen 784-6765	Primary			Primary		Jan. 9, 2018	1 year	As Needed	No		No
Senior Issues Committee	Jerry Huber, 784-8400		Primary		Primary		Jan. 9, 2018	1 year	As Needed	No		No
Solano 360 Committee Project	Nancy Huston 784-6107	Primary		Primary			Jan. 9, 2018	1 year	As Needed	No		No
Solano 360 Implementation Committee	Nancy Huston 784-6107	Primary		Primary			Jan. 9, 2018	1 year	As Needed	No		No
Solano Children's Alliance	Alan Kerzin 421-7229		Primary				Jan. 9, 2018	1 year	1st Wed., 12 p.m.	No		No
Transportation Land Use Committee	Resource Management Bill Emlen 784-6765			Primary	Primary		Jan. 9, 2018	1 year	As Needed	No		No
University of California Cooperative Extension Capital Corridor Multi-County Partnership Leadership Advisory Committee	Morgan Doran 784-1317				Primary	Alternate	Jan. 9, 2018	1 year	As Needed	No		No
<b>TOTAL ASSIGNMENTS</b>		<b>27</b>	<b>20</b>	<b>22</b>	<b>30</b>	<b>20</b>						
Updated 09-11-18												



# Solano County

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

## Agenda Submittal

**Agenda #:** 7 **Status:** Consent Calendar  
**Type:** Non-County Contributions **Department:** Board of Supervisors  
**File #:** 18-715 **Contact:** Alexandra Winston, 784-6131  
**Agenda date:** 10/23/2018 **Final Action:**  
**Title:** Authorize the County's contribution of \$3,000 from the General Fund contribution allocated to District 5 to benefit Church of the Epiphany, Vacaville (\$1,500) and Community Action North Bay (\$1,500)  
**Governing body:** Board of Supervisors  
**District:** District 5  
**Attachments:**

Date:	Ver.	Action By:	Action:	Result:
-------	------	------------	---------	---------

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### DEPARTMENTAL RECOMMENDATION:

Supervisor Thomson requests that the Board of Supervisors authorize the County's contribution of \$3,000 from the General Fund contribution allocated to District 5 to benefit Church of the Epiphany, Vacaville (\$1,500) and Community Action North Bay (\$1,500).

### SUMMARY/DISCUSSION:

#### Justification:

On August 28, 2018, the Solano County Board of Supervisors voted to approve an Appropriation Transfer Request (ATR) to appropriate \$5,000 to District 5 for non-County contributions subject to the Guidelines for Grant Funding Requests. District 5 recommends a distribution of funding as follows:

#### Church of the Epiphany, Vacaville (\$1,500)

Since March 2000 Church of the Epiphany's community meal program has been serving free hot meals every Friday evening from 4:30 to 6:00 PM, and a hearty soup lunch on Tuesdays from 1:00 to 2:00 PM. Between 250 to 350 meals are served each week. Guests include not only the homeless, but the unemployed, the working poor, the elderly, seniors, veterans, and those just looking for company. The program has earned a reputation among local social service agencies and the community for providing a delicious meal in a friendly, caring, non-judgmental atmosphere. Navigators are on site to help guests with services such as mobile medical, and dental, nursing, access to local services and needed resources. Partnerships with seven different churches and a host of local merchants help to make this program a true community center.

#### Community Action North Bay (\$1,500)

Community Action North Bay (also known as CAN-B) strengthens communities by providing housing and safety net services to assist those-in-need in living healthy and productive lives. CAN-B serves veterans, the physically and mentally disabled, seniors, and other vulnerable persons living in Solano County who are socially and economically at risk. CAN-B provides:

transitional and permanent supportive housing, food, clothing, financial assistance, cell phones, bicycles, case management, money management/payee services, life skills classes, employment and job training, mail, phone, internet and fax.

**Guidelines for Grant Funding Requests:**

The Board directed County Counsel to provide guidelines on how to recommend funding for qualifying agencies or programs. The guidelines are as follows:

- 1) Each supervisor must submit the proposed expenditure to the County Counsel and the Auditor/Controller for initial review.
- 2) The Board must approve the expenditure by a majority vote.
- 3) The Board must determine that the expenditure is for a public purpose.
- 4) The Board may authorize an expenditure of public funds to a nonprofit organization so long as the County retains ultimate control over the exercise of judgment and discretion of the intended program.
- 5) To ensure accountability, all expenditures are subject to periodic audit by the Auditor/Controller; and
  - a) If the recipient provides an activity, program or service ("activity"), it shall provide an activity report within 30 days of the activity that states the number of persons attending (if applicable) or participating activities carried out, feedback from participants (if applicable) and benefits of the activity. The recipient's failure to provide a report may result in its being considered ineligible for future funding.
  - b) If the recipient is purchasing property or making improvements, it shall use the funds for only the specified purposes and allow representatives of the county to inspect and/or audit the purchase or the contractor's performance, the facility or the portion improved with the funds and/or the records pertaining to the expenditures. The recipient shall retain for inspection and audit purposes any and all books, receipts, documentation and other records of the expenditures for three (3) years from date of receiving funds.

**FINANCIAL IMPACT:**

This expenditure is included in the District 5 FY2018/19 Adopted Budget. The costs associated with preparing the agenda item are nominal and absorbed by the District 5 FY2018/19 Adopted Budget.

**ALTERNATIVES:**

The Board could choose not to authorize this expenditure. However, this is not recommended as this item is consistent with Board policy.

**OTHER AGENCY INVOLVEMENT:**

This report was prepared in coordination with the County Administrator's Office, County Auditor-Controller's Office and County Counsel.



# 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>	Resolution	<b>Department:</b>	Board of Supervisors
<b>File #:</b>	18-721	<b>Contact:</b>	John M. Vasquez, 784-6128
<b>Agenda date:</b>	10/23/2018	<b>Final Action:</b>	
<b>Title:</b>	Adopt resolutions recognizing the outstanding young men and women who attended the 2018 American Legion Boys State and American Legion Auxiliary Girls State summer leadership programs		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	District 4		
<b>Attachments:</b>	A - Resolutions		

Date:	Ver.	Action By:	Action:	Result:
-------	------	------------	---------	---------

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### **DEPARTMENTAL RECOMMENDATION:**

Chair Vasquez requests that the Board adopt resolutions recognizing the outstanding young men and women who attended the 2018 American Legion Boys State and American Legion Auxiliary Girls State summer leadership programs.

### **SUMMARY/DISCUSSION:**

Each year, outstanding high school juniors are selected by the Rago Christopher American Legion Post 165, of Vacaville, and the American Legion Auxiliary Unit 165 to attend Boys State and Girls State summer leadership programs. For more than 75 years, the program has offered hard-working students the opportunity to learn about the rights, privileges and responsibilities of our citizens. The training objectives focus on city, county and state government structure and places attendees in the position of being elected to various offices and holding mock legislative sessions, court proceedings, assemblies and more.

The 2018 Boys State and Girls State attendees include: Vacaville High School students Maxwell Polly, Joshua Till and Haley Brunkal; Vanden High School students Robert Rosell, Jr., Alvin Vo and Devina Velasquez; Vacaville Christian High School students Shane DeGrace and Isadora Petrovksy; Buckingham Charter Magnet High School students Dylan Ocampo, Michael Zughbaba and Gabrielle Loehr; Will C. Wood High School students Sergio Maciel and Kendal Hiemke.

The Rago Christopher American Legion Post 165 and American Legion Auxiliary Unit 165 will honor these outstanding students during their annual Youth Recognition Night, to be held Wednesday, Oct. 24, 2018, at the Center for Freedom and Flight in Vacaville.

### **FINANCIAL IMPACT:**

The costs associated with preparing the agenda item are nominal and absorbed by the District 4 FY2018/19 Adopted Budget. The costs associated with preparation and purchase of the resolution materials are included in the Board's FY2018/19 Adopted Budget.

**ALTERNATIVES:**

The Board could choose not to adopt this resolution, however, that is not recommended because this is an opportunity to honor the outstanding high school juniors who were chosen to attend the Boys State and Girls State summer leadership programs.

**OTHER AGENCY INVOLVEMENT:**

Rago Christopher American Legion Post 165 and American Legion Auxiliary Unit 165.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

# Resolution No. 2018 -

## **RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING SHANE DEGRACE FOR HIS PARTICIPATION IN THE 2018 AMERICAN LEGION POST 165 BOYS STATE PROGRAM**

**WHEREAS**, each year, outstanding young men from area high schools are honored by Rago Christopher American Legion Post 165 for their participation in the Boys State summer leadership and citizenship program; and

**WHEREAS**, for over 75 years, the Boys State program, sponsored by the American Legion, has offered hard-working students the opportunity to learn about the structure and responsibility of their government. Boys State offers training in the positive processes of self-government and good citizenship as practiced in a democratic society. Over the course of a week, students practice self-governance and learn the importance of meaningful participation on all levels of government; and

**WHEREAS**, Shane DeGrace is a 2018 Boys State delegate representing Vacaville Christian High School. As a California Boys State delegate, Shane was chosen from some of the highest-achieving high school juniors from throughout the state; and

**WHEREAS**, in addition to excelling in the classroom, Shane has placed a great emphasis on helping his community. Shane is ranked in the top of his class and carries a 4.57 GPA all while taking Advanced Placement courses and participating in National Honor Society, California Scholarship Federation, Student Athletic Committee, Spanish Club and the volleyball and basketball teams. Outside of School, Shane is the youth president at his church, served as a tutor at The Leaven and is active in the leadership and community service-oriented organization, Jack and Jill of America, Inc. Attending Boys State was an opportunity for Shane to follow in the footsteps of his father, who attended Boys State when in high school.

**NOW, THEREFORE, BE IT RESOLVED**, that the Solano County Board of Supervisors hereby recognizes Shane DeGrace for his accomplishments and salutes him for participating in the Boys State program sponsored by Rago Christopher American Legion Post 165 of Vacaville.

Dated this 23<sup>rd</sup> day of October, 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

# Resolution No. 2018 -

## **RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING SERGIO MACIEL FOR HIS PARTICIPATION IN THE 2018 AMERICAN LEGION POST 165 BOYS STATE PROGRAM**

**WHEREAS**, each year, outstanding young men from area high schools are honored by Rago Christopher American Legion Post 165 for their participation in the Boys State summer leadership and citizenship program; and

**WHEREAS**, for over 75 years, the Boys State program, sponsored by the American Legion, has offered hard-working students the opportunity to learn about the structure and responsibility of their government. Boys State offers training in the positive processes of self-government and good citizenship as practiced in a democratic society. Over the course of a week, students practice self-governance and learn the importance of meaningful participation on all levels of government; and

**WHEREAS**, Sergio Maciel is a 2018 Boys State delegate representing Will C. Wood High School. As a California Boys State delegate, Sergio was chosen from some of the highest-achieving high school juniors from throughout the state; and

**WHEREAS**, a former Vacaville Neighborhood Boys and Girls Club (VNBGC) Youth of the Year, Sergio enjoys taking on leadership roles and engaging with his community members. He is president of the VNBGC Teen Program and for several years has made scarves, hats and cooked meals for the homeless, cancer patients and delivered Christmas presents to needy children. Sergio places an emphasis on his education and has taken part in engineering-based internships and programs, such as the SunPower Solar Academy at Solano Community College and a six-week political science and engineering course at U.C. Berkeley over his summer break.

**NOW, THEREFORE, BE IT RESOLVED**, that the Solano County Board of Supervisors hereby recognizes Sergio Maciel for his accomplishments and salutes him for participating in the Boys State program sponsored by Rago Christopher American Legion Post 165 of Vacaville.

Dated this 23<sup>rd</sup> day of October, 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

# Resolution No. 2018 -

## **RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING DYLAN OCAMPO FOR HIS PARTICIPATION IN THE 2018 AMERICAN LEGION POST 165 BOYS STATE PROGRAM**

**WHEREAS**, each year, outstanding young men from area high schools are honored by Rago Christopher American Legion Post 165 for their participation in the Boys State summer leadership and citizenship program; and

**WHEREAS**, for over 75 years, the Boys State program, sponsored by the American Legion, has offered hard-working students the opportunity to learn about the structure and responsibility of their government. Boys State offers training in the positive processes of self-government and good citizenship as practiced in a democratic society. Over the course of a week, students practice self-governance and learn the importance of meaningful participation on all levels of government; and

**WHEREAS**, Dylan Ocampo is a 2018 Boys State delegate representing Buckingham Charter Magnet High School. As a California Boys State delegate, Dylan was chosen from some of the highest-achieving high school juniors from throughout the state; and

**WHEREAS**, Dylan is a student-athlete who has excelled inside the classroom and outside of it, while at the same time volunteering in his community. A member of the varsity cross country team, Dylan is also secretary for the Academic Study Club, a student leader for Buckingham's Breaking Down the Walls program and a School Advisory Student Board Member for the Vacaville Unified School District. He has won awards from the National Honors Program and has already completed 36 credits of college work at Solano Community College. Dylan's goals include graduating high school with not just a diploma, but an Associate's Degree and hopes to attend medical school so he can become a pediatric cardiac surgeon.

**NOW, THEREFORE, BE IT RESOLVED**, that the Solano County Board of Supervisors hereby recognizes Dylan Ocampo for his accomplishments and salutes him for participating in the Boys State program sponsored by Rago Christopher American Legion Post 165 of Vacaville.

Dated this 23<sup>rd</sup> day of October, 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



# Resolution No. 2018 -

## **RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING MAXWELL POLLY FOR HIS PARTICIPATION IN THE 2018 AMERICAN LEGION POST 165 BOYS STATE PROGRAM**

**WHEREAS**, each year, outstanding young men from area high schools are honored by Rago Christopher American Legion Post 165 for their participation in the Boys State summer leadership and citizenship program; and

**WHEREAS**, for over 75 years, the Boys State program, sponsored by the American Legion, has offered hard-working students the opportunity to learn about the structure and responsibility of their government. Boys State offers training in the positive processes of self-government and good citizenship as practiced in a democratic society. Over the course of a week, students practice self-governance and learn the importance of meaningful participation on all levels of government; and

**WHEREAS**, Maxwell Polly is a 2018 Boys State delegate representing Vacaville High School. As a California Boys State delegate, Maxwell was chosen from some of the highest-achieving high school juniors from throughout the state; and

**WHEREAS**, Maxwell is a student athlete with his sights set on attending the United States Air Force Academy after high school. As a caring person, he strives to be helpful to others, whether it's by making others smile, or participating in community events such as food and clothing drives. In addition, Maxwell volunteers his time with his church and tutors fellow students in math and science. He enjoys taking on a leadership role and chose the Boys State program as a way to meet people from across the nation and give him valuable experience in pursuing an education at the Air Force Academy. Maxwell believes that in order to be successful, one must be determined and focused on their goals.

**NOW, THEREFORE, BE IT RESOLVED**, that the Solano County Board of Supervisors hereby recognizes Maxwell Polly for his accomplishments and salutes him for participating in the Boys State program sponsored by Rago Christopher American Legion Post 165 of Vacaville.

Dated this 23<sup>rd</sup> day of October, 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

# Resolution No. 2018 -

## **RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING ROBERT ROSELL, JR. FOR HIS PARTICIPATION IN THE 2018 AMERICAN LEGION POST 165 BOYS STATE PROGRAM**

**WHEREAS**, each year, outstanding young men from area high schools are honored by Rago Christopher American Legion Post 165 for their participation in the Boys State summer leadership and citizenship program; and

**WHEREAS**, for over 75 years, the Boys State program, sponsored by the American Legion, has offered hard-working students the opportunity to learn about the structure and responsibility of their government. Boys State offers training in the positive processes of self-government and good citizenship as practiced in a democratic society. Over the course of a week, students practice self-governance and learn the importance of meaningful participation on all levels of government; and

**WHEREAS**, Robert Rosell, Jr., is a 2018 Boys State delegate representing Vanden High School. As a California Boys State delegate, Robert was chosen from some of the highest-achieving high school juniors from throughout the state; and

**WHEREAS**, Robert is a member of the Vanden High School robotics team, the RoboVikes, and serves as the team's Mechanical Head and Head Welder. His experience as a mentor to elementary and middle school students has prompted him to pursue a Mechanical Engineering degree. Through mentoring he has discovered a passion for teaching and has a 3.71 GPA in Advanced Placement and Honors classes while earning the Superintendent's Award for Robotics and being named an Outstanding Viking nominee. Robert is a frequent participant in school activities such as campus clean-ups and has applied his leadership skills to demonstrate to others that teamwork is necessary to get tasks done. The Boys State program has given Robert an opportunity to understand how the political system influences his daily life.

**NOW, THEREFORE, BE IT RESOLVED**, that the Solano County Board of Supervisors hereby recognizes Robert Rosell, Jr., for his accomplishments and salutes him for participating in the Boys State program sponsored by Rago Christopher American Legion Post 165 of Vacaville.

Dated this 23<sup>rd</sup> day of October, 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

# Resolution No. 2018 -

## **RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING JOSHUA TILL FOR HIS PARTICIPATION IN THE 2018 AMERICAN LEGION POST 165 BOYS STATE PROGRAM**

**WHEREAS**, each year, outstanding young men from area high schools are honored by Rago Christopher American Legion Post 165 for their participation in the Boys State summer leadership and citizenship program; and

**WHEREAS**, for over 75 years, the Boys State program, sponsored by the American Legion, has offered hard-working students the opportunity to learn about the structure and responsibility of their government. Boys State offers training in the positive processes of self-government and good citizenship as practiced in a democratic society. Over the course of a week, students practice self-governance and learn the importance of meaningful participation on all levels of government; and

**WHEREAS**, Joshua Till is a 2018 Boys State delegate representing Vacaville High School. As a California Boys State delegate, Joshua was chosen from some of the highest-achieving high school juniors from throughout the state; and

**WHEREAS**, Joshua is a student athlete on the varsity soccer team, where he serves as one of the team captains. Extracurricular activities also include orchestra, Nurse Club, Club Pi and Interact Club. As part of Nurse Club and Interact Club, Joshua helps better his community by helping homeless families, cleaning up trash around local parks and working at Opportunity House. These activities help make him a well-rounded individual and he has excelled at them while making the Honor Roll at school and participating as a member of the National Society of High School Scholars. A native of Honduras, Joshua has his sights set on attending the United States Air Force Academy as a way to give back to his country.

**NOW, THEREFORE, BE IT RESOLVED**, that the Solano County Board of Supervisors hereby recognizes Joshua Till for his accomplishments and salutes him for participating in the Boys State program sponsored by Rago Christopher American Legion Post 165 of Vacaville.

Dated this 23<sup>rd</sup> day of October, 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

# Resolution No. 2018 -

## **RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING ALVIN VO FOR HIS PARTICIPATION IN THE 2018 AMERICAN LEGION POST 165 BOYS STATE PROGRAM**

**WHEREAS**, each year, outstanding young men from area high schools are honored by Rago Christopher American Legion Post 165 for their participation in the Boys State summer leadership and citizenship program; and

**WHEREAS**, for over 75 years, the Boys State program, sponsored by the American Legion, has offered hard-working students the opportunity to learn about the structure and responsibility of their government. Boys State offers training in the positive processes of self-government and good citizenship as practiced in a democratic society. Over the course of a week, students practice self-governance and learn the importance of meaningful participation on all levels of government; and

**WHEREAS**, Alvin Vo is a 2018 Boys State delegate representing Vanden High School. As a California Boys State delegate, Alvin was chosen from some of the highest-achieving high school juniors from throughout the state; and

**WHEREAS**, Alvin is a member of the Vanden High School robotics team, the RoboVikes, and serves as the team's Design Committee lead where he supervises the drafting and conceptualization of the robot using computers. In addition to competing in robotics, he has travelled to China in order to start a new First Robotics team at the Beijing Economic Management School. Alvin carries a 4.0 GPA and served as a volunteer within the National Honor Society where he tutored peers in trigonometry and pre-calculus. For Alvin, attending Boys State was an opportunity to gain insight into the inner workings of our government, from municipalities to the federal government. The knowledge gained at Boys State will also help him become a more informed and productive person in society.

**NOW, THEREFORE, BE IT RESOLVED**, that the Solano County Board of Supervisors hereby recognizes Alvin Vo for his accomplishments and salutes him for participating in the Boys State program sponsored by Rago Christopher American Legion Post 165 of Vacaville.

Dated this 23<sup>rd</sup> day of October, 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

# Resolution No. 2018 -

## **RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING MICHAEL ZUGHBABA FOR HIS PARTICIPATION IN THE 2018 AMERICAN LEGION POST 165 BOYS STATE PROGRAM**

**WHEREAS**, each year, outstanding young men from area high schools are honored by Rago Christopher American Legion Post 165 for their participation in the Boys State summer leadership and citizenship program; and

**WHEREAS**, for over 75 years, the Boys State program, sponsored by the American Legion, has offered hard-working students the opportunity to learn about the structure and responsibility of their government. Boys State offers training in the positive processes of self-government and good citizenship as practiced in a democratic society. Over the course of a week, students practice self-governance and learn the importance of meaningful participation on all levels of government; and

**WHEREAS**, Michael Zughbaba is a 2018 Boys State delegate representing Buckingham Charter Magnet High School. As a California Boys State delegate, Michael was chosen from some of the highest-achieving high school juniors from throughout the state; and

**WHEREAS**, Michael has many interests including cooking, working on cars and playing sports, such as basketball and flag football. In his spare time he volunteers at NorthBay Healthcare Medical Center. He has also received High Honors each of his three years in high school and can speak Arabic and Spanish. Michael believes that integrity and persistence are necessary to succeed. He understands that making good decisions is important and that it is the actions one takes when no one else is watching that determines a person's real character.

**NOW, THEREFORE, BE IT RESOLVED**, that the Solano County Board of Supervisors hereby recognizes Michael Zughbaba for his accomplishments and salutes him for participating in the Boys State program sponsored by Rago Christopher American Legion Post 165 of Vacaville.

Dated this 23<sup>rd</sup> day of October, 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

# Resolution No. 2018 -

## **RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING HALEY BRUNKAL FOR HER PARTICIPATION IN THE 2018 AMERICAN LEGION AUXILIARY UNIT 165 GIRLS STATE PROGRAM**

**WHEREAS**, each year, outstanding young women from area high schools are honored by American Legion Auxiliary Unit 165 for their participation in the Girls State summer leadership and citizenship program; and

**WHEREAS**, for over 75 years, the Girls State program, sponsored by the American Legion Auxiliary, has offered hard-working students the opportunity to learn about the structure and responsibility of their government. Girls State offers training in the positive processes of self-government and good citizenship as practiced in a democratic society. Over the course of a week, students practice self-governance and learn the importance of meaningful participation on all levels of government; and

**WHEREAS**, Haley Brunkal is a 2018 Girls State delegate representing Vacaville High School. As a California Girls State delegate, Haley was chosen from some of the highest-achieving high school juniors from throughout the state; and

**WHEREAS**, perhaps the greatest lesson Haley has learned from her parents is to have a sense of responsibility and to give back to her community. She has helped served meals to the needy and helped with food and clothing drives. She is a tutor at The Leaven where she also gets to serve as a mentor to the youth. Haley maintains a 4.5 GPA and is in the top ten students in her graduating class. She also gives back to her community as a volunteer at the Fisher House where she helps clean, organize and bring in meals. Haley has taken an active role in her school community as a four-year-member of student council and serves as senior class president.

**NOW, THEREFORE, BE IT RESOLVED**, that the Solano County Board of Supervisors hereby recognizes Haley Brunkal for her accomplishments and salutes her for participating in the Girls State program sponsored by American Legion Auxiliary Unit 165 of Vacaville.

Dated this 23<sup>rd</sup> day of October, 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

# Resolution No. 2018 -

## **RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING KENDAL HIEMKE FOR HER PARTICIPATION IN THE 2018 AMERICAN LEGION AUXILIARY UNIT 165 GIRLS STATE PROGRAM**

**WHEREAS**, each year, outstanding young women from area high schools are honored by American Legion Auxiliary Unit 165 for their participation in the Girls State summer leadership and citizenship program; and

**WHEREAS**, for over 75 years, the Girls State program, sponsored by the American Legion Auxiliary, has offered hard-working students the opportunity to learn about the structure and responsibility of their government. Girls State offers training in the positive processes of self-government and good citizenship as practiced in a democratic society. Over the course of a week, students practice self-governance and learn the importance of meaningful participation on all levels of government; and

**WHEREAS**, Kendal Hiemke is a 2018 Girls State delegate representing Will C. Wood High School. As a California Girls State delegate, Kendal was chosen from some of the highest-achieving high school juniors from throughout the state; and

**WHEREAS**, Kendal believes that in order to succeed, it is important to find something you believe in, work hard and stick to your morals. This belief has served her well as she was nominated to be a member of executive council, a group of students from each leadership class that gather to discuss the goals of each of the leadership classes. A student-athlete, Kendal served as the volleyball team captain and also gives back to her campus community by tutoring other students in math and science. She has increasingly become interested in politics and Girls State served as an opportunity to learn more about government.

**NOW, THEREFORE, BE IT RESOLVED**, that the Solano County Board of Supervisors hereby recognizes Kendal Hiemke for her accomplishments and salutes her for participating in the Girls State program sponsored by American Legion Auxiliary Unit 165 of Vacaville.

Dated this 23<sup>rd</sup> day of October, 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

# Resolution No. 2018 -

## **RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING GABRIELLE LOEHR FOR HER PARTICIPATION IN THE 2018 AMERICAN LEGION AUXILIARY UNIT 165 GIRLS STATE PROGRAM**

**WHEREAS**, each year, outstanding young women from area high schools are honored by American Legion Auxiliary Unit 165 for their participation in the Girls State summer leadership and citizenship program; and

**WHEREAS**, for over 75 years, the Girls State program, sponsored by the American Legion Auxiliary, has offered hard-working students the opportunity to learn about the structure and responsibility of their government. Girls State offers training in the positive processes of self-government and good citizenship as practiced in a democratic society. Over the course of a week, students practice self-governance and learn the importance of meaningful participation on all levels of government; and

**WHEREAS**, Gabrielle Loehr is a 2018 Girls State delegate representing Buckingham Charter Magnet High School. As a California Girls State delegate, Gabrielle was chosen from some of the highest-achieving high school juniors from throughout the state; and

**WHEREAS**, Gabrielle believes that dedication is an important characteristic for those who wish to succeed. That belief has served her well on her way to consistently achieving a 4.0 GPA. Along the way, she has received an award for being a great role model for both students and teachers. In addition to being accepted into the National Honor Society, Gabrielle is involved heavily with choir and theater and is also a member of the drama club on campus. Each club has taught her more about herself and how much she enjoys being a leader.

**NOW, THEREFORE, BE IT RESOLVED**, that the Solano County Board of Supervisors hereby recognizes Gabrielle Loehr for her accomplishments and salutes her for participating in the Girls State program sponsored by American Legion Auxiliary Unit 165 of Vacaville.

Dated this 23<sup>rd</sup> day of October, 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



# Resolution No. 2018 -

## **RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING ISADORA PETROVSKY FOR HER PARTICIPATION IN THE 2018 AMERICAN LEGION AUXILIARY UNIT 165 GIRLS STATE PROGRAM**

**WHEREAS**, each year, outstanding young women from area high schools are honored by American Legion Auxiliary Unit 165 for their participation in the Girls State summer leadership and citizenship program; and

**WHEREAS**, for over 75 years, the Girls State program, sponsored by the American Legion Auxiliary, has offered hard-working students the opportunity to learn about the structure and responsibility of their government. Girls State offers training in the positive processes of self-government and good citizenship as practiced in a democratic society. Over the course of a week, students practice self-governance and learn the importance of meaningful participation on all levels of government; and

**WHEREAS**, Isadora Petrovsky is a 2018 Girls State delegate representing Vacaville Christian High School. As a California Girls State delegate, Isadora was chosen from some of the highest-achieving high school juniors from throughout the state; and

**WHEREAS**, Isadora believes, "If one is responsible and does what is required to successfully complete a task, that is a sure way to succeed at whatever you do." That belief has served her well, inside the classroom and out. As a student-athlete who competes in Track and Field, Isadora is a straight-A student who has completed three pre-college courses and is a member of the National Honor Society. Outside of the classroom, she competes in discus and shot put, serving as Throwing Captain and has received an award for Excellence in Academics and Athletics by the CIF Sac-Joaquin Section. Additionally, Isadora is a member of Spanish Club, president of the school's Art Club and created the campus Broadway Club in conjunction with her Spanish teacher.

**NOW, THEREFORE, BE IT RESOLVED**, that the Solano County Board of Supervisors hereby recognizes Isadora Petrovsky for her accomplishments and salutes her for participating in the Girls State program sponsored by American Legion Auxiliary Unit 165 of Vacaville.

Dated this 23<sup>rd</sup> day of October, 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

# Resolution No. 2018 -

## **RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING DEVINA VELASQUEZ FOR HER PARTICIPATION IN THE 2018 AMERICAN LEGION AUXILIARY UNIT 165 GIRLS STATE PROGRAM**

**WHEREAS**, each year, outstanding young women from area high schools are honored by American Legion Auxiliary Unit 165 for their participation in the Girls State summer leadership and citizenship program; and

**WHEREAS**, for over 75 years, the Girls State program, sponsored by the American Legion Auxiliary, has offered hard-working students the opportunity to learn about the structure and responsibility of their government. Girls State offers training in the positive processes of self-government and good citizenship as practiced in a democratic society. Over the course of a week, students practice self-governance and learn the importance of meaningful participation on all levels of government; and

**WHEREAS**, Devina Velasquez is a 2018 Girls State delegate representing Vanden High School. As a California Girls State delegate, Devina was chosen from some of the highest-achieving high school juniors from throughout the state; and

**WHEREAS**, Devina is a student-athlete who has earned the Scholar-Athlete Award for three consecutive years at Vanden High School. Her academic awards also include the 2017 Outstanding Viking Award and Superintendent's Award. In addition to playing on the varsity tennis team, Devina is also a member of the robotics team and has traveled to China where she helped teach students at the Beijing Economic Management School the basics of electrical work on a robot. Through these experiences, Devina has taken on leadership roles, helped by the lessons taught to her by her parents, from which she learned the true value of hard work.

