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

FROM: Community Health Agency

SUBMITTAL DATE:
11/21/03

SUBJECT: Ratify the First Amendment to Contract #02-25700 between the State of California Department of Health Services and the Riverside County Community Health Agency, Department of Public Health, for WIC Supplemental Nutrition Program Services and Amend Ordinance 440 pursuant to Resolution No. 440-8528.

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Ratify the first Amendment #A1 to Contract #02-25700 between the State of California Department of Health Services and the Riverside County Community Health Agency, Department of Public Health to increase the contract by \$1,957,056 for a new total amount of \$23,900,484 for the period of October 1, 2002 through September 30, 2005, to provide WIC Supplemental Nutrition Program services;

Motions continued on page 2...

Susan Harrington

 Susan Harrington, Director of Public Health

GH:dc

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 733,896	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ 0	For Fiscal Year:	03/04

SOURCE OF FUNDS: 100% Federal/State WIC Funds	Positions To Be Deleted Per A-30	<input checked="" type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

County Executive Office Signature

Dan Martin

Prev. Agn. Ref.: 05/22/03, item 3.7 | **District:** | **Agenda Number:**

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

FORM APPROVED
 COUNTY COUNSEL
[Signature]
 NOV 24 2003

FISCAL PROCEDURES APPROVED
 ROBERT E. BYRD, Auditor-Controller
 Policy
 Consent
 12/01/03
 Deputy

Dep't Recomm.:
Per Exec. Ofc.:

300 DEC -3 AM 10:22
 RECEIVED DIRECTOR CORNIA

SUBJECT: Ratify the First Amendment to Contract #02-25700 between the State of California Department of Health Services and the Riverside County Community Health Agency, Department of Public Health, for WIC Supplemental Nutrition Program Services and Amend Ordinance 440 pursuant to Resolution No. 440- 8528 .

RECOMMENDED MOTION: (continued)

- 2) Amend Ordinance No. 440 pursuant to Resolution No. 440- 8528 submitted as Attachment A;
- 3) Authorize the Auditor-Controller to adjust the budget, as detailed in Schedule A;
- 4) Authorize the Chairman of the Board to sign seven (7) originals of the contract; and
- 5) Direct the Clerk of the Board to return seven (7) originals 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 2003/2004 and Federal Fiscal Year 2004/2005 by \$978,528 from the prior year contract to serve 1,525 additional participants and support program administration. This caseload increase will allow the program to serve a total of 56,200 participants each month at seventeen (17) 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; One (1) Staff Analyst II; Two (2) Health Education Assistant II.

On October 10, 2003, this Agreement was received from the State of California Department of Health Services and preparation of this Form 11 began.

Amendment #A1

- Adjusts County Fiscal Year 2002/2003 budget line item allocations only.
- Contract allocation adjustment resulting from caseload growth increase impacts current County Fiscal Year budget.
- Increases allocations through September 30, 2005.

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

SUBJECT: Ratify the First Amendment to Contract #02-25700 between the State of California Department of Health Services and the Riverside County Community Health Agency, Department of Public Health, for WIC Supplemental Nutrition Program Services and Amend Ordinance 440 pursuant to Resolution No. 440- 8528.

FINANCIAL IMPACT: No County General funds will be required.

FINANCIAL INFORMATION: The WIC program receives 100% of its funding from the State as a pass through from the Federal government. The WIC Program year is based on the Federal Fiscal Year, October 1 – September 30.

For current County Fiscal Year 2003/2004, a base contract amount of \$7,314,476 was budgeted. Amendment #A1 proposes to increase that original contract amount. The following table depicts proposed allocation amounts during the contract period by Federal Fiscal Years. The second table shows how funding will be applied according to County Fiscal Years.

Federal FY 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 – 09/030/05
Original Contract Amount	\$7,314,476	\$7,314,476	\$7,314,476		\$21,943,428
Amendment #A1	-0-	\$978,528	\$978,528		\$1,957,056
New Contract Total	\$7,314,476	\$8,293,004	\$8,293,004		\$ 23,900,484

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FINANCIAL IMPACT: (continued)

County Fiscal Year Table					
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	
Original Contract Amount	\$5,485,857	\$7,314,,476	\$7,314,476	1,828,619	\$21,943,428
Amendment #A1	-0-	\$773,896	\$978,528	\$204,632	\$1,957,056
New Contract Total	\$5,485,857	\$8,088,372	\$8,293,004	\$2,033,251	\$ 23,900,484

Note: Because the contract increase is directly related to caseload growth, actual ability to spend adjusted budget is authorized intermittently by the State through "Local Agency Contract Authority to Spend" letters.

Amount authorized to spend in any Federal Fiscal Year will not exceed \$8,293,004 without a contract amendment and Board of Supervisors approval.

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	2.0	241	\$30,604-\$38,794
Staff Analyst II	74106	1.0	379	\$38,602-\$48,977

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-	175,000
Budgeted Benefits	518100	10000	4200100000	6572-	43,000
Maint-Equip-Computer	521360	10000	4200100000	6572-	5,000
Books/Publications	523620	10000	4200100000	6572-	4,000
Computer Equip (Non Fixed Asset)	523640	10000	4200100000	6572-	38,000
Office Equipment-not fixed assets	523680	10000	4200100000	6572-	3,000
Office Supplies	523700	10000	4200100000	6572-	16,000
Printing/Binding	523800	10000	4200100000	6572-	40,000
Computer Equipment Software	523840	10000	4200100000	6572-	4,000
Administrative Supt-Direct	524500	10000	4200100000	6572-	4,000
Auditing and Accounting	524560	10000	4200100000	6572-	49,000
Professional Services	525440	10000	4200100000	6572-	16,000
Advertising	526420	10000	4200100000	6572-	126,896
Building Rent/Lease	526700	10000	4200100000	6572-	150,000
Special Project Expense	527780	10000	4200100000	6572-	30,000
Conference/Registration fees	528140	10000	4200100000	6572-	17,000
Air Transportation	528900	10000	4200100000	6572-	5,000
Lodging	528960	10000	4200100000	6572-	2,000
Meals	528980	10000	4200100000	6572-	2,000
Private Mileage	529040	10000	4200100000	6572-	4,000

Total Increase in Appropriations: **\$733,896**

Increase in Estimated Revenue:

Fed-MCAH-WIC Sup Food	762040	10000	4200100000	6572-	<u>\$733,896</u>
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RESOLUTION NO. 440-8528

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on December 9, 2003, that pursuant to Section 5.A. of Ordinance No. 440, the Director of Public Health of Ordinance No. 440, is authorized to make the following listed change(s), operative on the date of approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
78345	+ 1	4200101300	Nutritionist
73458	+ 2	4200101300	Health Education Assistant II
74106	+ 1	4200101300	Staff Analyst II

