



Board Agenda Items

Step 3B of the Contracts and Grants Management Process

Adapted for HSA from content created by
Sr. Management Consultant
CEO's Office

Agenda

- What is a Board Agenda Item (BAI)?
- When are BAIs required?
- Who is involved?
- What is the timeline?
- Preparing your BAI
- Entering your BAI into MinuteTraq
- BOS Meeting Agenda overview and best practices
- Additional resources and tools

What is a Board Agenda Item?

It's an item on a Board of Supervisors' Meeting Agenda in which staff make a recommendation(s) for the Board's approval.

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS AGENDA ITEM

DEPT: Health Services Agency

BOARD AGENDA:
AGENDA DATE: December 14, 2021

CONSENT: ☒

CEO CONCURRENCE: YES

4/5 Vote Required: No

SUBJECT:

Approval of an Agreement Between the Health Services Agency and the Stanislaus County Office of Education under the COVID-19 Safe Schools for All Programs for the Period July 1, 2021 through June 30, 2022

STAFF RECOMMENDATION:

1. Approve an Agreement between the Health Services Agency and the Stanislaus County Office of Education under the Safe Schools for all Programs for the period July 1, 2021 through June 30, 2022.
2. Authorize the Health Services Agency Managing Director or her designee to sign the Agreement and any subsequent amendments.

DISCUSSION:

In 2019, a new communicable disease was identified: the 2019 Novel Coronavirus (COVID-19). The first case was identified in December of 2019 in China. On February 12, 2020, the World Health organization officially named the disease and on March 11, 2020 declared a COVID-19 a pandemic. On March 4, 2020 the Governor of the State of California proclaimed a State of Emergency and on March 11, 2020 the Stanislaus County Public Health Officer declared a Local Health Emergency. On March 19, 2020, California's Governor issued a State at Home order, which was supported by and followed up by numerous Executive Orders and State Public Health Orders focused on imposing physical distancing to slow the spread of the highly transmissible virus.

To date, there have been 4.6 million laboratory test confirmed cases of COVID-19 in the State of California, over 78,000 of which are from Stanislaus County. Statewide, COVID-19 has claimed over 71,000 lives, of which over 1,300 were Stanislaus County residents.

The pandemic mitigation impacted schools significantly. Initially most students lost the academic learning opportunity, followed by a period of challenging remote learning or a combination of remote and in-person instruction. The State of California issued guidance specific to the Kindergarten through 12th grade classrooms, which included physical distancing, maximizing ventilation systems, and instituting heightened disinfecting protocols. The State also made funding available for various and evolving mitigation strategies.

What needs to go to the Board?

Required

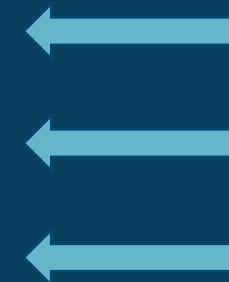
- Budget adjustments (4/5 vote required)
- Any new contracts and grants
- Contracts requiring Board Chair signature
- Contracts with cumulative total of >\$200,000 if not previously approved by the Board
- Adding, deleting, or reclassifying staff positions
- Hiring at the fifth step of the salary band
- Requests for Proposals
- New fees/fee adjustments
- Any new construction projects
- Other policy decisions requiring Board approval

Situational

- Programmatic change of sensitive nature
- Achievement/Update
- Public awareness/transparency
- Proclamation/Commendation/Resolution

Grant Policy & Board Approval

Apply for a Grant	New Grant	General Fund Match	Departmental Discretion
		No General Fund Match	Departmental Discretion
	Existing Grant Extension	General Fund Match	Departmental Discretion
		No General Fund Match	Departmental Discretion
Accept a Grant	New Grant	General Fund Match	Board Approval Required
		No General Fund Match	Board Approval Required
	Existing Grant Extension	General Fund Match	Board Approval Required
		No General Fund Match	Departmental Discretion



Budget Adjustment Authority

ITEM	CEO APPROVAL REQUIRED	BOS APPROVAL REQUIRED
Transfers of appropriations between budget units		YES*
Any appropriation of unbudgeted revenues and/or fund balance/retained earnings from any source.		YES 4/5 VOTE
All transfers from the budget unit "Appropriations for Contingencies" General Fund (0100), Org. #16071		YES 4/5 VOTE
Appropriation and estimated revenue transfers within or between objects within a budget unit, excluding "Fixed Assets" over \$10,000.	YES	
Transfer of appropriations in or out of Fixed Assets groups (i.e. land, buildings and improvements, and/or equipment) within a budget unit if over \$10,000. (BO#91-1376)		YES
Transfers of any amount between accounts within a Fixed Assets group.	YES	
Changes to the Proposed or Final Budget after the final budget public hearing but prior to adoption of the Final Budget.		YES 4/5 VOTE
Undesignating/unreserving (except the General Reserve) and appropriating fund balance.		YES 4/5 VOTE
Establish facts constituting an emergency before increasing necessary appropriations and expenditures to meet the emergency.		YES 4/5 VOTE
Exceeding budget in certain emergencies.		YES 4/5 VOTE

Who is involved in the internal BAI process?

- Program Manager
- Senior Division Director
- Managing Director
- Confidential Assistants



Board Item Due Dates

You need to start working on agenda items at least 8 weeks before you go to the Board



2023 BOARD OF SUPERVISORS MEETING CALENDAR

JANUARY							FEBRUARY							MARCH							APRIL						
Su	M	Tu	W	Th	Fr	Sa	Su	M	Tu	W	Th	Fr	Sa	Su	M	Tu	W	Th	Fr	Sa	Su	M	Tu	W	Th	Fr	Sa
1	2	3	4	5	6	7	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
																					30						

MAY							JUNE							JULY							AUGUST						
Su	M	Tu	W	Th	Fr	Sa	Su	M	Tu	W	Th	Fr	Sa	Su	M	Tu	W	Th	Fr	Sa	Su	M	Tu	W	Th	Fr	Sa
1	2	3	4	5	6	7	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
														30	31												

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
Su	M	Tu	W	Th	Fr	Sa	Su	M	Tu	W	Th	Fr	Sa	Su	M	Tu	W	Th	Fr	Sa	Su	M	Tu	W	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7					1	2	3	4					1	2
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
																					31						