**NOW, THEREFORE, BE IT RESOLVED**, that the Solano County Board of Supervisors hereby recognizes Devina Velasquez for her accomplishments and salutes her for participating in the Girls State program sponsored by American Legion Auxiliary Unit 165 of Vacaville.

Dated this 23<sup>rd</sup> day of October, 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  
www.solanocounty.com

## Agenda Submittal

<b>Agenda #:</b>	9	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Resolution	<b>Department:</b>	Human Resources
<b>File #:</b>	18-720	<b>Contact:</b>	Marc Fox, 784-2552
<b>Agenda date:</b>	10/23/2018	<b>Final Action:</b>	
<b>Title:</b>	Adopt a resolution to amend the Alphabetical Listing of Classes and Salaries to establish a monthly salary of \$7,129.75 - \$8,666.26 for the classification of Animal Care Manager		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Resolution		

Date:	Ver.	Action By:	Action:	Result:
-------	------	------------	---------	---------

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

### **DEPARTMENTAL RECOMMENDATION:**

The Department of Human Resources recommends that the Board of Supervisors adopt a resolution to amend the Alphabetical Listing of Classes and Salaries to establish a monthly salary of \$7,129.75 - \$8,666.26 for the classification of Animal Care Manager.

### **SUMMARY:**

Human Resources was asked by the Sheriff's Office to review the current classification and salary for the Animal Care Manager. The review resulted in modifications to the classification and a salary survey that indicated that it is 1.04% below the median salary.

The Animal Care Manager manages, plans, directs, and oversees the daily activities and operations of the countywide Animal Care Shelter, and enforcement of codes and regulations related to animal control services for the unincorporated area of the county, and contract service areas as applicable, including animal care, animal control, community outreach, adoption, rescue, foster care, volunteer, and inmate worker programs; shelter operations; veterinary operations and administration.

### **FINANCIAL IMPACT:**

Adoption of the amendment to the list of numbers and classifications of positions is projected to increase salary and benefits costs by \$789 during the balance of this fiscal year. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

### **DISCUSSION:**

Upon the February 2013 retirement of the incumbent, the responsibilities of the Animal Care Manager were assigned to a Custody Lieutenant temporarily to address operational matters. The temporary assignment

continued until the Sheriff's Office achieved operational efficiencies and a partnership with the Custody Division that utilized more inmate labor to benefit and enhance the care provided to animals and improve the level of service to the public. Utilizing the Custody Lieutenant to manage the Animal Shelter was never intended to be a permanent solution. The Sheriff's Office now plans to reallocate the Custody Lieutenant back into the custody division.

Human Resources completed a recruitment in February 2018, which was unsuccessful. Prior to reopening the recruitment, the Human Resources Department reviewed the class specification to ensure that the class specification clearly reflected the needs of the Animal Shelter. Additionally, the Human Resources Department conducted a salary survey to validate the County's wage. The review resulted in modifications of the class specification and a salary survey that indicated that the Animal Care Manager is currently 1.04% below the median salary. The class specification has been amended and staff recommends a 1.04% salary increase.

#### **ALTERNATIVES:**

The Board of Supervisors could elect not to amend the Alphabetical Listing of Classes and Salaries; however, the Sheriff's Office and the Department of Human Resources would not recommend this since the recommended salary is commensurate with the responsibilities being performed and would ensure that the salary was current with the median salary for this classification.

#### **OTHER AGENCY INVOLVEMENT:**

Human Resources worked with the Sheriff's Office in revising the class specification for the Animal Care Manager class. The Animal Care Manager class is represented by the Professional and Technical Engineers, Local 21 (Union) and on September 21, 2018, the Union Representative was provided the revisions to the class specification for review. On October 4, 2018, at the request of the Union, the County representatives met with Local 21's Union representative to discuss the proposed changes. Local 21's representative asked clarifying questions regarding the class specification. Local 21's representative did not provide any objections to the proposed revisions to the Animal Care Manager class specification or salary.

#### **CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**

**RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS AMENDING THE ALPHABETICAL LISTING OF CLASSES AND SALARIES**

**Whereas**, regulation of compensation of officers and employees of the County may be fixed by resolution of the Board of Supervisors; and

**Whereas**, the Alphabetical Listing of Classes and Salaries requires modification from time to time.

**Resolved**, that the Solano County Board of Supervisors authorize the Director of Human Resources to make any technical corrections if needed;

**Further resolved**, that the Solano County Board of Supervisors amends the Solano County Alphabetical Listing of Classes and Salaries as follows:

OT	Class#	Class Title	EER	Grade	Salary Range
05	127100	Animal Care Manager	19S	004	\$7,129.75 - \$8,666.26

  
\_\_\_\_\_  
Director of Human Resources

  
\_\_\_\_\_  
Date

Passed and adopted by the Solano County Board of Supervisors at its regular meeting on October 23, 2018 by the following vote:

AYES: SUPERVISORS \_\_\_\_\_

NOES: SUPERVISORS \_\_\_\_\_

EXCUSED: SUPERVISORS \_\_\_\_\_

\_\_\_\_\_  
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  
www.solanocounty.com

## Agenda Submittal

<b>Agenda #:</b>	10	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Contract	<b>Department:</b>	General Services
<b>File #:</b>	18-738	<b>Contact:</b>	Keith Hanson, 784-7906
<b>Agenda date:</b>	10/23/2018	<b>Final Action:</b>	
<b>Title:</b>	Approve the First Amendment to the Lease Agreement with the Judicial Council of California for approximately 11,460 square feet of County owned office space located at the Hall of Justice at 550-600 Union Avenue in Fairfield, for a 5 year term commencing June 1, 2018 and expiring May 31, 2023, at an initial rate of \$22,959 per month with annual rent increases thereafter; and Authorize the County Administrator to execute the amendment and any necessary, subsequent modifications or amendments		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Amendment, B - Link to Original Lease Agreement		

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 Department of General Services recommends that the Board of Supervisors:

1. Approve the First Amendment to Lease Agreement with the Judicial Council of California for approximately 11,460 square feet of County owned office space located at the Hall of Justice at 550-600 Union Avenue in Fairfield for a five year term commencing June 1, 2018 and expiring May 31, 2023 at initial rate of \$22,959 per month with annual rent increases thereafter; and
2. Authorize the County Administrator to execute the amendment and any necessary, subsequent modifications or amendments.

### SUMMARY:

The proposed lease amendment (Attachment A - First Amendment to Lease Agreement) extends the lease term for five years, commencing on June 1, 2018 and expiring on May 31, 2023. Monthly rent payments are \$22,959 (the same as the prior year) through the first year of the extended term, then increase annually by \$573 per month (roughly 2.5%). The monthly rent payment of \$22,959 equates to \$2.00 per square foot, which is at the top of the fair market rent range for comparable office space in Fairfield. The proposed lease amendment contains no other changes from the prior lease agreement (Attachment B - Lease Agreement).

### FINANCIAL IMPACT:

Approval of the amendment will generate \$276,081 in anticipated revenue for FY2018/19. Overall, \$1,446,302

will be generated over the five-year term. Responsibilities for costs associated with the space will remain unchanged in accordance with the Joint Occupancy Agreement between the Judicial Council of California and the County. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

**DISCUSSION:**

On May 27, 2007, the County entered into Transfer Agreements and Joint Occupancy Agreements with the Judicial Council of California (JCC) for the Hall of Justice (HOJ) and Law & Justice Facility in Fairfield, and the Solano Justice Center in Vallejo. The County's equity interest in the HOJ building is 25,472 square feet of exclusive space and the JCC's equity interest is 65,932 square feet of exclusive space. There is also 19,744 square feet of Common Area space. In accordance with the Transfer Agreements, the JCC became the managing party of the HOJ in July 2009, thus transferring responsibility for the overall well-being of the HOJ from the County to the JCC.

The JCC has leased approximately 11,460 square feet of the County's 27.18% interest since June 2008. This area is located on the first floor of the HOJ. The lease expired on May 31, 2018; however, the JCC has continued to lease the space on a month-to-month basis as negotiations and approvals are being finalized. In addition to this lease, the JCC also leases 4,437 square feet of County-exclusive space on the third floor of the HOJ for the Court Executive Office.

The non-profit organization Court Appointed Special Advocates (CASA) occupies 1,560 square feet of County-exclusive space and the Law Library occupies another 2,544 square feet. Apart from the Law Library, which is staffed by County employees under a separate legal agreement, there are no longer any County programs located in the building and there is no identified County use for the space occupied by the JCC. The JCC is the most compatible tenant for the space and no additional tenant improvement modifications are necessary.

**ALTERNATIVES:**

1. The Board could choose to approve the First Amendment to Lease Agreement with modifications. This alternative is not recommended as fair lease terms have been successfully negotiated and any changes will be subject to acceptance by the JCC.
2. The Board could choose not to approve the First Amendment to Lease Agreement. This alternative is not recommended as approval of the amendment provides a revenue stream to the County for the next five years for otherwise underutilized County-owned space.

**OTHER AGENCY INVOLVEMENT:**

County Counsel has reviewed the First Amendment to Lease Agreement for legal sufficiency.

**CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**



**Judicial Council of California  
Facilities Services  
455 Golden Gate Avenue, San Francisco, CA 94102-3688**

For the benefit of: Superior Court of California, County of Solano

Location of Premises: 550-600 Union Avenue, Fairfield, California (Bldg. No. 48-A1)

---

**FIRST AMENDMENT TO LEASE AGREEMENT**

---

This First Amendment to Lease Agreement (the “**First Amendment**”) is made as of \_\_\_\_\_, 2018 (“**Effective Date**”), by and between the Judicial Council of California (the “**Tenant**”), for the benefit of the Superior Court of California, County of Solano (the “**Court**”), and the County of Solano, a political subdivision of the State of California (the “**Landlord**”). Tenant and Landlord may be referred to collectively as the “**Parties**” or individually as a “**Party**.”

**RECITALS**

A. Landlord and Tenant entered into that certain Lease Agreement, dated May 13, 2008 (the “**Lease**”), pursuant to which Landlord leased to Tenant, and Tenant leased from Landlord, approximately 11,460 rentable square feet of office space in a portion of the first (1st) floor, as more particularly described in the Lease (the “**Premises**”), of the Building located at 550-600 Union Avenue, Fairfield, California, and commonly known as the Hall of Justice, for use by the Court.

B. The Initial Term of the Lease expired on May 31, 2013, which Tenant extended to May 31, 2018, by written notice to Landlord, dated February 5, 2013, pursuant to the terms of the Lease.

C. On July 29, 2014, the Judicial Council of California amended rule 10.81 of the California Rules of Court to substitute the “Judicial Council” for the “Administrative Office of the Courts” or the “AOC” in all contracts, memoranda of understanding, and other legal agreements, documents, proceedings, and transactions, with no prejudice to the substantive rights of any party.



D. Landlord and Tenant now desire to amend the Lease to further extend the term and to specify the Rent during such extended term, and to make other changes deemed necessary and helpful by the Parties, as set forth in this First Amendment.

**NOW, THEREFORE**, for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Parties hereto agree as follows:

**1. Incorporation of Recitals; Defined Terms.** The foregoing provisions of the Recitals are true and correct and are incorporated into this First Amendment by this reference. Any defined terms not defined herein will have the definition meaning given those terms in the Lease.

**2. Amendment of “AOC” to “Judicial Council.”** All references to “Administrative Office of the Courts” or “AOC” in the Lease shall be replaced by “Judicial Council” or “Council” with no prejudice to the substantive rights of the Parties, and the Judicial Council will continue to perform all duties, responsibilities, functions, or other obligations, and bear all liabilities, and exercise all rights, powers, authorities, benefits, and other privileges attributed to the “Administrative Office of the Courts” or “AOC” in the Lease.

**3. First Amendment Extension Term.** The term of the Lease is hereby extended for an additional sixty (60) months, commencing June 1, 2018, and ending on May 31, 2023 (“**First Amendment Extension Term**”), upon the same terms and conditions set forth in the Lease, except as otherwise provided for in this First Amendment.

**4. Rent for First Amendment Extension Term.** The Parties hereby agree that the Rent during the First Amendment Extension Term will be as follows:

<u>Months</u>	<u>Monthly Rent</u>
6/1/2018 through 5/31/2019	\$ 22,959.03
6/1/2019 through 5/31/2020	\$ 23,532.03
6/1/2020 through 5/31/2021	\$ 24,105.03
6/1/2021 through 5/31/2022	\$ 24,678.03
6/1/2022 through 5/31/2023	\$ 25,251.03

**5. Notices.** Tenant's address for notice purposes under the Lease, as set forth in section 1.1 of the Lease, is hereby deleted in its entirety and replaced with the following:

Judicial Council of California  
Facilities Services  
Attention: Associate Facilities Analyst  
455 Golden Gate Avenue, 8th Floor  
San Francisco, CA 94102  
Voice: 415-865-5334  
Fax: 415-865-4694

With a copy to: Judicial Council of California  
Facilities Services  
Attention: Manager, Real Estate  
455 Golden Gate Avenue, 8th Floor  
San Francisco, CA 94102  
Voice: 415-865-4048

And with a copy to: Superior Court of California, County of Solano  
Attention: Court Executive Officer  
600 Union Avenue  
Fairfield, CA 94533  
Voice: 707-426-1631

In addition, all notices by the Landlord relating to termination of this Lease or an alleged breach or default by Tenant of this Lease must also be sent to:

Judicial Council of California  
Branch Accounting and Procurement  
Attention: Manager, Contracts  
455 Golden Gate Avenue, 6th floor  
San Francisco, CA 94102  
Voice: 415-865-7989  
Fax: 415-865-4326

**6. Authority.** Landlord and Tenant each represents and warrants that the individual signing this First Amendment on behalf of such Party is duly authorized to execute and deliver this First Amendment on behalf of such Party, and that this First Amendment will be binding upon said Party upon mutual execution and delivery thereof.

**7. Governing Laws.** This First Amendment is exclusively governed by the laws of the State of California, without regard to its conflict of law principles.

**8. No Further Modifications.** Except as specifically modified herein this First Amendment, the Lease remains unmodified and in full force and effect. In the case of any inconsistency between the provisions of the Lease and this First Amendment, the provisions of this First Amendment shall govern and control.

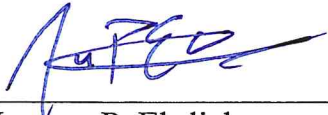
**[SIGNATURES ON FOLLOWING PAGE]**


IN WITNESS WHEREOF, the Parties hereto have executed this First Amendment to Lease Agreement as of the date and year first above written.

**TENANT:**

APPROVED AS TO FORM:  
Judicial Council of California  
Legal Services

**JUDICIAL COUNCIL OF CALIFORNIA**

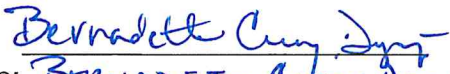
By:   
Name: Jeremy P. Ehrlich  
Title: Attorney  
Date: 9-18-18

By:   
Name: Stephen Saddler  
Title: Manager, Contracts  
Date: 9/24/18

**LANDLORD:**

APPROVED AS TO FORM:

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

By:   
Name: BERNADETTE Curry, Deputy  
Title: County Counsel  
Date: 10/2/18

By: \_\_\_\_\_  
Name: BIRGITTA E. CORSELLO  
Title: COUNTY ADMINISTRATOR  
Date: \_\_\_\_\_

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.

[B - Lease Agreement](#)



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	11	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Report	<b>Department:</b>	First 5 Solano
<b>File #:</b>	18-723	<b>Contact:</b>	Michele Harris, 784-1332
<b>Agenda date:</b>	10/23/2018	<b>Final Action:</b>	
<b>Title:</b>	Receive the audit report of the First 5 Solano Children and Families Commission for the fiscal year ended June 30, 2018		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Audit Report		

Date:	Ver.	Action By:	Action:	Result:
-------	------	------------	---------	---------

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

### **DEPARTMENTAL RECOMMENDATION:**

First 5 Solano recommends the Board of Supervisors receive the audit report of the First 5 Solano Children and Families Commission for the fiscal year ended June 30, 2018.

### **SUMMARY/DISCUSSION:**

In accordance with Health & Safety Code Section 130150, First 5 Solano is required to conduct an annual audit of its functions and submit its audit report for the preceding fiscal year by November 1. The report must be filed with both the State Controller's Office and First 5 California for inclusion in the State Commission's consolidated report.

This year, First 5 Solano contracted with Vavrinek, Trine, Day & Co., LLP to conduct the Commission's audit. The FY2017/18 Financial and Compliance Audit was conducted in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in the Government Auditing Standards, issued by the Comptroller General of the United States, and State requirements contained in the Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act.

As a result of the audit, three required reports were issued:

- The Independent Auditor's Report contains an unmodified opinion (a "clean" opinion). An unmodified opinion indicates the financial statements are presented fairly in accordance with accounting principles generally accepted in the United States of America.
- The Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters did not disclose any instances of noncompliance or any reportable conditions on internal controls over financial reporting.
- The Independent Auditor's Report on State Compliance did not disclose any instances of

noncompliance.

The full audit report can be found in attachment A.

**FINANCIAL IMPACT:**

The acceptance of the audit report has no financial impact. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

**ALTERNATIVES:**

The Board of Supervisors could elect not to receive the report as presented. This is not recommended, as it is legislatively required for the Board to receive the audit prior to submission to the State.

**OTHER AGENCY INVOLVEMENT:**

The First 5 Solano Children and Families Commission received the audit on October 2, 2018.

**FIRST 5 SOLANO  
CHILDREN AND FAMILIES COMMISSION**

Independent Auditors' Report and Financial Statements

Independent Auditors' Report on Internal Control Over  
Financial Reporting and on Compliance and Other Matters

Independent Auditors' Report on State Compliance

For the Year Ended June 30, 2018



**FIRST 5 SOLANO  
CHILDREN AND FAMILIES COMMISSION  
FOR THE YEAR ENDED JUNE 30, 2018**

*Table of Contents*

	<b>PAGE</b>
<b>First 5 Solano Commission Membership</b>	1
<b>Independent Auditors' Report</b>	3
<b>Management's Discussion and Analysis</b>	5
<b>Basic Financial Statements</b>	
Government-Wide Financial Statements	
Statement of Net Position	11
Statement of Activities	12
Fund Financial Statements	
Balance Sheet – Governmental Fund	13
Reconciliation of the Balance Sheet of Governmental Fund to the Statement of Net Position	14
Statement of Revenues, Expenditures and Changes in Fund Balance – Governmental Fund	15
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance of the Governmental Fund to the Statement of Activities	16
Notes to Basic Financial Statements	17
<b>Required Supplementary Information</b>	
Schedule of Revenues, Expenditures and Changes in Fund Balance – General Fund, Budget and Actual	30
Schedule of the Commission's Proportionate Share of the Net Pension Liability	31
Schedule of Pension Contributions	32
Schedule of the Commission's Proportionate Share of the Net OPEB Liability	33
Schedule of OPEB Contributions	34
Notes to Required Supplementary Information	35
<b>Supplemental Information</b>	
Schedule of Expenses by Fund Source and Net Position of SCCFC Funds for First 5 Programs and Activities	36

<b>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</b>	37
<b>Independent Auditors' Report on State Compliance</b>	39

## **First 5 Solano Children & Families Commission**

### **Commissioners**

(as of June 30, 2018)

Erin Hannigan, Chair  
Solano County Board of Supervisors District 1

Gerald Huber, Vice Chair  
Director of Health & Social Services, Solano County

Dan Ayala  
Retired Air Force Technical Sergeant

Jennifer Barton  
Chief of Staff, Assembly member Jim Frazier

Aaron Crutison  
Deputy Director of Health & Social Services, Solano County

Lisette Estrella-Henderson  
Solano County Superintendent of Schools

Nicole Neff  
Parent

*This page intentionally left blank.*

## **FINANCIAL SECTION**



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

VALUE THE *difference*

## **INDEPENDENT AUDITORS' REPORT**

To the Board of Commissioners  
First 5 Solano Children and Families Commission  
Fairfield, California

### ***Report on the Financial Statements***

We have audited the accompanying financial statements of the governmental activities and the general fund of the First 5 Solano Children and Families Commission (Commission), a component unit of the County of Solano, California, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statement that are free from material misstatement, whether due to fraud or error.

### ***Auditors' Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Commission's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of the Commission, as of June 30, 2018, and the respective changes in financial position thereof for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

### ***Emphasis of Matter***

As described in Note 1 to the financial statements, the Commission adopted Governmental Accounting Standards Board (GASB) Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, effective July 1, 2017. Our opinion is not modified with respect to this matter.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, the schedule of proportionate share of the net pension liability, the schedule of pension contributions, the schedule of proportionate share of the net post employment benefit (OPEB) liability, and the schedule of OPEB contributions on pages 5 through 10 and pages 30 through 35, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information, and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### ***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's basic financial statements. The schedule of expenses by fund source and net position of SCCFC funds for First 5 programs and activities (Schedule) is presented for the purpose of additional analysis and is not a required part of the basic financial statements.

The Schedule 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. Such information has been subjected to the auditing procedures applied in the audit of the basic 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 is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated September 28, 2018 on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and that results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control over financial reporting and compliance.

*Vavrinek, Irine, Day & Co., LLP*

Sacramento, California  
September 28, 2018



CHILDREN ARE OUR BOTTOM LINE

### **Management's Discussion and Analysis**

As management of the First 5 Solano Children & Families Commission (Commission), we offer readers of the Commission's financial statements this narrative overview and analysis of the financial activities of the Commission for the fiscal year ended June 30, 2018. We encourage readers to consider the information presented here in conjunction with additional information in our financial statements.

#### **Financial Highlights**

- The Commission's net position totaled \$7,467,026 at June 30, 2018. The entire \$7,467,026 is for the use of specific government programs as outlined under the California Children and Families Act of 1998 (Proposition 10).
- The Commission's total net position increased by \$312,151 mainly due to a decrease in the Commission's net pension liability of \$208,598. Some contributing factors to the decrease were the difference in expected and actual experience and changes in assumptions.
- At June 30, 2018, the Commission's governmental funds reported an ending fund balance of \$8,353,676, a decrease of \$32,232 from June 30, 2017. \$653 is reported as nonspendable and \$8,353,023 is categorized as unassigned. The Commission's funds are for the use of specific government programs per legislation enacted under the California Children and Families Act of 1998 (Proposition 10).

#### **Overview of the Financial Statements**

This management discussion and analysis is intended to serve as an introduction to the Commission's basic financial statements. The Commission's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

**Government-wide financial statements.** The government-wide financial statements are designed to provide readers with a broad overview of the Commission's finances, in a manner similar to a private-sector business.

The statement of net position presents information on the Commission's assets/deferred outflows of resources and liabilities/deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Commission is improving or deteriorating. The Commission has adopted a revised Long-Term Financial Plan (LTFP) which projects the Commission's assets over a ten-year period of time (FY 2016/17-FY 2025/26).

The statement of activities presents information showing how the Commission's net position changed during the fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements can be found on pages 11-12 of this report.



**Fund financial statements.** A fund is a grouping of related accounts used to maintain control over resources that have been segregated for specific activities or objectives. The Commission, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a Commission's near-term financing requirements.

Since the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Commission's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The basic governmental fund financial statements can be found on pages 13-16 of this report.

**Notes to the financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 17-29 of this report.

**Required Supplementary Information.** In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Commission's budgetary comparison schedule for the Commission's general fund, pension schedules and OPEB schedules. Required supplementary information can be found on pages 30-35 of this report.

### **Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of the Commission's financial position. In the case of the Commission, assets/deferred outflows of resources exceeded liabilities/deferred inflows of resources by \$7,647,026 at June 30, 2018.

As previously stated, the Commission's total restricted net position as of June 30, 2018 has limitations on their use imposed by the California Children and Families Act of 1998 (Proposition 10).

First 5 Solano Children & Families Commission  
Government-wide  
Statement of Net Position  
June 30, 2018 and 2017

	2018	2017
Assets:		
Current and other assets	\$ 8,902,274	\$ 8,842,884
Total assets	<u>8,902,274</u>	<u>8,842,884</u>
Deferred Outflows of Resources:		
Deferred outflows related to pensions and OPEB	375,785	392,311
Total deferred outflows of resources	<u>375,785</u>	<u>392,311</u>
Liabilities:		
Current liabilities	548,598	456,976
Non-current liabilities	1,226,869	1,386,062
Total liabilities	<u>1,775,467</u>	<u>1,843,038</u>
Deferred Inflows of Resources:		
Deferred inflows related to pensions and OPEB	35,566	185,072
Total deferred inflows of resources	<u>35,566</u>	<u>185,072</u>
Net Position:		
Unrestricted	7,467,026	7,207,085
Total net position	<u>\$ 7,467,026</u>	<u>\$ 7,207,085</u>

The key elements in the significant changes in assets/deferred outflows of resources and current/non-current liabilities/deferred inflows of resources are as follows:

Current assets: Current assets increased by \$59,390 from June 30, 2017. The primary reason is an increase in the anticipated amount due from other agencies, most specifically Proposition 10 tobacco tax funding from First 5 California, at fiscal year-end.

Deferred outflows of resources: Deferred outflows of resources decreased by \$16,526 from June 30, 2017. The decrease is attributable to employer contributions to the pension and OPEB plan applicable to a future accounting period and current year changes in the net pension liability and related amortization and other factors.

Current liabilities: Current liabilities increased by \$91,622 from June 30, 2017. The increase is due to amounts owed to vendors for goods and services received prior to fiscal year-end.

Non-current liabilities: Non-current liabilities decreased by \$159,193 from June 30, 2017. The decrease is due to a reduction of the Commission's proportionate share of the net pension liability. Some contributing factors to the decrease were the difference in expected and actual experience and changes in assumptions. The decrease in the net pension liability is offset by the implementation of GASB Statement No. 75 – *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*, which requires the Commission to record the proportionate share of the net OPEB liability.

Deferred inflows of resources: Deferred inflows of resources decreased by \$149,506. The decrease is attributable to current year changes in the net pension liability, net OPEB liability, related amortization, and other factors.

**Governmental activities** increased the Commission's net position by \$312,151 during fiscal year 2017/18, which represents an increase of approximately 4% from total net position at June 30, 2017. The increase in net position is due to changes related to Commission's net pension liability and related deferred inflows and outflows.

First 5 Solano Children & Families Commission's  
Change in Net Position  
For the fiscal years ended June 30, 2018 & 2017

	2018	2017
<b>Program expenses:</b>		
<b>General:</b>		
Employee services	\$ 522,567	\$ 841,114
Program evaluation costs	135,150	131,250
Interfund services	47,454	57,185
Professional & specialized services	60,344	55,818
Special departmental expense	4,615	2,412
Rents & leases	55,374	51,364
Insurance	7,411	5,276
Communication	5,945	5,966
Memberships	7,226	7,226
Meals/Refreshments	2,854	1,593
Transportation & travel	10,363	6,661
Non-capitalized equipment	-	113
Supplies	1,732	1,695
Countywide admin overhead	49,385	67,044
Miscellaneous	3,150	8
<b>Total general expenses</b>	<u>913,570</u>	<u>1,234,725</u>
<b>Grant:</b>		
Early mental health	502,556	483,430
SR family support	564,308	594,426
EPSDT- Early Periodic Screening Diagnosis & Treatment	185,371	215,803
Health access initiative	121,000	120,381
Pre K academy	204,328	186,363
Child care and development	421,920	323,234
H&SS IFSI - Family Strengthening Project	161,852	187,956
Collaboration	-	9,761
Community engagement	86,846	83,223
Pre-natal grants	35,000	34,889
Systems change	220,075	153,104
Co-sponsorship of conferences	18,475	11,500
<b>Total grant expenses</b>	<u>2,521,731</u>	<u>2,404,070</u>
<b>Total program expenses</b>	<u>3,435,301</u>	<u>3,638,795</u>
<b>Program revenues:</b>		
Operating grants and contributions	3,247,429	3,514,874
Charges for services	344,643	316,920
<b>Total program revenues</b>	<u>3,592,072</u>	<u>3,831,794</u>
<b>Net program revenues</b>	<u>156,771</u>	<u>192,999</u>
<b>General revenues:</b>		
Investment income	102,534	66,782
Miscellaneous	52,846	540
<b>Total general revenues</b>	<u>155,380</u>	<u>67,322</u>
<b>Change in net position</b>	312,151	260,321
<b>Net position:</b>		
Beginning, as restated (See Note 7)	7,154,875	6,946,764
End of the year	<u>\$ 7,467,026</u>	<u>\$ 7,207,085</u>

The key elements for the significant changes in net position are as follows:

**Program expenses-general:**

General expenses decreased overall from prior year by \$321,155. The most significant decreases are noted as follows:

- Employee services decreased by \$318,547 mainly due to decreases in GASB 68 related pension expenses.

**Program expenses-grants:**

Grant expenses increased overall from prior year by \$117,661. Significant changes are as follows:

Expenses for the following programs was either reduced or grantees underspent the budgeted amount for the current year funding cycle:

- SR Family Support - \$30,118
- Family Strengthening Project - \$26,104
- EPSDT-\$30,432

Conversely, Systems Change and the Child Care and Development IMPACT Program expenses increased in the amount of \$66,971 and \$98,686, respectively.

**Program revenue:**

Program revenue decreased from prior year by \$239,722 as a result of reduced funding from First 5 California Proposition 10 annual allocations.

**Financial Analysis of the Commission's Governmental Funds**

As noted earlier, the Commission uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** The general fund is a governmental fund type that is used to account for general activities of the Commission. The focus of the Commission's governmental fund is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Commission's net resources available for spending at the end of the fiscal year. At June 30, 2018, the Commission's general fund reported an ending fund balance of \$8,353,676. This was the result of a decrease to fund balance of \$32,232 for the fiscal year ended June 30, 2018.

Governmental revenues totaled \$3,747,452 in fiscal year 2017/18. This represents a decrease of approximately 4% from fiscal year 2016/17.

