

BOARD OF SUPERVISORS



COUNTY OF SANTA CRUZ

GOVERNMENTAL CENTER

701 OCEAN STREET SANTA CRUZ, CALIFORNIA 95060-4069
(408) 454-2200 ATSS 564-2200 FAX (408) 454-3262 TDD (408) 454-2123

JANET K. BEAUTZ
FIRST DISTRICT

WALTER J. SYMONS
SECOND DISTRICT

MARDI WORMHOUDT
THIRD DISTRICT

RAY BELGARD
FOURTH DISTRICT

JEFF ALMQUIST
FIFTH DISTRICT

AGENDA: 10/27/98

October 19, 1998

BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

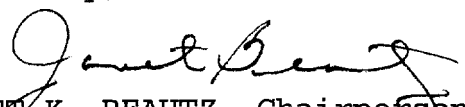
RE: FISCAL PROCESS FOR COUNTY DOMESTIC VIOLENCE COMMISSION

Dear Members of the Board:

Attached is a letter from Sheriff Mark Tracy, Chairperson of the County's Domestic Violence Commission, requesting that the Board approve the Commission's suggested process to solicit and accept donations for public education activities relative to the prevention of domestic violence. I believe it would be appropriate to have a formal procedure in place to accept and disburse monies donated for this purpose and note that detailed accounting and approval procedures have been identified.

Accordingly, I recommend that the Board approve the process outlined by the Domestic Violence Commission to solicit, accept and disburse donations for the purposes of public education activities relative to the prevention of domestic violence.

Sincerely,


JANET K. BEAUTZ, Chairperson
Board of Supervisors

JKB:ted
Attachments

cc: Sheriff Tracy, Chair, Domestic Violence Commission
Susan Mauriello, County Administrative Officer
Gary Knutson, Auditor-Controller
County Counsel

1165A6

**EXECUTIVE COMMITTEE
COMMISSIONERS**

Chair - Sheriff Mark Tracy
Santa Cruz County Sheriff

Vice Chair - Dee O'Brien
Walnut Avenue Women's Center

Secretary - Art Danner, III
Santa Cruz County District Attorney

Anita Henri
County Women's Commission

Nancy Carr Gordon
County Administrative Office

COMMISSIONERS

Steve Belcher
Chief, Santa Cruz Police Department

Mary Benitez
Latino Community Representative

Larry Biggam
Public Defender's Office

Dr. Laurie Draughon
Sutter Maternity and Surgery Center

Pat Ellerby
Health Services Agency

Eleanor Hilberman
Watsonville Community Hospital

W i i Keay
Judge, Santa Cruz Co. Court

Loretta Kuechle
Planned Parenthood

Beatriz Lopez
Women's Crisis Support

Mark Lane
Human Resources Agency

Laurie McWhorter
*Commission for the Prevention of
Violence Against Women*

Heather Morse
Judge, Santa Cruz Co. Court

Celia Organista
Defensa de Mujeres

Martina O'Sullivan
Dominican-Santa Cruz Hospital

Vicki J. Parry
Family Law Bar of Santa Cruz

John Rhoads
Chief, Santa Cruz Co. Probation Dept.

Francesca Raphael
Battered Women's Task Force

Michelle Samis
Family Mediation Service

Barbara Schaller
Senior's Commission

Mary Simoni
Batterers Treatment

Diane K. Sii Superintendent
County Office of Education

Gail Stevens
Survivor of Domestic Violence

Whitt
Lesbian/Bisexual Community

SANTA CRUZ COUNTY ⁵⁰
DOMESTIC 138
VIOLENCE
COMMISSION

October 15, 1998

Agenda: October 27, 1998

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

**APPROVE FISCAL PROCESS FOR THE COUNTY
DOMESTIC VIOLENCE COMMISSION**

Dear Members of the Board:

As you are aware, the Board of Supervisors is authorized to accept donations on behalf of the County. The purpose of this letter is to request your Board's authorization for the County Domestic Violence Commission (DVC) to solicit and accept donations for public education activities in relation to the prevention of domestic violence and to approve the DVC's recommended process for the expenditure of these funds.

