

190
**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



FROM: Community Health Agency

SUBMITTAL DATE: 4/30/2003

SUBJECT: Ratify the Agreement #02-25700 between the State of California Department of Health Services and the Riverside County Community Health Agency and Amend Ordinance 440 pursuant to Resolution No. 440- 8488.

RECOMMENDED MOTION: That the Board of Supervisors:

1) Ratify the Agreement #02-25700 between the State of California Department of Health Services and the Riverside County Community Health Agency, Department of Public Health to provide WIC Supplemental Nutrition Program services in the amount of \$21,943,428 for the period of October 1, 2002 through September 30, 2005;

continued on page 2

Gary M. Feldman, M.D.
Director

FINANCIAL DATA:

CURRENT YEAR COST: \$ 1,019,499
NET COUNTY COST: \$ - 0 -

ANNUAL COST: \$ 7,314,476
IN CURRENT BUDGET: NO
BUDGET ADJUSTMENT: X Yes No

REQUIRES
4/5 VOTE

SOURCE OF FUNDS: 100% Federal Funds

C.E.O. RECOMMENDATIONS:

APPROVE

Positions to be Deleted
per A-30

County Executive Officer Signature:

FISCAL PROCEDURES APPROVED
BY RD, Auditor-Controller
Consent Policy
BY
Consent Policy
BY Deputy

FORM APPROVED
COUNTY COUNSEL
MAY 06 2003

BY
674:dc

Approved by Ronald W. Komers
Asst. County Executive Officer
Human Resources Director

SUBJECT: Ratify the Agreement #02-25700 between the State of California Department of Health Services and the Riverside County Community Health Agency and Amend Ordinance 440 pursuant to Resolution No. 440-8488.

RECOMMENDED MOTION: (continued)

- 2) Amend Ordinance No. 440 pursuant to Resolution No. 440- 8488 submitted as Attachment A;
- 3) Authorize the Chairman of the Board to approve, without competition, and in accordance with Ordinance 459.4 to authorize the purchasing agent to contract with Dr. Shirani Dealwis-Chand for ABLE II training in an amount not to exceed \$8,000, contract with Charhouse Learning for FISH training in an amount not to exceed \$24,000, contract with Global Learning Partners for training in an amount not to exceed \$24,000, contract with Diane Akers for Strategic Planning in an amount not to exceed \$12,000, contract with Human Dynamics for training in an amount not to exceed 24,000;
- 4) Authorize the Auditor Controller to adjust the budget, as detailed in Schedule A;
- 5) Authorize the Chairman of the Board to sign seven (7) original copies of the contract; and
- 6) Direct the Clerk of the Board to return seven (7) original copies to the Community Health Agency Contracts Administration.

BACKGROUND: The Riverside County Community Health Agency, Department of Public Health, Nutrition Services Branch, operates the Special Supplemental Nutrition Program for Women, Infants and Children (WIC). The WIC program offers nutrition education, counseling, vouchers for the purchase of nutritious food, and referral to health care and other resources needed by the women, infants and children served. WIC brings high-risk individuals into the Health Care System for preventive health services, thus reducing the need for some acute care that may result from the lack of preventive care.

The State of California Department of Health Services has increased the annual funding for Federal Fiscal Year 2002/2003 by over \$850,000 from the prior year contract to serve 1,075 additional participants and support program administration. This caseload increase will allow the program to serve a total of 54,675 participants each month at sixteen (16) locations throughout the County. It is estimated that there are over 100,000 eligible participants in Riverside County. With this increased funding the following new positions are requested: One (1) Nutritionist; Three (3) Health Education Assistant II; Four (4) Health Services Assistant; Two (2) Office Assistant III; One (1) Accountant II.

On December 4, 2002, this agreement was received from the State of California Department of Health Services and preparation of this Form 11 began.

On January 2, 2003, the program received a "Local Agency Contract Authority to Spend" letter, approving additional funds of \$389,073 for the program to spend on WIC revitalization as well as one-time funding for customer service and nutrition education projects. Funds will be used for personnel expense and site improvements to enhance customer service.

SUBJECT: Ratify the Agreement #02-25700 between the State of California Department of Health Services and the Riverside County Community Health Agency and Amend Ordinance 440 pursuant to Resolution No. 440- 8488.

BACKGROUND: (continued)

On March 4, 2003, the program then received notification of two Best Practices Grant awards and a "Local Agency Contract Authority to Spend" letter for additional funding in the amount of \$439,634, approving \$182,171 for one-time funding for customer service and nutrition education projects; \$125,016 for a Best Practices Staff Development Grant Award to improve the delivery of core WIC nutrition services; and \$132,447 for a Best Practices Lunch and Learn-Capturing Breastfeeding Educational Opportunities for Health Professionals projects.