Governmental expenditures totaled \$3,779,684 in fiscal year 2017/18. This represents an increase of approximately 4% from fiscal year 2016/17 due primarily to the overall increase for various services funded by grant expenditures.

**Budgetary Highlights**

The Commission's general fund budget (Adopted and Final versions) is reflected in the Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual, as presented on page 29 in the Required Supplementary Information (RSI) section of this report.

There were changes between the adopted budget and the final budget resulting in an increase in appropriations for contingencies. Revenues recognized were less than budget by \$195,510 as a result of less charges for services provided to Health & Social Services Mental Health Division for early childhood mental health programs. Expenditures incurred were less than budget by \$941,224 due to the overall reduction in grant disbursement expenditures resulting from the new funding cycle that reduced overall allocations to various grant categories.

## **Debt Administration**

**Long-term liability.** At June 30, 2018 the Commission had \$1,226,869 of long term liabilities composed of the net pension liability, net OPEB liability, and compensated absences. For more information, see Note 2 on page 22 of this report.

## **Economic Factors and Next Year's Operating Activities**

In December 2017, the Commission adopted a new 2018-2023 Program Investment Plan, which brings expenditure in line with ongoing revenue. The 2018-2023 Program Investment Plan continues the work of the Commission under the key initiatives, but identifies a shift in strategy for some initiatives to ensure the Commission is making the biggest impact in outcomes utilizing its decreasing revenue.

The following services are outlined in the Program Investment plan for fiscal year 2018/19:

- Family Support Services: parent Education; family strengthening with a focus on Rio Vista and Vallejo
- Children's Health: well-child checkup utilization with a focus on Rio Vista and Vallejo
- Early Childhood Mental Health Services: Parent education; provider training; mental health treatment; universal developmental screenings
- Quality Child Care Services: IMPACT and Head Start facility
- School Readiness: Pre-Kindergarten Academies
- Help Me Grow: Access and linkage to services; family navigation/coordination
- Annual Grants: One-time funding opportunities to fill gaps and pilot new ideas
- Systems Change: System activities strengthen, expand, integrate and sustain the early childhood system

Commission management continues its fiscal policy of managing operating costs associated with Commission operations. For fiscal year 2018/19, the Commission will enter the first year of a five-year funding cycle. Expenditures are projected to be in line with the level of ongoing revenues.

## **Requests for Information**

This financial report is designed to provide a general overview of the Commission's finances for all those with an interest with the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the First 5 Solano Children and Families Commission, 601 Texas Street, Suite 210, Fairfield, California 94533.

## **BASIC FINANCIAL STATEMENTS**

**FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION**

**GOVERNMENT-WIDE FINANCIAL STATEMENTS  
STATEMENT OF NET POSITION  
JUNE 30, 2018**

	Governmental Activities
<b>ASSETS</b>	
<b>Current assets</b>	
Cash and investments in County treasury	\$ 8,054,299
Accounts receivable	2,044
Due from County	165,229
Due from State Commission	680,049
Prepaid expense	653
Total assets	<u>8,902,274</u>
 <b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred outflows related to pensions	362,147
Deferred outflows related to OPEB	13,638
Total deferred outflows of resources	<u>375,785</u>
 <b>LIABILITIES</b>	
<b>Current liabilities</b>	
Outstanding warrants	76,419
Accounts payable	292,332
Due to County	119,929
Due to other agencies	59,918
Total current liabilities	<u>548,598</u>
 <b>Noncurrent liabilities</b>	
Compensated absences	31,657
Net pension liability	1,139,189
Net OPEB liability	56,023
Total noncurrent liabilities	<u>1,226,869</u>
Total liabilities	<u>1,775,467</u>
 <b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred inflows related to pensions	32,908
Deferred inflows related to OPEB	2,658
Total deferred inflows of resources	<u>35,566</u>
 <b>NET POSITION</b>	
Unrestricted	<u>7,467,026</u>
Total net position	<u>\$ 7,467,026</u>

The accompanying notes are an integral part of these financial statements.

# FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION

## GOVERNMENT-WIDE FINANCIAL STATEMENTS STATEMENT OF ACTIVITIES FOR THE YEAR ENDED JUNE 30, 2018

	<b>Governmental Activities</b>
<b>Program expenses:</b>	
<b>General</b>	
Employee services	\$ 522,567
Program evaluation costs	135,150
Countywide admin overhead	49,385
Interfund services	47,454
Professional & specialized services	60,344
Rents & leases	55,374
Memberships	7,226
Transportation & travel	10,363
Communication	5,945
Insurance	7,411
Special departmental expense	4,615
Supplies	1,732
Meals/Refreshments	2,854
Miscellaneous	3,150
<b>Total general expenses</b>	<u>913,570</u>
<b>Grants</b>	
SR family support	564,308
Early mental health	502,556
Child care and development	421,920
EPSDT - Early Periodic Screening Diagnosis & Treatment	185,371
H&SS IFSI - Family Strengthening Project	161,852
Pre K academy	204,328
Systems change	220,075
Health access initiative	121,000
Community engagement	86,846
Pre-natal	35,000
Co-sponsorship of conferences	18,475
<b>Total grant expenses</b>	<u>2,521,731</u>
<b>Total program expenses</b>	<u>3,435,301</u>
<b>Program revenues:</b>	
Operating grants and contributions	3,247,429
Charges for services	344,643
<b>Total program revenues</b>	<u>3,592,072</u>
<b>Net program revenues</b>	<u>156,771</u>
<b>General revenues:</b>	
Investment income	102,534
Donation/grants	52,846
<b>Total general revenues</b>	<u>155,380</u>
<b>Change in net position</b>	312,151
Net position- beginning, as restated	7,154,875
Net position- ending	<u>\$ 7,467,026</u>

The accompanying notes are an integral part of these financial statements.



**FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION**

**BALANCE SHEET  
GOVERNMENTAL FUND  
JUNE 30, 2018**

<b>Assets</b>	<b><u>General Fund</u></b>
Cash and investments in County treasury	\$ 8,054,299
Accounts receivable	2,044
Due from County	165,229
Due from State Commission	680,049
Prepaid expense	653
Total assets	<u>\$ 8,902,274</u>
 <b>Liabilities</b>	
Outstanding warrants	\$ 76,419
Accounts payable	292,332
Due to County	119,929
Due to other agencies	59,918
Total liabilities	<u>548,598</u>
 <b>Fund Balance</b>	
Nonspendable	\$ 653
Unassigned	8,353,023
Total fund balance	<u>8,353,676</u>
Total liabilities and fund balance	<u>\$ 8,902,274</u>

The accompanying notes are an integral part of these financial statements.

## FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION

### RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUND TO THE STATEMENT OF NET POSITION JUNE 30, 2018

Governmental fund balance	\$ 8,353,676
Amounts reported for governmental activities in the statement of net position are different because:	
Deferred inflows and outflows of resources related to the net pension liability are not due and payable in the current period and therefore, are not reported in the funds:	
Deferred outflows of resources related to pensions	362,147
Deferred inflows of resources related to pensions	(32,908)
Deferred inflows and outflows of resources related to the net OPEB liability are not due and payable in the current period and therefore, are not reported in the funds:	
Deferred outflows of resources related to OPEB	13,638
Deferred inflows of resources related to OPEB	(2,658)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.	
Compensated absences	(31,657)
Long-term obligations- net pension liability	(1,139,189)
Long-term obligations- net OPEB liability	<u>(56,023)</u>
Net position of governmental activities	<u>\$ 7,467,026</u>

The accompanying notes are an integral part of these financial statements.

# FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION

## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE GOVERNMENTAL FUND FOR THE YEAR ENDED JUNE 30, 2018

Revenues:	<b>General Fund</b>
Intergovernmental revenues	\$ 3,247,429
Charges for services	344,643
Investment income	102,534
Donations/grants	52,846
Total revenues	<u>3,747,452</u>
Expenditures:	
Current	
General:	
Employee services	866,950
Program evaluation costs	135,150
Countywide admin overhead	49,385
Interfund services	47,454
Professional & specialized services	60,344
Rents & leases	55,374
Memberships	7,226
Transportation & travel	10,363
Communication	5,945
Insurance	7,411
Special departmental expense	4,615
Supplies	1,732
Meals/Refreshments	2,854
Miscellaneous	3,150
Total general expenditures	<u>1,257,953</u>
Grants	
SR family support	564,308
Early mental health	502,556
Child care and development	421,920
EPSDT - Early Periodic Screening Diagnosis& Treatment	185,371
H&SS IFSI - Family Strengthening Project	161,852
Pre K academy	204,328
Systems change	220,075
Health access initiative	121,000
Community engagement	86,846
Pre-natal grants	35,000
Co-sponsorship of conferences	18,475
Total grant expenditures	<u>2,521,731</u>
Total expenditures	<u>3,779,684</u>
Net change in fund balance	(32,232)
Fund balance - beginning	<u>8,385,908</u>
Fund balance - ending	<u>\$ 8,353,676</u>

The accompanying notes are an integral part of these financial statements.

## FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION

### RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE OF GOVERNMENTAL FUND TO THE STATEMENT OF ACTIVITIES FOR THE YEAR ENDED JUNE 30, 2018

Changes in fund balance - governmental funds	\$ (32,232)
--	-------------

Amounts reported for governmental activities in the statement of activities are different because:

Compensated absences expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. This amount represents the net change in the compensated absences liability.	(6,618)
--	---------

Governmental funds report OPEB plan contributions as expenditures. However, in the Statement of Activities, OPEB expense is measured as the change in net OPEB liability and the amortization of deferred outflows and inflows related to OPEB. The following amount reflect changes in the OPEB related balances:	(20,039)
--	----------

Governmental funds report pension contributions as expenditures. However, in the Statement of Activities, pension expense is measured as the change in net pension liability and the amortization of deferred outflows and inflows related to pensions. The following amounts reflect changes in the pension related balances:	<u>371,040</u>
--	----------------

Change in net position of governmental activities	<u>\$ 312,151</u>
---	-------------------

The accompanying notes are an integral part of these financial statements.

## **FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION**

### **NOTES TO BASIC FINANCIAL STATEMENTS JUNE 30, 2018**

#### **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

##### **A. Reporting Entity**

Solano County is a political subdivision of the State of California. An elected, five-member Board of Supervisors governs the County.

First 5 Solano Children and Families Commission (Commission) was organized on July 8, 1999, by the Solano County Board of Supervisors through the adoption of Ordinance No. 1579 in accordance with the California Children and Families Act of 1998. The Commission currently operates under the State of California Health and Safety Code§ 130100-130155 and Solano County Code§ 7.3. The purpose of the Commission is to promote, support, and improve the early development of children from the prenatal stage through five years of age. The First 5 Solano Commission is funded by a surtax imposed statewide on the sale and distribution of cigarettes and other tobacco related products.

The Commission consists of nine members encompassing a myriad of professional and personal experience. The Board of Supervisors of Solano County approves the appointment of each Commission member's four-year term.

##### **Basis of Accounting Measurement Focus**

The basic financial statements of the Commission are composed of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to the basic financial statements

##### Government-wide Financial Statements

Government-wide financial statements consist of the statement of net position and the statement of activities. These statements are presented on an economic resources measurement focus. All economic resources and obligations of the reporting government are reported in the financial statements.

The government-wide financial statements have been prepared on the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GASB Statement No. 33.

##### Fund Financial Statements

The fund financial statements consist of the balance sheet and the statement of revenues, expenditures and changes in fund balance of the Commission's general fund. These statements are presented on a current financial resources measurement focus. Generally, only current assets, deferred outflows of resources, current liabilities and deferred inflows of resources are included on the balance sheet. The statement of revenues, expenditures and changes in fund balance for the governmental fund generally presents inflows (revenues) and outflows (expenditures) in net current position. All operations of the Commission are accounted for in the general fund.

## FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION

### NOTES TO BASIC FINANCIAL STATEMENTS JUNE 30, 2018

#### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

##### Fund Financial Statements (Continued)

The fund financial statements have been prepared on the modified accrual basis of accounting. Revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. Revenues are considered available if they are received within 90 days after year-end. Revenues susceptible to accrual include tax revenues, grant revenues and investment income. Expenditures are recognized in the accounting period in which the fund liability is incurred except for compensated absences, which are recognized when due and payable at year-end.

##### Adjustments Between Fund Financial Statements and Government-Wide Financial Statements

##### **Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources expense/expenditure until then. The Commission reports deferred outflows related to pensions and OPEB. Refer to additional details in Note 3 and Note 4.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. In the fund financial statements the Commission has one item which arises only under a modified accrual basis of accounting that qualifies for reporting in this category. Accordingly, the item, *unavailable revenue*, is reported only in the governmental funds balance sheet. The governmental fund report unavailable revenues from intergovernmental revenues. This amount is deferred and recognized as an inflow of resources in the period that the amounts become available. The Commission also reports deferred inflows related to pensions and OPEB. Refer to additional details in Note 3 and Note 4.

##### **Long-Term Liabilities**

As of June 30, 2018, the Commission estimated its liability for vested compensated absences to be \$31,657. Compensated absence obligations are considered long-term in nature and are reported in the fund financial statements as expenditures in the period paid or when due and payable at year-end under the modified accrual basis of accounting. The compensated absences have been accrued in the government wide financial statements and are included in long-term liabilities. The compensated absences are liquidated by the general fund.

## FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION

### NOTES TO BASIC FINANCIAL STATEMENTS JUNE 30, 2018

#### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

##### Net Position

Net position is displayed in three components:

- Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation, and net of related debt.
- Restricted net position – Consists of resources in the net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- Unrestricted net position – All other resources making up net position that do not meet the definition of “restricted” or “net investment in capital assets.” All of the Commission’s net position is reported as unrestricted.

The Commission applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

##### Fund Balance Classification

Fund balance can be displayed under the following components:

- *Nonspendable Fund Balance* – includes elements of fund balance that cannot be spent because of their form, or because they must be (a) assets that will never convert to cash, such as prepaid items, or (b) resources that must be held intact pursuant to legal or contractual requirements. At June 30, 2018, fund balance of \$653 is classified as nonspendable.
- *Restricted Fund Balance* – includes resources that are subject to constraints that are externally enforceable legal restrictions.
- *Committed Fund Balance* – includes amounts that meet one of the following two criteria; (a) use of funds is constrained by limits imposed by formal action of the Commission and removal or modification of use of funds can be accomplished only by the same formal action of the Commission. The Solano First 5 Commission is the government's highest level of decision-making authority; and the formal action required to be taken to establish, modify, or rescind a fund balance restriction is a majority vote by the Commission.
- *Assigned Fund Balance* – The assigned portion of the fund balance policy reflects a commission's intended use of resources, which is established either by the First 5 Solano Commission, a body created by the commission, such as the commission finance committee, or an official designated by the commission (e.g., an Executive Director).
- *Unassigned Fund Balance* – includes resources in fund balance that cannot be classified into any of the other categories. At June 30, 2018, fund balance of \$8,353,023 is classified as unassigned.

The Commission’s policy states that when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, it is presumed that restricted funds are spent first; and when an expenditure is incurred for purposes for which amounts in any unrestricted fund balances could be used, it is presumed that the committed amounts are spent first, then the assigned amounts, then the unassigned amounts.

## **FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION**

### **NOTES TO BASIC FINANCIAL STATEMENTS JUNE 30, 2018**

#### **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

##### **Pensions**

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Solano County Pension Plan and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by California Public Employees Retirement System (CalPERS). For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

##### **Other Post Employment Benefits (OPEB)**

For purpose of measuring the net OPEB liability, deferred outflows/inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the Solano County Retiree Healthcare Plan and additions to/deductions from the OPEB Plan's fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, the OPEB Plan recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are carried at fair value.

##### **Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles in the United States requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

##### **Cash and Investments in County Treasury**

The Commission's cash and investments is maintained in the County Treasury and is pooled with the County of Solano and various other depositors. The Commission's ability to withdraw large sums of cash from the County Treasury may be subject to certain restrictions set by the County Treasurer. On a quarterly basis, the Treasurer allocates interest to participants based upon their average daily balances. The Solano County Treasury Oversight Committee oversees the Treasurer's investments and policies. The balance of the Commission's investment in the Solano County Treasury pool at June 30, 2018 is \$8,054,299. The County investment pool is not registered with the Securities and Exchange Commission as an investment company.

The County's pooled cash and investments are invested pursuant to investment policy guidelines established by the County Treasurer and approved by the County Board of Supervisors. The objectives of the policy (in order of priority) are: legality, preservation of capital, liquidity, and yield. The policy addresses the soundness of financial institutions in which the County will deposit funds, types of investment instruments as permitted by the California Government Code, and the percentage of the portfolio which may be invested in certain instruments with longer terms of maturity. A detailed breakdown of cash and investments and a categorization of risk factors per GASB Statement No. 40, Deposits and Investment Risk Disclosures, are presented in the County of Solano Comprehensive Annual Financial Report.



## **FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION**

### **NOTES TO BASIC FINANCIAL STATEMENTS JUNE 30, 2018**

#### **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

##### **Cash and Investments in County Treasury (Continued)**

###### ***Fair Value Measurements***

The Commission categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets, Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. As of June 30, 2018, the Commission held no individual investments. All funds are invested in the County Treasurer's Investment Pool.

In instances where inputs used to measure fair value fall into different levels in the above fair value hierarchy, fair value measurements in their entirety are categorized based on the lowest level input that is significant to the valuation. The Commission's assessment of the significance of particular inputs to these fair value measurements requires judgment and considers factors specific to each asset or liability.

Deposits and withdrawals in the Pools are made on the basis of \$1 and not fair value. Accordingly, the Commission's share of investments in the County Treasurer's Investment Pool at June 30, 2018 of \$8,054,299 is an uncategorized input not defined as a Level 1, Level 2, or Level 3 input.

###### ***Due from County***

Due from county in the amount of \$165,229 represents amounts due to the Commission for early childhood mental health services provided per terms of the County of Solano Memorandum of Understanding 2014-101.

###### ***Due from State Commission***

Due from other agencies of \$680,049 represents amounts due to the Commission from the State (First 5 California Children & Families Commission) as of June 30, 2018 for amounts allocated but not received.

###### ***Outstanding Warrants***

Outstanding warrants in the amount of \$76,419 represent the amount of warrants issued but not yet presented to the County for payment. When warrants are mailed, expenditures are recorded in the Commission's fund and an outstanding warrant liability is created, pending payment of the warrant.

###### ***Accounts Payable***

Accounts payable of \$292,332 represents the balance owed for goods received and/or services rendered.

###### ***Due to County***

Due to County of in the amount of \$119,929 represents amounts owed to the County of Solano for grantee services provided by the Department of Health and Social Services.

###### ***Due to Other Agencies***

Due to other agencies of \$59,918 represents amounts owed to grantees outside the reporting entity.

## FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION

### NOTES TO BASIC FINANCIAL STATEMENTS JUNE 30, 2018

#### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

##### *Effect of New Governmental Accounting Standards Board (GASB) Pronouncement*

**GASB Statement No. 75** – In June 2015, GASB issued Statement No. 75 – *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The objective of this Statement is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions (other postemployment benefits or OPEB). This Statement is effective for fiscal years beginning after June 15, 2017, or the 2017-2018 fiscal year. The Commission implemented this statement effective July 1, 2017.

#### NOTE 2 – LONG-TERM LIABILITY

Long-term liability activity for the fiscal year ended June 30, 2018, was as follows:

	Balance July 1, 2017	Additions	Retirements	June 30, 2018	Amounts Due Within One Year
Compensated absences	\$ 38,275	\$ -	\$ 6,618	\$ 31,657	\$ -
Net pension liability	1,347,787	-	208,598	1,139,189	-
Post employment benefits (OPEB) liability	62,660	-	6,637	56,023	-
Total long-term liabilities	<u>\$ 1,448,722</u>	<u>\$ -</u>	<u>\$ 221,853</u>	<u>\$ 1,226,869</u>	<u>\$ -</u>

#### NOTE 3 – DEFINED BENEFIT PENSION PLAN

**Plan Description** - The Commission employees participate in the County of Solano's Miscellaneous defined benefit pension plan administered by the State of California Public Employees' Retirement System (CalPERS), an agent multiple-employer public employee retirement system that acts as a common investment and administrative agent for California cities and governmental jurisdictions, which participate in this retirement plan. For financial reporting purposes, the Commission reports a proportionate share of the County's collective net pension liability, pension expense, and deferred inflows and outflows. Accordingly, the disclosures and required supplementary information have been reported for the Commission as a cost sharing participant.

**Benefits Provided** - CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

**Contributions** - Rates for the County's contributions are set by CalPERS based upon annual experience of County members and on periodic actuarial valuations. The contribution rate for the Commission is established by the County of Solano. The Commission contributes the full amount of the employees' 7.508 percent share of contributions after five years of CalPERS qualifying experience. The employer contribution rate for the fiscal year ended June 30, 2018, is 10.127 percent. For the fiscal year ended June 30, 2018, the Commission was required to contribute \$172,253 to the County of Solano for the plan.

# FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION

## NOTES TO BASIC FINANCIAL STATEMENTS JUNE 30, 2018

### NOTE 3 – DEFINED BENEFIT PENSION PLAN (Continued))

#### **Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

At June 30, 2018, the Commission reported a liability of \$1,139,189 for its proportionate share of the County's net pension liability. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2016. The Commission's proportion of the County's net pension liability was based on the Commission's FY 2017 actual contributions to the County's pension plan relative to the total contributions of the County as a whole. At June 30, 2017, the Commission's proportionate share was 0.3307 percent and at June 30, 2018 the Commission's proportionate share was 0.3225 percent, a decrease of 0.0082 percent.

For the year ended June 30, 2018, the Commission recognized pension expense of \$170,796. At June 30, 2018, the Commission reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 36,760	29,136
Changes of assumptions	153,133	3,772
Employer contributions paid by the Commission subsequent to the measurement date	172,253	-
Total	<u>\$ 362,146</u>	<u>\$ 32,908</u>

\$172,253 reported as deferred outflows of resources related to pensions resulting from the Commission's contributions to the County's plan subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the Commission's proportion of the County's pension plan will be recognized in pension expense as follows:

Year ended June 30,	
2019	\$ (49,409)
2020	(102,807)
2021	(27,587)
2022	22,818
Total	<u>\$ (156,985)</u>

# FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION

## NOTES TO BASIC FINANCIAL STATEMENTS JUNE 30, 2018

### NOTE 3 – DEFINED BENEFIT PENSION PLAN (Continued))

#### **Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)**

Actuarial assumptions - The Commission's proportion of the County's total pension liability in the June 30, 2016 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial valuation date	June 30, 2016
Measurement date	June 30, 2017
Actuarial cost method	Entry-Age Normal Cost Method

Actuarial Assumptions:

Discount Rate	7.15%
Inflation	2.75%
Projected Salary increases	Varies by Entry Age and Service
Cost of Living Adjustments:	2.75%
Payroll Growth:	3%

The mortality table used was developed based on CalPERS's specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB. For more details on this table, please refer to the 2016 experience study report available on CalPERS website at [www.calpers.ca.gov](http://www.calpers.ca.gov).

All other actuarial assumptions used in the June 30, 2016 valuation were based on the results of an actuarial experience study for the period from 1997 to 2011, including updates to salary increase, mortality and retirement rates. The Experience Study report can be obtained at CalPERS' website under Forms and Publications.

The discount rate of 7.15 percent used for the June 30, 2017 measurement date decreased from 7.65% used for the June 30, 2016 measurement date.

The long term expected rate of return on pension plan investments was determined using a building block method in which best estimates ranges of expected future real rates of return (expected returns, net of plan investment expense and inflation) are developed for each major asset class. In determining the long-term expected rate of return, CalPERS staff took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

# FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION

## NOTES TO BASIC FINANCIAL STATEMENTS JUNE 30, 2018

### NOTE 3 – DEFINED BENEFIT PENSION PLAN (Continued))

#### Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

The table below reflects the long-term expected real rate of return by asset class net of administrative expenses:

Long-Term Expected Real Rate of Return			
Asset Class	Target Allocation	Real Return, Years 1 -10 (A)	Real Return 11+ (B)
Global Equity	51.00%	5.25%	5.71%
Global Fixed Income	20.00%	0.99%	2.43%
Inflation Linked Securities	6.00%	0.45%	3.36%
Private Equity	10.00%	6.83%	6.95%
Real Estate	10.00%	4.50%	5.13%
Infrastructure and Forestland	2.00%	4.50%	5.09%
Liquidity	1.00%	-0.55%	-1.05%
	<u>100.00%</u>		

*Discount rate* - The discount rate used to measure the total pension liability was 7.15 percent. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing of the plans, the tests revealed the assets would not run out. Therefore, the current 7.15 percent discount rate is appropriate and the use of the municipal bond rate calculation is not deemed necessary. The long-term expected discount rate of 7.15 percent is applied to all plans in the Public Employees Retirement Fund. The stress test results are presented in a detailed report called “GASB Crossover Testing Report” that can be obtained at CalPERS’ website under the GASB 68 section.

*Sensitivity of the Commission’s proportionate share of the County’s net pension liability to changes in the discount rate* - The following table presents the Commission’s proportionate share of the County’s net pension liability calculated using the discount rate of 7.15 percent, as well as what the Commission’s proportionate share of the County’s net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.15%) or 1-percentage-point higher (8.15%) than the current rate:

	1.00% Decrease (6.15%)	Current Discount Rate (7.15%)	1.00% Increase (8.15%)
Commission's proportionate share of the County’s net pension liability	\$ 1,681,807	\$ 1,139,189	\$ 698,632

*Pension plan fiduciary net position* - Detailed information about the County’s collective net pension liability is available in the County’s separately issued Comprehensive Annual Financial Report (CAFR). The County of Solano’s financial statements may be obtained by contacting the County of Solano, Auditor-Controller’s Office at 675 Texas Street, Suite 2800, Fairfield, CA 94533 or visiting the County’s website at [https://www.solanocounty.com/depts/auditor/finance\\_reports.asp](https://www.solanocounty.com/depts/auditor/finance_reports.asp).

Detailed information about the CalPERS fiduciary net position is available in a separately issued CalPERS comprehensive annual financial report. Copies of the CalPERS annual report may be obtained from CalPERS Headquarters, Lincoln Plaza North, 400 Q Street, Sacramento, California 95811, or visiting [www.calpers.ca.gov](http://www.calpers.ca.gov).

## FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION

### NOTES TO BASIC FINANCIAL STATEMENTS JUNE 30, 2018

#### NOTE 4 – OTHER POST EMPLOYMENT BENEFITS (OPEB)

##### Plan Description

The Commission participates in County of Solano Multi-Employer Defined Benefit Healthcare Plan administered by the CalPERS. The plan provides postemployment healthcare benefits to eligible retirees by contributing a minimum of \$133 per month towards medical insurance benefits. This benefit is provided based on the Board of Supervisor's election to participate under the Public Employees' Medical and Hospital Care Act (PEMHCA) [Government Code Section 22750]. The County's Board may elect to pay more than the minimum contribution; however, the County's Board has elected to pay the minimum contribution of \$133 per month per eligible retiree. The County has not executed a formal plan document that provides for these benefits and the plan does not have a name.

In addition, the County established an irrevocable trust to pre-fund the other postemployment Annual Required Contribution benefits with the Public Agency Retirement Services (PARS). The PARS financial statements and additional reports can be obtained from the PARS website at <http://www.PARS.org>.

##### Contributions

The plan and its contribution requirements are established by memorandums of understanding with the applicable employee bargaining units and may be amended by agreements between the County and the bargaining units. The annual contribution is based on the actuarially determined contribution. Currently, plan members are required to pay the balance of the premiums.

##### OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At June 30, 2018, the Commission reported a liability of \$56,023 for its proportionate share of the net OPEB liability. The net OPEB liability was measured as of June 30, 2017, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of January 1, 2017. The Commission's proportion of the net OPEB liability was based on a projection of the Commission's contributions to the OPEB plan relative to the projected contributions of all participating member agencies, actuarially determined. At June 30, 2018, the Commission's proportion was 0.2434 percent.

For the year ended June 30, 2018, the Commission recognized OPEB expense of \$9,687. At June 30, 2018, the Commission reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
OPEB contributions subsequent to measurement date	\$ 13,638	\$ -
Net difference between projected and actual earnings on plan investments	-	2,658
Total	<u>\$ 13,638</u>	<u>\$ 2,658</u>

# FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION

## NOTES TO BASIC FINANCIAL STATEMENTS JUNE 30, 2018

### NOTE 4 – OTHER POST EMPLOYMENT BENEFITS (OPEB)

#### OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (Continued)

\$13,638 reported as deferred outflows of resources related to OPEB resulting from the Commission's contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ended June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year ended June 30,	Amortization
2019	\$ (665)
2020	(665)
2021	(665)
2022	(663)
Total	<u>\$ (2,658)</u>

*Actuarial Assumptions* – The total OPEB liability in the January 1, 2017 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:	
Valuation Date	January 1, 2017
Discount Rate	6.00%
Inflation	2.75%
Investment Rate of Return	6.00%
Medical Trend	Non-Medicare - 7.5% for 2019, decreasing to an ultimate rate of 4.0% in 2076 and later years Medicare - 6.5% for 2019, decreasing to an ultimate rate of 4.0% in 2067 and later years
Mortality Improvement	Mortality projected fully generational with Scale MP-2016
Salary Increase	3%
Healthcare Participation	50%

*Discount Rate* – The discount rate used to measure the total OPEB liability was 6.00 percent for the plan. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that the Commission's contributions will be made at rates equal to the difference between actuarially determined contributions rates and the employee rate. Based on those assumptions, the plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

# FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION

## NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2018

### NOTE 4 – OTHER POST EMPLOYMENT BENEFITS (OPEB) (Continued)

#### OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (Continued)

The long-term expected rate of return on plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and most recent best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Equities	58.0%	4.82%
Fixed Income	35.0%	1.47%
Cash	5.0%	0.06%
REITs	2.0%	3.76%
Total	100%	

*Sensitivity of the Commission's Proportionate Share of the Net OPEB Liability to Changes in the Discount Rate* – The following presents the Commission's proportionate share of the net OPEB liability, as well as what the Commission's proportionate share of the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.0 percent) or 1-percentage-point higher (8.0 percent) than the current discount rate:

	1% Decrease (5.0%)	Discount Rate (6.0%)	1% Increase (7.0%)
Net OPEB Liability	\$ 76,447	\$ 56,023	\$ 41,074

*Sensitivity of the Commission's Proportionate Share of the Net OPEB liability to Changes in the Healthcare Cost Trend Rates* – The following presents the Commission's proportionate share of the net OPEB liability, as well as what the Commission's proportionate share of the net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

	1% Decrease	Current Trend Rate	1% Increase
Net OPEB Liability	\$ 38,338	\$ 56,023	\$ 80,273

Non-Medicare trend rate of 6.5%, decreasing 0.5% per year to an ultimate rate of 5.0% for 2012 and later years.  
Medical trend rate of 6.7%, decreasing to an ultimate rate of 5.0% for 2021 and later years.

