



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 1/7/2014

Agenda Placement: 7J

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Shelli Brobst for Alice Hughey - Acting Director
Health & Human Services Administration
REPORT BY: CAROL GARCIA, ADMINISTRATIVE SECRETARY - 253-4784
SUBJECT: Ratify the Acceptance of a Donation

RECOMMENDATION

Acting Director of Health and Human Services and Auditor-Controller request acceptance and ratification of a donation in the amount of \$3,000 in Wal-Mart gift cards received on behalf of clients at Health and Human Services during the holidays.

EXECUTIVE SUMMARY

Approval of this action will allow the County to accept an anonymous donation of \$3,000 in Wal-Mart gift cards received in December 2013 on behalf of clients at Health and Human Services for the holidays. The donations are required to be accepted by the Board of Supervisors. However, due to the timing and specific purpose of the donations, this approval is being requested after the fact.

FISCAL IMPACT

Is there a Fiscal Impact? No

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

On December 13, 2013, the Health and Human Services Agency (HHSA) received a donation from a group of individuals who wish to remain anonymous to provide clients with basic necessities for day-to-day living or to enhance the quality of the family environment. The donation is in the form of \$3,000 in Wal-Mart gift cards to be used for client needs that cannot be met in other ways. The donors requested that the funding be used, at the discretion of HHSA program staff who know the needs of HHSA's clients, to augment traditional resources available for client needs. Client needs may include but are not limited to school clothes, medical equipment, and one-time food supplies.

For a client to receive a gift card, an HHSA staff member must submit a written request explaining the client's need and previous efforts made on behalf of the individual or family. The request must then be approved by the HHSA Director or Assistant Director or their designee. The gift cards were held by HHSA's Fiscal Division and dispensed upon appropriate approval. The Auditor-Controller's Procedures on Acceptance and Disbursement of Gifts, Bequests or Devises was followed in recording and tracking the gift cards.

The Acting Director of HHSA consulted with both the Auditor-Controller and County Executive Officer and received approval to accept these donations in order to carry out their purpose with the understanding that upon the first regularly scheduled Board of Supervisors meeting, these donations would be ratified. Following ratification by the Board, letters expressing the County's appreciation will be sent to the donors.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Collins