☐ Holiday
 ☒ No Meeting
 ☐ 9:00 a.m. Day Meeting
 ☐ 6:30 p.m. Night Meeting

JANUARY

2 New Year's Day Observed
 3 No BOS Meeting
 16 Martin Luther King Day
 17 No BOS Meeting

FEBRUARY

20 President's Day
 21 No BOS Meeting

MARCH

21 No BOS Meeting

APRIL

11 No BOS Meeting

MAY

9 No BOS Meeting
 29 Memorial Day
 30 No BOS Meeting

JUNE

13 No BOS Meeting
 27 No BOS Meeting

JULY

4 Independence Day Holiday
 25 No BOS Meeting

AUGUST

1 No BOS Meeting
 22 No BOS Meeting

SEPTEMBER

4 Labor Day
 5 No BOS Meeting
 19 No BOS Meeting

OCTOBER

10 No BOS Meeting
 24 No BOS Meeting

NOVEMBER

10 Veterans Day Observed
 14 No BOS Meeting
 21 No BOS Meeting
 23-24 Thanksgiving Holidays

DECEMBER

25 Christmas
 26 No BOS Meeting

BAI Timeline

The entire process can take at least 8 weeks

HSA INTERNAL TIMELINE FOR BOARD AGENDA ITEMS

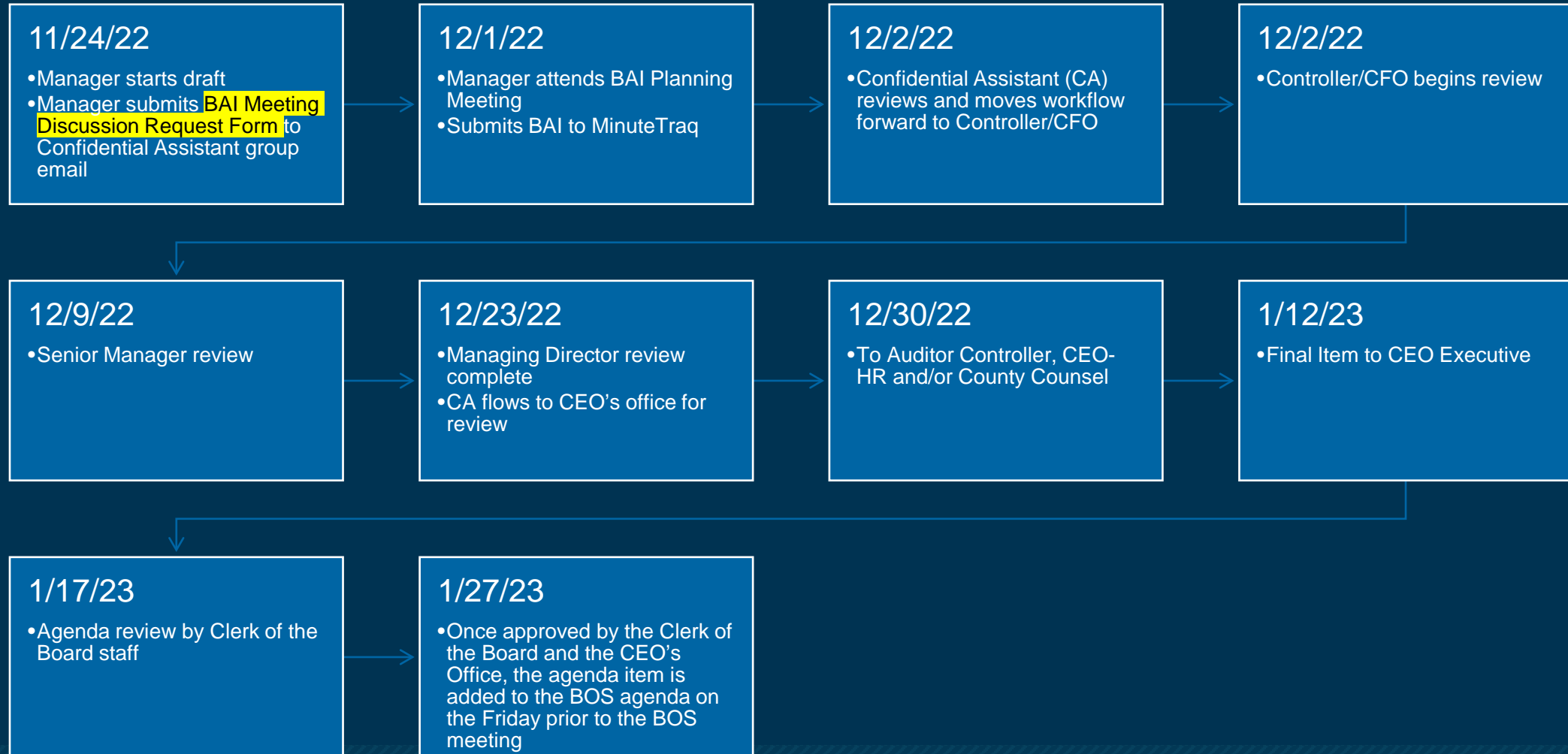
*See Board Agenda Item Due Dates 2023 document for dates since it's submitted to the Minute Train (click on the asterisk)

In order to be on the agenda for this BOS meeting date	Manager prepares BAI draft (including working on fiscal impact section with Finance) and submits BAI Planning Meeting Request Form to Sundae	Manager attends the BAI Planning Meeting	Manager submits BAI to Minute Train* (including attachments)	Confidential Assistant (CA) checks for spelling, grammar, and updates workflow appropriately	CA pushes workflow to Brandon in Finance for review; CA then ensures that BAI flow to Senior Manager	Senior Manager review	Mary Ann completes review	CA flows to CEO's office for review*
Tue, 01/24/23	Thu, 11/24/22	Thu, 12/01/22	Thu, 12/01/22	Fri, 12/02/22	Fri, 12/02/22	Fri, 12/09/22	Fri, 12/23/22	Fri, 12/23/22
Tue, 01/31/23	Wed, 11/30/22	Wed, 12/07/22	Wed, 12/07/22	Thu, 12/08/22	Thu, 12/08/22	Thu, 12/15/22	Thu, 12/29/22	Thu, 12/29/22
Tue, 02/07/23	Thu, 12/08/22	Thu, 12/15/22	Thu, 12/15/22	Fri, 12/16/22	Fri, 12/16/22	Fri, 12/23/22	Fri, 01/06/23	Fri, 01/06/23
Tue, 02/14/23	Thu, 12/15/22	Thu, 12/22/22	Thu, 12/22/22	Fri, 12/23/22	Fri, 12/23/22	Fri, 12/30/22	Fri, 01/13/23	Fri, 01/13/23
Tue, 02/21/23	NO MEETING							
Tue, 02/28/23	Thu, 12/29/22	Thu, 01/05/23	Thu, 01/05/23	Fri, 01/06/23	Fri, 01/06/23	Fri, 01/13/23	Fri, 01/27/23	Fri, 01/27/23
Tue, 03/07/23	Thu, 01/05/23	Thu, 01/12/23	Thu, 01/12/23	Fri, 01/13/23	Fri, 01/13/23	Fri, 01/20/23	Fri, 02/03/23	Fri, 02/03/23
Tue, 03/14/23	Thu, 01/12/23	Thu, 01/19/23	Thu, 01/19/23	Fri, 01/20/23	Fri, 01/20/23	Fri, 01/27/23	Fri, 02/10/23	Fri, 02/10/23
Tue, 03/21/23	NO MEETING							
Tue, 03/28/23	Thu, 01/26/23	Thu, 02/02/23	Thu, 02/02/23	Fri, 02/03/23	Fri, 02/03/23	Fri, 02/10/23	Fri, 02/24/23	Fri, 02/24/23
Tue, 04/04/23	Thu, 02/02/23	Thu, 02/09/23	Thu, 02/09/23	Fri, 02/10/23	Fri, 02/10/23	Fri, 02/17/23	Fri, 03/03/23	Fri, 03/03/23
Tue, 04/11/23	NO MEETING							
Tue, 04/18/23	Thu, 02/16/23	Thu, 02/23/23	Thu, 02/23/23	Fri, 02/24/23	Fri, 02/24/23	Fri, 03/03/23	Fri, 03/17/23	Fri, 03/17/23
Tue, 04/25/23	Thu, 02/23/23	Thu, 03/02/23	Thu, 03/02/23	Fri, 03/03/23	Fri, 03/03/23	Fri, 03/10/23	Fri, 03/24/23	Fri, 03/24/23
Tue, 05/02/23	Thu, 03/02/23	Thu, 03/09/23	Thu, 03/09/23	Fri, 03/10/23	Fri, 03/10/23	Fri, 03/17/23	Fri, 03/31/23	Fri, 03/31/23
Tue, 05/09/23	NO MEETING							
Tue, 05/16/23	Thu, 03/16/23	Thu, 03/23/23	Thu, 03/23/23	Fri, 03/24/23	Fri, 03/24/23	Fri, 03/31/23	Fri, 04/14/23	Fri, 04/14/23
Tue, 05/23/23	Thu, 03/23/23	Thu, 03/30/23	Thu, 03/30/23	Fri, 03/31/23	Fri, 03/31/23	Fri, 04/07/23	Fri, 04/21/23	Fri, 04/21/23
Tue, 05/30/23	NO MEETING							