Over the past few months, the County Domestic Violence Commission (DVC) has developed procedural guidelines for acceptance of donations designated for the commission's work in the prevention of domestic violence. After discussion with the Auditor-Controller, County Counsel and County Administrative Office, the DVC Executive Committee finalized draft procedures, which were presented to the full commission at their regular meeting of October 14. The procedures as reviewed and recommended by the DVC are attached. We are seeking your Board's approval for the solicitation, acceptance and expenditure of donated funds.

It is therefore recommended that your Board:

1. Authorize the County Domestic Violence Commission (DVC) to solicit and accept donated funds, in accordance with the Auditor's resolution regarding donations, for the purposes of public education regarding the prevention of Domestic Violence; and
2. Approve the process as recommended by the DVC for the expenditure of such donated funds.

Very Truly Yours,



Mark Tracy
Chairperson

c: Auditor-Controller
County Counsel
Domestic Violence Commission

Attachment

Date: October 14, 1998
To: Domestic Violence Commission
From: Executive Committee
Subj: Fiscal Information/Action Needed

Recommended Action:

As recommended by the DVC Executive Committee, approve process for accepting and expending donations and authorize the DVC chair to seek Board of Supervisors' authorization for the Commission's process.

Current Status

Presently, there exists a trust fund (Account No. 072150) within the County's financial system that acts as the receiving account for donations to the DVC. This fund has a present balance for DVC monies of \$2,486.37, which represents the following revenue sources:

1. Donation from a local car dealership - \$1,000
2. Unspent grant funds from the 1995 conference - \$1,386.37
3. Donation from a local fund raiser - \$100

The trust fund does not accrue interest.

Expenditures of trust funds approved to date by the County Administrative Officer upon the recommendation of the Domestic Violence Commission are:

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>
Hart's Fabrics activities	\$602.10	Supplies for Oct 98
Village Host Pizza	103.00	Pizza
Zanottos	11.58	Refreshments
Safeway	1.18	Ice
Total due	\$717.86	

Following payment of these outstanding accounts, the balance of trust funds available for the Commission will be \$1,768.51.

County Fiscal Process

By County ordinance establishing the DVC, the District Attorney's Office is responsible for the DVC monies within the trust fund. Deposits to the fund are made through this department or by the County Administrative Office, which provides fiscal oversight to all County Departments.

The Auditor-Controller is recommending that the Commission obtain authorization from the Board of Supervisors for accepting and expending funds. This authorization would then permit the DVC to be more time efficient in processing claims against the trust balance.

To expend any trust funds, - the Commission must take action at a regular DVC meeting to recommend expenditures for specific purposes. This action would then be forwarded to the County Administrative Office for approval. The Auditor-Controller would then be presented a claim from County staff for action. Generally, the Auditor's Office has a processing turnaround time of ~~approximately two weeks~~ one week.

Commission Procedural Guidelines (Recommended)

The Domestic Violence Commission has defined the process by which funds received by the Commission will be expended. The following elements are considered:

1. Funds received by the Domestic Violence Commission will be used for public education activities and associated support related to the prevention of domestic violence.
2. All funds received by the Commission will be deposited to the County General Trust (072150).
3. For those funds received that are donated for specific purposes (i.e. grant funds) within the Commission's scope of authority, the Commission can only recommend expenditures in line with the donor's designated purpose. For donations that are not within the Commission's purview, the donor will be contacted by the Chair of the Commission to suggest other local community groups/resources that would be appropriate recipients in view of the donor's instructions.
3. The DVC Executive Committee will maintain a ledger that will account for all funds received and dispersed, including any specific requirements.

4. The DVC Executive Committee will review all requests for expenditures and make recommendations for action to the full commission at a regular meeting or special, noticed meeting, either approving or denying the request.

5. Quarterly reports will be made to the DV Commission on the status of the trust fund.