On March 17, 2003 the program received Exhibit C – General Terms and Conditions (GTC) 103 for inclusion in the contract.

On April 15, 2003 the program received a "Local Agency Contract Authority to Spend" letter, approving additional funds of \$45,000 for the program to spend on State Committees, Special Projects and nutrition education projects.

This agreement has been approved as to form by County Counsel.

PRICE REASONABLENESS: The Best Practices Staff Development Grant Award included the following training/workshops with these specified vendors: Dr. Shirani Dealwis-Chand (ABLE II Training), Global Learning Partners (Advanced Global Learning and Global Learning Training), Charthouse Learning (FISH Training), Diane Akers (Strategic Planning Training), and Human Dynamics (Human Dynamics Training). These State-approved vendors have customized and/or created a staff development training program that specifically meets California State Department of Health Services WIC Branch Best Practices Staff Development model:

- Able II Training, Dr. Dealwis-Chand is the only provider of this service, and specifically designed and provided these services to the State;
- Global Learning Partners is the required vendor pursuant to and as identified in the Authority to Spend letter dated March 4, 2003;
- Charthouse Learning - is the required vendor pursuant to and as identified in the Authority to Spend letter dated March 4, 2003;
- Diane Akers – identified as the recommended provider; is the only State-approved vendor for strategic planning training for the State's Best Practices Staff Development model and grant award;
- Human Dynamics - identified as the recommended provider; is the only State-approved vendor for human dynamics training for the State's Best Practices Staff Development model and grant award.

Vendors, Dr. Shirani Dealwis-Chand, Charthouse Learning, Human Dynamics, Diane Akers, and Global Learning Partners, have certified that the County is receiving the highest discount on their service.

SUBJECT: Ratify the Agreement #02-25700 between the State of California Department of Health Services and the Riverside County Community Health Agency and Amend Ordinance 440 pursuant to Resolution No. 440-8488.

FINANCIAL IMPACT: No County General funds will be required.

FINANCIAL INFORMATION: The WIC program receives 100% of its funding from the Federal government. The Program year is based on a Federal FY October 1 – September 30. For County FY 2002/2003, a base contract amount of \$5,955,144 was budgeted. The overlap of FY's between the Federal and County governments requires an internal County Budget Adjustment as reflected in the attached Schedule A.

The contract amount per Federal Fiscal Year 2002/2003 is \$7,314,476, however the current amount authorized to spend by State WIC is \$6,828,851. As State WIC releases available funding, a "Local Agency Contract Authority to Spend" letter will be received by Riverside County Community Health Agency. Amount authorized to spend in any Federal Fiscal Year will not exceed \$7,314,476 without a contract amendment and Board of Supervisor approval.

Federal and County FY Budget Comparison Table					
Federal Fiscal Year					
Fiscal Year	FFY '02/03	FFY '03/04	FFY '04/05		Contract
Months	10/01/02 - 09/30/03	10/01/03 - 09/30/04	10/01/04 - 09/30/05		10/01/02 – 09/30/05
Number of months represented	12	12	12		36
Amount	\$7,314,476	\$7,314,476	\$7,314,476		\$ 21,943,428
County Fiscal Year					
Fiscal Year	FY '02/03	FY '03/04	FY '04/05	FY '05/06	Contract
Months	10/01/02 - 06/30/03	7/01/03 - 06/30/04	7/01/04 - 06/30/05	07/01/05 - 09/30/05	
Number of months represented	9	12	12	3	36
Amount	\$5,485,857	\$7,314,476	\$7,314,476	\$1,828,619	\$ 21,943,428

Attachment "A"
Amend Ordinance 440

By Resolution amend Ordinance 440, Department 4200101300 to add the following staff in the Department of Public Health, Nutrition Services Branch:

<u>Classification</u>	<u>Class Code</u>	<u>No. of Positions</u>	<u>Range</u>	<u>Salary Range</u>
Nutritionist	78345	1.0	367	\$37,775-\$47,959
Health Education Assistant II	73458	3.0	241	\$30,604-\$38,794
Health Services Assistant	57793	4.0	217	\$22,313-\$28,295
Office Assistant III	13866	2.0	208	\$21,973-\$27,829

By Resolution amend Ordinance 440, Department 4200300000 to add the following staff in the Department of Public Health, Nutrition Services Branch:

<u>Classification</u>	<u>Class Code</u>	<u>No. of Positions</u>	<u>Range</u>	<u>Salary Range</u>
Accountant II	77412	1.0	376	\$38,390-\$48,743

Pursuant to Board Policy A-30, positions will be added by this funding award remain only so long as funding is available to sustain the positions.