BOARD ITEM DUE DATES 2023

Board of Supervisors Meeting Date	Item with Attachments due to CEO Mgt Consultant for Review	Item due to Auditor Controller, CEO-HR, and/or County Counsel (if applicable)	Item Returned with track changes to CEO Mgt Consultant for Final Review	Final Item to CEO Deputy Exec Officer/ Assistant Executive Officer	FINAL Item with sign Attachments Agenda Re Committ (Tuesda
	(22 days prior)	(22 days prior)	(15 days prior)	(12 days prior)	(7 days prior)
1/03/23	No Meeting				
1/10/23	12/12/22	12/19/22	12/23/22*	12/29/22	1/03/23
1/17/23	No Meeting				
1/24/23	12/26/22	12/30/22*	1/09/23	1/12/23	1/17/23
1/31/23	12/30/22*	1/09/23	1/13/23*	1/19/23	1/24/23
2/07/23	1/09/23	1/13/23*	1/23/23	1/26/23	1/31/23
2/14/23	1/13/23*	1/23/23	1/30/23	2/02/23	2/07/23
2/21/23	No Meeting				
2/28/23	1/30/23	2/06/23	2/13/23	2/16/23	2/21/23
3/07/23	2/06/23	2/13/23	2/17/23*	2/23/23	2/28/23
3/14/23	2/13/23	2/17/23*	2/27/23	3/02/23	3/07/23
3/21/23	No Meeting				
3/28/23	2/27/23	3/06/23	3/13/23	3/16/23	3/21/23
4/04/23	3/06/23	3/13/23	3/20/23	3/23/23	3/28/23
4/11/23	No Meeting				
4/18/23	3/20/23	3/27/23	4/03/23	4/06/23	4/11/23
4/25/23	3/27/23	4/03/23	4/10/23	4/13/23	4/18/23
5/02/23	4/03/23	4/10/23	4/17/23	4/20/23	4/25/23
5/09/23	No Meeting				
5/16/23	4/17/23	4/24/23	5/01/23	5/04/23	5/09/23
5/23/23	4/24/23	5/01/23	5/08/23	5/11/23	5/16/23
5/30/23	No Meeting				
6/06/23	5/08/23	5/15/23	5/22/23	5/25/23	5/30/23
6/13/23	No Meeting				
6/20/23	5/22/23	5/26/23*	6/05/23	6/08/23	6/13/23
6/27/23	No Meeting				
7/04/23	No Meeting				
7/11/23	6/12/23	6/19/23	6/26/23	6/29/23	7/03/23*
7/18/23	6/19/23	6/26/23	7/03/23	7/06/23	7/11/23
7/25/23	No Meeting				
8/01/23	No Meeting				
8/08/23	7/10/23	7/17/23	7/24/23	7/27/23	8/01/23
8/15/23	7/17/23	7/24/23	7/31/23	8/03/23	8/08/23
8/22/23	No Meeting				
8/29/23	7/31/23	8/07/23	8/14/23	8/17/23	8/22/23
9/05/23	No Meeting				
9/12/23	8/14/23	8/21/23	8/28/23	8/31/23	9/05/23

BAI Timeline Example



Board Agenda Item Meeting Discussion Request

Submitted by:

Date Submitted:

Discussion Topic:

☐ Grant

☐ New application

☐ Renewal application

☐ New award

☐ Renewal award

☐ Contract Discussion

☐ BAI Consultation

Dollar Amount:

Grant/Contract Term:

Topic Description (provide purpose of the grant/contract with brief description of the SOW):

If grant opportunity:

Will subcontractors be needed?

☐ Yes

☐ No

If yes, have subcontractors been notified?

☐ Yes

☐ No

Targeted BOS meeting date (if seeking approval):

BAI Meeting Discussion Request Form

- This form is submitted to Confidential Assistant group email.
- Board Agenda Item Planning Meetings are held every other Thursday at 9 am via Teams

Need MinuteTraq?

Contact the HSA Helpdesk to get this
application installed on your computer



Brown Act & Posting Deadlines

Last day to change
placement by CEO

Date Published – 72 hours prior to meeting

Sun	Mon	Tues	Wed	Thur	Fri	Sat
				31	1	2
3	4	5	6	7	8	9
10	11	12				

Board Meeting Date

PowerPoint Due to CEO’s office by 2pm for
Presentations and Discussion items

A photograph of two business women in a meeting. The woman on the left is gesturing with her hands while speaking. The woman on the right is looking at a laptop. The background is a bright, out-of-focus office window.

Department BAI Ownership

Keep a close eye on how well your item is moving through the approval process. Missed deadlines in the workflow process may result in your BAI being moved to a future meeting.



Common Contract BAI Cycles

- As part of the usual budget cycle (May)
- Quarterly (CEO)
- As needed (by individual departments)

Board Agenda Items

1. Pledge Allegiance to the Flag
2. Invocation
3. Presentations:
 1. September 2022 as Library Card Sign-Up Month in Stanislaus County
 2. September 15 - October 15, 2022 as Hispanic American Heritage Month in Stanislaus County
4. Public Comment Period
5. Consent Calendar
 - A. Miscellaneous
 1. Approval of the Minutes for August 30, 2022 ([View Item](#))
 2. Approval to Appoint Amy Crown and Mary Gonzales to the Stanislaus County Child Development Local Planning Council ([View Item](#))
 3. Approval of Appointment of Ali Arshad to the Stanislaus County Economic Development Action Committee ([View Item](#))
 - B. Chief Executive Office
 1. Approval to Set the Date of October 18, 2022, at the 6:30 P.M. Meeting, to Receive a Report from the Sheriff's Department and Hold a Community Forum Regarding Immigration and Customs Enforcement Access, Pursuant to Government Code Section 7283.1(d) – Sheriff ([View Item](#))
 2. Approval to Enter into Lease Agreement with Turlock Professional Park, LLC for Office Space Located at 2101 Geer Rd., Turlock – Behavioral Health & Recovery Services ([View Item](#))
 3. Consideration and Approval of Response to the Stanislaus County Civil Grand Jury Regarding the Stanislaus County Civil Grand Jury 2021-2022 Final Report – Chief Executive Office ([View Item](#))
 4. Acceptance of the Annual Reports for the County of Stanislaus Tobacco Endowment Funds - Series 2002 and Series 2006 for Fiscal Year Ending June 30, 2022 – Treasurer / Tax Collector ([View Item](#))
 5. Approval to Apply for and Accept, if Awarded, New Library Grants from Various Government Agencies and Nonprofit Organizations and Enter into Grant Agreements and Contracts in Fiscal Year 2022-2023 – Library ([View Item](#))
 6. Approval to Adopt the Fiscal Year 2022-2023 Property Tax Rates – Auditor-Controller ([View Item](#))
 7. Authorize the Auditor-Controller to Loan Funds During Fiscal Year 2022-2023 to the Oakdale Fire Protection District for Operational Expenses Under Government Code 23010 – Auditor-Controller ([View Item](#))
 8. Approval of a Three-Year Lease Amendment with Mark Dunker, Trustee of the Don & Jane Hynes Living Trust, for the Stanislaus County Law Library – Chief Executive Office ([View Item](#))
 - C. Department of Public Works
 1. Approval of Professional Design Services Master Agreement with Interwest Consulting Group for On-Call Project Management Services for Various Public Works Projects ([View Item](#))

A group of business professionals in a meeting, with one person placing a hand on another's shoulder.

