

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



**ITEM: 7.2**  
(ID # 25609)

**MEETING DATE:**  
Tuesday, August 27, 2024

**FROM :** DPSS In-Home Supportive Services

**SUBJECT:** IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY: Delegation of Signature Authority to the Purchasing Agent for IHSS-PA, Specific Types of Agreements and Amendments, that have monetary impact in accordance with Ordinance No. 459; All Districts. [Total Cost: \$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the Delegation of Signature Authority to the Purchasing Agent, in accordance with Ordinance No. 459 for specific types of IHSS-PA Agreements and Amendments that have monetary impact that have been approved as to form by County Counsel; and,
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved to form by County Counsel (a) to issue a Purchase Order for any goods and/or services rendered (b) sign amendments that make modifications to the Scope of Services that stay within the intent of each agreement, and (c) sign amendments to the compensation provisions that do not exceed the sum total of twenty percent (20%) of the total aggregate cost of IHSS-PA Agreements and Amendments.

**ACTION:Policy**

*David Dai*  
David Dai 8/20/2024

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**MINUTES OF THE BOARD OF DIRECTORS**

On motion of Director Perez, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Date: August 27, 2024  
xc: DPSS/IHSS

Kimberly A. Rector  
Clerk of the Board

By: *Candy Juch*  
Deputy

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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$0	\$0	\$0	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS:</b>			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	

**C.E.O. RECOMMENDATION:** [CEO use]

**BACKGROUND:**

**Summary**

In 1999 when the CA Legislature passed AB 1682, Article 7 was added to the Welfare and Institutions Code for In-Home Supportive Services (sections 12300-12318). Section 12301.6 allowed the County of Riverside to establish a Public Authority through Ordinance 819. Under the "Powers" provision of that Ordinance, it states that the In-Home Supportive Services Public Authority (IHSS-PA) shall be a separate entity from Riverside County. Currently under Ordinance 819, the IHSS-PA Board of Directors chairperson shall sign all contracts on behalf of the IHSS-PA.

The current Delegation of Signature Authority approved by the Board of Supervisors on August 30, 2022 (7.1) allows the Executive Director of Public Authority or Designee to sign specific types of Agreements, Amendments and Memorandum of Understanding (MOUs) with No Financial Impact.

This recommended board action would delegate signature authority, in accordance with Ordinance No. 459, to the Riverside County Purchasing Agent for agreements and amendments for goods and services that fall under the approved purchasing authority. The authority would continue with no expiration date unless IHSS-PA requests to cancel such authority.

Delegation of this signature authority is requested for IHSS-PA agreements and amendments.

**Impact on Residents and Businesses**

The delegation of signature authority to sign agreements and amendments will improve operational efficiency and save resources, reducing document processing time and improve IHSS-PA delivery of services.

**Additional Fiscal Information**

The Delegation of Signature Authority to Purchasing shall have no impact on the County's general fund.

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ATTACHMENTS: N/A

  
David Dai 8/1/2024

  
Melissa Curtis, Deputy Director of Purchasing and Fleet 8/7/2024

  
Brianna Lontajo, Principal Management Analyst 8/20/2024

  
Gregg Gu, Chief of Deputy County Counsel 8/9/2024