



COUNTY OF HUMBOLDT

AGENDA ITEM NO. **C15**

For the meeting of: January 9, 2018

Date: December 8, 2017

To: Board of Supervisors

From: Connie Beck, Director *M& for Connie Beck*  
Department of Health and Human Services, Public Health

Subject: Public Health Supplemental Budget Request for Fiscal Year (FY) 2017-18 (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Direct the Auditor-Controller to supplement Fund 1175, Budget Unit 400 – Public Health Administration, Budget Unit 416 – Public Health Field Nursing, Budget Unit 426 – Nurse Family Partnership, Budget Unit 437 – CARE NorCAP, Budget Unit 470 – HOPWA NorCAP, Budget Unit 486 – Land Use per Attachment I - (4/5 vote required).
2. Authorize the purchase of one vehicle for the Land Use Program of Department of Health and Human Services (DHHS), Division of Environmental Health (DEH).
3. Authorize the donation of the vehicle to the Humboldt County Motor Pool for capitalization, maintenance, and insurance purposes.

SOURCE OF FUNDING:

Public Health Funds

Prepared by Olivia Wilder, Budget Specialist

CAO Approval *[Signature]*

REVIEW: Auditor MSM County Counsel \_\_\_\_\_ Human Resources \_\_\_\_\_ Other \_\_\_\_\_

TYPE OF ITEM:  
 Consent  
 Departmental  
 Public Hearing  
 Other \_\_\_\_\_

PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_

Meeting of: \_\_\_\_\_

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT  
Upon motion of Supervisor Bass Seconded by Supervisor Fennell  
Ayes Bass, Fennell, Sundberg, Bohm, Wilson  
Nays \_\_\_\_\_  
Abstain \_\_\_\_\_  
Absent \_\_\_\_\_

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: 1/9/18

By: *[Signature]*  
Kathy Hayes, Clerk of the Board

## DISCUSSION:

The request before your Board today will adjust county budgets for FY 2017-18 to account for changes that occurred during the beginning of the fiscal year. The proposed changes are necessary to comply with funding and program requirements that were identified through the mid-year process. Most of the changes are related to increased expenditures which are offset by dedicated funding sources, special revenues or grant funding that are not available for other activities. The recommended budget adjustments requested are detailed in Attachment I. These include:

- \$100,000 Public Health Administration (1175-400) – the Public Health building located at 529 I Street is in need of upgraded telephone cabling. This project has been needed for several years, and it has been a challenge to find an appropriate contractor to complete the project. This fiscal year Public Works has been able to obtain an agreement to complete the new cabling at an anticipated cost of \$105,996. The supplemental budget will increase the building modification line item in this budget from \$50,000 to \$150,000 to account for the agreement and other costs associated with the project. The project costs will be covered through an increase in the revenue line item for realignment. The Public Health fund has enough funds to support this increase.
- \$235,234 Public Health Field Nursing (1175-416) and \$145,845 Nurse Family Partnership (1175-426) - A supplemental budget is needed to account for a reimbursement that is due to Department of Health Care Services (DHCS) for overpayments made for the Targeted Case Management (TCM) program. Annually the TCM Coordinator calculates the rate for reimbursement from DHCS, known as the encounter rate. The encounter rate accounts for projected costs for programs divided by the estimated number of encounters. Following the close of the fiscal year, a process known as back casting occurs. Back casting accounts for the actual expenditures and the actual encounters. The two rates are then reconciled. The back casting for FY 2015-16 was completed and submitted to DHCS. As a result a repayment in the amount of \$349,054 is due to DHCS. The supplemental budget will allow for this repayment out of the budget units in which the payment was originally deposited, therefore we are requesting to use our fund balance to offset this expense. TCM offers case management for at risk individuals, case management services focus on linking clients to services as part of their care plan.
- \$145,117 CARE NorCAP (1175-437) – North Coast AIDS Project (NorCAP) applied for funding through Partnership Health Care of California to offer Hepatitis C testing to individuals and link positive individuals to a medical home. The funding award of \$50,000 occurred after the submittal of the FY 2017-18 county budgets. In addition NorCAP was awarded \$95,117 through the State Office of AIDS to provide case management and early intervention services to people living with HIV/AIDS. The supplemental budget will allow the program to properly expend these funds and provide services to our community.
- \$24,526 HOPWA NorCAP (1175-470) – The State Office of AIDS awarded the County of Humboldt additional funds to support Housing Opportunities for People with AIDS (HOPWA). The primary focus of these funds is to provide short term emergency rent for people at risk of losing their housing.
- \$37,000 Land Use (1175-486) – The Land Use Programs areas of responsibility has expanded since the passage of Humboldt County’s Commercial Medical Marijuana Land Use Ordinance. The program reviews the environmental factors involved in the cannabis permit processing. In addition to reviewing cannabis permits the program has received more requests for land owners to become

