**County of Sonoma**  
**Agenda Item Number: 22**  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Board of Supervisors of Sonoma County

<table>
<thead>
<tr>
<th><strong>Board Agenda Date:</strong></th>
<th>June 14, 2016</th>
<th><strong>Vote Requirement:</strong></th>
<th>Majority</th>
</tr>
</thead>
</table>

**Department or Agency Name(s):** Department of Health Services

**Staff Name and Phone Number:** Stephan Betz, 565-7876

**Supervisory District(s):** Countywide

**Title:** Delegated Contract Authority for State and Federal Revenue Agreements

**Recommended Actions:**

Adopt a resolution delegating authority to the Director of Health Services, or designee, to accept funding allocations for the County of Sonoma and execute revenue agreements, amendments, and related documents received in FY 16-17 as necessary to receive revenue from state and federal agencies.

**Executive Summary:**

Each year the Department of Health Services requests that the Board of Supervisors delegate authority to the Director of Health Services to accept allocations and execute revenue agreements and amendments as necessary to receive revenue from state and federal agencies. This item requests that your Board adopt a resolution delegating authority to the Director of Health Services, or designee, to accept funding allocations for the County of Sonoma and execute revenue agreements, amendments, and related documents received in FY 16-17 as necessary to receive revenue from state and federal agencies. This action by the Board of Supervisors only applies to state and federal agreements.

The Department’s FY 16-17 proposed budget includes approximately $71 million in revenue received directly from state and federal agencies. Estimated FY 16-17 allocations and agreements are listed in Attachment 1.

It is both practical and an efficient use of County resources to delegate signature authority to the Director of Health Services to accept allocations and execute revenue agreements and amendments to revenue agreements with state and federal agencies. Throughout each year, the Department must accept state and federal allocations and execute agreements to facilitate the release of funding for programs. Most state and federal allocations and contracts are for funds that renew each year. Cost efficiencies associated with a reduced number of Board items will benefit the departments involved in the Board item process, including Health Services, the County Administrators Office, Auditor’s Office, County Counsel and Clerk of the Board. Other advantages include increased compliance with state...
timelines; more timely receipt of revenues (i.e., improved cash flow) and delivery of services to clients; and more accurate cost plan reporting and expenditure reconciliation.

While the Department attempts to accurately project the revenue associated with state and federal allocations and agreements through the budgetary process, various factors may result in adjustments in the final revenue received from state and federal agencies. These factors include increased available funding, changes in state allocation formulas or funding amounts, programmatic changes, changes due to adoption of the state budget, and rollover of unspent prior year funds. Changes in state and federal revenue amounts will be brought to the Board through the consolidated budget process. In addition, in order to become more efficient in their own contracting process, state and federal governments are increasingly contracting with the Department on a multi-year basis. Some of the agreements received in FY 16-17 will be multi-year and therefore include additional revenue for outlying contract years.

This request is specific to state and federal revenue and does not include authority to approve service contracts with providers that are financed with state and federal allocations. The awarding of service contracts will follow standard procurement process and reviews. As noted above, Board delegation will be requested annually, thus approval will apply only to revenue agreements received in FY 16-17. As noted, in some cases revenue agreements may be for multiple years. The state and federal allocations of program funding are included each fiscal year in the budget approved by the Board of Supervisors.

Upon entering into a revenue agreement with the state or federal government, the County becomes obligated to provide the services specified in the agreement. Failure to meet the requirements of an agreement may result in forfeiture of continued funding during the current term and may result in decreased funding in future years.

**Prior Board Actions:**

On June 16, 2015 the Board adopted a resolution delegating authority to the Director of Health Services, or designee, to accept approximately $66 million in state and federal funding allocations for the County of Sonoma and execute revenue agreements received in FY 15-16 as necessary to receive revenue.


**Strategic Plan Alignment**

Delegating authority to accept state and federal revenue agreements will allow for more efficient and timely delivery of program services to the community. Services provided with funding from state and federal sources have a broad-ranging impact in improving the health of and caring for individuals in Sonoma County.
### Fiscal Summary - FY 16-17

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Funding Source(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budgeted Amount</strong></td>
<td>County General Fund</td>
</tr>
<tr>
<td><strong>Add Appropriations Reqd.</strong></td>
<td>State/Federal</td>
</tr>
<tr>
<td><strong>Fees/Other</strong></td>
<td>Use of Fund Balance</td>
</tr>
<tr>
<td><strong>Use of Fund Balance</strong></td>
<td>Contingencies</td>
</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
<td><strong>Total Sources</strong></td>
</tr>
<tr>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Narrative Explanation of Fiscal Impacts (If Required):**

The Department’s FY 16-17 proposed budget includes approximately $71 million in revenue received directly from state and federal agencies.

### Staffing Impacts

<table>
<thead>
<tr>
<th>Position Title (Payroll Classification)</th>
<th>Monthly Salary Range (A – I Step)</th>
<th>Additions (Number)</th>
<th>Deletions (Number)</th>
</tr>
</thead>
</table>

**Narrative Explanation of Staffing Impacts (If Required):**

N/A

**Attachments:**

Resolution, Attachment 1 - Estimated FY 16-17 State and Federal Allocations

**Related Items “On File” with the Clerk of the Board:**

None