Creating BAI Document(s)

[Click here for Guidebook](#)

rev. 2023-03-03

Who is your audience?

- Members of the Public and Community
- Board of Supervisors
- Chief Executive Office/County Leadership
- Media
- Advocates
- Stakeholders, Partners, Customers, Clients
- County Employees



Components of a Board Agenda Item

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS AGENDA ITEM

DEPT: Chief Executive Office

BOARD AGENDA:
AGENDA DATE: March 15, 2022

CONSENT: ☒

CEO CONCURRENCE: YES

4/5 Vote Required: No

SUBJECT:

Approval to

STAFF RECOMMENDATION:

DISCUSSION:

POLICY ISSUE:

FISCAL IMPACT:

BOARD OF SUPERVISORS' PRIORITY:

STAFFING IMPACT:

CONTACT PERSON:

Subject Section

Summary of action being taken

- Also listed on printed agenda, so needs to be understandable to public (Brown Act requirement)

Best practices

- Almost always begins with “Approval of...” or “Approval to...”
- Typed in title case
- No acronyms
- No period at the end of the phrase
- No contract number

Subject Examples

Incorrect

“Approval of an agreement with the Sylvan Union School District to provide childcare services for the Welfare-to-Work Program for Fiscal Year 2022-2023; Authorize the Director of CSA to sign the agreement in the amount of \$220,000; and, to add three social workers III and two admin clerk II positions to CSA.”

- This is too much information; the dollar amount is not significant enough to be mentioned; not in Capital case, and it has acronyms.

Correct

“Approval of an Agreement with the Sylvan Union School District to Provide Childcare Services for the Welfare-to-Work Program for Fiscal Year 2023 and to Increase Staffing”

- The other details will likely be part of the Staff Recommendations.

Staff Recommendation(s) Section

What you are asking the Board to do

- The words are very important as they describe the policy decision of the Board

Best practices

- Almost always begins with one of the following: Accept, Adopt, Amend, Approve, Authorize, Conduct, Consider, Declare, Direct, Establish, Introduce, Set
- Numbered and in a complete sentence even if you have only one recommendation
- Only capitalize names and titles

Determining the Appropriate Action(s)

Over 95% of all agenda item recommendations use one of the following verbs:

Accept
Amend
Authorize
Consider
Direct
Introduce

Adopt
Approve
Conduct
Declare
Establish
Set

Questions to ask yourself

Are there budgetary implications?

- Do I need a budget journal?
- Does the Auditor-Controller need to be directed to adjust the budget?

Are there staffing requests?

- Have I talked to CEO-HR?
- Do I need to recommend a change to the position allocation?

Is there anything the Clerk of the Board will need to do to implement the actions contained in the item?

- A formal resolution? Recommendation requesting the Board to adopt the resolution and formal “Resolutions Form” used
- Set a public hearing?

Authority to Sign

Chairman of the Board, the CEO, the Purchasing Agent, or the Department Head (or his/her designee)?

Is there a requirement that a certain designated person sign it?

If the contract is with another entity, who is signing for that agency? (“Equal dignity” rule)

Is it a lease/lease amendment? Purchasing Agent signs.

County Counsel or your Management Consultant can help determine.

If signatures are required, recommendation to authorize to sign, and in most cases all other signatures must be obtained.

Exceptions are agreements with the State of California, U.S. government or multi-jurisdictional agreements.

Subject and Staff Recommendations

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS AGENDA ITEM

DEPT: Community Services Agency

BOARD AGENDA: 5.B.1
AGENDA DATE: June 28, 2022

CONSENT: ☒

CEO CONCURRENCE: YES

4/5 Vote Required: No

SUBJECT:

Approval to Award an Agreement with Center for Human Services for the Provision of Welfare-To-Work Client Mental Health and Substance Abuse Services and Housing and Homeless Case Management Services

STAFF RECOMMENDATION:

1. Approve an agreement with Center for Human Services for mental health and substance use disorder services to Welfare-to-Work clients and case management services to Housing and Homeless clients.
2. Authorize the Community Services Agency Director, or designee, to sign the mental health and substance use disorder services agreement with Center for Human Services in the amount of \$1,108,265 with a term of July 1, 2022, through June 30, 2023, with the ability to amend the agreement with an annual funding increase of up to \$200,000 per term and renew for two additional twelve-month terms.

Subject and Staff Recommendations, cont.

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS AGENDA ITEM

DEPT: Health Services Agency

BOARD AGENDA: 5.B.3
AGENDA DATE: October 4, 2022

CONSENT: ☒

CEO CONCURRENCE: YES

4/5 Vote Required: Yes

SUBJECT:

Approval to Accept and Enter into a Grant Agreement with the California Department of Public Health for the Advancing Tobacco Cessation in Community Clinics Project

STAFF RECOMMENDATION:

1. Authorize staff to accept the Advancing Tobacco Cessation in Community Clinics Project grant from the California Department of Public Health for a total of \$81,000, retroactively with a term of September 1, 2022 through February 29, 2024.
2. Authorize the Health Services Agency Managing Director or her designee to sign the Grant Agreement and any subsequent amendments.
3. Authorize the Auditor-Controller to increase estimated state revenue in the Fiscal Year 2023 Clinic & Ancillary budget by \$45,000 to cover anticipated expenditures through June 30, 2023, as detailed in the attached budget journal.

Discussion - Tell the Story

A descriptive, concise, and clear discussion of the requested item should be developed with the public in mind.

Use clear, conversational English; write for the 6th grade reading level.

Do not assume the reader has knowledge of the content of the item.

Background/History/Overview – items often provide historical documentation for County/Department use.

Is this a new program, contract, etc. or a renewal of a long-standing program? Explain.

