

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

428



**FROM:** Community Health Agency,  
Department of Public Health

**SUBMITTAL DATE:**  
May 17, 2005

**SUBJECT:** In-Principle approval to seek leased space in Mead Valley for the Department of Public Health, Women, Infant and Children (WIC) Supplemental Nutrition Program.

**RECOMMENDED MOTION:**

That the Board of Supervisors grant in-principle approval to the Community Health Agency to seek leased space in Mead Valley for the Department of Public Health, Women Infants and Children (WIC) Program.

**BACKGROUND:** The Community Health Agency; Department of Public Health, Nutrition Services Branch is interested in acquiring dedicated space of approximately 250 square feet and shared space of approximately 1000 square feet of the Mead Valley Community Complex to operate a part-time WIC site. WIC will provide services to approximately 700-800 participants per month. The Mead Valley Community Complex is a community-based family-centered location that provides services to a WIC eligible population, making it an ideal location for establishing a part-time WIC site.

(Continued)

Reviewed by  
CIP TEAM  
Meyers  
Departmental Concurrence

*Susan D. Harrington*  
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Susan Harrington  
Director, Department of Public Health

GH:nw

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 5,910	In Current Year Budget:	YES
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	NO
	Annual Net County Cost:	\$ 0	For Fiscal Year:	05/06

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

**C.E.O. RECOMMENDATION: APPROVE**

**County Executive Office Signature** *Alex Gann*

Policy  Policy   
 Consent  Consent   
 Dept's Recomm.: Per Exec. Ofc.:

**Prev. Agn. Ref.:** | **District:** 1 | **Agenda Number:**

3.15

**SUBJECT:** In-Principle approval to seek leased space in Mead Valley for the Department of Public Health, Women, Infant and Children (WIC) Supplemental Nutrition Program.

**BACKGROUND:** (continued)

The space requirements to meet Federal WIC program guidelines for security, safety and client confidentiality are as follows:

- a) Two adjoining dedicated rooms at approximately 250 sq. ft. for WIC certification, individual education, counseling and secured voucher/printer storage. These rooms will need to be secured by a lock available only to WIC.
- b) Shared use of a conference room (approximately 1000 sq. ft.) on 2 dedicated days per week for waiting area and group education classroom. Space needs to accommodate 25 to 40 participants with children and strollers.
- c) Facility access for dedicated space is 5 days per week between the hours of 7:30 a.m. to 5:00 p.m. Shared space access is 2 days per week between the hours of 7:30 a.m. to 5:00 p.m.
- d) Dedicated parking for three to four staff and 40 participants.



# COUNTY OF RIVERSIDE

## Department of Facilities Management

3133 Mission Inn Avenue  
Riverside, California 92507-4199  
(951) 955-4800  
FAX (951) 955-9289

Michael J. Sylvester  
Director

Timothy L. Miller  
Assistant Director

### ENDORSEMENT

#### COMMUNITY HEALTH AGENCY, DEPARTMENT OF PUBLIC HEALTH LEASED SPACE IN MEAD VALLEY, CALIFORNIA

The Department of Facilities Management concurs with this request from the Community Health Agency, Department of Public Health, to seek approximately 1,250 square feet of office space located in Mead Valley for its Women, Infant, and Children (WIC) Supplemental Nutrition Program. This request meets County Space Standards. There is no county-owned space available to accommodate this request.

The information listed below is used as an estimate to determine this Endorsement.

Lead Time:	Three (3) months
Size:	Approximately 1,250 square feet
Term:	Three (3) years
Lease Cost:	To be determined
Data/Communication Cost:	To be determined
Services:	County provides electric and telephone. Property owner provides all other services.

  
MICHAEL J. SYLVESTER, DIRECTOR  
Department of Facilities Management