



# County of Santa Cruz

## HUMAN RESOURCES AGENCY

Cecilia Espinola, Administrator

1000 Emeline Avenue, Santa Cruz, CA 95060

(831) 454-4130 or 454-4045 FAX: (831) 454-4642

May 7, 2002

AGENDA: May 21, 2002

### BOARD OF SUPERVISORS

county of Santa Cruz

701 Ocean Street

Santa Cruz, CA. 95060

### EMERGENCY ONE-TIME ONLY AUGMENTATION TO EMELINE CHILD CARE CENTER CONTRACT

Dear Members of the Board:

The Emeline Child Care Center currently receives \$18,992 in Community Programs funding to provide child care services to toddlers and pre-school children ages two to five. The purpose of this letter is to **ask** your Board to approve a one-time only augmentation of \$3,000, for a total contract amount of \$21,992.

This one-time only request is needed in order for the agency to cover its third payroll period of May 31, 2002. The Center has been having financial difficulty this year due to a variety of factors. A primary factor contributing to the funding crisis was the expansion of the Executive Director position from a part-time position to full-time in FY 00-01, without a sustainable financial plan. HRA has been working with the Center during the year to identify potential alternate funding strategies.

At this point in time, HRA proposes to use unexpended Medi-Cal Administrative Activities (MAA) funds to provide a one-time only contract augmentation. This augmentation will allow the Emeline Child Care Center to continue providing child care services through the end of the fiscal year. HRA plans to return to your Board during budget hearings with a report and recommendations regarding the financial situation of the Emeline Child Care Center.

**IT IS THEREFORE RECOMMENDED** that your Board:

1. Approve and authorize the Human Resources Agency Director to sign the contract amendment with the Emeline Child Care Center in the amount of \$3,000,
2. Approve the attached AUD-60 accepting and appropriating unanticipated MAA revenue in the amount of \$3,000; and,

**EMERGENCY ONE-TIME ONLY AUGMENTATION TO EMELINE CHILD CARE CENTER CONTRACT**

3. Direct the **Human** Resources Agency Director to report back to your Board with a report and recommendations during supplemental budget hearings in June 2002.

Very truly yours,



CECILIA ESPINOLA  
Director

Attachments:

CE\thp\n\boardletters\01-02\admin\commprog\emeline augmentation

RECOMMENDED:



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SUSANA MAURIELLO  
County Administrative Officer

CC: County Administrative Office  
Auditor Controller  
HRA-Fiscal  
General Services

Contract No. 10944

## AMENDMENT # 2 TO COMMUNITY PROGRAMS AGREEMENT

The County of Santa Cruz, by and through the Human Resources Agency, hereinafter referred to as "COUNTY" and EMELINE CHILD CARE CENTER, hereinafter referred to as "CONTRACTOR" hereby amend contract number 10944 which provides services from July 1, 2001 through June 30, 2002. The purpose of this amendment is to provide an augmentation in the amount of \$3,000, and thereby to modify the total contract amount and budget. The provisions of this Amendment shall be effective from July 1, 2001 through June 30, 2002. All other provisions of said contract shall remain the same.

(A) Paragraph 3.A. is amended to read:

**3. BASIS OF PAYMENT:**

A. In consideration of services rendered, COUNTY shall pay CONTRACTOR on the basis of appropriate claims submitted to the Human Resources Agency in accordance with Exhibit "A" ("Expenditures/Positions and Salaries"), incorporated herein by reference, to be submitted by CONTRACTOR to COUNTY prior to the release of any payments under this Agreement. In no event shall the maximum payment made by COUNTY to CONTRACTOR under this Agreement exceed the sum of \$21,992 for the period of July 1, 2001 through June 30, 2002.

(C) Exhibit "A" ("Expenditures/Positions and Salaries") for the period of July 1, 2001 through June 30, 2002 is amended as attached.

Initials:

HB /  
CONTRACTOR/COUNTY

SIGNATURE PAGE

COUNTY OF SANTA CRUZ

DATED: \_\_\_\_\_

By: \_\_\_\_\_  
Human Resources Agency Administrator

CONTRACTOR

DATED: 5-7-02

By: Heidi Bierman

CONTRACTOR's Authorized Representative  
HEIDI BIERMAN | DIRECTOR

Typed Name/Title  
EMEUNE CHILD CARE CENTER

Organization  
1030 EMEUNE AVE. BLDG. 0

Address  
SANTA CRUZ, CA 95060

City State Zip  
831.459.8866

Phone  
77.025.4409

Tax ID #

APPROVED AS TO FORM:

Marie Costa  
County Counsel

- Distribution: Human Resources Agency
- County Administrative Office
- County Counsel
- Auditor-Controller
- Contractor

n::emelinea.men

**EXPENSES COUNTY OF SANTA CRUZ**

**EXHIBIT A, PAGE 1**

Agency: Emeline Child Care Center  
Program: Emeline Child Care Center

**Total Approved  
County Budget  
FY 01/02**

<b>TOTAL SALARIES/BENEFITS:</b>	<u>\$ 21,992</u>
<b>TOTAL SERVICES/SUPPLIES:</b>	<u>0</u>
<b>GRAND TOTAL EXPENSES:</b>	<u>21,992</u>

1) Please fill out this page for each program funded separately by the County.