*OPEB Plan Fiduciary Net Position* – Detailed information about the OPEB plan's fiduciary net position is available in the separately issued CalPERS financial reports.



## FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION

### NOTES TO BASIC FINANCIAL STATEMENTS JUNE 30, 2018

#### NOTE 5 – PROGRAM EVALUATION

In accordance with the *Standards and Procedures for Audits of California Counties Participating in the California Children and Families Program*, issued by the California State Controller, the Commission is required to disclose the amounts expended during the fiscal year on program evaluation. Program evaluation costs pertain to those activities undertaken to support the collection, production, analysis and presentation of evaluation information for Commission management, Commissioners and other interested parties.

For the year ended June 30, 2018, the Commission spent \$135,150 on program evaluation.

#### NOTE 6 – RISK MANAGEMENT

The Commission through Solano County carries coverage administered through the Solano County Risk Management Division, for all risks under a multi-peril policy, including accident and property, workers' compensation, and general liability insurance programs.

Solano County also participates in the California State Association of Counties-Excess Insurance Authority (CSAC-EIA), a joint powers authority created to provide self-insurance programs for California counties.

#### NOTE 7 - RESTATEMENT

Net position as of July 1, 2017 has been restated as follows for the implementation of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*:

<b><u>Restated for GASB 75 implementation</u></b>	<b><u>Governmental Activities</u></b>
Beginning Balance, as previously reported	\$ 7,207,085
Net OPEB liability	(62,660)
Deferred Outflows - OPEB contributions	10,450
<b>Beginning Balance, as restated</b>	<b><u>\$ 7,154,875</u></b>

## **REQUIRED SUPPLEMENTARY INFORMATION**

# FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION

## SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE GENERAL FUND BUDGET AND ACTUAL FOR THE YEAR ENDED JUNE 30, 2018

	Budgeted Amounts			Variance with Final Budget Positive (Negative)
	Adopted	Final	Actual Amounts	
Revenues:				
Intergovernmental revenues	\$ 3,212,258	\$ 3,212,258	\$ 3,247,429	\$ 35,171
Charges for services	640,344	640,344	344,643	(295,701)
Investment income	52,500	52,500	102,534	57,534
Donations/grants	5,000	45,000	52,846	7,846
Total revenues	3,910,102	3,950,102	3,747,452	(195,150)
Expenditures:				
Current				
General				
Employee services	855,391	855,391	\$ 866,950	(11,559)
Program evaluation costs	140,000	140,000	135,150	4,850
Countywide Admin O/H	49,385	49,385	49,385	-
Interfund services	49,500	49,500	49,454	46
Professional & specialized services	70,219	70,719	60,344	10,375
Rents & leases	52,741	54,241	55,374	(1,133)
Memberships	7,500	7,500	7,226	274
Transportation & travel	10,400	10,400	10,363	37
Communication	6,498	6,498	5,945	553
Insurance	7,411	7,411	7,411	-
Special departmental expense	4,725	4,725	4,615	110
Supplies	4,000	4,000	1,732	2,268
Meals/Refreshments	1,000	2,854	2,854	-
Non capitalized equipment	3,000	3,000	-	-
Miscellaneous	4,250	3,150	3,150	-
Total general expenditures	1,266,020	1,268,774	1,259,953	5,821
Grants				
SR family support	666,577	666,577	564,308	102,269
Early mental health	1,030,000	1,030,000	502,556	527,444
Child care and development	465,101	465,101	421,920	43,181
EPSDT - Early Periodic Screening Diagnosis& Treatment	300,000	300,000	185,371	114,629
H&SS IFSI - Family Strengthening Project	187,956	187,956	161,852	26,104
Pre K academy	206,000	206,000	204,328	1,672
Systems change	275,000	315,000	220,075	94,925
Health access initiative	121,000	121,000	121,000	-
Community engagement	102,000	102,000	85,846	16,154
Pre-natal grants	35,000	35,000	35,000	-
Co-sponsorship of conferences	25,000	25,000	17,475	7,525
Collaboration	1,500	1,500	0	1,500
Total grant expenditures	3,415,134	3,455,134	2,519,731	935,403
Total expenditures	4,681,154	4,723,908	3,779,684	941,224
Excess (deficiency) of revenues over (under) expenditures	(771,052)	(773,806)	(32,232)	746,074
Fund balance - beginning	6,452,182	6,111,678	8,385,908	
Fund balance - ending	\$ 5,681,130	\$ 5,337,872	\$ 8,353,676	

The notes to the required supplementary information are an integral part of this schedule.

# FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION

## SCHEDULE OF THE COMMISSION'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY FOR THE YEAR ENDED JUNE 30, 2018

### LAST TEN YEARS\*

	2018	2017	2016	2015
Commission's proportion of the net pension liability	\$ 1,139,189	\$ 1,347,787	\$ 1,129,735	\$ 1,370,818
Commission's proportionate share of the County's net pension liability	0.3225%	0.3307%	0.4065%	0.4228%
Commission's covered payroll	\$ 517,198	\$ 586,638	\$ 568,283	\$ 560,411
Commission's proportionate share of the County's net pension liability as a percentage of covered payroll	220.26%	229.75%	198.80%	244.61%
Plan fiduciary net position as a percentage of the total pension liability	72.12%	72.73%	77.48%	79.35%
Measurement date:	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014

### Notes to Schedule:

\* Fiscal year 2015 was the first year of implementation of GASB 68, therefore, only four years are shown.

Changes of Assumptions: The discount rate was changed from 7.65% (June 30, 2016 measurement date) to 7.15% (June 30, 2017 measurement date). In 2016, there were no changes. In 2015, amounts reflected an adjustment of the discount rate from 7.5% (net of administrative expense) to 7.65% (without a reduction for pension plan administrative expense). In 2014, amounts reported were based on the 7.5% discount rate.

## FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION

### SCHEDULE OF PENSION CONTRIBUTIONS FOR THE YEAR ENDED JUNE 30, 2018

#### LAST TEN YEARS\*

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Actuarially determined contributions	172,253	392,311	268,681	104,947
Contributions in relation to the actuarially determined contribution	<u>172,253</u>	<u>392,311</u>	<u>268,681</u>	<u>104,947</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Commission's covered payroll	\$ 570,009	\$ 517,198	\$ 586,638	\$ 568,283
Contributions as a percentage of covered payroll	30.22%	75.85%	45.80%	18.47%

#### Notes to Schedule:

\* Fiscal year 2015 was the first year of implementation of GASB 68, therefore, only four years are shown.

**FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION**

**SCHEDULE OF THE COMMISSION'S PROPORTIONATE SHARE OF  
THE NET OPEB LIABILITY  
FOR THE YEAR ENDED JUNE 30, 2018**

	<b>2018*</b>
Commission's proportion of the net OPEB liability	\$ 56,023
Commission's proportionate share of the net OPEB liability	0.2434%
Commission's covered-employee payroll	822,596
Commission's proportionate share of the net OPEB liability as a	6.81%
Plan fiduciary net position as a percentage of the total OPEB liability	60.10%
Measurement Date	June 30, 2017

\* Fiscal year 2018 was the first year of implementation of GASB 75, therefore, only one year is shown.

**FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION**

**SCHEDULE OF OPEB CONTRIBUTIONS  
FOR THE YEAR ENDED JUNE 30, 2018**

	<u>2018*</u>
Contractually determined contribution	\$ 13,638
Contributions in relation to the contractually determined contributions	<u>13,638</u>
Contribution deficiency (excess)	<u>\$ -</u>
 Covered-employee payroll	 866,952
 Contributions as a percentage of covered payroll	 1.57%

\* Fiscal year 2018 was the first year of implementation of GASB 75, therefore, only one year is shown.

## **FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION**

### **NOTES TO REQUIRED SUPPLEMENTARY INFORMATION FOR THE YEAR ENDED JUNE 30, 2018**

#### **Budgetary Information**

The Commission shall conform to Solano County Code§ 7.3 for the First 5 Solano Children and Families Commission by approving a budget for the fiscal year in accordance with the Solano County annual budget calendar. The budget shall include anticipated revenues to the First 5 Solano Children & Families Trust Fund and shall provide for carrying out the adopted strategic plan. The budget shall be transmitted to the County Administrator for inclusion in the Final Budget of Solano County.

In accordance with provisions of Sections 29000-29144 of the California Government Code and other statutory provisions, commonly known as the County Budget Act, the County prepares and legally adopts a final balanced budget each fiscal year by July 1.

An operating budget prepared on the modified accrual basis is adopted each fiscal year.



## **SUPPLEMENTARY INFORMATION**

**FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION**

**SCHEDULE OF EXPENSES BY FUND SOURCE AND  
NET POSITION OF SCCFC FUNDS FOR FIRST 5 PROGRAMS AND ACTIVITIES  
YEAR ENDED JUNE 30, 2018**

Program	Source	Revenue SCCFC Funds	Expenses	Change in Net Position	Net Position Beginning of Year	Net Position End of Year
IMPACT	SCCFC Program Funds *	\$ 241,842	\$ 241,842	\$ -	\$ -	\$ -
	County, Local Funds	8,215	8,215	\$ -	\$ -	\$ -



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

VALUE THE *difference*

**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 Commissioners  
First 5 Solano Children and Families Commission  
Fairfield, California

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 and the general fund of the First 5 Solano Children and Families Commission (Commission), a component unit of the County of Solano, California, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated September 28, 2018. Our report included an emphasis of matter regarding the Commission's adoption of Governmental Accounting Standards Board (GASB) Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, effective July 1, 2017.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Commission'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 Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission'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 Commission'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**

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 Commission'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 Commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Varrinek, Shine, Day & Co., LLP*

Sacramento, California  
September 28, 2018



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

VALUE THE *difference*

## INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE

To the Board of Commissioners  
First 5 Solano Children and Families Commission  
Fairfield, California

### Compliance

We have audited the First 5 Solano Children and Families Commission's (Commission), a component unit of the County of Solano, California, compliance with the requirements specified in the State of California's Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act, issued by the State Controller's Office, applicable to the Commission's statutory requirements identified below for the year ended June 30, 2018.

### Management's Responsibility

Management is responsible for compliance with the requirements of the laws and regulations applicable to the California Children and Families Act.

### Auditors' Responsibility

Our responsibility is to express an opinion on the Commission's compliance with the requirements referred to above based on our audit. 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 State of California's Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act, issued by the State Controller's Office. Those standards and the State of California's Standards and Procedures for Audits of Local Entities Administering the Children and Families Act require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the requirements referred to above that could have a direct and material effect on the statutory requirements listed below. An audit includes examining, on a test basis, evidence about the Commission'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. However, our audit does not provide a legal determination of the Commission's compliance with those requirements. In connection with the audit referred to above, we selected and tested transactions and records to determine the Commission's compliance with the state laws and regulations applicable to the following items:

<u>Description</u>	<u>Audit Guide Procedures</u>	<u>Procedures Performed</u>
Contracting and Procurement	6	Yes
Administrative Costs	3	Yes
Conflict-of-Interest	3	Yes
County Ordinance	4	Yes
Long-range Financial Plans	2	Yes
Financial Condition of the Commission	1	Yes
Program Evaluation	3	Yes
Salaries and Benefits Policies	2	Yes

## **Opinion**

In our opinion, the Commission complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on the California Children and Families Program for the year ended June 30, 2018.

## **Purpose of Report**

The purpose of this report on compliance is solely to describe the scope of our testing over compliance and the results of that testing based on the State of California's Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act, issued by the Controller's Office. Accordingly, this report is not suitable for any other purpose.

*Vanninek, Irine, Day & Co., LLP*

Sacramento, California  
September 28, 2018



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	12	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Contract	<b>Department:</b>	First 5 Solano
<b>File #:</b>	18-724	<b>Contact:</b>	Michele Harris, 784-1332
<b>Agenda date:</b>	10/23/2018	<b>Final Action:</b>	
<b>Title:</b>	Approve a fourth contract amendment with Children's Network of Solano County for an increase of \$100,000 to provide basic needs for a total contract amount of \$607,347 for a term ending June 30, 2019; and Authorize the County Administrator to sign the agreement		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Amendment, B - Links to Original Contract and Amendments		

Date:	Ver.	Action By:	Action:	Result:
-------	------	------------	---------	---------

Published Notice Required? Yes \_\_\_\_ No X

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

### **DEPARTMENTAL RECOMMENDATION:**

First 5 Solano recommends that the Board of Supervisors approve a fourth contract amendment with Children's Network of Solano County for an increase of \$100,000 to provide basic needs for a total contract amount of \$607,347 for a term ending June 30, 2019; and Authorize the County Administrator to sign the agreement.

### **SUMMARY/DISCUSSION:**

At the June 2018 budget hearings, the Board approved one-time bridge funding of \$100,000 in General Fund for the Family Resource Centers (FRCs) to provide case management, basic needs, and financial education services for families with children 0-5 years old. At a subsequent Board meeting on September 11, 2018, the Board modified the distribution methodology to the FRCs and directed the funds to be used for basic needs assistance with an allowance of up to 10% of the funds to be utilized for FRC overhead if needed. In addition, the Board directed the funds to Children's Network for distribution to the FRCs through established procedures with the FRCs.

This item brings forward the contract amendment with The Children's Network to distribute the funds to the FRCs for basic needs in the revised amounts.

### **FINANCIAL IMPACT:**

The allocation of \$100,000 in General Fund for Family Resource Centers was discussed at the June 19, 2018 budget hearings and September 11, 2018 Board of Supervisors meeting. This item brings forward the contract amendment for final Board approval. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

**ALTERNATIVES:**

The Board may choose to not to approve the contract amendment or remand the contract back to First 5 Solano for revision. This is not recommended as this will result in a delay of basic needs funding distribution to children and families.

**OTHER AGENCY INVOLVEMENT:**

First 5 Solano is executing the contract on behalf of the Board of Supervisors. The contract amendment has been reviewed by County Counsel.



**FOURTH AMENDMENT TO  
SOLANO COUNTY STANDARD CONTRACT #2016-717**

This FOURTH AMENDMENT TO SOLANO COUNTY STANDARD CONTRACT #2016-717 ("Fourth Amendment") is entered into as of October 1, 2018, between the County of Solano, a political subdivision of the State of California, ("**County**"), and The Children's Network of Solano County ("**Contractor**").

**WHEREAS**, the parties entered into that certain Solano County Standard Contract known as contract #2016-717 on June 7, 2016 ("**Agreement**"), to provide coordination of family strengthening support services; and

**WHEREAS**, County and Contractor desire to amend the Agreement to incorporate basic needs funding from County General Fund for Family Resources Network coordination efforts;

**NOW THEREFORE**, County and Contractor mutually agree to amend the Agreement as follows:

A. Section 3 of the Agreement is deleted and replaced in its entirety with the following:

The maximum amount of this Contract is \$607,347 total:

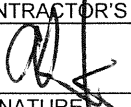
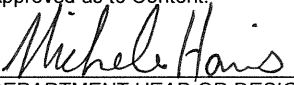

- Up to \$105,782 for the period of 7/1/2016 – 6/30/2017 for FRC coordination activities
- Up to \$105,782 for the period of 7/1/2017 – 6/30/2018 for FRC coordination activities
- Up to \$200,000 for the period of 10/1/2017 – 9/30/2018 for basic needs disbursement
- Up to \$95,783 for the period of 7/1/2018 – 6/30/2019 for FRC coordination activities
- Up to \$100,000 for the period of 10/1/2018 – 6/30/2019 for basic needs disbursement

B. Exhibit A2-1 for the period of 10/1/2018-6/30/2019 is attached to and incorporated into this Fourth Amendment.

C. Exhibit B-1.4 for the period of 10/1/2018-6/30/2019 is attached to and incorporated into this Fourth Amendment.

D. Except as expressly set forth in this Fourth Amendment, the terms and conditions of the Agreement shall remain unchanged and continue in full force and effect.

**IN WITNESS WHEREOF**, the parties have executed this Fourth Amendment as of the day and year first written above.

CONTRACTOR	COUNTY OF SOLANO
The Children's Network of Solano County CONTRACTOR'S NAME	Birgitta E. Corsello DATED
 SIGNATURE	Solano County Administrator TITLE
Alan Kerzin, Executive Director PRINTED NAME AND TITLE	Approved as to Content:  DEPARTMENT HEAD OR DESIGNEE
827 Missouri Street ADDRESS	10/9/18 DATED
Fairfield CA 94533 CITY STATE ZIP CODE	Approved as to Form:  COUNTY COUNSEL
	10/9/18 DATED

**EXHIBIT A2-1**  
**SCOPE OF WORK 10/1/2018-6/30/2019**

<b>AGENCY/PROGRAM NAME:</b>	<b>The Children's Network of Solano County</b>	<b>FY2018/19</b>
<b>GOAL:</b> What are 1-2 primary goals of your program?	Provide coordination of Solano County Family Resource Centers who provide comprehensive neighborhood-based services	

<b>Activity</b>	<b>TASKS</b>	<b>SERVICE COUNTS</b>	<b>OUTCOME</b>
<i>What broad category (ex: parent education, case management, home visiting, etc.) are you performing?</i>	<i>What services, events and other actions make up the program?</i>	<u># Served:</u> The counts of services provided (to unduplicated clients) and people served over the course of the program. <u>Service Unit Type/Length of Time:</u> The level of services rendered (how often and how long).	<u>Outcome:</u> The percentage and number of people for whom the program will affect a desired change. The required percentage must be met regardless of total number served.
	<b>Tasks Within Activity</b>	<b># Served</b>	<b>Outcome</b>
<b>Activity 3</b> <b>Basic Needs Funding Disbursement</b>	1. Allocate funding provided by Solano County General Fund to FRCs in the FRC Network in the amounts directed by the Board of Supervisors (see B-1.4) for direct assistance to families with children ages 0-18 for assistance with food, rent, clothing, utilities, transportation, medication, and toiletries. Assistance with basic needs other than those listed above must be approved in writing prior to distribution.	# of families served to be reported monthly.	Families receiving disbursement improve in areas of specific areas of need, including food, rent, clothing, utilities, transportation, medication, and toiletries.  Families receiving disbursements engage in FRC services.
	2. Develop and maintain Memorandums of Understanding (MOU) with each eligible FRC to facilitate distribution of the funds following the budget in Exhibit B-1.4		

Activity	TASKS	SERVICE COUNTS	OUTCOME
	3. Utilize standardized policies and procedures for distribution to families via FRCs in each city.		
	4. Provide progress reports as needed, including requested data and information from the Board of Supervisors and/or County Administrator's Office.		Program data and reports upon request to meet the terms of the funding source.
	5. Assist in coordination of media activities related to the program.		Community is aware of resource.

**EXHIBIT B-1.4**

**CONTRACTOR BUDGET 10/1/2018-6/30/2019**

Family Resource Center	Amount to Distribute
City of Benicia Police Department	7,092
Dixon Family Services	5,824
Fairfield-Suisun Unified School District	38,357
Fighting Back Partnership	29,267
City of Vacaville Police Department	19,460
Subtotal	<b>\$100,000</b>

All funds must be distributed for basic needs through family resource centers or Children's Network. Up to 10% of funds allocated to each FRC may be used by the FRC to administer funds.

The following documents can be accessed via the link in the list below, in addition to being on file with the Clerk of the Board.

Original agreements and prior amendments:

A - [Children's Network Original Agreement](#)

B - [First Amendment](#)

C - [Second Amendment](#)

D - [Third Amendment](#)



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	13	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Report	<b>Department:</b>	Library
<b>File #:</b>	18-722	<b>Contact:</b>	Bonnie Katz, 784-1500
<b>Agenda date:</b>	10/23/2018	<b>Final Action:</b>	
<b>Title:</b>	Accept the annual report from the Measure L Library Sales Tax Measure Independent Citizen's Oversight Committee on the use of library sales tax funds for the period of July 1, 2017 through June 30, 2018		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Measure L Expenditure Plans, B - September 17, 2018 Minutes		

Date:	Ver.	Action By:	Action:	Result:
-------	------	------------	---------	---------

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### **DEPARTMENTAL RECOMMENDATION:**

It is recommended that the Board accept a report from the Measure L Library Sales Tax Measure Independent Citizen's Oversight Committee on the use of library sales tax funds for the period of July 1, 2017 through June 30, 2018.

### **SUMMARY:**

As stipulated in Article XIV, section 11-314 of Solano County Code, the Board of Supervisors shall appoint a seven member citizens' oversight committee with one member appointed from each of the seven cities within the county's public library systems. The committee shall review and report on the public libraries' administration of and compliance with the expenditure plan and the terms of Measure L (passed by the voters on June 5, 2012), monitor and audit the use of the library sales tax funds and prepare an annual report on the expenditures of the Board of Supervisors and the community.

### **FINANCIAL IMPACT:**

The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

### **DISCUSSION:**

A ballot measure to extend the one-eighth cent sales tax to benefit libraries within Solano County, listed on the ballot as Measure L, passed overwhelmingly on June 5, 2012. The approval of Measure L allowed the pre-existing sales tax of one-eighth-of-a-cent to continue to support the operations of the public libraries throughout the county. Measure L extended the sales tax for 16 more years, commencing October 1, 2014. Measure L included the establishment of a seven member independent citizen's oversight committee to

ensure that the funds are only spent on library operations, programs and acquisitions in the county public library systems. The committee, representing each of the seven cities within the county, is to monitor and audit the use of funds and prepare an annual report on the expenditures of the Board of Supervisors and the community. There are three library jurisdictions within Solano County and include the County Library, which provides library services in five of the seven cities within the county, the Benicia Public Library and the Dixon Public Library.

The Independent Citizens' Oversight Committee (Committee) appointed by the Board of Supervisors met on September 17, 2018 to review the public libraries' administration of and compliance with the expenditure plan outlined in Article XIV, Solano County Public Library Transactions and Use Tax (Measure L Sales Tax for public library jurisdictions within Solano County). Each of the three library jurisdictions submitted Measure L expenditure plans (Attachment A) for the period of July 1, 2017 through June 30, 2018. The Committee reviewed the documentation presented by the Solano County Library Director of Library Services, Benicia Public Library Director and the interim Dixon Public Library Director at the meeting. After discussion and questions, the Committee is recommending that the Board of Supervisors accept the expenditure plan reports (Attachment A) for Solano County Library, Benicia Public Library and Dixon Public Library. The minutes of the September 17, 2018 meeting (Attachment B) are also attached.

**ALTERNATIVES:**

The Board could choose not to accept this report; however, this is not recommended because the Oversight Committee has reviewed the public libraries' administration of and compliance with the expenditure plan outlined in County Code.

**OTHER AGENCY INVOLVEMENT:**

There is no other agency involvement.

**CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**

## **EXPENDITURE ORDINANCE**

Section 11- 302 Expenditure Plan.

The expenditure plan is designed to accomplish the specific projects listed below with the revenues from the transactions and use tax. The expenditure plan provides for maintaining the existing public libraries and their collections, programs and services.

This expenditure plan is intended to provide Solano County with libraries which are on a par with those operated in other Bay and Sacramento Area communities.

The specific projects for which the revenues from the transactions and use tax will be expended are as follows:

- (a) Maintaining local public libraries throughout the county;
- (b) Maintaining open hours at Solano County Library branches in the cities of Fairfield, Rio Vista, Suisun City, Vacaville and Vallejo; the Benicia Public Library and the Dixon Public Library District;
- (c) Maintaining funding to the books and materials budgets at Solano County Library branches, Benicia Public Library and Dixon Public Library District;
- (d) Maintaining library programs for children and young adults at Solano County Library branches, Benicia Public Library and Dixon Public Library District;
- (e) Maintaining the cost of the Literacy Program at Solano County Library.



**Dixon Public Library  
Measure L Expenditures  
Measure L Oversight Meeting on September 17, 2018**

The passage of Measure L by the citizens of Solano County provides local library funding to: prevent library closures; maintain collections of books, prepare and maintain databases, and other materials. It preserves library hours; children, teen, and adult programs, including computer training, homework help, family literacy and children's Storytime. All of Measure L revenues stay in Solano County that support the libraries. Measure L is one-eighth of one percent (0.125%) for a maximum of 16 years.

Revenues are earmarked for:

- (a) Maintaining local public libraries throughout the county;
- (b) Maintaining open hours at Solano County Library branches in the cities of Fairfield, Rio Vista, Suisun City, Vacaville and Vallejo; the Benicia Public Library and the Dixon Public Library District;
- (c) Maintaining funding to the books and materials budgets at Solano County Library branches, Benicia Public Library and Dixon Public Library District;
- (d) Maintaining library programs for children and young adults at Solano County Library branches, Benicia Public Library and Dixon Public Library District.

Measure L ensures that the Dixon Public Library (DPL) can meet the needs of its patrons. The DPL is committed and accountable to their patrons within the City of Dixon and to Solano County citizens. Measure L monies account for approximately 25% of the Dixon Public Library's overall spending.

The 2017/18 fiscal year the Dixon Public Library increased our Early Literacy Program by 36.61%; the Children's Summer Reading Program by 34.48%; and our Teen Program by 27.78%. Circulation continues to be strong with 50,681 items circulated. We have multiple material formats: Hoopla; downloadable; books; magazines' and DVDs. The Library continues to partner with Friends of the Library, Adult Literacy volunteers, and the Dixon Unified School District.

Please view the Measure L Expenditure Table on the proceeding page:

**Dixon Public Library  
Measure L Expenditures  
Measure L Oversight Meeting on September 17, 2018**

**Measure L Expenditure Table**

**2017/18 Fiscal Year (FY) - Measure L Funds  
9015 Library Sales Tax - \$955,034**

<b>Line Item</b>	<b>Description</b>	<b>Year to Date (YTD)</b>
1110	Salaries	436,457
1121	Extra Help	109,977
2120	Maintenance of Equipment	8,581
2140	Maintenance of building	53,420
2180	Subscriptions	7,875
2201	Equipment under \$1,500.00	3,000
1123	Health Insurance	116,365
2204	Computer Related Items	1,483
2245	Contracted Services	75,700
2261	Software Maintenance	20,400
2281	Advertising and Marketing	3,417
2285	Rents & Leases of Equipment	11,052
2322	Adult Books	23,000
2323	Juvenile Books	20,000
2324	Library Periodicals	14,631
2325	Audio-Visual Material	29,100
2327	Library Materials Processing	6,282
2328	Library Materials	15,000
	<b>Total Expenditures</b>	<b>\$955,740</b>

Overspent by \$706

*Measure L Expenditures – Benicia  
Fiscal year 2017-2018  
For Measure L Oversight meeting on September 17, 2018*

*The Benicia Public Library (BPL) used the funds received from Measure L on the following items. More books, hours and programs at the Library continues to make a difference in the quality and quantity of services we are able to offer our community.*

*The Library has continued to maintain its existing hours of operation. Measure L pays for salaries and benefits for six full-time staff (One Children's Librarian, One Teen Services Librarian, One Administrative Secretary, and three Library Technicians). Additionally, Measure L pays for part-time staff who also assist at the customer service desk, help with story-time programs, shelve books, and assist with other technical services and circulation duties.*

*The 2017-18 Measure L book and materials budget, which includes the budget for children's materials, was approved at \$49,250, about 25% of the library's total materials budget. The Library's total materials budget was \$195,742 – 320% more than the \$61,000 book budget available in 1997 (pre-sales tax).*

*The following note about expenditures is included, and updated for present numbers, from the 2015-2016 report, because it is still valid: Benicia's 2017-2019 revenue was budgeted at \$704,000/year, and the lower amount received created an imbalance in the Measure L account. Reserve funds had accrued during the previous years as a result of the Valero Improvement Project and the City's hiring freeze, and some of these funds were used to balance the account. Recognizing that this is unsustainable, the Library Director is working on reducing expenditures to approximately \$700,000, which will bring expenditures in line with revenue. In the meantime, the reserve of approximately \$500,000 will be used to help offset the imbalance.*

## Benicia Public Library Measure L 2017-2018

Total revenues:	\$585,979 <sup>1</sup>	(Final end-of-year accounting has not been completed—final amount is expected to be approximately \$706,000)
<u>Reserves<sup>2</sup>:</u>	<u>\$203,449</u>	
Total:	\$789,428	
Expenditures:		
Salary / Wages	\$454,382	
Benefits	\$252,858	
Worker's comp	\$ 33,000	
<u>Services/supplies/books</u>	<u>\$ 49,188</u>	
Total:	\$789,428	

---

<sup>1</sup> Anticipated revenues for 2017-2018 originally projected at \$704,000.

<sup>2</sup> A reserve of over \$500,000 accrued during the Valero Improvement Project, when unanticipated money was received as sales tax. Unfortunately, this coincided with a hiring freeze in the City, so some funds were rolled into a reserve account. The City's Finance Director has recommended we use the fund balance to ensure that we are fully complying with the intent of the legislation. This year's use of reserves at close of books should be about \$84,000.