compliant with permits for wells, septic tanks as well as new construction permits. The increase in work has warranted an increase to staffing to handle the increase in inspections. A need to increase the Environmental Health motor pool vehicles has been identified to accomplish the various inspection across the county. The type of vehicle to be purchased for the Land Use Program will be a four-wheel drive truck, which is critical to the Program given that many of the program's inspections are in locations which may be difficult to reach due to the County's terrain and weather conditions, e.g., remote-mountainous terrain and dirt roads and tracks. The supplemental budget will increase the fixed asset line item by \$37,000 to accommodate the purchase of the vehicle in Land Use. There are sufficient permit fees available to cover the purchase of the new vehicle.

For the purposes of capitalization, maintenance and insurance, the Land Use Program would like to donate this vehicle to the Humboldt County Motor Pool.

**FINANCIAL IMPACT:**

Approval of the attached supplemental budgets will increase the overall budget for fund 1175, Public Health, Department of Health and Human Services by \$687,722. There is no impact to the County General Fund.

Budget Name	Adjusted Budget	Increase/Decrease	Revised Budget
Public Health Administration	3,190,450	100,000	3,290,450
Public Health Field Nursing	2,558,106	235,234	2,793,340
Nurse Family Partnership	779,318	145,845	925,163
CARE NorCAP	767,135	145,117	912,252
HOPWA NorCAP	56,387	24,526	80,913
Land Use	37,000	37,000	74,000
<b>Total for Fund 1175</b>	<b>7,388,396</b>	<b>687,722</b>	<b>8,076,118</b>

The proposed supplemental budget supports the Board's Strategic Framework by protecting vulnerable populations and providing community-appropriate levels of service.

**OTHER AGENCY INVOLVEMENT:**

County Motor Pool, Auditor Controllers Office

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board could choose not to approve some or all of the budget adjustments, but this is not recommended as these budget adjustments support the Board's Strategic Framework and allow for the expansion or enhancement of services.

**ATTACHMENTS:**

- I. Recommended Budget Adjustments

**Attachment I  
Recommended Budget Adjustments**

<b>Fund</b>	<b>Budget</b>	<b>Acct #</b>	<b>Budget Name</b>	<b>Account Name</b>	<b>Adjustment</b>
<b>Budget Adjustments</b>					
<b>Revenue</b>					
1175	400	586499	Public Health Administration	State Aid Health Realignment	\$ 100,000 Telephone Cabling Project at 529 I Street
1175	416	710050	Public Health Field Nursing	Fund Balance Transfer	\$ 235,234 Increase for TCM
1175	426	710050	Nurse Family Partnership	Fund Balance Transfer	\$ 145,845 Increase for TCM
1175	437	631124	CARE NorCAP	Federal-HIC Care Consortium	\$ 95,117 Increase in grant funding through State Office of AIDS
1175	437	707255	CARE NorCAP	Other Grants	\$ 50,000 Innovations Grant through PHC
1175	470	631126	HOPWA NorCAP	Federal - Hopwa	\$ 24,526 Increased HOPWA funds for FY 2017/18
1175	486	605420	Land Use	Medical Cannabis Permits Fees	\$ 18,500 Increase to accommodate purchase of vehicle
1175	486	643111	Land Use	Construction Plan Review Hlth	\$ 18,500
Total Revenue					\$ 687,722
<b>Expenditures</b>					
1175	400	8998	Public Health Administration	Building Modification	\$ 100,000 Telephone Cabling Project at 529 I Street
1175	416	2260	Public Health Field Nursing	MAA/TCM Takeback	\$ 235,234 Increase for TCM
1175	426	2260	Nurse Family Partnership	MAA/TCM Takeback	\$ 145,845 Increase for TCM
1175	437	3479	CARE NorCAP	Care for the Poor	\$ 95,117 Increase in grant funding through State Office of AIDS
1175	437	3109	CARE NorCAP	Grant Fund Disbursements	\$ 50,000 Innovations Grant through PHC
1175	470	3460	HOPWA NorCAP	HOPWA-Housing Expense	\$ 24,526 Increased HOPWA funds for FY 2017/18
1175	486	8777	Land Use	Vehicle-Auto	\$ 37,000 Increase to accommodate purchase of vehicle
Total Expenditures					\$ 687,722