



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-14

For the meeting of: January 10, 2017

Date: December 13, 2016

To: Board of Supervisors

From: Connie Beck, Director *SBuckley*
Department of Health and Human Services – Public Health

Subject: Purchase of a Microscope for use in the Public Health Laboratory and Appropriation Transfer.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the purchase of a Zeiss Axio Scope and Objective Lens from Serco Technical Services, Inc. for use in the Public Health Laboratory in Fund 1175, Budget Unit 455 – Emergency Preparedness & Response.
2. Approve the appropriation transfer establishing a fixed asset line item for the purchase of the microscope in Fund 1175, Budget Unit 455 – Public Health Emergency Preparedness & Response in the amount of \$30,404 in fiscal year 2016-17.

SOURCE OF FUNDING:

Public Health Fund

DISCUSSION:

The Department of Health and Human Services, Public Health has participated in the Centers for Disease Control (CDC) and Prevention, Emergency Preparedness and Response Grant through California

Prepared by Lara Zintsmaster, AA I

CAO Approval *E. Elshma*

REVIEW:

Auditor *MB* County Counsel _____ Human Resources _____ Other _____

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. C-3

Meeting of: 9/17/13

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Fennell* Seconded by Supervisor *Wilson*

Ayes *Sundberg, Fennell, Bass, Bohn, Wilson*
Nays _____
Abstain _____
Absent _____

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

Dated: Jan. 10, 2017

By: *Kathy Hayes*
Kathy Hayes, Clerk of the Board

Department of Public Health (CDPH) to improve and expand Public Health Emergency Preparedness (PHEP) since 2002. The purchase of the microscope is included in the state approved grant budget and is necessary to provide the approved scope of work.

The goals of the PHEP program are to plan and prepare for public health emergencies; develop a seamless response to such emergencies; strengthen the public health system infrastructure capacity needed to accurately and rapidly detect, control and prevent illness and injury resulting from terrorism, infectious disease outbreaks and other health threats and emergencies; and ensure rapid and secure communication exists between public health and public/private sectors during an event.

Your Board approved the purchase of a similar microscope on Sep. 17, 2013. While this microscope is still in use by the Public Health Laboratory, the second microscope would provide a back-up “surge” instrument and allow the Public Health Laboratory to train staff more effectively. It will also allow more efficient use of staff’s time in providing a prompt response to emergency and other requests. The new objective lens included in this request would be fitted on the existing microscope. With a higher power and better resolution, it would allow for improved, high-resolution viewing. The new microscope in this request comes fitted with the same objective lens.

FINANCIAL IMPACT:

Approval of the appropriation transfer (Attachment A) before your Board today will create fixed asset line 8910 – Microscope in Fund 1175, Budget Unit 455– Emergency Preparedness & Response. This will transfer appropriations in the amount of \$30,404 from expenditure line 2345 Lab Annex/Modular in Fund 1175, Budget Unit 455 – Emergency Preparedness & Response for fiscal year 2016-17.

The agreement with CDPH for PHEP funds allows grantees to budget for unspent funds in the following fiscal year. As this is the final year of a three year agreement with CDPH, it is our last opportunity to spend down the unexpended funds from prior fiscal year. The request to purchase a microscope will utilize a portion of the unexpended funds. An amended agreement and budget adjustment will come to your Board at a later date to allow for the other changes in the agreement. We are requesting the creation of the fixed asset line for the microscope at this time to allow for purchasing before the term of the agreement expires.

Approving the appropriation transfer and purchase of the microscope and lens supports the Board’s Strategic Framework by protecting vulnerable populations and providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

The purchase will be made from Serco Technical Services, Inc.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your board could choose not to approve the purchase of the microscope and accompanying lense; however this is not recommended. The microscope is required for the Public Health Laboratory to continue to maintain current CDC testing standards.

ATTACHMENTS:

Attachment A: Appropriation transfer from 1175-455-2345 to 1175-455-8910

Attachment

"A"

DEPARTMENT #: 455 POSTING DATE: 1/10/2017

| | |
|---|---------------|
| Transfer within expenditure/revenue category (with Auditor Approval) | Original only |
| Transfer between expenditure/revenue category (with CAO & Auditor Approval) | Original +1 |
| Increase/decrease Intrafund Transfer account (with Board Approval)* | Original +1 |
| Transfer to or from Contingencies (with Board Approval)* | Original +1 |
| Increase/decrease budget unit appropriation (with Board approval)* | Original +1 |
| Establish/transfer funds in Fixed Assets <\$10,000 (CAO & Auditor Approval) | Original +1 |
| Establish/transfer funds in Fixed Assets >\$10,000 (with Board Approval)* | Original +1 |

[illegible]

Per Agenda Item (attached)

Date 12-19-16 (signed) F. Hunkeler

Date 12/21/16 (signed) [Signature]

Date 12/22/10 (signed) E. O'Shea

SEND ORIGINAL REQUEST FOR BUDGET TRANSFER DIRECTLY TO THE AUDITOR-CONTROLLER.