**Measure L Expenditures – Solano County Library**  
**Fiscal year 2017-2018**  
**For Measure L Oversight meeting on September 17, 2018**

Solano County Library (SCL) used the funds received from Measure L in the following ways: more materials, programs for children and youth and maintaining the complement of library hours at all eight facilities. The Library continues to be a well-used community resource.

The Library has maintained its existing hours of operation since the passage of Measure L in 2012. With these monies, the Library was able to increase service hours by 125% from 199 per week to 448 hours per week.

The materials budget has increased 296% from \$432,000 to \$1,713,203 since the passage of Measure B, the first sales tax measure passed in 1998. In addition, the Library has increased the number of programs for youth by 202% from 895 to 2,700 programs.

Circulation continues to be strong, with 1,949,760 items circulating. More important than the number of items circulating is that this revenue has allowed the Library to purchase materials in multiple formats, including downloadable materials (e-book, e-audio, and RBdigital e-magazines) and in other digital formats, such as Hoopla, OverDrive and 3M Cloud.

With the additional staff, the Library has had an opportunity to do more community outreach and partnerships. Staff have visited schools to promote reading and literacy especially the Summer Reading Challenge. Staff have participated in outreach programs at Farmer's Markets and community events. The Library has partnered with other county departments, cities and community organizations to promote library services and programs.

In addition, some of the sales tax measure monies have been used to fund the salaries of the literacy staff. The Literacy division provides four different programs for Solano County Library, a pediatric program, Reach Out and Read, a Families for Literacy program, an Adult Literacy Program and an English as a Second Language (ESL) program.

Measure L funds continue to allow Solano County Library to keep the promises it made to the community during Measure B and continuing with Measure L, which were more hours, more materials and more programming for children and youth.

Measure L monies account for about 35% of the Library's overall budget.

## **Solano County Library Measure L FY2017-2018**

### **Revenue:**

Total revenues:	\$4,788,199
-----------------	-------------

### **Expenditures:**

Materials budget:	\$805,228
-------------------	-----------

Salaries:	\$3,320,690
-----------	-------------

Database costs:	\$179,464
-----------------	-----------

Operating costs	\$482,817
-----------------	-----------

<b>Total</b>	<b>\$4,788,199</b>
--------------	--------------------

Minutes of the  
INDEPENDENT CITIZENS OVERSIGHT COMMITTEE FOR MEASURE L  
Monday, September 17, 2018

**1. CALL TO ORDER:**

The meeting was called to order by Chair Carole Nail at 6:00 p.m.

**2. ROLL CALL AND ESTABLISHMENT OF QUORUM:**

**Members Present:**

Carole Nail, City of Benicia; Ginger Emerson, City of Dixon; Dotty Schenk, City of Fairfield; Kurt Overholt, City of Rio Vista; Gloria Felder, City of Suisun, Kathryn Clark Silveira, City of Vallejo,

**Members Absent:**

Bruce DuClair, City of Vacaville

**Others Present:**

David Dodd, Director of Benicia Public Library, Roxanne Brown, Acting Director of Dixon Public Library, Bonnie Katz, Solano County Director of Library Services, Tamie Tvrdik, Clerical

**3. INTRODUCTIONS:**

David Dodd, Director of Benicia Public Library and Roxanne Brown, Acting Director of Dixon Public Library introduced themselves.

ACTION **4. APPROVAL OF MINUTES :**

Mr. Overholt moved to approve the minutes of the September 18, 2017 meeting; seconded by Ms. Schenk. Motion carried. So ordered by 6-0 vote.

ACTION **5. APPROVAL OF AGENDA:**

Ms. Emerson moved to approve the September 17, 2018 agenda; Ms. Clark Silveira seconded. Motion carried. So ordered by 6-0 vote.

**6. PUBLIC COMMENT:**

None.

**7. CORRESPONDENCE:**

None.

**8. DIRECTOR'S REPORT:**

Measure L Expenditure Plan reports from the Library Directors of Benicia, Dixon and Solano County were attached.

**9. OLD BUSINESS:**

None.

**10. NEW BUSINESS:**

**ACTION**

- a. The Committee will review and prepare an annual report on the expenditures for the Board of Supervisors and the community.

Chair Nail stated that it is the Oversight Committee's intent to make the reports as transparent as possible so the public can see that the funds received from Measure L monies are being spent on:

- Materials
- Programs for children and youth
- Maintaining library hours
- Library building maintenance
- Literacy

Chair Nail commented that the reports are now consistent and easier to read. The Committee reviewed and discussed the Measure L expenditure plans for Benicia, Dixon and Solano County libraries.

In response to Ms. Emerson's inquiry, Ms. Katz explained that Solano County Library is the only one that uses the sales tax for their Literacy program which was built into the ordinance because it is an important service that Solano County Library offers and during the Measure L campaign the public requested it.

Ms. Clark Silveira moved to accept the reports as presented and use them to prepare the annual report to the Board of Supervisors. Mr. Overholt seconded. Motion carried. So ordered by a 6-0 vote.

Chair Nail will represent the committee at the Board of Supervisors meeting, along with Ms. Katz.

**ACTION**

- b. The Committee will revisit the annual meeting date at the request of the Benicia Public Library.

Mr. Dodd requested to change the annual meeting to October because Benicia does not get their end of year figures until October. However, Ms. Katz explained that there is a fund within the County funds, Fund 401, which breaks down all of the sales tax that is received by the four jurisdictions that receive the Measure L sales tax. The County closes its books by end of July so by August 1<sup>st</sup> the Auditor has an accounting of every jurisdiction's sales tax. Upon learning that, Mr. Dodd agreed to leave the meeting on the third Monday of September. No action needed.

**12. ANNOUNCEMENTS/MEMBER REPORTS:**

- a. Ms. Schenk shared that Vacaville Town Square Library is having a boot camp for writers in October. She added that her book "Fire in the Wine Country" is doing well.



- b. Mr. Overholt stated Rio Vista is heavy with children's programs and they just had a fun adult spin-art and squirt gun painting program.
- c. Ms. Felder stated that the Suisun City Library is geared more toward children than adults. Suisun City Library serves as both a public library and school library for Suisun Elementary School.
- d. Ms. Silveira Clark is a volunteer for the Literacy program and was excited that her student has gotten a job and is a volunteer for her child's school and in her community. She feels the Literacy program does a great job at matching tutors and students.
- e. Ms. Emerson shared that Dixon is recruiting for a library director; however in the interim they are very pleased with their acting director Roxanne Brown. The Dixon Library is working on improving their literacy program.
- f. Chair Nail announced that Benicia has a new poet laureate, Tom Stanton. He calls himself a verbal poet. He will be providing workshops relating to art and poetry.

**13. DATE OF NEXT MEETING:**

September 16, 2019 at 6:00 pm.

**14. ADJOURNMENT:**

The meeting adjourned at 6:30 p.m.



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	14	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Resolution	<b>Department:</b>	Health and Social Services
<b>File #:</b>	18-692	<b>Contact:</b>	Gerald Huber, 784-8400
<b>Agenda date:</b>	10/23/2018	<b>Final Action:</b>	
<b>Title:</b>	Adopt a resolution recognizing November as In-Home Supportive Services Home Care Workers Month in Solano County		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Resolution		

Date:	Ver.	Action By:	Action:	Result:
-------	------	------------	---------	---------

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

### DEPARTMENTAL RECOMMENDATION:

The Department of Health and Social Services (H&SS) recommends that the Board adopt a resolution recognizing November as In-Home Supportive Services (IHSS) Home Care Workers Month in Solano County.

### SUMMARY/DISCUSSION:

H&SS joins the National Association of Home Care & Hospice to honor the millions of home care workers for the remarkable difference made in assisting the elderly and disabled to live safely and with dignity in their own homes. As individuals age, activities of daily living, household maintenance, managing medical care, and maintaining a healthy lifestyle can all become challenging. For more than thirty years, Solano County in partnership with the State of California and the Federal government has addressed the needs of low-income seniors and people with disabilities by providing them with assistance that allows them to remain in their homes through the In-Home Supportive Services (IHSS) Program. IHSS enables families to keep their loved ones close in a familiar environment to maintain a higher quality of life and the home care providers who make this possible are dedicated and committed to serving their clients and the community with sensitivity, honest, patience, trust, and compassion.

Solano County has over 4,200 IHSS home care workers providing care for over 4,900 clients. As the senior population grows throughout Solano County, the demand for in-home care workers, both within the IHSS program and in private pay systems, will increase. The California Department of Finance projects the population over the age of 64 in Solano County will reach nearly 145,500 by the year 2020.

Without the assistance of IHSS home care workers, the cost of caring for a person in a facility outside the home could be more than \$7,000 per month versus the average cost of \$1,450 per month per client that the IHSS program costs locally. Solano County would like to recognize the outstanding work that home care workers provide to vulnerable members of our community.

**FINANCIAL IMPACT:**

The costs associated with the preparation of this agenda item are included in the Department's FY2018/19 Adopted Budget. The costs associated with the preparation and purchase of the resolution materials are included in the Board's FY2018/19 Adopted Budget.

**ALTERNATIVES:**

The Board may choose not to adopt and present this resolution. This is not recommended as it is an opportunity to recognize the dedication and commitment of IHSS home care workers.

**OTHER AGENCY INVOLVEMENT:**

H&SS worked with the following agencies and organizations on the preparation of this item: the IHSS Public Authority Advisory Committee and the Independent Living Resource Center of Solano and Contra Costa Counties.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

# Resolution No. 2018 -

## **RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING NOVEMBER AS IN-HOME SUPPORTIVE SERVICES HOME CARE WORKERS MONTH IN SOLANO COUNTY**

**WHEREAS**, numerous organizations have joined together to identify the month of November as In-Home Supportive Services Home Care Workers Month to recognize, honor and support the valuable contributions of home care workers; and

**WHEREAS**, the California In-Home Supportive Services (IHSS) program is recognized nationally and has been replicated in other states as the preferred way to provide assistance to people who need long-term care; and

**WHEREAS**, providing services and support for the disabled and elderly to remain living in their homes is a humane, dignified, and compassionate alternative to long-term care or other institutional placement; and

**WHEREAS**, more than 4,200 IHSS home care workers provide home care services and support in Solano County, which make it possible for over 4,900 IHSS-eligible, low-income disabled and elderly residents in the County to remain living independently in their homes; and

**WHEREAS**, the work of Solano County's IHSS home care workers requires sensitivity, honesty, patience, trust, commitment, dedication and compassion; and

**WHEREAS**, the work of Solano County's IHSS home care workers is both physically demanding and emotionally challenging.

**NOW, THEREFORE, BE IT RESOLVED**, that the Solano County Board of Supervisors does hereby recognize the month of November as In-Home Supportive Services Home Care Workers Month.

Dated this 23<sup>rd</sup> day of October, 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  
www.solanocounty.com

## Agenda Submittal

<b>Agenda #:</b>	15	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Contract	<b>Department:</b>	Health and Social Services
<b>File #:</b>	18-659	<b>Contact:</b>	Gerald Huber, 784-8400
<b>Agenda date:</b>	10/23/2018	<b>Final Action:</b>	
<b>Title:</b>	Approve a 2 year contract with Choice in Aging for \$1,100,000 to provide services under the Prevention and Early Access for Seniors Program approved in the Mental Health Services Act (MHSA) Three Year Integrated Plan for FY2017/18 through FY2019/20, for the period beginning September 1, 2018 through June 30, 2020; and Authorize the County Administrator to execute the contract and any subsequent amendments that remain within budgeted appropriations		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Contract		

Date:	Ver.	Action By:	Action:	Result:
-------	------	------------	---------	---------

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

### DEPARTMENTAL RECOMMENDATION:

The Department of Health and Social Services (H&SS) recommends that the Board approve a 2 year contract with Choice in Aging for of \$1,100,000 to provide services under the Prevention and Early Access for Seniors (PEAS) Program approved in the Mental Health Services Act (MHSA) Three Year Integrated Plan for FY2017/18 through FY2019/20, for the period beginning September 1, 2018 through June 30, 2020; and Authorize the County Administrator to execute the contract and any subsequent amendments that remain within budgeted appropriations.

### SUMMARY:

On January 24, 2017, the Board approved the Mental Health Services Act (MHSA) FY2016/17 Annual Update and the Three Year Integrated Plan for Fiscal Years 2017/18 through 2019/20. The MHSA Three-Year Plan provided funding for a program focused on the provision of prevention and early intervention services for older adults over the age of 60. This program, Prevention and Early Access for Seniors (PEAS) was previously administered by the Area Agency on Aging Serving Napa and Solano (AAoA). However, on April 19, 2018, the Governing Board of the AAoA notified the California Department of Aging (CDA) that it would not be renewing its contracts for the Older Americans Act Programs, Multi-Purpose Senior Services Program, and the SNAP-ED program for FY2018/19.

As a result, a Request for Proposal was released on June 20, 2018 to solicit a new service provider for PEAS and on August 7, 2018, a Notice of Intent to Award was posted and Choice in Aging was chosen from the eligible list to enter into a contract with H&SS to provide Prevention and Early Intervention (PEI) services for Solano County residents' age sixty and over as approved through the MHSA Three-Year Integrated Plan. In

order to address the gap in services left by the closure of AAoA the Department is requesting that the Board approve a contract start date of September 1, 2018 to allow Choice in Aging to hire, onboard, and train staff in order to begin the provision of services during the month of October 2018.

#### **FINANCIAL IMPACT:**

MHSA funding for the Older Adult PEI program has been approved by the MHSA Steering Committee and stakeholders as part of the MHSA Three-Year Integrated Plan FY2017/18 through FY2019/20. Appropriations for this contract and the costs associated with preparing the agenda item are included in the department's FY2018/19 Adopted Budget. There is no additional impact to the County General Fund.

#### **DISCUSSION:**

In 2016, the County conducted a comprehensive stakeholder process with community members, local government agencies, community-based organizations, family advocates, and individuals with life experience with a mental illness for the development of the Solano County FY2017/20 MHSA Three-Year Integrated Plan and stakeholders identified the need to have prevention and early intervention services targeting the older adult population in Solano County.

Members of this population are at increased risk of homelessness, depression and anxiety related to bereavement/loss, and suicidality. Given the increased number of "baby boomers" the older adult population will continue to benefit from strategies intended to prevent or reduce the late onset of mental health conditions. The older adult prevention and early intervention service strategies are outlined in the Solano County Mental Health Services Act Three-Year Integrated Program & Expenditure Plan for FY2017/2020 as approved by the Solano County Board of Supervisors on January 10, 2017 and submitted to the state Mental Health Services Oversight and Accountability Commission (MHSOAC) and the Department of Health Care Services (DHCS).

Choice in Aging has been providing services to the community's frailest people since 1949. Currently, Choice in Aging provides a variety of services for the geriatric population which includes two Adult Day Health Care (ADHC) skilled nursing facilities that mirror senior centers providing engaging therapeutic services and personal care in Contra Costa County; two Multipurpose Senior Services Programs (MSSP) that provide complex case management and in-home bio-psychosocial assessments in Contra Costa, Napa, and Solano Counties; and the California Community Transitions (CCT) project that aims to transition people from institutional settings back into community living in Contra Costa, Solano and Sacramento Counties. Additionally, Choice in Aging has been providing adult daycare services, an Alzheimer's Day Care Resources Center, and caregiver support programs for the past 40 years in Contra Costa County.

Choice in Aging recognizes that adequate care for the senior population requires advocacy, education, support, stigma elimination around aging and related disease processes, community presence, and the provision of ancillary services which include transportation, caregiver support, and community referrals. Choice in Aging proposes to continue the work in Solano County by delivering the Prevention and Early Access for Seniors (PEAS) program model previously delivered by AAoA. The program model consists of educational workshops on the identification of mental illness in the older adult population, community outreach, system navigation, community trainings in Applied Suicide Intervention Skills Training (ASIST) and e-safeTALK suicide prevention trainings, case management, mental health assessments and brief psychotherapy for adults 60 and over. The Department is requesting to enter into a contract with Choice in Aging as of September 1, 2018 to expedite the re-initiation of services that had been provided by the AAoA.

#### **ALTERNATIVES:**

The Board may choose not to approve this contract. This is not recommended as it would result in significantly reducing senior services which could have adverse effects in the older adult population in Solano

County.

**OTHER AGENCY INVOLVEMENT:**

The provision of PEI services for older adults was approved by community stakeholders during the MHSA community planning process as reflected in the MHSA Three-Year Integrated Plan FY2017/20. County Counsel has reviewed the contract for legal sufficiency.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION



**County of Solano  
Standard Contract**

*For County Use Only*  
CONTRACT NUMBER:  
03844-19  
Dept., Division, FY, #)  
H&SS, MH  
BUDGET ACCOUNT:  
7781  
SUBJECT ACCOUNT:  
3153

1. This Contract is entered into between the County of Solano and the Contractor named below:

Choice in Aging, a California non-profit corporation

CONTRACTOR'S NAME

2. The Term of this Contract is:

9/1/2018 to 6/30/2020

3. The maximum amount of this Contract is:

\$ 1,100,000

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 October 23, 2018.

CONTRACTOR	COUNTY OF SOLANO
Choice in Aging CONTRACTOR'S NAME	
<u>Debbie Toth</u>  09/26/2018 03:45 PM PDT SIGNATURE	<u>Birgitta E. Corsello</u> DATED <u>County Administrator</u> TITLE
Debbie Toth, President & CEO PRINTED NAME AND TITLE	<u>275 Beck Ave.</u> ADDRESS
490 Golf Club Road ADDRESS	<u>Fairfield</u> <u>CA</u> <u>94533</u> CITY STATE ZIP CODE
Pleasant Hill, CA 94523 CITY STATE ZIP CODE	Approved as to Content: <u>Gerald Huber</u>  DEPARTMENT HEAD OR DESIGNEE
	Approved as to Form: <u>Bernadette Curry</u>  COUNTY COUNSEL

**CONTRACT MUST BE EXECUTED BEFORE WORK CAN COMMENCE**

Rev. 1/09/08



## **EXHIBIT A** **SCOPE OF WORK**

### **I. CONTRACT DESCRIPTION:**

Contractor shall provide the Prevention and Early Access for Seniors (PEAS) Program to the County. Contractor shall provide community education activities on the identification of mental illness in the older adult population, mental health screenings, case management, and counseling services to individuals age 60 years and over. The PEAS Program is outlined in the Solano County Mental Health Services Act (MHSA) Integrated Three-Year Plan for Fiscal Year (FY) 2017/20.

### **II. CONTRACTOR RESPONSIBILITIES:**

#### **1. PROGRAM SPECIFIC ACTIVITIES**

##### **A. Prevention Activities to include:**

- i. Provide mental health stigma reduction outreach and education activities to individuals 60 and over and to community members working with older adults. Activities can include but are not limited to:
  - a) Mental Health First Aid trainings.
  - b) Mailings and electronic distributions.
  - c) Topic specific presentations on older adult mental health.
- ii. Provide a minimum of 5 suicide prevention trainings (prorated for year 1 of the contract pending organization securing certified trainers. Trainings shall include:
  - a) Applied Suicide Intervention Skills Training (ASIST)
  - b) safeTALK workshops
- iii. Community education activities to service providers and community based organizations on the identification of mental illness in the older adult population using the following strategies:
  - a) Provide the Gatekeeper evidenced-based community education curriculum to educate others on the early signs that an older adult is at risk of experiencing a mental health condition.
  - b) Recruit individuals to act in role as Gatekeepers.
- iv. Provide comprehensive screenings for individuals 60 and over. The following screening tools will be utilized to screen older adults:
  - a) Generalized Anxiety Disorder scale (GAD-2)
  - b) Patient Health Questionnaire (PHQ-2) scale
- v. Provide brief preventative case management for the duration of 45-60 business days to a minimum of 120 (prorated for year 1 of the contract) individuals aged 60 and over to address individual basic needs which include housing, medical care, financial assistance, and social engagement in order to prevent senior consumers from developing a mental health condition that would require further treatment.

##### **B. Early Intervention Activities to include:**

- i. Provide intensive case management services for 6-12 months for older adult consumers who have mild to moderate mental health conditions.
- ii. Provide brief individual mental health counseling services for older adults identified to have a mild to moderate mental illness.
- iii. Utilize the following screening/assessment tools to monitor progress for consumers receiving mental health services:
  - a) General psycho-social evaluation
  - b) Generalized Anxiety Disorder Scale (GAD-7)
  - c) Patient Health Questionnaire (PHQ-9) scale
  - d) Quality of Life (QoL5) self-reporting tool

iv. Linkage Service to include:

- a) Provide referral and linkage services including but not limited to primary care and more intensive mental health services as determined by each consumer's need.
- b) Contractor will track the referrals/linkages made to include the name of the individual referred/connected for alternative services, date of referral/linkage, and where individual was referred/connected to.

**2. GENERAL ACTIVITIES**

- A. Provide mental health services that are strengths-based, person-centered, safe, effective, timely and equitable; supported by friends and the community; with an emphasis on promoting wellness and recovery.
- B. Ensure that service frequency is individualized and based upon the need of each consumer and in accordance with the County Mental Health Plan (MHP) level of care system.
- C. Make coordination of service care an integral part of service delivery which includes providing education and support to consumers/family members as well as consulting with community partners including but not limited to: other mental health providers, physical care providers, schools (if appropriate), etc.
- D. Ensure that direct clinical services are provided by licensed, registered or waived clinicians or trained support counselors.
- E. Assessment and therapy activities can only be provided by licensed or registered clinicians.
- F. If Contractor employs staff with less education than a BA in a mental health or social work field, and less experience than 2 years in a mental health related field, the Contractor will provide and document training around any service activity for which the staff will be providing.
- G. Contractor shall supervise unlicensed staff in accordance with Medi-Cal and the California State Board of Behavioral Sciences guidelines and regulations.
- H. Provide information (including brochures, postings in lobby, afterhours voicemail message, etc.) that communicates how mental health consumers can access 24/7 services (e.g. crisis stabilization unit phone number) when medically necessary.
- I. Ensure that upon receiving written referral or request for service, contact consumer within 7-10 business days and offer a phone screening to confirm that there are no risk factors. In the event that this timeline cannot be met:
  - i. Contractor will notify the appointed Contract Manager or the County designee within ten (10) business days of receipt of the referral or as soon as the determination is made.
- J. Participate in County Mental Health Services Act (MHSA) planning activities as requested to include the MHSA Partner meeting, stakeholder planning meetings, etc.
- K. Include in all media related to the scope of work of program funded activities by this Contract and provided to the public, a reference to the Solano County Board of Supervisors, Health and Social Services and the Mental Health Services Act as the sponsors and funding source. When logos are used on your material please include a copy of the County Seal as well as the MHSA logo. These materials will be made available to you at your request.

### **3. PERFORMANCE MEASURES**

Contractor's performance will be evaluated based on the following deliverables on annual basis with the first-year results prorated based on start date of contract program being fully staffed.

#### **A. Prevention Activities:**

- i. Annually reach a minimum of 300 older adults, mental health professionals, and/or community members with targeted mental health stigma reduction outreach and education activities.
- ii. Screen a minimum of 180 older adults annually.
- iii. Provide brief preventative case management to a minimum of 120 older adults annually.

#### **B. Early Intervention Activities:**

- i. Provide comprehensive case management services to a minimum of 80 unduplicated consumers annually.
- ii. Provide mental health counseling to a minimum of 35 unduplicated consumers annually; consumer shall receive two or more counseling sessions.
- iii. 75% of consumers receiving early-intervention services shall demonstrate improvement; i.e. decrease in symptoms, on at least one measure as evidenced by pre/post evaluation/assessment. Improvement will be defined as:
  - a) A reduction in overall GAD-7 score.
  - b) A reduction in the overall PHQ-9 score.
  - c) An increased overall QoL5 score.

### **4. REPORTING REQUIREMENTS**

Contractor will:

- A. Collect, compile and submit monthly MHSA agreed upon contract deliverables and client demographic data by the 15th of each month unless granted an extension by the County Contract Manager or designee.
  - i. Prevention and Early Intervention (PEI) funded contracts: Per Title 9 CCR Section 3560.010 Contractor shall collect and report to County MHSA all required PEI demographic data including: age, sexual race, ethnicity, language, gender assigned at birth, current gender identity, sexual orientation, disability and veterans status for the purpose of collecting reliable information for stakeholders, County and the State with respect to differences in access, penetration and outcomes across a number of groups. The collection of this data will include outreach and prevention activities as well as early intervention activities. Contractor to collect demographics for:
    - a) Participants of prevention activities including trainings, support groups, outreach events, etc.
    - b) Consumers served in early intervention programs.
- B. Prepare a biannual and annual evaluation of program activities, submitted by 1/15/19 and 7/15/19 including aggregated data and narrative reports on program deliverables. The following information should be included:
  - i. Compilation of all biannual/annual data.
  - ii. Narrative of collaborative aspects of the program, if applicable.
  - iii. Agreed upon client outcomes and benchmarks for success.
  - iv. Any challenges or barriers to the provision of services.

## **5. CONTRACT MONITORING MEETINGS**

- A. Contractor shall attend quarterly contract monitor meetings with the County Contract Manager or designee. Contractor shall ensure that staff providing program oversight and fiscal management attend quarterly meetings.

## **6. PATIENT RIGHTS**

- A. Patient rights shall be observed by Contractor as provided in Welfare and Institutions Code section 5325 and Title 9 of the California Code of Regulations, Health Information Technology for Economic and Clinical Health Act (HITECH), and any other applicable statutes and regulations. County's Patients' Rights advocate will be given access to clients, and facility personnel to monitor Contractor's compliance with said statutes and regulation.
- B. Freedom of Choice: County shall inform individuals receiving mental health services, including patients or guardians of children/adolescents, verbally or in writing that:
  - i. Acceptance and participation in the mental health system is voluntary and shall not be considered a prerequisite for access to other community services.
  - ii. They retain the right to access other services including Medi-Cal or Short-Doyle/Medi-Cal reimbursable services if eligible for those services and have the right to request a change of provider, staff persons, therapist and/or case manager.

## **7. CULTURAL COMPETENCE**

Contractor shall ensure the delivery of culturally and linguistically appropriate services to consumers by adhering to the following:

- A. Contractor shall provide services pursuant to this agreement in accordance with current State Statutory, regulatory and Policy provisions related to cultural and linguistic competence as defined in California State Department of Mental Health (DMH) Information Notice No: 97-14, "Addendum for Implementation Plan for Phase II Consolidation of Medi-Cal Specialty Mental Health Services-Cultural Competence Plan Requirements," and the Solano County Mental Health Plan Cultural Competence Policy. Specific statutory, regulatory and policy provisions are referenced in Attachment A of DMH Information Notice No: 97-14, which is incorporated by this reference.
- B. Agencies which provide mental health services to Medi-Cal beneficiaries under Contract with Solano County are required to participate as requested in the development and implementation of specific Solano County Cultural Competence Plan provisions including, but not limited to:
  - i. Develop and assure compliance with administrative and human resource policy and procedural requirements to support the hiring and retention of a diverse workforce.
  - ii. Provide culturally sensitive service provision including assurance of language access through availability of bilingual staff or interpreters and culturally appropriate evaluation, diagnosis, treatment and referral services.
- C. Provision of Services in Preferred Language:
  - i. Contractor shall provide services in the preferred language of the consumer and/or family member with the intent to provide linguistically appropriate mental health services per ACA 1557 45 CFR 92, nondiscrimination in healthcare programs. This may include American Sign Language (ASL). This can be accomplished by a bilingual clinician or the assistance of an interpreter. The

interpreter may not be a family member unless the consumer or family expressly refuses the interpreter provided.

- ii. Contractor shall ensure that all staff members are trained on how to access interpreter services.
- iii. All informational materials, legal forms and clinical documents that the consumer or family member may review and/or sign shall be provided in the consumer/family member's preferred language whenever possible.
- iv. Contractor shall at a minimum provide translation of written informational materials and treatment plans in the County's threshold language of Spanish for Spanish-preferred consumers and/or family members.

D. Cultural Competence Training:

- i. Contractor shall ensure that all staff members including direct service providers, office support, and leadership complete at least one training in cultural competency per year.
  - a. Contractor will maintain evidence, which may include: sign-in sheets, training syllabi, certificates of completion and tracking sheets based on organization chart of Contractor staff receiving the mandatory annual Cultural Competency training. Contractor will submit evidence of staff training to Contract Manager annually with the final annual performance measures submitted for the FY
- ii. Contractor shall ensure that interpretation services utilized for communications or treatment purposes are provided by interpreters who receive regular cultural competence and linguistic appropriate training. Training specifically in terms often used in the mental health field is recommended.

E. Participate in County and agency sponsored training programs to improve the quality of services to the diverse population in Solano County.

## **8. QUALITY IMPROVEMENT ACTIVITIES**

- A. Contractor shall maintain medical records in such a manner that all required documentation for every consumer is stored in the secure Medical Record. Additionally, documentation will be completed with an emphasis on both timeliness and clinical accuracy.
- B. Problem Resolution:
  - i. Contractor shall adopt and implement the County Health and Social Services Department, Behavioral Health Division's Problem Resolution process including provisional forms in Spanish, Solano County's threshold language.
    - a) The County Problem Resolution process includes Grievance, Appeal, and Expedited Appeals, as stipulated in County policy *ADM141 Beneficiary Problem Resolution Process – Grievances*, *ADM136 Beneficiary Problem Resolution Process—Mental Health Services Act Issues*, *ADM142 Beneficiary Problem Resolution Process – Appeals*, *ADM143 Beneficiary Problem Resolution Process – Expedited Appeals*, *ADM132 Request to Change Service Provider*, and *AAA210 Beneficiary Right of a Second Opinion*.
      - 1. Contractor is not a direct service provider under the Mental Health Plan and therefore is not required to adhere to the Appeal, Expedited Appeal Process, Request to Change Service Provider or Beneficiary Right of a Second Opinion processes.
  - ii. Contractor duties regarding Problem Resolution include, but are not limited to, the following:

- a) Contractor shall post County notices and make available County forms and other materials informing consumers of their right to file a grievance and appeal. Required materials for this non-MHP program include the following brochures: “Compliment/Suggestion Form”, “Grievance Form”, and the “Mental Health Service Act Issues Form.” Contractor shall aid consumers in filing a grievance when requested and shall not retaliate in any manner against anyone who files a grievance.
- b) Contractor shall forward all Problem Resolution Process brochures written and completed by or on behalf of a consumer of the MHP to County Quality Improvement, immediately but no later than 24 hours from receipt, whether or not Contractor has resolved the problem.
- c) Contractor shall provide “reasonable assistance” to individuals completing problem resolution forms, such as providing interpreting services and free access to TTY/TTD services.
- d) Contractor shall communicate and collaborate directly with the County Quality Improvement Problem Resolution Coordinator to provide any additional information needed regarding any follow up actions to investigate/resolve the problem identified through the problem resolution process.

