NAPA COUNTY BOARD OF SUPERVISORS
Board Agenda Letter

TO: Board of Supervisors

FROM: Shelli Brobst for Randolph F. Snowden - Director
Health & Human Services

REPORT BY: Shelli Brobst, Contracts Analyst - 253-4720

SUBJECT: Budget Transfer for the Alcohol and Drug Services Department

RECOMMENDATION
Director of Health and Human Services requests approval of Budget Transfer No. HHS023 increasing appropriations through use of fund balance in the amount of $10,000 in the Tobacco Education Special Revenue Fund and increasing revenue in the Alcohol and Drug Services budget to fund eligible contract expenditures. (4/5 vote required)

EXECUTIVE SUMMARY
Approval of the requested action will allow HHSA’s Alcohol and Drug Services Division to use $10,000 of the Tobacco Education Special Revenue Fund balance to pay for previously approved contract expenditures prior to the end of the current three-year Tobacco Control Program period (2007-2010).

FISCAL IMPACT

Is there a Fiscal Impact? Yes
Is it currently budgeted? No
What is the revenue source? Unexpended funds in the Tobacco Education Special Revenue Fund (received as an annual allocation from the California Department of Public Health Tobacco Control Program)
Is it Mandatory or Discretionary? Discretionary
Discretionary Justification: Approval of the requested action will enable HHSA’s Alcohol and Drug
Services Division to use the remaining balance in the Tobacco Education Special Revenue Fund to pay for previously approved contract expenditures prior to the end of the current three-year Tobacco Control Program period (2007-2010).

Is the general fund affected? No

Future fiscal impact: None.

Consequences if not approved: If the requested action is not approved, HHSA may not be reimbursed for all Tobacco Control program expenditures. All unspent funds remaining in the Tobacco Education Special Revenue Fund at the end of Fiscal Year 2009-2010 will have to be returned to the Department of Public Health.

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

The California Department of Public Health Tobacco Control Program periodically issues three-year Comprehensive Tobacco Control Plan Guidelines (Guidelines). The Guidelines set forth the requirements for developing counties' Scope of Work (also known as the "Workplan") and corresponding budget. To receive dedicated Proposition 99 funding, the County Board of Supervisors must certify that the County will comply with the Guidelines in the implementation of the County's Workplan.

On September 11, 2007, the Napa County Board of Supervisors approved the State's 2007-2010 Comprehensive Tobacco Control Plan Guidelines. A comprehensive Tobacco Control Workplan was developed locally in line with the State Guidelines and was subsequently approved by the California Department of Public Health Tobacco Control Program. The Workplan addresses four broad areas:

1. countering pro-tobacco influences;
2. decreasing access to tobacco products;
3. decreasing exposure to secondhand smoke; and
4. increasing cultural competence of tobacco control activities.

Working with a broad sector of constituents including youth, school administrators, health advocates, perinatal service providers, tobacco retailers and law enforcement, the Workplan is currently being implemented as an integral part of the County's Tobacco Control Program. Community Action Napa Valley (CANV) has been contracted to carry out the services covered by the County's Workplan.

Under the terms of the Tobacco Control Plan Guidelines and approved County Workplan, HHSA receives an annual allocation from the California Department of Public Health Tobacco Control Program, which is placed in a Tobacco Education Special Revenue Fund. Approval of the requested action will allow HHSA's Alcohol and Drug Services Division to use the remaining balance in the Tobacco Education Special Revenue Fund to pay for previously approved contract expenditures prior to the end of the current three-year Tobacco Control Program.
period (2007-2010).

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve
Reviewed By: Karen Collins