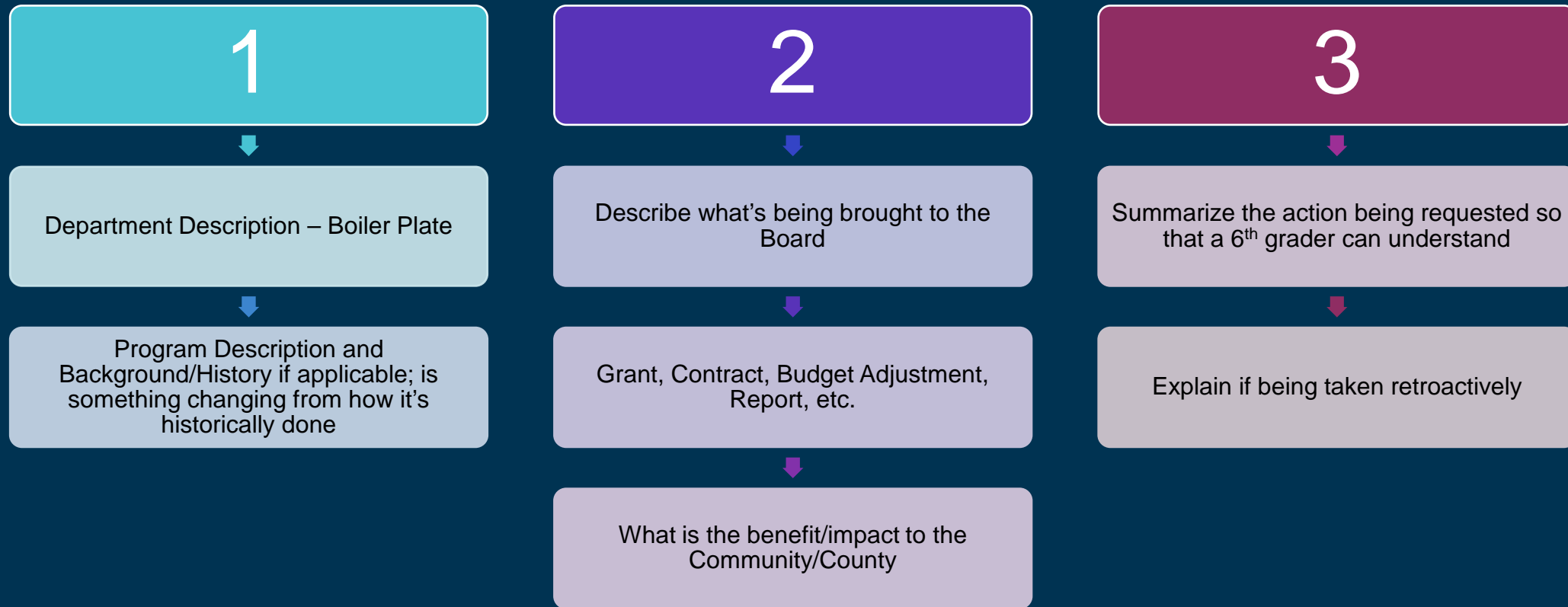
Is this a mandated program? If yes, summarize the mandate/law.

Striking a Balance

- Why is it important? What is the benefit to the community?
- Does the program include partners? Share if that is important.
- What will happen if we don't do it?
- If there was an alternative to the recommendation considered determine whether it is important to include an explanation.
- Who are the stakeholders affected?
- What's the business case?
- Is retroactive approval being requested? Explain.



Components of Writing the Discussion



RFP Results in Discussion

On January 13, 2022, the CSOC held a special meeting to consider the request of Center for Human Services (CHS) to dedicate the remaining \$919,731 to support the CHS Youth Housing Project, a project primarily funded by Homekey Round 2 funding in partnership with the City of Modesto. The CHS Youth Housing Project meets the eligible use criteria detailed in RFP #21-13-SD for services related to permanent housing and innovative housing solutions as discussed below.

The RFP Evaluation Committee average scores for each proposal and a breakdown of the total allocation of the CSOC HHAP funding is detailed in the chart below:

	Total Points (Out of 110)	Vendor	Award Amount
CSOC HHAP Allocation			\$2,669,731
Phase II – Delivery of Permanent Housing	102	STANCO	\$1,400,000
Phase II – Innovative Housing Solutions	94	Cambridge Academies	\$350,000
Youth Housing Project	n/a	Center for Human Services	\$919,264
Remaining CSOC HHAP Allocation			\$467

The delay between the RFP process in August 2021 and completion of the STANCO and Cambridge Academies contracts is due to these contracts being construction agreements which are new to the Department and have taken time to identify the appropriate approval processes, the appropriate agreement templates, and to ensure all technical requirements are met. CSA will come back to the Board in August for approval of the STANCO and Cambridge Academies agreements.

A picture is worth a thousand words

CHS Youth Housing Project - Homekey Round 2 Overview

Homekey Round 2 is a continuation of a statewide effort to sustain and rapidly expand housing for persons experiencing homelessness or at risk of homelessness, and who are, thereby, inherently impacted by COVID-19 and other communicable diseases.

Administered by the California Department of Housing and Community Development (HCD), approximately \$1.4 billion in State Fiscal Year 2021-2022 grant funding was made available to local public entities, including cities, counties or other local public entities, such as housing authorities or Tribal Entities within California.

Homekey Round 2 was an opportunity for state, regional and local public entities to develop a broad range of housing types, including but not limited to hotels, motels, hostels, single-family homes and multifamily apartments, adult residential facilities and manufactured housing, and to convert commercial properties and other existing buildings to Permanent or Interim Housing for the target population.

CHS and City of Modesto applied for Homekey Round 2 funding to add 14 apartment units, located at 1208 9th Street, Modesto, CA meant to house 18 to 25 year-olds to increase Stanislaus County housing inventory.

During the January 13, 2022 CSOC meeting, board members approved the CHS request to use the remaining CSOC HHAP funding for the Youth Housing Project and instructed CSA to negotiate and execute an agreement with CHS. The CHS Youth Housing Project agreement is finalized, and it is recommended that the Board of Supervisors approve this agreement prior to the STANCO and Cambridge Academies agreements to ensure that the start of the CHS Youth Housing Project is not delayed and will meet timelines identified in the agreement.

The total CHS Youth Housing Project budget is as follows:

PROJECT BUDGET	Homekey 2	City of Modesto	HHAP	Total
Acquisition	\$810,000			\$810,000
Rehabilitation	\$2,538,148	\$500,000		\$3,038,148
Construction Fees	\$40,500			\$40,500
Reserves	\$176,798		\$799,264	\$976,062
Contingency	\$367,907			\$367,907
Other Project Cost	\$40,000			\$40,000
Furnishing			\$120,000	\$120,000
TOTAL	\$3,973,353	\$500,000	\$919,264	\$5,392,617

Policy Issue Section

Why does this need to go to the Board?

- What County, State, Federal, or other jurisdiction requirements make it necessary for the BOS to take action?

Best practices

- Reference specific County Code or policy, State and/or Federal legislation, or regulation that details the need for Board approval

POLICY ISSUE:

Section 4.3.6 of the Stanislaus County Purchasing Policy #00-2019-00 stipulates that contracts or agreements wherein the total cumulative compensation exceeds \$200,000 requires approval by the Board of Supervisors, regardless of the procurement method. Cumulative refers to the total compensation paid by an individual department in the reporting year and the two fiscal years immediately prior thereto, where there has been no break in contractual services over six months. Such approval may be obtained either through an agenda item, or through a department's budget appropriation approval. Though the Purchasing Agent is usually identified as the position granted signing authority by the Board, Department Heads may request the authority to sign a specific agreement (County Resolution No. 2019-0129; California Government Code §25502.5).

Policy Issue Example

Contract > \$200,000

Policy Issue Examples, cont.

POLICY ISSUE:

Government Code Section 29125 provides that transfers and revisions to the adopted appropriations may be made by an action formally adopted by the Board of Supervisors at a regular or special meeting by four-fifths vote. Increases or decreases associated with Fixed Assets appropriations that exceed \$10,000 require Board approval.

POLICY ISSUE:

Board approval is required for County office closures pursuant to Government Code Section 24260. The Code Section reads, "In all counties county officers shall keep their offices open for the transaction of business during such hours and on such days as are fixed by the board of supervisors by ordinance or resolution."