**NOTE:** Any costs exceeding one line item may be expended from surplus in another line item so long as the total does not exceed the contract amount.

BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

Resolution No. \_\_\_\_\_

On the motion of Supervisor \_\_\_\_\_  
duly seconded by Supervisor \_\_\_\_\_  
the following resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

Whereas, the County of Santa Cruz is a recipient of funds from Health Services Agency  
\_\_\_\_\_ for Community Programs \_\_\_\_\_ program: and

WHEREAS, the County is recipient of funds in the amount of \$ 3,000.00 \_\_\_\_\_ which are either in excess of those anticipated or are not specifically set forth in the current **fiscal year** budget of the **County**; and

**WHEREAS**, pursuant to Government Code Section 29130(c) / 29064(b), such funds may be made available ~~or~~ specific appropriation by four-fifths vote of the Board of Supervisors;

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the Santa **Cruz** County Auditor-Controller accept funds in the amount of \$ 3,000.00 \_\_\_\_\_ into Department Human Resources Agency \_\_\_\_\_

<u>T/C</u>	<u>Index Number</u>	<u>Revenue Subobject Number</u>	<u>Account Name</u>	<u>Amount</u>
001	395200 1134	Revenue-Federal <del>Gen</del>	1134	\$3,000.00

and that such funds be and are hereby appropriated as **follows**:

<u>T/C</u>	<u>Index Number</u>	<u>Expenditure Subobject Number</u>	<u>PRJ/UCD</u>	<u>Account Name</u>	<u>Amount</u>
021	395200	4480			\$3,000.00

**DEPARTMENT HEAD** I hereby certify that the fiscal provisions have been researched and that the Revenue(s) (has been) (will be) received within the current fiscal year.

By Thomas G. Hill  
Department Head

Date 5/7/02

COUNTY ADMINISTRATIVE OFFICER / \_\_\_\_\_ / Recommended to Board

/ \_\_\_\_\_ / Not recommended to Board

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ by the following vote (requires four-fifths vote ~~or~~ approval):

AYES: SUPERVISORS

NOES: SUPERVISORS

ABSENT: SUPERVISORS

\_\_\_\_\_  
Chairperson of the Board

ATTEST:

\_\_\_\_\_  
Clerk of the Board

APPROVED AS TO FORM:

Henry A. Oberhelman III  
County Counsel 12/14/97

APPROVED AS TO ACCOUNTING DETAIL:

K. Ray 5/9/02  
Auditor-Controller

Distribution:

- Auditor-Controller
- County Counsel
- County Administrative Officer
- Originating Department

AUD60 (REV 12/97)

c:\audit\aud60.wpd

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

TO: Board of Supervisors
County Administrative Office
Auditor Controller

FROM: Santa Cruz County Human Resources Agency (Department)

BY: [Signature] (Signature) 5/2/02 (Date)
Signature certifies that appropriations/revenues are available

AGREEMENT TYPE (Check One)

Expenditure Agreement [ ]

Revenue Agreement [ ]

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of same.

1. Said agreement is between the Human Resources Agency (Department/Agency)
and Emeline Child Care Center, 1030 Emeline Ave.. Santa Cruz, CA. 95060 (Name/Address)

2. The agreement will provide child care services to toddlers and pre-school children

3. Period of the agreement is from July 1, 2002 to June 30, 2002

4. Anticipated Cost is \$ 21,992.00 [X] Fixed [ ] Monthly Rate [ ] Annual Rate [ ] Not to Exceed

Remarks: Prior encumbrance \$18,992.00; additional encumbrance \$3,000.00
W-9 on file Contact Terestia Himojosa-Pereria ext.4058

5. Detail: [ ] On Continuing Agreements List for FY - Page CC- Contract No: 10944 OR [ ] 1st Time Agreement

- [ ] Section II No Board letter required, will be listed under Item 8
[ ] Section III Board letter required
[ ] Section IV Revenue Agreement

6. Appropriations/Revenues are available and are budgeted in 395200 (Index) 4480 (Sub object)

NOTE IF APPROPRIATIONS ARE INSUFFICIENT, ATTACHED COMPLETED AUD-74 OR AUD-60

Appropriations are available and have been encumbered.
are not available and will be encumbered.

Contract No: 10944

By: [Signature] Auditor-Controller Deputy

Date: 05/09/02

Proposal and accounting detail reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize
Human Resources Agency Director (Dept/Agency Head) to execute on behalf of the Human Resources Agency

(Department/Agency)

Date: 5/10/02

By: [Signature] County Administrative Office

Distribution: Board of Supervisors - White
Auditor Controller - Canary
Auditor-Controller - Pink
Department - Gold

State of California
County of Santa Cruz
I ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
State of California, do hereby certify that the foregoing request for approval of agreement was approved by said Board of Supervisors as recommended by the County Administrative Office by an order duly entered in the minutes of said Board on 20

AOM - 29 (8/01)
Title I, Section 300 Proc Man

By: Deputy Clerk

AUDITOR-CONTROLLER USE ONLY

CO Document No. JE Amount Lines H/TL Keyed By Date

39 tor Description Amount Index Sub object User Code