



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-4

For the meeting of: October 13, 2015

Date: September 14, 2015
To: Board of Supervisors
From: Phillip R. Crandall, Director *Ag for PC*
Department of Health and Human Services – Mental Health
Subject: Resolution to Establish a Revolving Petty Cash Fund for Humboldt County Department of Health and Human Services Mental Health / Administration and Programs in the Amount of \$1,700

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt Resolution # _____ to establish a revolving Petty Cash Fund for the Humboldt County Department of Health and Human Services (DHHS) Mental Health / Administration and Programs, Budget Unit #424, Fund 1170, as follows: Mental Health Branch Administration and Programs 1170-424-2123 Special Departmental Expense -- \$1,700.00; and
2. Rescind Resolution #07-49 that was approved by the Board on July 3, 2007 (item C-9).

SOURCE OF FUNDING:

Mental Health Fund

DISCUSSION:

On July 3, 2007 (item C-9), the Board of Supervisors approved Resolution #07-49 that established a Petty Cash fund for the DHHS-Mental Health Branch / Administration and Programs in the amount of \$1,200.00.

Prepared by Julie Small, Sr. FA MHB

CAO Approval *[Signature]*

REVIEW: Auditor *MBM* County Counsel *[Signature]* Personnel _____ Risk Manager _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Sundberg* Seconded by Supervisor *Bass*
Ayes *Sundberg, Lovelace, Fennell, Bohn, Bass*
Nays
Abstain
Absent

PREVIOUS ACTION/REFERRAL:

Board Order No. C-9, C-7

Meeting of: 7/3/2007, 5/19/2015

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

Dated: *October 13, 2015*
By: *[Signature]*
Kathy Hayes, Clerk of the Board

Over time, due to DHHS-Mental Health's increased outreach efforts to homeless persons with mental health issues, the \$1,200.00 amount became insufficient to fund new programs such as the Mobile Intervention Services Team (MIST). The Petty Cash Fund allows DHHS-Mental Health Administration and Programs to finance the expenditure of small sums of cash as needed including out-of-pocket expenditures, minor cost items and supplies which become necessary through the normal course of work in a cost-effective manner.

On May 19, 2015 (item C-7), the Board of Supervisors approved an increase to the existing Petty Cash Fund for DHHS-Mental Health from \$1,200.00 to \$1,700.00 for the Humboldt County Department of Health and Human Services - Mental Health / Administration and Programs, Budget Unit #424, Fund 1170, as follows: Mental Health Administration and programs 1170-424-2123 Special Departmental Expense -- \$500.00; however, the required supporting Resolution was not included.

This agenda item is coming to your Board with the required new Resolution and request to rescind Resolution #07-49.

FINANCIAL IMPACT:

Revenue sources for the Petty Cash Fund may include Realignment, Medi-Cal federal financial participation (FFP), Mental Health Services Act allocations and grant funding. These petty cash funds will be established using existing appropriation in expenditure line item 2-123, Special Departmental Expense. There is no impact to the county's General Fund.

This item supports the Board of Supervisors strategic framework by assisting programs that create opportunities for improved safety and health. These programs also protect vulnerable populations, provide community-appropriate levels of service and invite civic engagement and awareness of services.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board can choose not to approve this Resolution; however, DHHS does not recommend this alternative. The Board approved increasing the DHSS-Mental Health Petty Cash Fund amount on May 19, 2015. Without the Resolution, DHHS-Mental Health would not have access to the increased fund amount.

ATTACHMENTS:

1. Resolution to Establish a Revolving Petty Cash Fund for Humboldt County Department of Health and Human Services Mental Health / Administration and Programs in the Amount of \$1,700

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting on October 13, 2015

RESOLUTION NO. 15-112

**RESOLUTION TO ESTABLISH A REVOLVING PETTY CASH FUND
FOR USE BY HUMBOLDT COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES -
MENTAL HEALTH ADMINISTRATION AND PROGRAMS IN THE AMOUNT OF \$1,700**

WHEREAS, Section 29321 of the Government Code of California authorizes the Board of Supervisors to establish revolving funds for the use of any Officer of the County; and

WHEREAS, the Director of the Department of Health and Human Services (DHHS) has requested the establishment of a revolving fund in the amount of One Thousand Seven Hundred Dollars (\$1,700.00) in DHHS-Mental Health's Administration unit to finance the expenditure of small sums of cash in the daily operation of Mental Health Administration and Programs including out-of-pocket expenditures, minor cost items and supplies as needed.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Humboldt hereby establishes a revolving fund in the amount of One Thousand Seven Hundred Dollars (\$1,700.00) to be used by DHHS-Mental Health Administration and Programs staff in accordance with the terms and conditions set forth above and subject to the provisions of Section 29321 of the Government Code.



Estelle Fennell, Chair

Adopted on motion by Supervisor Sundberg, seconded by Supervisor Bass, and the following vote:

AYES: Supervisors-- Sundberg, Lovelace, Fennell, Bohn, Bass

NOES: Supervisors--

ABSENT: Supervisors--

ABSTAIN: Supervisors—

STATE OF CALIFORNIA)
) ss.

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

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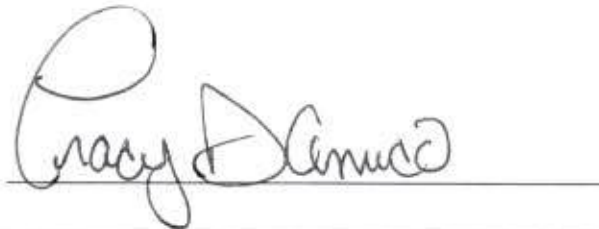
County of Humboldt)

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be a full, true and correct copy of the original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California as the same now appears of record in my office.

IN WITNESS WHEREOF, I have hereunto
Set my hand and affixed the Seal of
Said Board of Supervisors

KATHY HAYES

Clerk of the Board of Supervisors of
the County of Humboldt, State of
California



A handwritten signature in cursive script, appearing to read "Kathy Hayes", is written over a horizontal line.