POLICY ISSUE:

Per Government Code 23004, the County may manage, sell, lease, or otherwise dispose of its property as the interests of its inhabitants require. The Board of Supervisors (Board) has not delegated this authority to the Chief Executive Officer or Purchasing Agent; therefore, the Board is required to approve lease agreements for Stanislaus County facilities. The ability to terminate the sublease early without financial penalty requires Board approval.

Multiple Policy Issues

POLICY ISSUE:

Section 4.3.6 of the Stanislaus County Purchasing Policy #00-2019-00, requires Board of Supervisors' approval for any contract or agreement wherein the total cumulative Board of Supervisors' approval is also required to accept grant awards and to amend the Salary and Position Allocation Resolution.

Per the County's Grant Policy, County departments are to seek Board approval to accept any new grants or funding agreements, regardless of whether it requires a County General Fund match. Required authorization can be obtained in a scheduled budget cycle or through a separate Board agenda action process. Board of Supervisors' authorization is being requested to accept the funding allocation from the Mental Health Services Oversight and Accountability Commission.

County Ordinance 3.12.010(B) stipulates that the Board of Supervisors may create new classifications, divide, combine, alter, or abolish existing class functions, allocate new positions, appropriate class functions, or reallocate/reclassify existing positions to other classifications.

Fiscal Impact Section

Do your homework first

- Already in the budget?
 - If not, have you prepared and included a Budget Journal?
- General Fund contribution or County Match?
- Different than prior years?
- Sufficient funding?
- Financial risk?

Fiscal Impact Section, cont.

Best practices

- Total cost of recommended actions
- Funding source(s)
 - Add a table for clarity, if needed
- Impact to the General Fund, if applicable
- Already included in current fiscal year budget?
- Any needed budget adjustments?
 - Budget Journal, if applicable
- Total Fund Balance available, if applicable

Fiscal Impact Section: Budget Journals

What's needed?

- Attach as an Excel document
- Add all required signatures to MinuteTraq workflow, including the Auditor-Controller's office
- CEO Management is final approver

Fiscal Impact Examples

FISCAL IMPACT:

The total cost of the agreement with CalMHSA for the psychiatric inpatient concurrent review program from November 1, 2022, through December 31, 2024, is \$427,715. These costs are supported by 1991 and 2011 Realignment revenue and Medi-Cal Federal Financial Participation revenue. Sufficient appropriations and estimated revenue for the provision of services were included in the department's 2023 Adopted Budget. There is no impact to the County General Fund.

FISCAL IMPACT:

Of the total project budget of \$1,207,544, a reduction of \$84,000 from Salaries and Benefits and a reduction of \$110,000 from Services and Supplies to increase Fixed Assets appropriations by \$194,000 is being recommended to fund the cost of the replacement generator, as detailed in the attached budget journal.

FISCAL IMPACT:

There is no fiscal impact associated with this item. Appropriations and estimated revenue of \$63,270 for the HNP Allocation are included in CSA's 2023 Adopted Budget.

Fiscal Impact Examples, cont.

FISCAL IMPACT:

The total cost of the agreements for ARPA navigation and case management services is \$5,000,000 from February 15, 2022, to December 31, 2024. For the period of February 15, 2022, through June 30, 2023, the total cost will be \$2,459,864. For the period of July 1, 2023, to December 31, 2024, the total cost will be \$2,540,136.

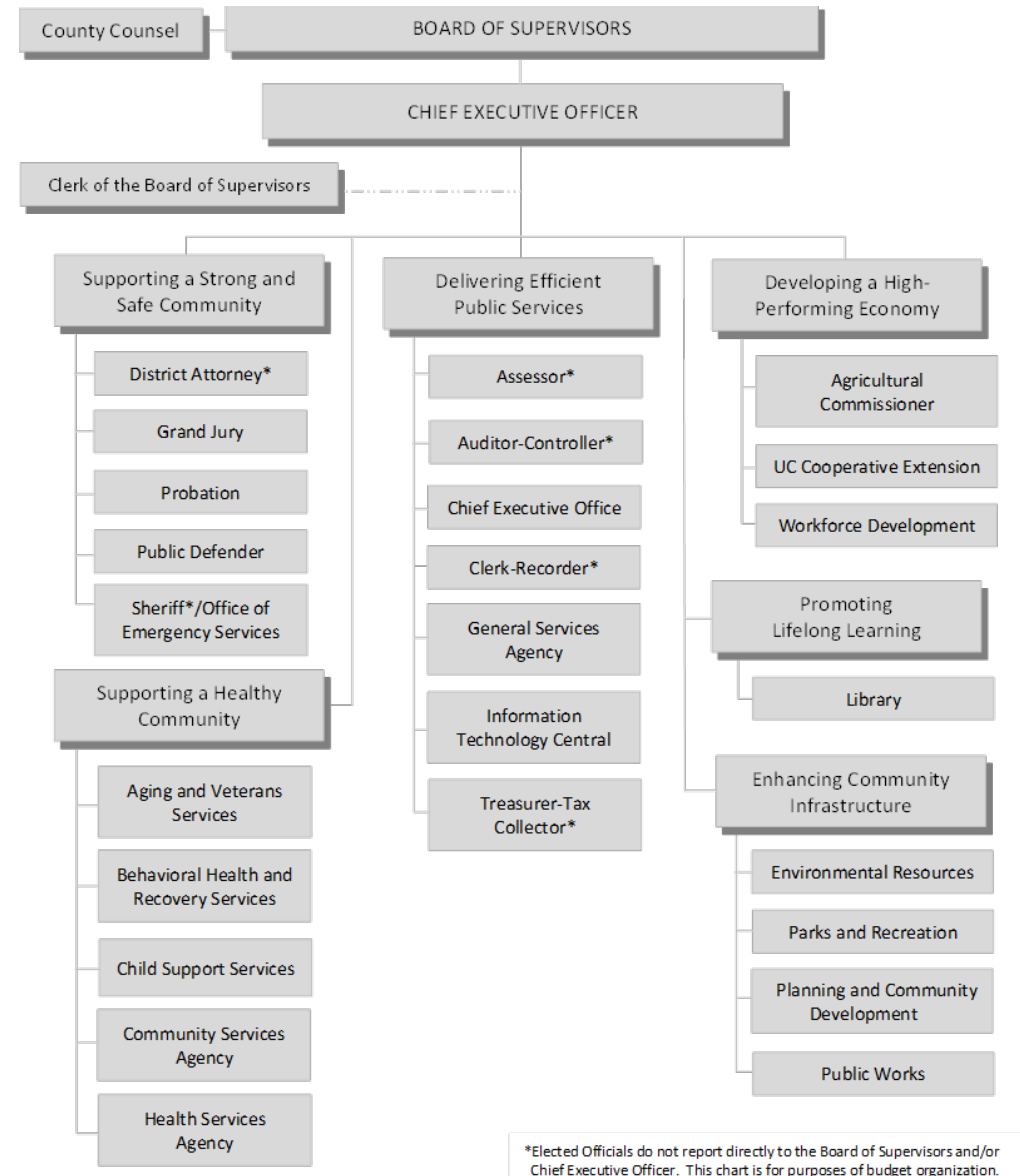
The recommended maximum agreement amounts are listed below by zip code service area, vendor name and contractual periods:

Area	RFP Amount Available Per Area 2/15/22 to 12/31/24	Vendor Name	1st Contractual Period Award Amount	2nd Contractual Period Award Available Amount	Total Amount Awarded 2/15/22 to 12/31/24	Budget Journal Amounts for the Period of 2/15/22 to 6/30/22
			2/15/22 to 6/30/23	7/1/23 to 12/31/24		
A	\$731,907	Aspiranet	\$328,974	\$402,933	\$731,907	\$120,363
B	\$512,166	CHS	\$247,970	\$264,196	\$512,166	\$90,726
C	\$299,367	CHS	\$146,317	\$153,050	\$299,367	\$53,534
D	\$1,160,246	SVCFS	\$379,579	\$397,786	\$777,365	\$138,878
		WM/KKNC	\$224,499	\$158,382	\$382,881	\$82,138
E	\$1,555,697	SVCFS	\$769,507	\$786,190	\$1,555,697	\$281,542
F	\$313,562	SVCFS	\$155,070	\$158,492	\$313,562	\$56,736
G	\$427,055	CHS	\$207,948	\$219,107	\$427,055	\$76,083
Total	\$5,000,000		\$2,459,864	\$2,540,136	\$5,000,000	\$900,000

The attached budget journal will transfer \$900,000 in appropriations from the ARPA fund to the CSA Program Services and Support fund for navigation and case management services being provided by the vendors listed above in Fiscal Year 2021-2022, increasing Federal Other Revenue and Other Operating Transfers Out in the ARPA Supporting Families/Individuals in Need budget and increasing Operating Transfers In and Contracts in the CSA budget. Ongoing appropriations and revenues for the awarded contracts will be included in the Community Services Agency's budget submissions for future fiscal years.

Board Priority

- There are six Board Priority areas
- Tie approval of the recommendation to the related Board priority(ies) and state why.
- Short, concise paragraph; one or two sentences only!
- Starts with, “The recommended action is consistent with the Boards’ priority of...”
- Priority is italicized



Board Priority Examples

BOARD OF SUPERVISORS' PRIORITY:

Approval of the Community Services Agency HNP Allocation supports the Board of Supervisors' priorities of *Supporting a Healthy Community* and *Efficient Delivery of Public Services* by meeting the community need for youth housing services that help improve the lives of former foster.

BOARD OF SUPERVISORS' PRIORITY:

The recommended actions are consistent with the Board of Supervisors' priorities of *Supporting Community Health* and *Delivering Efficient Public Services and Community Infrastructure* by providing mental health and substance use disorder services in the community through vendor partnerships.

BOARD OF SUPERVISORS' PRIORITY:

Approval of these actions are consistent with the Board of Supervisor's Priority of *Supporting a Healthy Community* by providing the opportunity for MOVE to be able to terminate the sublease early and to secure a location with sufficient space for staff and volunteers to continue and enhance services provided to the community.

Board Priorities and Terminology

Updated Board Priorities and Budget Terminology Effective September 20, 2022

Old Board Priority Name	Updated Priority Name
<i>Supporting Strong and Safe Neighborhoods</i>	<i>Supporting a Strong and Safe Community</i>
<i>Supporting Community Health</i>	<i>Supporting a Healthy Community</i>
<i>Developing a Healthy Economy</i>	<i>Developing a High-Performing Economy</i>
<i>Promoting First-Rate Learning</i>	<i>Promoting Lifelong Learning</i>
<i>Delivering Efficient Public Services and Community Infrastructure</i>	<i>Delivering Efficient Public Services</i>
	<i>Enhancing Community Infrastructure</i>

Old Budget Terminology	Updated Budget Terminology
<i>Final Budget</i>	<i>Adopted Budget</i>
<i>2022-2023 Final Budget</i>	<i>2023 Adopted Budget</i>
<i>Fiscal Year 2022-2023</i>	<i>Fiscal Year 2023</i>
<i>Budget Period 2022-2023/2023-2024</i>	<i>Budget Period Ending June 30, 2024</i>
<i>Operating Budget</i>	<i>Legal Budget</i>
<i>Legal Budget as of June 30, 2022</i>	<i>Final Legal Budget</i>

Staffing Impact Section

Explains any impacts to position allocations

- Describe any of the following:
 - Addition or deletion of position(s)
 - Defunding or restoring position(s)
 - Transferring position(s)
- If no staffing impact anticipated, describe how staff are:
 - Addressing the recommended actions
 - Monitoring the contract
 - Overseeing the project, etc.
- Do not say, “There is no staffing impact”
- Include county classification title(s) and position number(s)

Staffing Impact Examples

STAFFING IMPACT:

Existing CSA staff is available to support this grant at current service levels. In the future, should the service level demand increase, the Agency will analyze available funded options and return to the Board of Supervisors for consideration of any requested staffing changes.

STAFFING IMPACT:

There is no additional staffing impact associated with this item. This sublease will be amended by existing staff in the Department, County Counsel, and the General Services Agency.

STAFFING IMPACT:

The Medical Director, along with existing clinic and tobacco prevention staff, will perform the project activities and associated grant deliverables.

Staffing Impact Examples, cont.

STAFFING IMPACT:

Pursuant to receipt of grant funding, it is recommended to add one new Software Developer/Analyst III position to the Data and Technology Services division to provide software design, development, and analysis in support of grant requirements. This position will also help avoid the risk of poor performance under grant terms and conditions leading to risk of audit exposure resulting from insufficient accounting and reporting structures. If approved, it is recommended the new position be effective the first full pay period following the Board of Supervisors' approval. This recommendation will increase the Department's total position allocation from 456 to 457. At the end of the grant period, if other funding is not identified for the continued support of the position, the Department will return to the Board of Supervisors with a request to delete the position.

The Department was awarded two more grants in calendar year 2022 and has two other grant applications pending. Additional staffing resources will be needed to support the provision of services under the terms and conditions of the newly awarded grants and the grant applications that are pending, if awarded, and funded with grant funding. The Department will return to the Board of Supervisors later with the additional staffing requests in support of the newly awarded grants and pending applications, if awarded.

Contact Person

- Should be the person(s) who can address questions from the public, Modesto Bee, or any other source.
- Include Name, Title, and Phone Number; Department optional
- Demonstrates commitment to transparency and making it easier for the public to access information

Attachments

Clean

- Not pixilated or blurry
- Page numbers are in order

Adobe

- Use Print to PDF in Adobe rather than using a printer scanner

Signatures

- Make sure you have all signatures, dates, etc. except those you are seeking approval for

3 Originals

- If Chairman of the Board signature is required, submit 3 originals to the Clerk of the Board

Creating a Board Agenda Item in MinuteTraq

Nuts and Bolts

MinuteTraq (aka Accela)

- Quick Reference Guide for the Preparer job aid

MinuteTraq Quick Reference – Preparer

1. **Login** using icon on your desktop or Start Menu. Check the Auto-Connect box if desired.

User Login: last name, first initial (example: smithd)
 Password: initial password is 12345
 Agency: StanislausCountyCA

2. Click the **NEW** button. Select a file type. (Agenda Item, Clerk of the Board Agenda Item, etc.)
3. **Short Name** – Enter a brief description of the item. 100 character limit.

Department & Initiator – This is the department that is submitting the item and the person who is preparing the item and responsible to ensure it meets all required deadlines to make the meeting date selected.

Target Meeting – Choose the County Board Meeting.

Sponsors – Do not complete this field (leave blank).

Category – The category is the type of item you are submitting. (Amendment, Agreement, Public Hearing, etc.)

Details

Presenter – (if applicable) Only enter who will speak if a presentation will be made for a discussion item, presentation, or public hearing.