C. Serious Incident Reports (SIRs):

- i. Contractor will communicate the occurrence of serious incidents to the County by completing an official County Serious Incident Report form following the process outlined in County policy *ADM-1.10 Serious Incident Reporting*, including but not limited to the following:
  - a) Contractor shall verbally notify County Quality Improvement immediately but no later than 4 hours after a serious incident.
  - b) Contractor shall fax the written SIR to County Quality Improvement within 24 hours of the incident or sooner.
  - c) Contractor shall communicate directly with the County Quality Improvement designee to provide any additional information needed regarding the reported incident.
  - d) Contractor and County Behavioral Health Administration/Quality Improvement shall discuss and develop recommendations to achieve more desired outcomes in the future.
  - e) Data breaches or security incidents are required to be reported to both County Quality Improvement and County H&SS Compliance Unit concurrently immediately upon discovery and no later than 24 hours.

D. Annual County review of Contractor service delivery site and chart review:

- i. County will engage in a site and chart review annually.
- ii. Contractor will provide all requested medical records and an adequate, private space in which for County staff to conduct the site review and chart review.
- iii. County, State or Federal Officials have the right to audit for 10 years from any previous audit, therefore Contractor will retain records for 10 years from the completion of any audit.

E. Contractor Quality Improvement Process:

- i. Contractor will establish and maintain an internal agency quality improvement and quality assurance process, including but not limited to the following:
  - a) Internal Quality Improvement Work Plan – The plan will set goals around Quality and Outcomes for the Contractor and will be evaluated at least annually. A new plan will be created annually and a copy submitted to County Contract Manager or designee by July 30<sup>th</sup> of each Fiscal Year

for the current Fiscal Year. Contractor will submit a revised plan if County determines the plan to be inadequate.

F. Compliance Investigations:

- i. At any time during normal business hours and as often as the County may deem necessary, Contractor shall make available to County, State or Federal officials for examination all of its records with respect to all matters covered by this Agreement. Additionally, Contractor will permit County, State or Federal officials to audit, examine and make excerpts or transcripts from such records, and to make audits of all invoices, materials, payrolls, records of personnel, information regarding consumers receiving services, and other data relating to all matters covered by this Agreement.

G. Conflict of Interest – Expanded Behavioral Health Contract Requirements:

- i. Contractor will abide by the requirements outlined in County policy *ADM146 Disclosure of Ownership, Control and Relationship Information of Contracted Agencies*, including but not limited to the following:
  - a) Contractor will disclose the name of any person who holds an interest of 5% or more of any mortgage, deed of trust, note or other obligation secured by the Contractor to the County.
  - b) Contractor will ensure all service providers receive a background check as a condition of employment as stringent as the County background policy requirements.
  - c) Contractor will require any providers or any other person within the agency with at least a 5% ownership interest to submit a set of fingerprints for a background check.
  - d) Contractor will terminate involvement with any person with a 5% ownership interest in the Contractor who has been convicted of a crime related to Medicare, Medicaid, or CFR title XXI within the last 10 years.

H. Contractor will ensure that all Contractor staff, including administrative, provider, and management staff, receive formal Compliance training on an annual basis.

- i. Contractor will provide evidence, including sign in sheets, training syllabi, certificates of completion, and tracking sheets based on organizational charts, of Contractor staff receiving compliance training to County Contract Manager or designee annually by July 15<sup>th</sup> each Fiscal Year for the training year prior.

## **9. CONFIDENTIALITY OF MENTAL HEALTH RECORDS**

- A. Contractor warrants 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 consumers (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 consumer'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.
- B. Contractor and staff will be responsible for only accessing consumer data from the County's electronic health record for consumers for which they have open episodes of care and for which individual staff have a specific business purpose for accessing. All attempts to access consumer data that do not meet those requirements will be considered data breaches and Contractor is responsible for reporting such breaches to County Quality Improvement and HSS Department Compliance unit immediately or within 4 hours of discovery.

- C. In the event of a breach or security incident by Contractor or Contractor's staff, any damages or expenses incurred shall be at the sole expense of the Contractor.

**III. COUNTY RESPONSIBILITIES:**

1. Provide technical assistances in the form of phone consultations, site visits and meetings to address challenges in the implementation and performance of the Contract.
2. Develop reporting forms not otherwise detailed in this contract in coordination with Contractor.
3. Provide feedback on performance measures objectives and fiscal expenditures in a timely manner to seek a proactive solution to any areas of deficiency.

Make available electronically all policies and procedures referenced herein and inform the Contractor as policies are reviewed and updated so that the Contractor is aware of changes.



**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. METHOD OF PAYMENT**

- A. Upon submission of an invoice and a Solano County vendor claim by Contractor, and upon approval by County, County shall, in accordance with the "Contract Budget" attached to this Contract as Exhibit "B-1" and incorporated 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 30<sup>th</sup> day of the subsequent month.
- B. Claims submitted by Contractor must meet the criteria set forth in section E and be documented by an agency spreadsheet specifying the County's portion of the total agency budget directly attributable to this Contract. Each invoice must specify services rendered, to whom, date of service and the accrued charges.
- C. Contractor must request approval for transfers between budget line items, which are set forth in Exhibit B-1, when the cumulative amount of such transfers exceed 10% of the total Contract amount. Requests for transfers between budget line items must be presented to the County on the County's "Budget Modification Request Form". Budget line item transfers that exceed 10% of the total Contract amount may be made only upon prior written approval of County, which approval may be withheld in the sole and absolute discretion of County. County may authorize the addition of budget line items for transfers under this section, except for indirect costs and capital expenditures (equipment or real property), 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. Contractor must repay the County for any disallowed costs identified by County through monthly reports, audits, Quality Assurance monitoring, or other sources within thirty days of receipt of notice from County that the costs have been disallowed. Contractor agrees that funds to be disbursed under the terms of this contract will be withheld if repayment is not received by the County within thirty days of receipt of notice from County. Contractor may submit a written appeal to a disallowance to the County Health and Social Services Mental Health Deputy Director, or designee, within fifteen days of receipt of a disallowance notice. The appeal must include the basis for the appeal and any documentation necessary to support the appeal. No fees or expenses incurred by Contractor in the course of appealing a disallowance will be an allowable cost under this Contract and will not be reimbursed by County. The decision of the County regarding the appeal will be final.
- E. The following criteria apply to 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 who 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 when they are included and in accordance with Contractor's approved written policies and allocation plan.

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.
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 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. In order to include indirect costs or an indirect cost rate in the contract budget, Contractor must have a negotiated indirect cost rate agreement with a federal agency. A Contractor who does not have such a negotiated indirect cost rate agreement may claim an indirect cost rate of up to 10% of modified total direct costs, as defined in 2 CFR 200.68, provided the Contractor does not use the Direct Allocation Method of allocating indirect costs (as discussed in Appendix IV to Part 200).
5. Regardless of whether Contractor claims indirect costs through a negotiated indirect cost rate, Direct Allocation Method or the 10% of modified total direct costs, Contractor must provide the County with a cost allocation plan that clearly differentiates between direct and indirect costs. Contractor ensures that the same costs that have been treated as indirect costs have not been claimed or budgeted as direct costs, and that similar types of costs in like circumstances have been accounted for consistently. Contractor will provide this plan to County upon request. In the event that Contractor is unable to provide County with an acceptable cost allocation plan, County may disallow any indirect cost billed amounts.

## **2. BILLING EXPECTATIONS**

- A. Contractor shall have the obligation and responsibility to determine any available revenues from all possible sources other than the County that can be claimed for reimbursement for treatment of services provided under this Contract. Such revenues shall include, but are not limited to, Short Doyle Medi-Cal, patient fees, patient insurance, Medicare and payments from other third party payers. Contractor shall provide the County with the necessary payer financial information in a form and manner prescribed by the County so that all revenues can be claimed timely. Amounts of claims against other revenue sources which remain unpaid due to untimely, incomplete, or improper information received from the Contractor shall be recouped from the Contractor.
- B. Contractor shall use reasonably diligent efforts to bill and retain revenues from third party revenue sources, including but not limited to Beacon, Medicare, and any other health insurance public or private payers. Contractor shall reduce actual costs invoiced to County by the amount of any revenues received and retained by the Contractor.

## **3. 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. Additionally, Contractor must submit claims for payment under this Contract using either a cost allocation method or a direct allocation method.

- 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 (Code of Federal Regulation) Part 200, subpart E, Cost Principles and Appendix IV to Part 200, Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations.
- C. 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.

#### 4. PERSONAL PROPERTY

Contractor shall develop and maintain a system to track the acquisition of tangible personal property purchased with County funds having a cost of at least \$1,500 and submit, upon County's request, an annual accounting of all such property purchased that includes information on cost and acquisition date. 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, upon County's request, 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 CFR Part 200.436).

#### 5. SUBMISSION OF COST REPORT

- A. County will, at its discretion, schedule a cost report briefing in October of each fiscal year. Contractor will submit its cost report by the deadline set by the County. Contractor's cost report must be complete, accurate and formatted within the guidelines provided by the Solano County Health and Social Services Department.
- B. If Contractor is currently out of compliance with the cost report's submission requirement, Contractor agrees that funds to be disbursed under the terms of this contract will be withheld until such time as Contractor submits an acceptable Cost report. County will not be liable for any interest that may accrue as a result of delay in payment caused by Contractor's failure to submit an appropriate Cost report.
- C. Contractor must repay the County for any disallowed costs identified by County through monthly reports, audits, Quality Assurance monitoring, or other sources within thirty days of receipt of notice from County that the costs have been disallowed. Contractor may submit a written appeal to a disallowance to the County Health and Social Services Mental Health Deputy Director, or designee, within fifteen days of receipt of a disallowance notice. The appeal must include the basis for the appeal and any documentation necessary to support the appeal. No fees or expenses incurred by Contractor in the course of appealing a disallowance will be an allowable cost under this Contract and will not be reimbursed by County.
- D. If Contractor provides services to multiple counties, it must use the Net Cost Method, reporting only the costs (activities) directly attributable to County.
- E. Contract will establish a tracking and reporting system to distinguish between expenditures for direct services and expenditures for client supports. DMH Letter No. 06-08, incorporated by this reference, outlines the need and definition of the new service function codes which have been added:
  - Service Function Code 70 – Client Housing Support Expenditures*
  - Service Function Code 71 – Client Housing Operating Expenditures*
  - Service Function Code 72 – Client Flexible Support Expenditures*
  - Service Function Code 75 – Non-Medi-Cal Capital Assets*
  - Service Function Code 78 – Other Non-Medi-Cal Client Support Expenditures*

This information will be required at the same time that the annual cost report is due to the County.

## 6. FINANCIAL STATEMENTS AND AUDITS

- A. Contractor agrees to furnish an annual audited financial statement to the County, which must be submitted within 30 days of its publication. If contractor is not required by federal and/or state regulations to have an independent audit of its annual financial statements, Contractor agrees to furnish unaudited annual financial statements by September 1.
- 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.

## 7. SUBRECIPIENT MONITORING AND MANAGEMENT

- A. Contractor will complete a self-assessment tool and provide it to the County within 30 days of contract execution. The County will provide the required format.
- B. Contractor will provide a fiscal monitoring report which compares the contract budget per line item in relation to the monthly invoice, cumulative total invoice, and the total contract balance. The County will provide the required format.
- C. Every subaward must be clearly identified and include the following information at the time of contract execution. Significant changes to these data elements may require a subaward modification form.
  - 1. Subrecipient Name (which must match the name associated with its DUNS number):  
[Choice in Aging]
  - 2. Subrecipient DUNS number: [147567713]
  - 3. Federal Award Identification Number (FAIN): [ Not applicable ]
  - 4. Federal Award Date (date when the federal award was signed by authorized official of awarding agency): [ Not applicable ]
  - 5. Subaward Period of Performance Start and End Date: [Not applicable ]
  - 6. Amount of Federal Funds obligated by this action: [ Not applicable ]
  - 7. Total Amount of Federal Funds obligated to the subrecipient: [ Not applicable ]
  - 8. Total amount of Federal Award: [Not applicable ]
  - 9. Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA): [Not applicable ]
  - 10. Name of Federal awarding agency, pass-through entity and contact information for awarding official: [ When applicable, County will claim Federal Financial Participation through the California State Department of Health Care Services for Medi-Cal Services (DHCS). DHCS claims services to the Department of Health and Human Services - Centers for Medicare and Medicaid Services (CMS).]
  - 11. CFDA Number and name: [93.778 - Medical Assistance Program ]
  - 12. Identification of whether the award is for research and development. [Not applicable]
  - 13. Indirect cost rate for the Federal award (including if the de minimus rate is charged per 2 CFR 200.414 Indirect (F&A) costs): [Not applicable]

**EXHIBIT B-1**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**  
**2018**  
**START UP COSTS**  
**September 1, 2018 – September 30, 2018**  
For Service Delivery of Contracted Services

<b>A. Personnel Expenses</b>				
<b>Job Title</b>	<b>FTE</b>			<b>Total</b>
Director				\$5,000
Education and Outreach Specialist				\$2,000
Case Manager				\$1,625
Admin				\$1,375
Total Salary				\$10,000
Total Fringe Benefits (32.76%)				\$3,276
<b>Total Personnel Expenses (Salary + Fringe Benefits)</b>				<b>\$13,276</b>

<b>B. Operation Expenses</b>				
<b>Line Item</b>				<b>Total</b>
Office Supplies				\$3,000
Marketing and Outreach Materials				\$6,000
Rent and Utilities				\$2,000
Office Furniture				\$8,000
Computers				\$10,000
Telephone and Communication Set-up				\$3,000
Equipment				\$1,375
Staff onboarding and training				\$3,349
<b>Total Operation Expenses</b>				<b>\$36,724</b>

<b>TOTAL BUDGET</b>	<b>\$50,000</b>
---------------------	-----------------

**EXHIBIT B-1**  
**BUGET DETAIL AND PAYMENT PROVISIONS**  
**October 1, 2018 - June 30, 2019**  
**YEAR 1**  
**DIRECT COST**  
For Service Delivery of Contracted Services

<b>A. Personnel Expenses</b>				
<b>Job Title</b>	<b>FTE</b>			<b>Total</b>
Director	1.0			\$49,500
Education/Outreach Specialist	1.0			\$36,000
Bilingual Case Manager	1.0			\$39,000
Case Managers	2.0			\$75,000
Billing/IT Admin Support	0.5			\$15,600
Intake Coordinator	0.6			\$16,848
Therapist	0.7			\$37,128
Total Salaries	6.8			\$269,076
Total Fringe Benefits (32.76%)				\$88,149
<b>Total Personnel Expenses (Salaries + Fringe Benefits)</b>				<b>\$357,225</b>

<b>B. Operation Expenses</b>				
<b>Line Item</b>				<b>Total</b>
Rent & Utilities				\$12,000
Office Supplies & Materials				\$1,250
Equipment				\$1,250
Telephone & Communication				\$5,000
Postage/Mailing				\$1,500
Reproduction/Copying				\$1,350
Travel				\$6,000
Training/Conference				\$8,312
Outreach/PR				\$3,940
Consulting/Program Development/UR				\$5,200
Client Supports				\$11,250
<b>Total Operation Expenses</b>				<b>\$57,052</b>

<b>C. Indirect Expenses</b>				
	<b>%</b>			<b>Total</b>
	8.6229%			\$35,723
<b>Total Indirect Expenses</b>				<b>\$35,723</b>

<b>TOTAL BUDGET</b>	<b>\$450,000</b>
---------------------	------------------

**EXHIBIT B-1**  
**BUGET DETAIL AND PAYMENT PROVISIONS**  
**July 1, 2019- June 30, 2020**

**YEAR 2**  
**DIRECT COST**

For Service Delivery of Contracted Services

<b>A. Personnel Expenses</b>			
<b>Job Title</b>	<b>FTE</b>		<b>Total</b>
Director	1.0		\$66,000
Education/Outreach Specialist	1.0		\$48,000
Bilingual Case Manager	1.0		\$52,000
Case Managers	2.0		\$100,000
Billing/IT Admin Support	0.5		\$20,800
Intake Coordinator	0.6		\$22,464
Therapist	0.7		\$49,504
Total Salaries	6.8		\$358,768
Total Fringe Benefits (32.76%)			\$117,532
<b>Total Personnel Expenses (Salaries + Fringe Benefits)</b>			<b>\$476,300</b>

<b>B. Operation Expenses</b>			
<b>Line Item</b>			<b>Total</b>
Rent & Utilities			\$16,520
Office Supplies & Material			\$3,000
Equipment			\$3,000
Telephone & Communication			\$7,000
Postage/Mailing			\$2,000
Reproduction/Copying			\$1,800
Travel			\$8,000
Training/Conference			\$7,000
Outreach/PR			\$4,150
Consulting/Program Development/UR			\$8,600
Client Supports			\$15,000
<b>Total Operation Expenses</b>			<b>\$76,070</b>

<b>C. Indirect Expenses</b>			
	<b>%</b>		<b>Total</b>
	8.6229		\$47,630
<b>Total Indirect Expenses</b>			<b>\$47,630</b>

<b>TOTAL BUDGET</b>	<b>\$600,000</b>
---------------------	------------------

**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: **\$2,000,000** 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.

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 is 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.

(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 \$ 150,000.

**2. DRUG FREE WORKPLACE**

Contractor shall execute the form attached as Exhibit D-1.

**3. CHILD/ADULT ABUSE**

Contractor shall execute the forms attached as Exhibits D-2 and D-3.

**4. 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.

**5. NATIONAL VOTER REGISTRATION**

Contractor is required to conduct active voter registration activities if practical. Voter registration activities shall be conducted in accordance with Health and Social Services Department, Mental Health Policy Number 24.0, National Voters Registration Act of 1993. Contractor shall complete the Voter Registration Act (VRA) Certification Form attached as Exhibit D-5, indicating that voter registration activities are actively conducted.

SOLANO COUNTY

**DRUG-FREE WORKPLACE CERTIFICATION**

(rev-09/01/94)

---

**Choice in Aging**

---

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.

---

**CERTIFICATION**

---

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.

Debbie Toth 

Contractor Signature

09/26/2018  
03:45 PM PDT


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: Debbie Toth 

09/26/2018  
03:45 PM PDT  
Date: \_\_\_\_\_

## **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: Debbie Toth 

09/26/2018  
03:45 PM PDT

Date: \_\_\_\_\_



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	16	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Grant Funding	<b>Department:</b>	District Attorney
<b>File #:</b>	18-740	<b>Contact:</b>	Krishna Abrams, 784-6836
<b>Agenda date:</b>	10/23/2018	<b>Final Action:</b>	
<b>Title:</b>	Authorize the District Attorney to submit a grant proposal to The California Governor's Office of Emergency Services (CalOES) for a maximum grant amount of \$337,828 for the period of January 1, 2019 to December 31, 2020 to increase services and programs at the Solano Family Justice Center (SFJC)		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Grant RFA		

Date:	Ver.	Action By:	Action:	Result:
-------	------	------------	---------	---------

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### **DEPARTMENTAL RECOMMENDATION:**

The District Attorney (DA) recommends that the Board of Supervisors authorize the submittal of a grant proposal to The California Governor's Office of Emergency Services (CalOES) for a maximum grant amount of \$337,828 for the period of January 1, 2019 to December 31, 2020 to increase services and programs at the Solano Family Justice Center (SFJC).

### **SUMMARY/DISCUSSION:**

The 2018-19 California State Budget designated \$10,000,000 of General Fund money for a one-time program for grants to Family Justice Centers, \$8,800,000 of which will be distributed noncompetitively. Solano is one of the counties that is eligible to receive funding noncompetitively. Funding from this grant program seeks to address unique characteristics of our victim service population, identify what victim-centered, trauma-informed, and culturally inclusive services are needed, expand collaborative efforts with service providers, and enhance victim services.

The SFJC is reviewing current programming and services with its partners, and will seek to address gaps in services as well as strengthen existing services and programs for crime victims in Solano County. The SFJC currently has programming and services for victims of Domestic Violence, Sexual Assault, Child Abuse, Elder Abuse, and human trafficking. Potential expenditures could include Limited Term staffing, contracts with SJFC partners to provide services, and one-time purchases.

Sustainability of programs and services after funding expires will be discussed amongst grant program partners prior to the December 31, 2020 end date. The District Attorney and the Office of Family Violence Prevention will continue to seek and apply for grants that support programs and services for crime victims.

**FINANCIAL IMPACT:**

Receipt of the grant award would have no General Fund impact. The grant funding does not require a local match. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

**ALTERNATIVES:**

The Board may choose to not authorize the submission of this grant proposal. This is not recommended as it would result in the loss of \$337,828 in grant revenue for the period of January 1, 2019 through December 31, 2020, while also jeopardizing efforts by the SFJC and its partners to continue services provided for victims of crime.

**OTHER AGENCY INVOLVEMENT:**

The County Administrator's Office has reviewed and concurs with the departmental recommendation.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION





## REQUEST FOR APPLICATION

---

The California Governor's Office of Emergency Services (Cal OES), Victim Services and Public Safety Branch, is soliciting applications for the following program:

### **FAMILY JUSTICE CENTER (FJ) PROGRAM**

Release Date: October 2, 2018

This Request for Application (RFA) provides detailed information and forms necessary to prepare an application for Cal OES grant funds. The terms and conditions of this RFA supersede previous RFAs and conflicting provisions stated in the [Subrecipient Handbook \(SRH\)](#).

### **PROGRAM SYNOPSIS**

**Program Description:**

This Program is to improve capabilities for established Family Justice Centers (FJC).

**Eligibility:**

FJCs, as defined in California Penal Code §13750, and identified on pages two and three of this RFA.

**Grant Subaward Performance Period:**

January 1, 2019 – December 31, 2020

**Submission Deadline:**

Monday, November 05, 2018



3650 SCHRIEVER AVENUE, MATHER, CA 95655  
(916) 845-8121 TELEPHONE  
[www.CalOES.ca.gov](http://www.CalOES.ca.gov)



## **FAMILY JUSTICE CENTER (FJ) PROGRAM**

---

### **TABLE OF CONTENTS**

PART I – OVERVIEW .....	1
A. PUBLIC RECORDS ACT NOTICE .....	1
B. CONTACT INFORMATION .....	1
C. SUBMISSION DEADLINE AND OPTIONS.....	1
D. ELIGIBILITY.....	2
E. GRANT SUBAWARD PERFORMANCE PERIOD .....	2
F. FUNDS .....	2
G. PROGRAM INFORMATION .....	3
PART II – RFA INSTRUCTIONS.....	6
A. SUBRECIPIENT HANDBOOK.....	6
B. FORMS.....	6
C. APPLICATION COMPONENTS .....	6
1. Grant Subaward Face Sheet (Cal OES 2-101).....	6
2. Project Contact Information (Cal OES 2-102).....	6
3. Signature Authorization (Cal OES 2-103).....	7
4. Certification of Assurance of Compliance (Cal OES 2-104) .....	7
5. Budget Pages (Cal OES 2-106b).....	7
6. Budget Narrative (Cal OES 2-107) .....	9
7. Project Narrative (Cal OES 2-108) .....	10
8. Subrecipient Grants Management Assessment.....	11
9. Project Service Area Information (Cal OES 2-154).....	11
10. Organizational Chart.....	11
11. Additional Forms/Documents .....	12
D. BUDGET POLICIES .....	12
E. ADMINISTRATIVE REQUIREMENTS .....	13
PART III – CHECKLIST.....	14

## FAMILY JUSTICE CENTER (FJ) PROGRAM

### PART I – OVERVIEW

---

- A. PUBLIC RECORDS ACT NOTICE
  - B. CONTACT INFORMATION
  - C. SUBMISSION DEADLINES AND OPTIONS
  - D. ELIGIBILITY
  - E. GRANT SUBAWARD PERFORMANCE PERIOD
  - F. FUNDS
  - G. PROGRAM INFORMATION
- 

#### A. PUBLIC RECORDS ACT NOTICE

Grant applications are subject to the California Public Records Act, Government Code Section 6250, *et seq.* Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please indicate what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

#### B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to:

Gina Avelar, Program Specialist  
[Gina.Avelar@caloes.ca.gov](mailto:Gina.Avelar@caloes.ca.gov)  
[\(916\) 845-8647](tel:(916)845-8647)

#### C. SUBMISSION DEADLINE AND OPTIONS

***One original*** application must be delivered to Cal OES by the date and time below. Submission options are: postmarked or hand-delivered, to the address below, by 5:00 pm on Monday, November 05, 2018.

California Governor's Office of Emergency Services  
Victim Services and Public Safety Branch  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Family Justice Center (FJ) Program  
Criminal Justice Unit

**D. ELIGIBILITY**

Family Justice Center (FJ) Program Subrecipients identified in this RFA are the only eligible Applicants.

**E. GRANT SUBAWARD PERFORMANCE PERIOD**

The Grant Subaward performance period is January 1, 2019 – December 31, 2020.

**F. FUNDS**

There is \$8,800,000 is available for the Program for the Grant Subaward performance period.

**1. Source of Funds**

The Program is supported through 2018-19 State General Funds (FJC0).

**2. Funding Amount**

Applicants may apply for up to the amount identified in the chart below, for the one-time, 24-month Grant Subaward performance period.

Family Justice Center	Award
Alameda County Family Justice Center	\$ 442,800
West Contra Costa Family Justice Center	\$ 349,430
Central Contra Costa Family Justice Center	\$ 349,430
San Joaquin County Family Justice Center	\$ 365,263
Imperial County Family Justice Center	\$ 316,396
Kern County Family Justice Center	\$ 376,104
Strength United	\$ 742,272
New Star Family Justice Center	\$ 742,272
Orange County Family Justice Center	\$ 577,060
Riverside Family Justice Center	\$ 369,269
Southwest Family Justice Center	\$ 369,269
Indio Family Justice Center	\$ 369,269
Sacramento Regional Family Justice Center	\$ 431,558
San Diego Family Justice Center	\$ 587,067
Family Justice Center South County	\$ 356,098
Family Justice Center Central County	\$ 356,098
Family Justice Center North County	\$ 356,098
One Safe Place	\$ 315,334

## Family Justice Center Program RFA

---

Solano Family Justice Center	\$ 337,828
Family Justice Center Sonoma County	\$ 343,294
Stanislaus County Family Justice Center	\$ 347,791
<b>Total</b>	<b>\$ 8,800,000</b>

### G. PROGRAM INFORMATION

#### 1. Background Information

The 2018-19 California State Budget designated \$10,000,000 of General Fund Money for a one-time Program for grants to Family Justice Centers, \$8,800,000 of which will be distributed noncompetitively. The [California Penal Code §13750](#) defines FJCs.

#### 2. Program Description

This Program is to improve capabilities for established FJCs.

#### 3. Program Components

##### a. Victim Services

FJCs shall provide services to victims of one or more of the following:

- Domestic violence
- Sexual assault
- Elder or dependent adult abuse
- Human trafficking

##### b. Personnel

FJCs should utilize direct service personnel including, but not limited to the following:

- Law enforcement personnel
- Medical personnel
- District attorneys and city attorneys
- Victim/Witness Program personnel
- Domestic violence shelter service staff
- Rape crisis advocates
- Domestic violence advocates
- Human trafficking advocates
- Social service agency staff members

- Child welfare agency social workers
- County health department staff
- Welfare and public assistance workers
- Nonprofit agency counseling professionals
- Civil legal service providers
- Volunteers from partner agencies

c. Community Collaboration

FJCs should have established, working relationships with governmental and/or non-governmental community organizations which are demonstrated through Operational Agreements. These documents must demonstrate a formal system of networking and coordination with other agencies and the Applicant. At a minimum, the FJC must have an OA with the following organizations within their service area:

- Domestic Violence Agency
- Sexual Assault Agency
- Elder or Dependent Adult Abuse Agency
- Human Trafficking Agency

d. Planning

FJCs must have policies and procedures to ensure coordinated services are provided to victims to enhance the safety of victims and service providers who participate in affiliated survivor-centered support or advocacy groups.

e. Training

FJCs may provide training to staff members on subjects, including, but not limited to, privilege and confidentiality, information sharing, risk assessment, safety planning, victim advocacy, and high-risk response.

4. Reporting Requirements

Progress Reports serve as a record for the implementation of the project. Statistics for Progress Reports must be collected on a quarterly basis, even when reporting occurs less frequently.

There are four Progress Reports required for the Program. See the chart below for report periods and due dates. The Progress Reports can be accessed on the Cal OES website.

Report	Report Period	Due Date
1 <sup>st</sup> Report	January 1, 2019 – June 30, 2019	July 31, 2019
2 <sup>nd</sup> Report	July 1, 2019 – December 31, 2019	January 31, 2020
3 <sup>rd</sup> Report	January 1, 2020 – June 30, 2020	July 31, 2020
Final Report	July 1, 2020 – December 31, 2020	January 31, 2021

## FAMILY JUSTICE CENTER (FJ) PROGRAM

### PART II – RFA INSTRUCTIONS

---

- A. SUBRECIPIENT HANDBOOK
  - B. FORMS
  - C. APPLICATION COMPONENTS
  - D. BUDGET POLICIES
  - E. ADMINISTRATIVE REQUIREMENTS
- 

#### A. SUBRECIPIENT HANDBOOK

Applicants are strongly encouraged to review the [Subrecipient Handbook \(SRH\)](#). The *SRH* outlines the terms and conditions that apply to the Cal OES, Victim Services and Public Safety grants and provides helpful information for developing an application, including a Glossary of Terms.

