



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 1/12/2021

Agenda Placement: 10L

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Molly Rattigan for Minh Tran - County Executive Officer
Housing and Homeless Services

REPORT BY: Molly Rattigan, Deputy County Executive Officer - 253-4112

SUBJECT: Budget Adjustment-Isolation and Quarantine Facilities

RECOMMENDATION

Director of Housing and Homeless Services requests approval of Budget Transfer No. CEO014 increasing appropriations in the Housing and Homeless Services division by \$325,000 with an offsetting reduction in Appropriations for Contingencies to provide budget authority to operate Isolation and Quarantine facilities through March 31, 2021 (4/5 vote required).

EXECUTIVE SUMMARY

Today's action establishes expenditure authority for the Limited Term and Extra Help staff at the isolation and quarantine facilities through March 31, 2021. Expenditures and need will be reevaluated in March 2021 and brought back to the Board if additional expenditure authority is needed.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	CARES Act or other emergency funding will reimburse expenses if available.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes
Future fiscal impact:	None

Consequences if not approved: If this item is not approved, the Housing and Homeless Services Division will not have the appropriations to continue operating the prevention, isolation and quarantine facilities. These facilities would close. The County could be out of compliance with COVID-19 response requirements.

County Strategic Plan pillar addressed: Healthy, Safe, and Welcoming Place to Live, Work, and Visit

Additional Information:

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Napa County has leased several facilities in accordance with State guidance and requirements since March 2020 for the purpose of providing prevention, isolation and quarantine space for COVID-19 related purposes. These facilities are used to provide space to community members that don't otherwise have a space to isolate or quarantine because they are considered high risk for negative health outcomes if they were to contract COVID-19, have been exposed to COVID-19, or have tested positive for COVID-19.

In order to operate these facilities, the Emergency Operations Center developed a plan with Human Resources to hire extra help staff to operate up to four facilities, 24 hours a day, seven days a week. These positions were initially funded out of Health and Human Services-Public Health with possible reimbursement from the CARES Act and/or other emergency funding support. In September 2020, the operation of these facilities was transferred to the Director of Housing and Homeless Services and in November 2020, five Limited Term positions were created to provide supervision and management of the facilities. These positions were filled effective December 26, 2020.

As part of the midyear fiscal review, the expenses related to the prevention, isolation and quarantine facilities need to be evaluated and the appropriate expenditure authority needs to be in place for the operation to continue. After discussion with the Auditor-Controller, staff is requesting a reduction in Appropriations for Contingencies in order to create the expenditure authority in Housing and Homeless Services to operate these facilities beginning December 26, 2020 through March 31, 2021. The operations and appropriations will be assessed in March 2021 and if additional appropriation authority is needed, another item will be brought back to the Board of Supervisors.

While Appropriations for Contingencies is being reduced to create expenditure authority for this purpose, CARES Act or other emergency funding may be available to provide offsetting revenue to fund this expense. The Auditor-Controller's Office is regularly reconciling and completing the accounting process to allocate CARES funding. Funds available after January 1, 2021 will be known after the reconciliation through December 31, 2020 is complete or additional funds are allocated to Napa County.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi