



## **County of Santa Cruz Board of Supervisors**

### **Agenda Item Submittal**

**From:** Health Services Agency

**Subject:** Health Services Agency Report Back on Non-Standard Agreements

**Meeting Date:** June 24, 2025

**Formal Title:** Accept and file report on non-standard agreements up to \$100,000 in value executed by Health Services Agency

### **Recommended Actions**

Accept and file an end of fiscal year report back on non-standard agreements up to \$100,000 in value executed by the Health Services Agency without Board approval, upon the review and concurrence of County Counsel, Risk Management, and the County Administrative Office.

### **Executive Summary**

The Health Services Agency (HSA) executed and processed 39 non-standard agreements up to \$100,000 in value with concurrence of County Counsel, Risk Management, and the County Administrative Office in Fiscal Year (FY) 2024-25, as detailed in the attachment. HSA requests that the Board accept and file a report on the FY 2024-25 revenue and non-monetary agreements that were executed and processed via the authority granted on August 10, 2021.

### **Discussion**

HSA received Board authority on August 10, 2021, to sign non-standard expenditure and revenue agreements up to \$100,000 in value upon review and concurrence by County Counsel, Risk Management, and the County Administrative Office, and was directed to report back to the Board by the end of each fiscal year on non-standard agreements executed under this policy. On June 2, 2022, revisions to the Purchasing Policy and Procedures Manual were approved by the Board to allow for both standard and non-standard expenditure agreements at or below \$100,000 to be approved by the Purchasing Agent or their authorized representatives, as long as County Counsel and Risk Management sign the agreement as to terms and conditions and insurance. The expenditure agreement threshold was subsequently increased to \$200,000 during mid-year revisions approved by the Board on January 30, 2024.

These Board actions have significantly streamlined the process of entering into non-standard agreements by eliminating the agenda management system review and Board agenda preparation. On June 25, 2024, the Board accepted and filed FY 2023-24 report back, which included 23 agreements that were processed under the August 10, 2021 authority. This resulted in significantly increased efficiency and reduced the amount of staff time spent on preparing and processing an individual Board item for each agreement, saving up to approximately 230 hours of staff time during that fiscal year.

Because of the Purchasing Agent's authority to approve non-standard expenditure agreements, HSA is providing the FY 2024-25 report back on non-standard agreements that are non-monetary and revenue in nature executed under the August 10, 2021 authority. As detailed in the attachment, HSA executed nine (9) revenue agreements in the total amount of \$101,646 and 30 non-monetary Memorandum of Understandings/

Agreements (MOUs/MOAs), including nine (9) education affiliate agreements for internship/practicum experience and one (1) family medicine residency program agreement. Per the policy, all agreements were reviewed and approved by County Counsel, Risk Management, and the County Administrative Office.

### **Financial Impact**

HSA executed a total of nine (9) revenue agreements for FY 2024-25 in the total amount of \$101,646, as detailed below. No new County General Funds are needed or requested.

The following four (4) revenue agreements are included in HSA Public Health Division's FY 2024-25 Approved Budget, and budgeted as follows:

- AAA Northern California, Nevada & Utah, Contract No. 25R0300, in the amount of \$3,000 under account 362800/42384
- The Center at Sierra Health Foundation, Contract No. 25R0383, in the amount of \$43,330 under account 362210/40894/H62303
- Health Connected, Contract No. 25R0483, in the amount of \$9,600 under account 362810/42384/H24801
- Second Harvest Food Bank Santa Cruz County, Contract No. 25R0486, in the amount of \$3,716 under account 362100/42384

The following three (3) revenue agreements are included in HSA Behavioral Health Division's FY 2024-25 Approved Budget, and budgeted as follows:

- Sun Street Centers, Contract No. 25R0484, in the amount of \$18,000 under accounts 364012/41619 and 364012/41805
- Alert Driving Inc., Contract No. 25R0485, in the amount of \$18,000 under accounts 364012/41619 and 364012/41805
- Tulare County Office of Education, Contract No. 25R0903, in the amount of \$6,000 under account 364022/40894

The two (2) revenue agreements with Housing Matters, Contract Nos. 24R0178 and 25R0178, are currently non-monetary in nature, so there is no financial impact to HSA Health Centers Division's budget.

### **Strategic Initiatives**

Operational Plan - Operational Excellence

#### **Submitted By:**

Jennifer Herrera, Interim Director of Health Services

#### **Recommended By:**

Carlos J. Palacios, County Executive Officer

#### **Artificial Intelligence Acknowledgment:**

Artificial Intelligence (AI) did not significantly contribute to the development of this agenda item.