SCHEDULE A
 Community Health Agency
 Department of Public Health
 Budget Adjustment
 Fiscal Year 2002/03

INCREASE IN APPROPRIATIONS:

	Account	Fund	DeptID	Class	
Regular Salaries	510040	10000	4200100000	6572-	\$385,000
Budgeted Benefits	518100	10000	4200100000	6572-	94,000
Maint-Equip-Computer	521360	10000	4200100000	6572-	2,000
Books/Publications	523620	10000	4200100000	6572-	46,000
Computer Equip (Non Fixed Asset)	523640	10000	4200100000	6572-	3,000
Office Equipment-not fixed assets	523680	10000	4200100000	6572-	20,000
Office Supplies	523700	10000	4200100000	6572-	49,200
Printing/Binding	523800	10000	4200100000	6572-	5,000
Computer Equipment Software	523840	10000	4200100000	6572-	3,500
Administrative Supt-Direct	524500	10000	4200100000	6572-	60,200
Auditing and Accounting	524560	10000	4200100000	6572-	20,000
Professional Services	525440	10000	4200100000	6572-	215,000
Advertising	526420	10000	4200100000	6572-	13,100
Building Rent/Lease	526700	10000	4200100000	6572-	38,249
Special Project Expense	527780	10000	4200100000	6572-	30,000
Conference/Registration fees	528140	10000	4200100000	6572-	21,000
Air Transportation	528900	10000	4200100000	6572-	5,700
Lodging	528960	10000	4200100000	6572-	1,850
Meals	528980	10000	4200100000	6572-	1,700
Private Mileage	529040	10000	4200100000	6572-	5,000
Regular Salaries	510040	10000	4200300000	6572-	41,579
Budgeted Benefits	518100	10000	4200300000	6572-	10,395
Intra-Miscellaneous	572800	10000	4200300000	6572-	(51,974)
<u>Total Increase in Appropriations:</u>					<u>\$1,019,499</u>
<u>Increase in Estimated Revenue:</u>					
Fed-MCAH-WIC Sup Food	762040	10000	4200100000	6572-	<u>\$1,019,499</u>

1 RESOLUTION NO. 440-8488

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3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on June 3, 2003, that pursuant to Section 5.A. of
5 Ordinance No. 440, the Community Health Agency, Public Health Officer of Ordinance No. 440, is
6 authorized to make the following listed change(s), operative on the date of approval, as follows:

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<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
8 77412	+ 1	4200300000	Accountant II
9 73458	+ 3	4200101300	Health Education Assistant II
10 57793	+ 4	4200101300	Health Services Assistant
11 78345	+ 1	4200101300	Nutritionist
12 13866	+ 2	4200101300	Office Assistant III

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27 /kc
05/14/2003
440 Resolutions/KC

03 MAY 12 AM 8:50
RIVERSIDE COUNTY

**Form 11 Attachment
Contract/Lease/Purchase Summary Data**

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Contract | <input type="checkbox"/> Lease | <input type="checkbox"/> Purchase |
| Approval/Renewal | Approval/Renewal | Sole Source |
| <input type="checkbox"/> Sole Source | <input type="checkbox"/> Mult-Year Lease | <input type="checkbox"/> Other Than Low Bid |
| <input type="checkbox"/> Personal Services | <input type="checkbox"/> Equipment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> Independent Contractor | <input type="checkbox"/> Real Property | |
| <input type="checkbox"/> Other than low Bid | <input type="checkbox"/> Change Order | |
| <input type="checkbox"/> Change Order | | |

User Department:	Community Health Agency
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Vendor/Lessor Name:	California Department of Health Services
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Vendor/Lessor Location:	1800 3 rd Steet, Room 455 Sacramento, CA 92434
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Selection Committee Member Names (RFP-s Only)
Minority

Applicable Board Policy #

Comments:

RFQ/RFP Process:

Date Mailed:
Response Date:
of Responses:
of Qualified Responses:

Bidding Process:

Bid Range:	\$	To: \$
Local Bid Range:	\$	To: \$
Responsive and		
Responsible Bid Range:	\$	To: \$
Local Performance Award Cost	\$	To: \$
(5% maximum preference)		
Local Preference FYTD: Cost	\$	To: \$

**Contract/Lease Renewals Only
Proposed Differences**

Existing Agreement Items

Proposed Agreement Items

1. Rates
2. Terms
3. Conditions
4. Legal Issues
5. Accountability