Est. Time – (if applicable) Enter in minutes (e.g., 5 min)

4/5 Vote Required – Select either Yes or No. Must select "yes" if a budget journal is attached.

PowerPoint – Select either Yes or No.

CEO Concurrence – Select "Yes", CEO will change if necessary.

Consent – Select Yes or No.

Workflow – This table will automatically populate with Department specific approvers/reviewers. Initiator may add and/or delete as necessary. To add reviewers, click the "Add Work Item" link. To remove reviewers, right-click on stage and "delete work item" or "skip step".

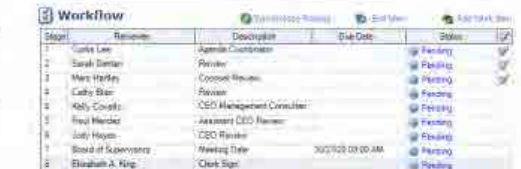
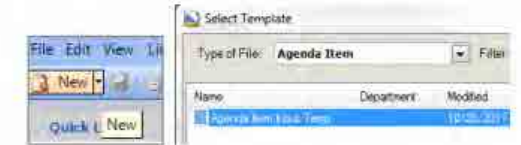
Click "Edit View" and use drop-down next to BOS to choose the placement of the item on the Board Agenda.

Formal Title / Summary – This is the item's formal title (subject) as it will appear on the agenda. 2000 character limit.

Staff Recommendation – Following the County process enter the appropriate action(s) and any additional required recommendations.

Comments – This section is pre-formatted, simply click in the section and start typing. DO NOT cut and paste into this area, change FONT formatting, or add additional extra-spacing

Attachments – Click the paperclip button on the main toolbar at the top, then select "File" to upload the attachment. Once added, you can open, view, and update existing attachments by double-clicking. Edit title



4. **Save** – Click the "Save" icon on the toolbar at the top. MinuteTraq will assign a unique I.D. number to the item.
5. **Submit** – When the item is final, click the "Submit" button on toolbar at the top. An email will automatically be generated. Send the message to begin workflow notification.



October 2020

Create an Item

- Can create a new item or duplicate a previous item
- Enter your work directly into MinuteTraq as formatting issues occur when cutting and pasting from Word

The screenshot displays the 'Agenda and Minutes' application interface. The main window shows the 'Agenda Item 2022-0576' form, which includes fields for 'Short Name', 'Department', 'Initiator', 'Status', 'Final Meeting', 'Category', and 'Agreement'. The 'Status' is set to 'Adopted'. The 'Department' is 'Behavioral Health & Rec', and the 'Initiator' is 'DeLayne Oliva'. The 'Final Meeting' is '10/18/2022 6:30 PM'. The 'Category' is 'Agreement'. The 'Agreement' field is empty.

On the left side, there is a sidebar with 'Recent Documents' and 'Details' sections. The 'Recent Documents' list includes items like '5092: CalMHSA PA Concurrence Review', '422: CSA Staff Office L...', '0100: 2022 Adopted Budget', '5047: Advertising Tobacco', '5029: Regional Clinical Co...', '5022: Moving Healthcare Fr...', and '4176: 2022-2023 Health...'. The 'Details' section shows the item's type, group, and meeting information.

The 'Workflow' section shows a table of tasks and their status:

Stage	Reviewer	Description	Due Date	Status
1	Kara Arguano	Assistant Director Review		Completed
2	Tina Anderson	Administrative Review		Completed
3	Bookey Cynthia	Agenda Coordinator		Completed
4	Sara Jacobs	Agenda Coordinator		Completed
5	Tony Varian	Department Head Review		Completed
6	Kelly Cavella	Initial Review		Completed
7	Marc Hartley	Counsel Review		Completed
8	Kelly Cavella	CEO Management Concurrence		Completed
9	Ruben Imperial	Assistant Executive Officer		Completed
10	Patrice Dietrich	Chief Operations Officer		Completed
11	Jody Hayes	CEO Review		Completed
12	Board of Supervisors	Meeting Date	10/18/2022 06:30 PM	Approved
13	Elizabeth A. King	Clark Sign		Pending

The 'Attachments' section shows a table of files:

Type	Visibility	Title	Rev #	Status
File	Public	CalMHSA Participation Agreement		

The 'Agenda Item Body' section shows the text of the item, which is 'Approval to Enter into a Participation Agreement with the California Mental Health Services Authority for the...'. The text is partially obscured by a watermark.

Workflow

- Include Department Head, Department Agenda Coordinator, CEO Management Consultant, CEO Assistant Executive Officer, CEO Chief Operations Office, Chief Executive Officer, and Board of Supervisors.
- May also include Auditor –Controller, County Counsel, CEO Human Resources. Review workflow and only include these reviewers when necessary.
- **Department** is responsible for ushering the item through the workflow and monitoring status



The screenshot shows the 'Workflow Designer' application window. At the top, there's a title bar and a menu bar. Below the menu bar, there's a subtitle 'Plan your agenda items across your entire organization'. A 'Source' dropdown menu is set to 'Department', and a text box contains 'Community Services Agency'. There are 'OK' and 'Cancel' buttons. Below this is a table with columns: 'Stage', 'Review', 'Action', 'Group or User', and 'Default Description'. The table contains 10 rows of data.

Stage	Review	Action	Group or User	Default Description
5	Review	Review	Sonia Ledezma	Initial Review
10	Review	Review	Christina Huber	Initial Review
15	Review	Review	Sonia Ledezma	Agenda Coordinator
17	Review	Review	Kelly Covello	CEO Management Consultant
20	Review	Review	Alan Qu'Yang	Auditor Review
30	Review	Review	Marc Hattley	County Review
30	Review	Review	Bernard Lucetti	Human Resources Review
30	Review	Review	Kelly Covello	CEO Management Consultant
40	Review	Review	Ruben Imperial	Assistant Executive Officer
45	Review	Review	Patrice Dietrich	Chief Operations Officer




The Board of Supervisors Meeting

The Board Agenda

Final step is meeting date selection and placement on the agenda

- This is done by the Clerk of the Board
- Typically added to items 3, 5, 6 or 7
- If added to Consent Calendar:
 - May be pulled from Consent, so be prepared
 - If not pulled, BAI will be voted on without any discussion

Agenda	Board of Supervisors	January 25, 2022
1.	Pledge of Allegiance to the Flag	
2.	Invocation	
3.	Presentation	
4.	Public Comment Period	
5.	Consent Calendar	
	A. Miscellaneous	
	B. Chief Executive Office	
	C. Department of Public Works	
	D. Department of Planning and Community Development	
	E. County Counsel	
6.	Public Hearings	
7.	Discussion Items	
8.	Correspondence	
9.	Board Supervisors' Reports	
10.	Legislative, Fiscal and Management Report – Chief Executive Officer	
11.	Adjournment	
12.	Closed Session	

The Board Agenda

If presenting to the Board:

- Font size at least 24 pt.
- Be concise
- Keep it simple
- Use bullet points
- Slides must be reviewed and approved by Senior Manager, Managing Director and CEO Management Consultant
- Approved slides due to CEO's office by 12pm on the Friday that the agenda is posted for Presentations and Discussion items

A close-up, side-profile shot of a woman with dark hair, smiling and clapping her hands. She is wearing a dark top. In the background, other people are blurred, also appearing to be in a meeting or conference setting.

Additional Resources

- Agenda Item Tips
- Department Agenda Item Check List
- Preparing Agenda Items Handbook