#### B. FORMS

The Applicant must use the forms provided on our website. The forms must be printed on plain white 8½" x 11" paper and single sided. **Applicants may not alter the formatting of any forms, including the Project and Budget Narratives. No tables, charts, or changes to the margins are allowed.**

#### C. APPLICATION COMPONENTS

Applicants must complete and submit all required components. Specific information for each component is included next. The Checklist in Part VI is included to ensure Applicants submit all required components.

##### 1. Grant Subaward Face Sheet (Cal OES 2-101)

The Grant Subaward Face Sheet is the title page of the Grant Subaward that is signed by the Subrecipient and the Cal OES Director (or designee). Instructions are included on the form.

##### 2. Project Contact Information (Cal OES 2-102)

The Project Contact Information form provides Cal OES with all relevant Subrecipient personnel. Information for each individual should be direct contact information. Instructions are included on the form.

3. Signature Authorization (Cal OES 2-103)

The Signature Authorization form provides Cal OES with signatures of authorized signers and who they authorize to sign on their behalf for all grant-related matters. Instructions are included on the form.

4. Certification of Assurance of Compliance (Cal OES 2-104)

Cal OES is required by law to obtain written certifications of compliance. The Certification of Assurance of Compliance form is a binding affirmation that the Subrecipient will comply with the following regulations and restrictions:

- State and federal civil rights laws
- Drug Free Workplace
- California Environmental Quality Act
- Federal grant fund requirements
- Lobbying restrictions
- Debarment and Suspension requirements
- Proof of Authority documentation from the city council/governing board

5. Budget Pages (Cal OES 2-106b)

The Budget demonstrates how the Applicant will implement the proposed plan with the funds available through this Program. The budget is the basis for management, fiscal review, and audit. **Budgets are subject to Cal OES modifications and approval.** Failure of the Applicant to include required budget items does not eliminate responsibility to comply with those requirements during the implementation of the project.

The Budget Pages automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the bottom of the Equipment page. Applicants may add additional columns to the Budget Pages when necessary.

Cal OES requires the Applicant to develop a line-item budget that includes a **calculation and justification in the left column for all expenses.**

The Budget Pages should:

- Cover the entire Grant Subaward performance period
- Include costs related to the objectives and activities of the project
- Strictly adhere to required and prohibited expenses
- Include expenses in the correct category (i.e., Personal Services, Operating Expenses, and Equipment – see below)



Include **only** those items covered by grant funds, including match funds, when applicable. Applicants may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, Applicants should not include in the Project Budget matching funds (if applicable) in excess of the required match.

a. Personal Services – Salaries/Employee Benefits

1) Salaries

Personal services include services performed by project staff **directly employed by the Applicant** (not a contract or participating agency) and must be identified by position and percentage of salaries. They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be budgeted as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds.

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The Applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the Applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. The expenses must be grant-related (i.e., to further the Program objectives as defined in the Grant Subaward) and be encumbered during the Grant Subaward performance period.

Examples of an Operating Expense line-item include, but are not limited to:

- Consultant services such as subcontractors
- Indirect cost allowance
- Salaries of participating staff who are not employed by the Applicant
- Travel
- Office supplies
- Training materials
- Equipment maintenance
- Software equipment rental/lease
- Telephone, postage
- Printing
- Facility rental
- Vehicle maintenance
- Furniture and office equipment with a cost of less than \$5,000 (excluding tax) and/or with a useful life of less than one year

Salaries for staff not directly employed by the Applicant must be shown as consultant and/or participating staff costs and must be supported by an Operational Agreement (OA), which must be kept on file by the Subrecipient and made available for review during audits or at the request of Cal OES (*SRH 3710 and 4500*).

c. Equipment

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and a cost of \$5,000 or more per unit (excluding tax).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

6. Budget Narrative (Cal OES 2-107)

The Budget Narrative should describe the following:

- a. How the project's proposed budget supports the objectives and activities.
- b. How funds are allocated to minimize administrative costs and support direct services.

- c. How shared costs are allocated.
  - d. How project-funded staff duties and time commitments support the proposed objectives and activities.
  - e. The necessity for subcontracts and unusual expenditures.
7. Project Narrative (Cal OES 2-108)

The Project Narrative is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives and activities, and the ability of the Applicant to implement the proposed plan.

a. Problem Statement

In narrative form, address the following:

- 1) Describe the geographic service area and the demographics of the victim population, and address unique characteristics of the victim service population.
- 2) Describe the gaps that exist for serving victims of crime within the service area and how the needs for services were identified.
- 3) Identify what victim-centered, trauma-informed, and culturally inclusive service needs exist in the service area.
- 4) Describe the need to expand collaborative efforts with service providers in the service area and how those efforts will enhance victim services.
- 5) Identify training needs for core service providers and volunteers.

b. Plan

In narrative form, address the following:

- 1) Describe the improvements to victim services that will be implemented through the Program.
- 2) Describe how the gaps in victim services will be addressed.
- 3) Describe a timeline for implementation of Program activities.
- 4) Describe the plan for collaborating with service providers.

- 5) Describe the plan for training core service providers and volunteers.
- 6) Describe how services will be sustained after the Program ends.

c. Capabilities

In narrative form, address the following:

- 1) Describe the services currently provided within the service area to victims and how services are accessed.
- 2) Describe the organization's expertise in implementing victim service programs effectively.
- 3) Describe the organization's experience in administering grant funding effectively.
- 4) Describe the organization's experience collaborating with victim service providers in the community.

8. Subrecipient Grants Management Assessment

Per title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations, and grant terms and conditions posed by each Subrecipient of pass-through funding. The assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to Subrecipients. Instructions are included on the form.

9. Project Service Area Information (Cal OES 2-154)

The Project Service Area Information form identifies the counties, cities, and congressional districts served by the project. Instructions are included on the form.

10. Organizational Chart

The Organizational Chart should clearly depict the structure of the Applicant organization and the specific unit within the organization responsible for the implementation of the project. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those in the Budget Pages and Budget Narrative.

## 11. Additional Forms/Documents

The following are required only if applicable:

- Petty Cash Victim Fund Procedures (Cal OES 2-153)

This form is required only if the Applicant proposes to have a line-item in their Budget that meets the definition of Petty Cash in *SRH 2235.1*. Instructions are included on the form.

- Noncompetitive Bid Request Checklist (Cal OES 2-156)

This form is required for each proposed line-item in their Budget that meets the criteria for a Non-Competitive Bid Request per *SRH 3510*. Instructions are included on the form.

- Computers and Automated Systems Purchase Justification Guidelines (Cal OES 2-157)

This form is required only if the Applicant proposes a line-item in their Budget for computers or automated equipment that require a justification per *SRH 2341*. Instructions are included on the form.

- Out-of-State Travel Request (Cal OES 2-158)

This form is required only if the Applicant proposes a line-item for out-of-state travel per *SRH 2236.1.1*. Instructions are included on the form.

- Payee Data Record (Std. 204)

This form is required for all Applicants not previously awarded grant funds by Cal OES.

- Operational Agreement(s)

Only if Operational Agreements are required per Part I, Subpart G of this RFA.

## D. BUDGET POLICIES

The following sections of the [\*SRH\*](#) may be helpful in developing the Budget Pages and Budget Narrative.

- Contracting and/or Procurement (*SRH 3400*)
- Audit Costs (*SRH 8150*)
- Automobiles (*SRH 2331*)

- Cash Match (*SRH 6511*)
- Computers and Automated Equipment (*SRH 2340*)
- Equipment (*SRH 2300*)
- Expert Witness Fees (*SRH 3710.2*)
- Facility Rental (*SRH 2232*)
- Independent Contractor/Consultant (*SRH 3710*)
- Indirect Cost Rate Proposal (ICRP) (*SRH 2180 & SRH 2188*)
- In-Kind Match (*SRH 6512*)
- Match Requirements (*SRH 6500*)
- Participating Staff (*SRH 4500*)
- Prohibited Expense Items (*SRH 2240*)
- Project Income (*SRH 6610*)
- Rental Space for Training, Shelter, Counseling Rooms, and Other Required Space (*SRH 2232.1*)
- Rented or Leased Equipment (*SRH 2233*)
- State Funds Matching State or Federal Funds (*SRH 6522*)
- Supplanting Prohibited (*SRH 1330*)
- Travel and Per Diem (*SRH 2236*)

#### E. ADMINISTRATIVE REQUIREMENTS

Subrecipients must administer their grants in accordance with all [SRH](#) requirements. Failure to comply with these requirements can result in the withholding or termination of the Grant Subaward. The following section may be helpful for developing an application and for planning purposes:

- Audit Requirements (*SRH 8100*)
- Communications (*SRH 11500*)
- Copyrights, Rights in Data, and Patents (*SRH 5300-5400*)
- Fidelity Bond (*SRH 2160*)
- Monthly Report of Expenditures and Request for Funds (*SRH 6310*)
- Monitoring (*SRH 10400*)
- Programmatic Technical Assistance and Site Visit Performance Assessment (*SRH 10200-10300*)
- Source Documentation (*SRH 10111*)

## FAMILY JUSTICE CENTER (FJ) PROGRAM

### PART III – CHECKLIST

---

This checklist is provided to ensure that a complete application is submitted to Cal OES.

- ☐ GRANT SUBAWARD FACE SHEET ([Cal OES 2-101](#)) – Signed by the official authorized to enter into the Grant Subaward.
- ☐ PROJECT CONTACT INFORMATION ([Cal OES 2-102](#))
- ☐ SIGNATURE AUTHORIZATION ([Cal OES 2-103](#))
- ☐ CERTIFICATION OF ASSURANCE OF COMPLIANCE Type the name of the cert needed here. ([Cal OES 2-104](#)) – Signed by the official who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- ☐ BUDGET PAGES (EXCEL SPREADSHEET FORMAT) ([Cal OES 2-106b](#) - Budget Pages with One Funding Source)
- ☐ BUDGET NARRATIVE ([Cal OES 2-107](#))
- ☐ PROJECT NARRATIVE ([Cal OES 2-108](#))
  - PROBLEM STATEMENT
  - PLAN
  - CAPABILITIES
- ☐ [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- ☐ PROJECT SERVICE AREA INFORMATION ([Cal OES 2-154](#))
- ☐ ORGANIZATIONAL CHART
- ☐ ADDITIONAL FORMS, IF APPLICABLE
  - ☐ PETTY CASH VICTIM FUND PROCEDURES ([Cal OES 2-153](#))
  - ☐ NONCOMPETITIVE BID REQUEST CHECKLIST ([Cal OES 2-156](#))
  - ☐ COMPUTERS AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION GUIDELINES ([Cal OES 2-157](#))
  - ☐ OUT-OF-STATE TRAVEL REQUEST ([Cal OES 2-158](#))
  - ☐ PAYEE DATA RECORD ([Std. 204](#))
  - ☐ OPERATIONAL AGREEMENT SUMMARY FORM ([Cal OES 2-160](#))



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	17	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Miscellaneous	<b>Department:</b>	Probation
<b>File #:</b>	18-706	<b>Contact:</b>	Christopher Hansen, 784-4803
<b>Agenda date:</b>	10/23/2018	<b>Final Action:</b>	
<b>Title:</b>	Approve a plaque of appreciation honoring Carolyn L. Adams, Collections Officer, upon her retirement from the Probation Department with over 14 years of dedicated public service to Solano County		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>			

Date:	Ver.	Action By:	Action:	Result:
-------	------	------------	---------	---------

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

### **DEPARTMENTAL RECOMMENDATION:**

The Probation Department recommends that the Board of Supervisors approve a plaque of appreciation honoring Carolyn L. Adams, Collections Officer, upon her retirement from Probation Department with over 14 years of dedicated public service to Solano County.

### **SUMMARY/DISCUSSION:**

Carolyn Adams started her career with the Solano County Probation on April 12, 2004, as a Collections Officer. Ms. Adams was assigned to the Billing and Collections Unit, and was responsible for collecting, monitoring, and pursuing victim restitution, adult supervision fees, fines, Public Defender fees, and jurisdictional transfer cases (1203.9 PC). She worked closely with the Accounting staff on processing accounts, providing account updates, inquiries, and guidance on application of payments from clients. She collaborated with representatives from other county agencies on the collection and case status of jurisdictional transfer cases. Ms. Adams collected an average of \$220,000 per year in victim restitution, fines, and fees.

Throughout her career with Solano County, Ms. Adams demonstrated her dedication for her work; she pursued collections with flexibility, openness, and within established policies and procedures. She provided payment options based on the client's financial capability and conducted assessments to determine their ability to pay. She treated her clients with courtesy and respect.

Ms. Adams professionalism and compassion for helping clients, the citizens of Solano County, and her co-workers will be greatly missed. We wish her much success in her retirement.

### **FINANCIAL IMPACT:**

The costs associated with preparing the agenda item are nominal and absorbed by the department's



FY2018/19 Adopted Budget. The costs associated with preparation and purchase of the plaque are included in the Board's FY2018/19 Adopted Budget.

**ALTERNATIVES:**

The Board of Supervisors could choose not to approve a plaque honoring Ms. Adams for her 14 years of service; however, this alternative is not recommended, as it would be contrary to Solano County's Employee Recognition Policy.

**OTHER AGENCY INVOLVEMENT:**

There is no other agency involvement.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	18	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Contract	<b>Department:</b>	Resource Management
<b>File #:</b>	18-739	<b>Contact:</b>	Bill Emlen, 784-6072
<b>Agenda date:</b>	10/23/2018	<b>Final Action:</b>	
<b>Title:</b>	Approve an agreement with Napa County for interim County Surveyor services		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Agreement		

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 Department of Resource Management recommends that the Board of Supervisors authorize the Director of Resource Management to execute an agreement with Napa County for County Surveyor services on an interim basis.

### **SUMMARY/ DISCUSSION:**

The County Surveyor position in the Department of Resource Management (DRM) was recently vacated. Until a replacement is hired (process currently ongoing), DRM has the need for short-term services from a licensed land surveyor to act as the County Surveyor for land development and map check reviews. Napa County has successfully provided this service to DRM in the past, and their staff recently requested a reciprocal multi-year agreement so that each agency can have coverage in the absence of a County Surveyor due to vacancy, medical, or vacation related issues.

The attached agreement specifies a range of services that each county could request from the other. The core duties of a County Surveyor include review, signing, and sealing of records of survey, corner records, parcel maps, final maps, and certificates of correction. The Solano County Surveyor also acts as the City Surveyor by agreement for the cities of Benicia, Dixon, and Suisun. The agreement is termed for approximately 3 years, and all costs associated with the services rendered will be invoiced to the county receiving the services. Approval by the Board will provide DRM the licensed land surveyor options needed for appropriate development review.

### **FINANCIAL IMPACT:**

All costs to be paid to Napa County for survey services will be funded by the Road Fund for all work related to the public right-of-way, and applicable fees for private development reviews. 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 not approve the agreement with Napa County. This is not recommended since it will require a potentially lengthy process to hire a County Surveyor, and services must be provided to the public for development review.

**OTHER AGENCY INVOLVEMENT:**

Staff with DRM has discussed this agreement with the Napa County Surveyor. County Counsel has reviewed this item and approved it as to form.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

**AGREEMENT BETWEEN NAPA COUNTY AND SOLANO COUNTY  
FOR COUNTY SURVEYOR SERVICES**

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018 between Napa County and Solano County, (each a “Party,” and collectively “Parties.”)

**WHEREAS**, the Subdivision Map Act contains provisions for processing, approving and filing Final Maps and Parcel Maps for the subdivision of land;

**WHEREAS**, the Business and Professions Code (also known as the Professional Land Surveyors Act) contains provisions for processing, approving and filing Records of Survey and Corner Records;

**WHEREAS**, in connection with the above activities, certain duties are required of the County Surveyor, including certain duties which must be performed by a person licensed to survey in California;

**WHEREAS**, a county may contract for such duties, including the duties of a licensed land surveyor;

**WHEREAS**, the Parties occasionally require the services of a licensed land surveyor during absence or vacancy of the respective County Surveyor;

**WHEREAS**, the Parties are interested in a cooperative agreement where one of the County Surveyors can provide these licensed land surveyor services upon request of the other County;

**WHEREAS**, Napa County has previously provided such services to Solano County successfully, and to the timely benefit of Solano County’s residents; and

**WHEREAS**, the Parties are willing to provide such services for each other to the extent it does not unreasonably interfere with the regular duties of the County Surveyor, and contingent upon the requesting Party paying reasonable costs for performing such services.

In consideration of the foregoing facts, it is agreed as follows:

1. Upon request of one of the Parties, the other County Surveyor will examine Records of Survey, Corner Records, Final Maps, Parcel Maps, Certificates of Correction, Certificates of Compliance, Lot Line Adjustments, and other surveying-related documents for projects located within the requesting Party’s jurisdiction. The examination will be to determine conformance with the requirements of the Professional Land Surveyors Act, the state Subdivision Map Act, and any applicable local ordinance(s) prior to filing with the County Assessor/Recorder. In addition, the County Surveyor will perform such other licensed land surveyor services as may be mutually agreed upon between the Parties.

2. The respective County Surveyor providing service will make every reasonable effort to complete the examination within 20 working days after receiving the map(s) or document(s), or within such additional time as may be mutually agreed upon by the Parties. For a County Surveyor to comply with the Government Code sections 66442(b) and 66451.1(a), upon receipt of a Final Map, the County Surveyor will inform the requesting County’s staff of the time required to complete its review of said Final Map.

3. The County Surveyor providing services, as Acting County Surveyor for the other Party, will sign and seal Final Maps, Parcel Maps, Records of Survey, Corner Records, Certificates of Correction, and other such surveying-related documents that warrant, either by statute or desire, the signature and seal of the County Surveyor.

4. The requesting Party will compensate the other Party's actual costs of providing these services. Costs will include the actual time spent based on the employee's weighted hourly rates as approved by the respective County's Board of Supervisors fee schedule in effect at the time of service. If incurred, travel expenses, copying charges, and other expenses will also be reimbursed based on the respective Party's standard rates in effect at the time of service.

5. For services requested and performed, the servicing Party will submit monthly invoices detailing all services provided to the other Party.

6. The Party which received the service and accompanying invoice shall pay the invoice within 45 days of receipt.

7. This agreement may be terminated without cause by either Party at any time during its term by giving thirty (30) calendar days written notice to the other Party.

7. This agreement is for a period of approximately three years, beginning on the date executed and ending June 30, 2021.

8. Napa County shall exercise the care and judgment consistent with good practices in the performance of the services required by this agreement. Solano County shall indemnify, defend, and hold harmless Napa County, its elected representatives, officers, agents, and employees from and against any and all claims, demands, losses, defense costs, expenses, or liability of any kind or nature as a result of Napa County providing services to Solano County under the terms of this agreement, except for the sole negligence or willful misconduct of Napa County.

9. Solano County shall exercise the care and judgment consistent with good practices in the performance of the services required by this agreement. Napa County shall indemnify, defend, and hold harmless Solano County, its elected representatives, officers, agents, and employees from and against any and all claims, demands, losses, defense costs, expenses, or liability of any kind or nature as a result of Solano County providing services to Napa County under the terms of this agreement, except for the sole negligence or willful misconduct of Solano County.

**IN WITNESS WHEREOF**, this Agreement was executed by the Parties as of the date first above written.

SOLANO COUNTY, a political subdivision of  
the State of California

By \_\_\_\_\_  
JOHN M. VASQUEZ, Chair  
Board of Supervisors

NAPA COUNTY, a political subdivision of  
the State of California

By \_\_\_\_\_  
BRAD WAGENKNECHT, Chair  
Board of Supervisors

<p>APPROVED AS TO FORM Office of County Counsel</p> <p>By: <u>Thomas S. Capriola</u> Deputy County Counsel</p> <p>Date: <u>August 14, 2018</u></p>	<p>APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS</p> <p>Date: _____</p> <p>Processed By: _____</p> <p>Deputy Clerk of the Board</p>	<p>ATTEST: JOSE LUIS VALDEZ Clerk of the Board of Supervisors</p> <p>By: _____</p>
--	--	--



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	19	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Appointment	<b>Department:</b>	Board of Supervisors
<b>File #:</b>	18-734	<b>Contact:</b>	Stephen Hallett, 784-2974
<b>Agenda date:</b>	10/23/2018	<b>Final Action:</b>	
<b>Title:</b>	Approve the reappointment of Ramon Castellblanch to the Alcohol and Drug Advisory Board, representing District 2, for a term to expire on October 23, 2021		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	District 2		
<b>Attachments:</b>			

Date:	Ver.	Action By:	Action:	Result:
-------	------	------------	---------	---------

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

### **DEPARTMENTAL RECOMMENDATION:**

Approve the reappointment of Ramon Castellblanch to the Alcohol and Drug Advisory Board representing District 2 for a term to expire on October 23, 2021.

### **SUMMARY:**

Ramon Castellblanch is a resident of Benicia and previously served on the Solano County Planning Commission representing District 2. Ramon Castellblanch previously filled an unexpired term on the Alcohol Drug Advisory Board earlier in 2018. Ramon Castellblanch holds a PhD in Health Policy & Management from Johns Hopkins University, a Master of Public Policy from the Harvard Kennedy School and a Bachelor's degree in economics from the University of California, Berkeley. Ramon Castellblanch currently serves as a Professor Emeritus of Health Education at San Francisco State University.

### **FINANCIAL IMPACT:**

The financial impact associated with the preparation of this item is minor and is absorbed by the District 2 FY2018/2019 Adopted Budget.

### **ALTERNATIVES:**

The Board could choose not to appoint Dr. Castellblanch. This is not recommended as Dr. Castellblanch is highly qualified for this appointment.

### **OTHER AGENCY INVOLVEMENT:**

None.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION





# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	20	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Appointment	<b>Department:</b>	Board of Supervisors
<b>File #:</b>	18-691	<b>Contact:</b>	Alexandra Winston, 784-6131
<b>Agenda date:</b>	10/23/2018	<b>Final Action:</b>	
<b>Title:</b>	Approve the reappointment of Heather Theaux Venezio to the Solano County Mental Health Advisory Board, representing District 5, for a term to expire on October 23, 2021		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	District 5		
<b>Attachments:</b>			

Date:	Ver.	Action By:	Action:	Result:
-------	------	------------	---------	---------

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

### **DEPARTMENTAL RECOMMENDATION:**

Supervisor Thomson requests the Board approve the reappointment of Heather Theaux Venezio to the Solano County Mental Health Advisory Board, representing District 5, for a term to expire on October 23, 2021.

### **SUMMARY:**

Heather Theaux Venezio is the Trauma Program Director for NorthBay Medical Center and a pediatric liaison nurse. She earned a BA in Psychology from University of Massachusetts at Amherst, a BS in Nursing from University of Louisiana at Lafayette and a MS in Developmental Psychology from Virginia Polytechnic Institute and State University. Ms. Venezio was appointed to the Solano County Mental Health Advisory Board in 2015 and is the current Board Chair. She is a valuable asset to the Advisory Board contributing a vast knowledge of our community's needs for behavioral health care.

### **FINANCIAL IMPACT:**

The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

### **DISCUSSION:**

In alignment with the County Vision, the Solano County Mental Health Advisory Board (MHAB) works to champion a progressive system of seamless, accessible and effective services that advances wellness, recovery and resiliency for individuals, families and communities - making certain special attention is given to the cultural and linguistic needs of those served. We continue to look for ways to improve care by connecting the strength and proficient work of consumer advocates, family members, and community leaders.

Working hand in hand with the Department of Health and Social Services, Behavioral Health Division, the

MHAB seeks and promotes the most effective methods to educate the public and change some of the negative perceptions attached to those in the community living with behavioral health issues. Through internal and external educational presentations, those who attend MHAB meetings gain a larger understanding of the potential for wellness in our county.

The MHAB continues to work to increase community awareness of mental health issues, support service availability, and reduce stigma. The Board meets regularly once a month on the third Tuesday from 4:30PM-6:00PM, except in July, for a total of eleven public meetings per year.

**ALTERNATIVES:**

The Board could choose not to reappoint Heather Theaux Venezio however this is not advised as she is an asset to the Solano County Mental Health Advisory Board.

**OTHER AGENCY INVOLVEMENT:**

Department of Health and Social Services, Behavioral Health Division.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	21	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Appointment	<b>Department:</b>	County Counsel
<b>File #:</b>	18-744	<b>Contact:</b>	Dennis Bunting, 784-6140
<b>Agenda date:</b>	10/23/2018	<b>Final Action:</b>	
<b>Title:</b>	Approve the reappointments of Dr. Lewis Broschard and Gerald R. Huber as commissioners to the Partnership HealthPlan of California Commission for 4 year terms, commencing January 1, 2019 and terminating December 31, 2022		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - PHC Commission Exhibit A		

Date:	Ver.	Action By:	Action:	Result:
-------	------	------------	---------	---------

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### **DEPARTMENTAL RECOMMENDATION:**

It is recommended that the Board of Supervisors approve the reappointments of Dr. Lewis Broschard and Gerald R. Huber as commissioners to the Partnership HealthPlan of California Commission for 4 year terms, commencing January 1, 2019 and terminating December 31, 2022.

### **SUMMARY/DISCUSSION:**

Under Welfare and Institutions Code section 14087.54, the Solano County Board of Supervisors (Board) established the Partnership HealthPlan of California Commission (PHC) on Medical Care. The purpose of the commission is to negotiate exclusive contracts with the California Department of Health Care Services and to arrange for the provision of health care services to the qualified uninsured.

Under our governing ordinance, Chapter 7.2, the Board presently appoints four commissioners from the categories set forth in attached Exhibit A to four-year terms. The terms are staggered. The representative from the Solano County Hospitals (Kaiser Permanente, Sutter Solano and North Bay Medical Center) is selected on a rotating basis. Each member remains in office until a successor is selected.

The terms of two of the County's commissioners expire on December 31, 2018: Dr. Lewis Broschard, the Physician representative, Gerald R. Huber, Director of Health and Social Services Department representative.

We request that the Board reappoint Dr. Lewis Broschard, as the Physician representative, and Gerald R. Huber, Director of Health and Social Services Department representative, to 4 year terms, commencing January 1, 2019 and terminating December 31, 2022.

### **FINANCIAL IMPACT:**

The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget. There is no financial impact to the General Fund with the appointments.

**ALTERNATIVES:**

The Board could reject the reappointments. This is not recommended because the appointments comply with our appointment procedures and reflect the County's current PHC commissioners.

**OTHER AGENCY INVOLVEMENT:**

The PHC requested the appointment of two County commissioners whose terms were expiring. The Health and Social Services Department reviewed and approved this report.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

## **EXHIBIT “A”**

### **1. Member Counties**

As of July 1, 2015, the member counties of the Partnership HealthPlan of California (PHC) Commission on medical care are as follows:

- Napa County
- Marin County
- Mendocino County
- Solano County
- Sonoma County
- Yolo County
- Del Norte County
- Humboldt County
- Lake County
- Lassen County
- Modoc County
- Shasta County
- Siskiyou County
- Trinity County

### **2. PHC Commissioners**

As of July 1, 2015, county board allocations for the PHC Commission are: 0-25,000 = 1 seat; 25,000-40,000 = 2 seats; 40,000-55,000 = 3 seats; 55,000+ = 4 seats. The composition of the commission is as follows:

• COUNTY	• NUMBER OF COMMISSIONERS		
	2011	2014	2015
Marin County	3	3	2
Mendocino County	3	3	2
Napa County	2	3	3
Solano County	6	7	4
Sonoma County	5	6	4
Yolo County	3	4	4
Del Norte County	N/A	N/A	1
Humboldt County	N/A	N/A	3
Lake County	N/A	N/A	2
Lassen County	N/A	N/A	1
Modoc County	N/A	N/A	1
Trinity County	N/A	N/A	1
Shasta County	N/A	N/A	4
Siskiyou County	N/A	N/A	1

**Note: PHC has 2 At-large Consumer Representatives on the Board as of August 26, 2015 (1 Northern Region and 1 Southern Region), which will rotate within the regions annually.**

### **3. Solano County Commissioners**

The commissioners shall be selected from the following categories, with no more than one representative from any category:

- The Board of Supervisors may appoint either a board member or a member of the public
- The County Director of the Health and Social Services Department
- Representative from a community health clinic
- Physician
- Representative from the Solano County Hospitals (Kaiser Permanente, Sutter Solano and North Bay Medical Center) on a rotating basis.



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	22	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Resolution	<b>Department:</b>	County Counsel
<b>File #:</b>	18-743	<b>Contact:</b>	Dennis Bunting, 784-6140
<b>Agenda date:</b>	10/23/2018	<b>Final Action:</b>	
<b>Title:</b>	Adopt a resolution to appoint Page Baldwin, Jr., and Mark Young for terms to expire December 6, 2019, and Matt Gause for a term to expire December 3, 2021 as Trustees of Reclamation District No. 2084		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Resolution, B - RD 2084 Correspondence		

Date:	Ver.	Action By:	Action:	Result:
-------	------	------------	---------	---------

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### DEPARTMENTAL RECOMMENDATION:

It is recommended that the Board of Supervisors adopt a resolution to appoint Page Baldwin, Jr., and Mark Young for terms to expire December 6, 2019, and Matt Gause for a term to expire December 3, 2021 as Trustees of Reclamation District No. 2084.

### SUMMARY/DISCUSSION:

Reclamation districts are governed by boards of trustees, which are composed of landowners or their legal representatives in the district. As a rule, trustees are elected by mail-ballot elections occurring in odd-numbered years. Once an election is called, a district solicits nominations. If, on the 54th day prior to the election, the number of nominees does not exceed the number of vacancies, the district may cancel the election and ask the board of supervisors to appoint the persons nominated. If no person has been nominated, the district may ask the board of supervisors to appoint any qualified person.

The trustees serve 4 year terms and the terms are staggered: historically every two or four years. (Water Code section 50602.) Under the election statutes, the terms of the trustees expire on the first Friday in December of odd-numbered years. (Elections Code section 10505.)

Reclamation District No. 2084 has a three-member Board of Trustees. Recently, Westervelt Inc. purchased the entire tract [Little Egbert Tract] on which the District is located. On September 20, 2018, prior to the close of escrow and subject to the Board of Supervisors' approval, the Trustees confirmed the reappointment of Page Baldwin, Jr., for a four-year term ending on December 6, 2019, appointed Mark Young to complete the balance of Trustee Robert J. Hilardes' current term ending on December 6, 2019, effective September 21, 2018 on the resignation of Mr. Hilardes, and appointed Matt Gause to complete the balance of Trustee Mark Swall's current term ending December 3, 2021, effective on September 21, 2018 on the resignation of Mr. Swall. Concurrently with the sale of the property, Trustee Baldwin's term expired because it coincided with

the appointing authority's ownership of the property and Trustees Hilarides and Swall submitted their resignations, which created three mid-term board vacancies.

Because there is only one landowner within Reclamation District No. 2084, there was no need to publish a notice calling for nominations to replace the trustees pursuant to Water Code section 50731.5, nor is there any reason to hold an election. The landowner requests that the Board approve the appointments of Page Baldwin, Jr., Mark Young and Matt Gause for the following terms:

Page Baldwin, Jr.: Term to expire December 6, 2019  
Mark Young: Term to expire December 6, 2019  
Matt Gause: Term to expire December 3, 2021

**FINANCIAL IMPACT:**

The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget. There is no other cost to the County involved in making these appointments.

**ALTERNATIVES:**

The Board could choose not to make these appointments. This option is not recommended as the proposed Trustees were approved by the sole landowner within the District.

**OTHER AGENCY INVOLVEMENT:**

Reclamation District No. 2084 forwarded the correspondence to the Board of Supervisors.

**CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**



RESOLUTION NO. 2018 - \_\_\_\_\_

**RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS  
TO APPOINT TRUSTEES TO RECLAMATION DISTRICT NO. 2084**

**Whereas**, Water Code section 50741 authorizes the Board of Supervisors to appoint individuals to fill vacancies arising on the Board of Trustees for Reclamation District No. 2084; and

**Whereas**, on September 21, 2018, due to the expiration of one Trustee's term and the resignation of two Trustees from their offices, which created three vacancies in the offices.

**Resolved**, the Solano County Board of Supervisors appoints the following individuals to the Board of Trustees for Reclamation District No. 2084 for the following terms:

Page Baldwin, Jr.: Term to expire December 6, 2019

Mark Young: Term to expire December 6, 2019

Matt Gause: Term to expire December 3, 2021

Passed and adopted by the Solano County Board of Supervisors at its regular meeting on October 23, 2018, by the following vote:

AYES: Supervisors \_\_\_\_\_

\_\_\_\_\_

NOES: Supervisors \_\_\_\_\_

EXCUSED: Supervisors \_\_\_\_\_

\_\_\_\_\_  
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

RECEIVED

OCT 05 2018

Solano  
County Counsel

**Resolution of  
The Board of Trustees of Reclamation District #2084**

September 20, 2018

Resolved, that Page Baldwin Jr. be confirmed for reappointment as a Trustee of Reclamation District #2084 for a four year term ending December 6, 2019, that Mark Young be appointed to complete the balance of Trustee Robert J. Hilarides' current term ending December 6, 2019 (Mr. Hilarides is resigning as Trustee effective September 21, 2018), and that Matt Gause be appointed to complete the balance of Trustee Mark Swall's current term ending December 3, 2021 (Mr. Swall is resigning as Trustee effective September 21, 2018).

\_\_\_\_\_  
Page Baldwin, Jr., Trustee

Robert J. Hilarides  
Robert J. Hilarides, Trustee

Mark Swall  
Mark Swall, Trustee

As landowners or their agents, we concur with the above recommendations.

Hilarides Family Revocable Trust  
of October 24, 2013, Owner of 98.26%

9-20-2018  
Dated

Robert J. Hilarides  
By: Robert J. Hilarides, Trustee

9-20-2018  
Dated

Sharon J. Hilarides  
By: Sharon J. Hilarides, Trustee

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Walter T. Powell, Owner of 1.74%

RECEIVED

Resolution of  
The Board of Trustees of Reclamation District #2084

SEP 25 2018

September 20, 2018

Solano  
County Counsel

Resolved, that Page Baldwin Jr. be confirmed for reappointment as a Trustee of Reclamation District #2084 for a four year term ending December 6, 2019, that Mark Young be appointed to complete the balance of Trustee Robert J. Hilarides' current term ending December 6, 2019 (Mr. Hilarides is resigning as Trustee effective September 21, 2018), and that Matt Gause be appointed to complete the balance of Trustee Mark Swall's current term ending December 3, 2021 (Mr. Swall is resigning as Trustee effective September 21, 2018).

Signed in Counterpart

Page Baldwin, Jr., Trustee

Robert J. Hilarides  
Robert J. Hilarides, Trustee

Signed in Counterpart

Mark Swall, Trustee

As landowners or their agents, we concur with the above recommendations.

Hilarides Family Revocable Trust  
of October 24, 2013, Owner of 98.26%

9-20-2018  
Dated

Robert J. Hilarides  
By: Robert J. Hilarides, Trustee

9/20/18  
Dated

Sharon J. Hilarides  
By: Sharon J. Hilarides, Trustee

Dated

Walter T. Powell, Owner of 1.74%

RECEIVED

OCT 05 2018

Solano  
County Counsel

RECLAMATION DISTRICT #2084

September 21, 2018

Board of Supervisors  
County of Solano  
675 Texas Street, Suite 6500  
Fairfield, CA 94533

Dear Sirs & Madams:

I hereby tender my resignation as a Trustee for Reclamation District #2084, effective September 21, 2018.

Respectfully,

  
Mark Swall, Trustee

RECLAMATION DISTRICT #2084

RECEIVED

OCT 15 2018

Solano  
County Counsel


September 21, 2018

Board of Supervisors  
County of Solano  
675 Texas Street, Suite 6500  
Fairfield, CA 94533

Dear Sirs & Madams:

I hereby tender my resignation as a Trustee for Reclamation District #2084, effective September 21, 2018.

Respectfully,

  
Robert Hilario, Trustee



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	23	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Appointment	<b>Department:</b>	County Counsel
<b>File #:</b>	18-745	<b>Contact:</b>	Dennis Bunting, 784-6140
<b>Agenda date:</b>	10/23/2018	<b>Final Action:</b>	
<b>Title:</b>	Approve the appointments of Aaron J. McAlister, Jim Frische and Carl Hakenen as Directors of the Cordelia Fire Protection District for terms to expire December 2, 2022		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Certificate of Facts		

Date:	Ver.	Action By:	Action:	Result:
-------	------	------------	---------	---------

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

### **DEPARTMENTAL RECOMMENDATION:**

It is requested that the Board approve the appointments of Aaron J. McAlister, Jim Frische and Carl Hakenen as Directors of the Cordelia Fire Protection District for terms to expire December 2, 2022.

### **SUMMARY/DISCUSSION:**

The Uniform District Election Law ("UDEL") establishes a body of election laws to be used by various special districts throughout the State to govern the election of officers. UDEL applies to the election of officers of fire protection districts; a director is a member of the governing body. The Cordelia Fire Protection District holds its elections with the statewide general elections. The county registrar of voters is the election official.

If the number of persons who have filed a declaration of candidacy for director does not exceed the number of directors to be elected and if the election official is not presented with a petition signed by 50 or more of the voters requesting a general district election, no election is held. The election official submits a certificate of these facts to the board of supervisors and requests that the board appoint those who have filed declarations of candidacy.

The Registrar of Voters on behalf of the Cordelia Fire Protection District received three declarations of candidacy for the three offices of director and did not receive a petition requesting a general district election. Accordingly, the Registrar requests that the Board of Supervisors appoint the declared candidates, Aaron J. McAlister, Jim Frische and Carl Hakenen as Directors of the Cordelia Fire Protection District for terms to expire on December 2, 2022.

### **FINANCIAL IMPACT:**

The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget. There is no cost to the County involved in making these appointments.



# SOLANO COUNTY

REGISTRAR OF VOTERS

**IRA ROSENTHAL**

Chief Information Officer  
Registrar of Voters  
IJRosenthal@solanocounty.com  
(707) 784-6675

September 24, 2018

**JOHN H. GARDNER**

Assistant Registrar of Voters  
JHGardner@solanocounty.com  
(707) 784-3366

## Certificate of Facts

I, Ira J. Rosenthal, Registrar of Voters of Solano County, State of California, do hereby certify that the number of nominees for the office of Member of the Board of Directors of the Cordelia Fire Protection District, did not exceed the number of offices to be filled for the following office at the General Election to be held on November 6, 2018.

Number of Positions: 3  
Member: Board of Directors, 4-year term

Number of Candidates: 3 for a full term  
District: Vote-At-Large

A petition signed by 50 voters in the district requesting that a General Election be held, has not been presented to me.

In accordance with California Elections Code §10515, I hereby request that the Solano County Board of Supervisors at a regular or special meeting held prior to the Monday before the first Friday in December appoint the following candidate(s) who filed a declaration of candidacy and who shall take office and serve exactly as if elected at the General Election.

Ira J. Rosenthal  
Registrar of Voters

cc: Cordelia Fire Protection District



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	24	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Appointment	<b>Department:</b>	County Counsel
<b>File #:</b>	18-746	<b>Contact:</b>	Dennis Bunting, 784-6140
<b>Agenda date:</b>	10/23/2018	<b>Final Action:</b>	
<b>Title:</b>	Approve the appointments of John D. Kluge as Director of Division 1, for a term to expire December 2, 2022; Michael J. Barrett as Director of Division 3, for a term to expire December 4, 2020; and Mike German as Director of Division 5, for a term to expire December 2, 2022, to the Solano Irrigation District Board of Directors		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Certificate of Facts		

Date:	Ver.	Action By:	Action:	Result:
-------	------	------------	---------	---------

Published Notice Required? Yes ☐ No ☒

Public Hearing Required? Yes ☐ No ☒

### **DEPARTMENTAL RECOMMENDATION:**

It is requested that the Board approve the appointments of John D. Kluge as Director of Division 1, for at term to expire December 2, 2022; Michael J. Barrett as Director of Division 3, for a term to expire December 4, 2020; and Mike German as Director of Division 5, for a term to expire December 2, 2022, to the Solano Irrigation District Board of Directors.

### **SUMMARY/DISCUSSION:**

The Uniform District Election Law ("UDEL") establishes a body of election laws to be used by various special districts throughout the State to govern the election of officers. UDEL applies to the election of officers of irrigation districts; a director is a member of the governing body. Solano Irrigation District holds its elections with the statewide general elections. The county registrar of voters is the election official.

If the number of persons who have filed a declaration of candidacy for director does not exceed the number of directors to be elected and if the election official is not presented with a petition signed by 50 voters requesting a general district election, no election is held. The election official submits a certificate of these facts to the board of supervisors and requests that the board appoint those who have filed declarations of candidacy.

The Registrar of Voters on behalf of the Solano Irrigation District received three declarations of candidacy for the three offices of director and did not receive a petition requesting a general district election. Accordingly, the Registrar requests that the Board of Supervisors appoint the declared candidates, John D. Kluge as Director of Division 1 for at term to expire December 2, 2022; Michael J. Barrett as Director of Division 3 for a term to expire December 4, 2020; and Mike German as Director of Division 5 for a term to expire December 2, 2022, to the Solano Irrigation District Board of Directors.



**FINANCIAL IMPACT:**

The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget. There is no cost to the County involved in making these appointments.



**SOLANO  
COUNTY**

**REGISTRAR OF VOTERS**

**IRA ROSENTHAL**

Chief Information Officer  
Registrar of Voters  
IJRosenthal@solanocounty.com  
(707) 784-6675

September 25, 2018

**JOHN H. GARDNER**

Assistant Registrar of Voters  
JHGardner@solanocounty.com  
(707) 784-3366

**Certificate of Facts**

I, Ira J. Rosenthal, Registrar of Voters of Solano County, State of California, do hereby certify that the number of nominees for the office of Member, Board of Directors, Solano Irrigation District, Divisions 1, 3 and 5 did not exceed the number of offices to be filled for the following office at the General Election to be held on November 6, 2018.

Number of Positions: 2 full term and 1 short term  
Member: Board of Directors, Full Term (4-years)  
Short Term (2-years)

Number of Candidates: 3  
Divisions: 1, 3, and 5

A petition signed by 50 voters in the district requesting that a General Election be held, has not been presented to me.

In accordance with California Elections Code §10515, I hereby request that the Solano County Board of Supervisors at a regular or special meeting held prior to the Monday before the first Friday in December appoint the following candidate(s) who filed a declaration of candidacy and who shall take office and serve exactly as if elected at the General Election.

Ira J. Rosenthal  
Registrar of Voters

cc: Solano Irrigation District



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	25	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Appointment	<b>Department:</b>	Workforce Development Board
<b>File #:</b>	18-705	<b>Contact:</b>	Heather Henry, 863-3501
<b>Agenda date:</b>	10/23/2018	<b>Final Action:</b>	
<b>Title:</b>	Approve the appointment of Paul Adler as the Business Representative to the Workforce Development Board (WDB) of Solano County, for a term to expire on October 22, 2022, as required under the Workforce Innovation and Opportunity Act (WIOA)		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>			

Date:	Ver.	Action By:	Action:	Result:
-------	------	------------	---------	---------

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

### **DEPARTMENTAL RECOMMENDATION:**

It is recommended that the Board of Supervisors appoint Paul Adler as the Business Representative to the Workforce Development Board (WDB) of Solano County, for a term to expire on October 22, 2022, as required under the Workforce Innovation and Opportunity Act (WIOA).

### **SUMMARY:**

The Board of Supervisors, as the local elected official authorized under §107(b)(1) of the 2014 Workforce Innovation and Opportunity Act (WIOA) and as described on page 2 of the Bylaws of the WDB of Solano County, Article VI-Section C. Selection of Directors, appoint representatives to the Board of Directors of the WDB. The WDB Board of Directors approved the above-named nominee at their September 21, 2018 Board meeting.

Based on the technical certification, membership nomination, application and supplemental application, as well as WDB Board action, Mr. Adler can now be considered for formal ratification by the Board of Supervisors as the newest representative on the Board of Directors of the WDB.

### **FINANCIAL IMPACT:**

Administrative costs were the only financial impact on this action which is covered in the WDB approved budget.

### **DISCUSSION:**

Paul graduated from the University of San Diego, in May 2000, with a Bachelor of Arts degree in Communications. He began his career in government affairs serving as a District Representative for the

Contra Costa County Board of Supervisors (Federal Glover) from 2001-2004. After completing his master's degree in leadership studies, he served an additional two terms with the Board of Supervisors from 2007-2015.

Paul transitioned into the refining and petroleum industry in 2015 as the Communications and Public Affairs Manager for a Bay Area Refinery (Phillips 66). In this role, he was responsible for preparing a strategic plan for external affairs, developing media communications, and monitoring community relations. He transitioned to the Valero Benicia Refinery as the Government Affairs and Community Relations Director in Spring 2018. He also serves on many non-profit boards and served on the Contra Costa Workforce Development Board for over three (3) years, chairing the Youth Committee.

After a technical review of Mr. Adler's application documents, he has been found to be in compliance with the regulatory requirements governing the Business Representative category for the Workforce Development Board membership appointment. Mr. Adler will serve terms of office from October 23, 2018 through October 22, 2022.

With this appointment, as recommended in this report, the WDB will have 24 of its 25 membership seats filled. Staff is currently looking to identify a Business Representative to fill the current vacancy.

**ALTERNATIVES:**

The Board of Supervisors could choose to not ratify Mr. Adler's appointment, and a new search for a Business Representative could ensue. However, Mr. Adler is considered to be an excellent candidate to serve in this representative category on the WDB, having expressed interest in serving on the WDB Board and backed by the President of the Rotary Club of Benicia.

**OTHER AGENCY INVOLVEMENT:**

James Lessenger, MD, President of the Rotary Club of Benicia provided a nomination of behalf of Mr. Adler.

**CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	26	<b>Status:</b>	Regular Calendar
<b>Type:</b>	Resolution	<b>Department:</b>	County Administrator
<b>File #:</b>	18-680	<b>Contact:</b>	Matthew A. Davis, 784-6111
<b>Agenda date:</b>	10/23/2018	<b>Final Action:</b>	
<b>Title:</b>	Adopt and present a resolution challenging Contra Costa County to participate in the 2018 Counties Care Holiday Food Fight friendly challenge to benefit the Food Bank of Contra Costa and Solano		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Resolution		

Date:	Ver.	Action By:	Action:	Result:
-------	------	------------	---------	---------

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### **DEPARTMENTAL RECOMMENDATION:**

The County Administrator's Office recommends that the Board of Supervisors adopt and present a resolution challenging Contra Costa County to participate in the 2018 Counties Care Holiday Food Fight friendly challenge to benefit the Food Bank of Contra Costa and Solano.

### **SUMMARY:**

Solano and Contra Costa Counties, working with the Food Bank of Contra Costa and Solano (Food Bank), have been participating in an annual counties care holiday food fight friendly challenge since 2004 when the Contra Costa County Board of Supervisors extended the first challenge to Solano County. This will be the fifteenth year of this annual event to raise funds for the Food Bank of Contra Costa and Solano.

The event allows employees at both counties the opportunity to help those in need in their respective counties through financial donations as food insecurity and hunger are a continuing and growing concern in both counties and throughout California. Last year's combined county employees contributed a fourteen-year cumulative total of more than \$1.34 million. With the friends of the food fight included, more than \$1.74 million has been donated to the Food Bank.

In 2017, Solano County won the annual event with \$13.17 contributed per employee and regained control of the "Big Apple" trophy. As the holder of the "Big Apple," Solano County challenges Contra Costa County to participate in the employee-to-employee 2018 Counties Care Holiday Food Fight friendly challenge to compete for possession of the "Big Apple" trophy.

If adopted by the Board, the resolution will be presented to the Contra Costa County Board of Supervisors at their November 6, 2018 meeting. If accepted by Contra Costa County, the 2018 Counties Care Holiday Food Fight will commence on November 19 and run through December 31, 2018.

**FINANCIAL IMPACT:**

There is no cost associated with adopting the resolution challenging Contra Costa County to participate in the 2018 Counties Care Holiday Food Fight friendly challenge. If accepted by Contra Costa County Board of Supervisors, staff time of departmental food fund drive coordinators will be borne by the individual County departments involved in the drive. Solano County employees have contributed more than \$363,000 over the last fourteen years, and together, both counties have contributed more than \$1.34 million to the Food Bank. In addition, non-employee "Friends of the Food Bank" in Solano County has resulted in a cumulative total of more than \$46,000 in online donations during the annual county-to-county drive.

**DISCUSSION:**

The Food Bank of Contra Costa and Solano distributes approximately 7 million pounds of food annually throughout Solano County. Approximately 63,000 hungry people, including children and seniors, in Solano County are served by the Food Bank each month. Both perishable and non-perishable food is also provided to countless nonprofit agencies throughout the County such as food pantries, shelters, soup kitchens, senior and child care centers, and group homes.

The Food Bank's mission is "leading the fight to end hunger, in partnership with our community and in service of our neighbors in need" and through continued community support, the Food Bank can accomplish this.

This would be the fifteenth consecutive year for the Counties Care Holiday Food Fight friendly challenge if the Board authorizes Solano County to extend this friendly challenge to Contra Costa County Board of Supervisors and employees. To date, Solano County has held the coveted "Big Apple" trophy 7 times, whereas Contra Costa County has held on to it 7 times in the fourteen-year history of the food fight challenge.

Solano County and Contra Costa County employees will strive, through their donations, to make their County the champion and holder of the "Big Apple." Last year Solano County narrowly won the challenge with \$13.17 contributed per employee and regained possession of the "Big Apple" trophy. Contra Costa County collected \$12.87 per employee. This event raises funds for the Food Bank and allows employees in both counties an opportunity to help those in need in their respective county through financial donations. All funds raised in each county will be used to purchase food for the needy and hungry in each respective county.

On November 6, 2018, Larry Sly, Executive Director for Food Bank of Contra Costa and Solano, will present the Contra Costa County Board of Supervisors with the Solano County resolution challenging them to the 2018 Counties Care Holiday Food Fight. If accepted, this year's employee-to-employee food drive fund challenge will run from November 19 through December 31, 2018.

**ALTERNATIVES:**

The Board could choose not to challenge Contra Costa County Board of Supervisors and employees this year, but this is not recommended as Solano County won the food drive challenge last year and this would allow Contra Costa County an opportunity to regain the title. But more importantly, while providing for some fun and friendly competitions, the counties care holiday food fight provides financial donations for the Food Bank to purchase food for the needy and hungry in the counties of Contra Costa and Solano.

**OTHER AGENCY INVOLVEMENT:**

Food Bank of Contra Costa and Solano will be coordinating the competition efforts with the counties of Contra Costa and Solano to conduct this food drive.

# Resolution No. 2018 -

## **RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS CHALLENGING CONTRA COSTA COUNTY TO CONTINUE THE FIGHT AGAINST FOOD INSECURITY IN SOLANO AND CONTRA COSTA COUNTIES BY PARTICIPATING IN THE ANNUAL COUNTIES CARE HOLIDAY FOOD FIGHT**

**WHEREAS**, it all began in 2004 when Contra Costa County challenged Solano County to participate in a friendly “Food Fight” challenge to raise funds to support food collection and distribution efforts in Contra Costa and Solano Counties; and

**WHEREAS**, hunger exists in every corner of our communities and affects people of all ages, ethnicities, education levels and employment status, with one in eight people relying on the Food Bank of Contra Costa and Solano for food assistance; and

**WHEREAS**, the Food Bank is there for those in need of a helping hand, working heroically on the front line of the daily effort to address food insecurity, providing monthly to 125,000 residents in Contra Costa County and 63,000 residents in Solano County; and

**WHEREAS**, Contra Costa County and Solano County employees have accepted the challenge to continue to fight against food insecurity by participating in the annual “Food Fight” challenge and annual holiday fund drive for the past twelve years to support residents in the counties of Solano and Contra Costa in need of Food Bank services; and

**WHEREAS**, in 2017, the combined fourteen-year effort of both Contra Costa County and Solano County employees exceeded a cumulative donation total of over \$1.34 million, and with the friends of the food fight included, over \$1.74 million has been donated to the Food Bank; and

**WHEREAS**, the 2018 Counties Care Holiday Food Fight will take place between November 19 and December 31, 2018.

**NOW, THEREFORE, BE IT RESOLVED** that the Solano County Board of Supervisors hereby commends the Contra Costa Board of Supervisors for its past “Food Fight” successes and challenges employees and residents of Solano and Contra Costa Counties to open their hearts and wallets once again to assist the Food Bank of Contra Costa and Solano and its client organizations during the coming holiday season.

**BE IT FURTHER RESOLVED** that the Solano County Board of Supervisors hereby officially continues the annual competition with Contra Costa County and kicks off the 2018 Counties Care Holiday Food Fight friendly challenge to continue the fight against food insecurity.

Dated this 23<sup>rd</sup> day of October 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  
www.solanocounty.com

## Agenda Submittal

<b>Agenda #:</b>	27	<b>Status:</b>	Regular Calendar
<b>Type:</b>	Presentation	<b>Department:</b>	Human Resources
<b>File #:</b>	18-719	<b>Contact:</b>	Marc Fox, 784-2552
<b>Agenda date:</b>	10/23/2018	<b>Final Action:</b>	
<b>Title:</b>	Receive a presentation by the California State Association of Counties - Excess Insurance Authority to present two 2018 Exemplary Achievement to Government Leadership and Enrichment (EAGLE) Awards to the Solano County Human Resources Department, Risk Management Division, to recognize the Innovation and Excellence in Development and Implementation of Loss Prevention Programs - Ergonomic Express and the Innovation in Risk Management Wellness Programs - Financial Wellness		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>			

Date:	Ver.	Action By:	Action:	Result:
-------	------	------------	---------	---------

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

### DEPARTMENTAL RECOMMENDATION:

The Director of Human Resources recommends that the Board of Supervisors receive a presentation by the California State Association of Counties (CSAC) - Excess Insurance Authority (EIA) to present two 2018 Exemplary Achievement to Government Leadership and Enrichment (EAGLE) Awards to Human Resources, Risk Management Division, to recognize the Innovation and Excellence in Development and Implementation of Loss Prevention Programs - Ergonomic Express and the Innovation in Risk Management Wellness Programs - Financial Wellness. The awards will be presented by Rick Brush, Chief Member Services Officer, EIA.

### SUMMARY:

The County of Solano is a member of CSAC - EIA, a risk financing pool, for the purpose of securing insurance coverage for various risk exposures that the County faces. The EIA EAGLE Award Program was created to recognize an EIA member or its affiliated agency for the development, management and/or implementation of an innovative idea, approach or program that enhances the goals and purposes of risk management and the public sector. By acknowledging professional contributions and achievements, the EIA promotes an atmosphere to encourage members to strive for excellence and innovation.

EIA member agencies submit an application for recognition and all applications are evaluated by the EAGLE Award Committee. EAGLE Awards are presented to an EIA member agency that has recognized risk within the agency's operations and has successfully developed and/or implemented a risk management solution. This risk management solution must also have the potential to be adopted by other similar agencies, be cost effective to implement, and addresses a risk within public sector agencies.



## **FINANCIAL IMPACT:**

The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget. There is no general fund impact to receive this presentation.

## **DISCUSSION:**

Solano County's Ergo Express and Financial Wellness programs are being recognized to receive 2018 EAGLE Awards for Innovation and Excellence in Development and Implementation of Loss Prevention Programs and Innovation in Risk Management Wellness Programs.

**Ergo Express Program** - Musculoskeletal disorders (MSD) and repetitive motion injuries (RMI) associated with office ergonomics are one of the most common workplace injuries. The County has an active ergonomic program, which includes self-assessment tools, ergonomic evaluations, an ergonomic laboratory for trying different office equipment and chairs, and ongoing training for supervisors and staff. About 70% of all ergonomic evaluations involve simple adjustments of an employee's chair, keyboard tray, monitor height, and/or alignment to place devices in compliance with the guidelines. The standard ergonomic evaluation typically takes about 30 minutes to perform and document the observations, make equipment adjustments and recommendations, plus 10-15 minutes to write the report.

Solano County has approximately 3,000 employees. On average, about 220 ergonomic evaluations are performed each year; however, the County was still seeing a high percentage of MSD and RMI related to workstation issues. Many of these injuries could likely be prevented by making small adjustments to equipment prior to an injury occurring. The challenge for the department was determining how to be proactive rather than reactive with MSD and RMI's. There was a need to develop a program to not only evaluate employee workstations proactively before an injury, but to provide training as well.

In May 2017, the Risk Management Team implemented Ergo Express. A simple check box form was created for a 15-minute visit where the focus is on adjusting existing office equipment while educating staff as to the ergonomic guidelines for best posture to mitigate the effects of a repetitive task. During the evaluation, the Risk Analyst brings along with them samples of the most commonly recommended equipment including, but not limited to, wrist pads, ergonomic keyboards, document holders, and mice. Occasionally, the Risk Analyst will find a chair in need of replacement and recommend the department to follow up with General Services for a chair fitting for the employee from the County approved selection.

Risk Management completed 366 Ergo Express appointments between May 2017 and April 2018. This is in addition to the 181 standard ergonomic evaluations that were completed during that same period. Departments are embracing the concept and employees appreciate the customer service. This proactive approach to ergonomic loss prevention allows Risk Management to adjust workstations before employees experience discomfort, and mitigate or eliminate ergonomic injuries.

A quick comparison from the first quarter of 2017 and 2018 indicates that the ergonomic related workers' compensation claim numbers are decreasing in severity. During the period January to March 2017, the total cost incurred for ergonomic injuries was \$478,380 and paid claims were \$205,749. In January to March 2018, the total cost incurred for ergonomic injuries was \$67,888 and paid claims were \$4,060. Although there is some development expected in the most recent claims, this is a good indication that the County claims experience is being reduced. Also of note, 517 ergonomic and Ergo Express evaluations performed May 2017 to April 2018, the County only had 6 workers' compensation claims from those employees that were evaluated.

**Financial Wellness** - Financial wellness is a growing workplace training offering in part because financial concerns are shown to be one of the leading causes of stress. Financial experts see the workplace as an excellent place to conduct some of the financial education that is lacking elsewhere and to incorporate the education of available voluntary benefits (e.g. Deferred Compensation Plans) that might be advantageous to employee's financial security. A financial wellness program can appeal to a wide audience and potentially have a positive impact with the majority of the employee population and their families.

In late of 2017, Risk Management began looking at how the County could increase participation in the wellness program. The program currently offers a web-based platform to conduct in-house wellness challenges and fitness tracking, a Wellness Ambassador program with 46 ambassadors countywide, and a wellness site (My Well Site) on the intranet that provides communications, educational resources and an event calendar.

In January 2018, the Human Resources Department, Risk Management Division, launched a financial wellness campaign component. Knowing Your Numbers includes everything from credit scores, interest rates and retirement formulas to Social Security, Medicare and emergency funding amounts.

The County Financial Wellness Campaign by the numbers:

- 303 attendees at 25 financial wellness education Lunch and Learns
- 123 attendees at 3 Managing Personal Finances -Training Division classes offered by Managed Health Network (MHN)
- 128 participants in the Know Your Numbers financial wellness challenge on My Well Site that included tracking financial wellness behaviors, receiving financial health tip emails and earning opportunities to qualify for raffles

Additionally, the County had a 35% increase in registered users of the My Well Site, with total of 712 participants.

Employee participation in the County's deferred compensation participation increased slightly during the challenge, some of which might be attributable to the financial wellness program.

#### **ALTERNATIVES:**

The Board could choose not to receive the presentation by CSAC-EIA to present two EAGLE Awards to Human Resources, Risk Management Division; however, this is not recommended as the presentation and awards recognize the department for their innovations in loss prevention and wellness programs.

#### **CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**