



To: Board of Supervisors
From: Birgitta E. Corsello, County Administrator
Date: February 22, 2017
Subject: Significant Issues Update

1) County Administrator's Update on Contracts

The County Administrator signed the following contracts of significance since the last Significant Issues update:

- The Department of Health and Social Services, Administration, a contract with Joan Planell, to provide consultation and assistance with the Whole Person Care Pilot project, \$46,350, from January 2, 2017 to June 30, 2017. The funding source is County 1991 Realignment funds.
- The Department of Child Support Services (DCSS), a contract with The Pacific Institute, to provide leadership development for executive and middle management and assist DCSS leadership team in developing a vision and value set for the organization, \$46,510, from December 1, 2016 to December 31, 2017. The funding source is a state allocation of funds.
- The Department of Health and Social Services, Child Welfare Services, a contract with Shared Vision Consultants, to provide consulting services for the Solano County Child and Family Services Review process, \$49,945, from December 1, 2016 to June 30, 2018. The funding source is County 1991 and 2011 Realignment funds.

2) 2016 United Way Charitable Giving Campaign Results

The Solano County United Way employee giving campaign ran from November 7, 2016 to December 2, 2016, and was coordinated by Michele Harris and Juanita Morales with First 5 Solano. At the close of the 2016 campaign period, Solano County employees raised \$35,159 which resulted in an average donation of \$12 per employee. Out of this, more than \$11,660 in direct gifts and payroll deductions were designated to Solano County non-profits and community based organizations, nearly double the amount in 2015.

Solano County has been participating in an annual charity campaign to raise funds in support of the United Way of the Bay Area and their mission to cut Bay Area poverty in half by the year 2020. An estimated one in four Bay Area residents lives in poverty and struggle to meet basic needs. The United Way of the Bay Area supports these individuals and families in Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo and Solano Counties. Services are aimed at ending the cycle of poverty through programs that provide education in financial stability, basic needs assistance, family support and job opportunities.

Within the last year, the United Way tackled Solano County poverty through programs such as SparkPoint one-stop financial help and education centers. Two SparkPoint Centers in Solano County served 330 low

income residents. The 'Earn It! Keep It! Save It!' program provided free tax preparation for 5,057 low to moderate income Solano County households resulting in \$4.7 million returned back to Solano County residents. Lastly, 6,753 calls from Solano County residents were answered for urgent needs like food and shelter assistance, thanks to 211, a 24/7 helpline that connects individuals to food, shelter and other vital services in their neighborhood.

Special thanks to the department team leaders listed below:

- Sharon Garrett, Agriculture
- Kathy Dossa, Assessor/Recorder
- Micaela Armstrong, Auditor/Controller
- Juanita Morales, Board of Supervisors/CAO/First 5 Solano
- Dennis Bunting, County Counsel
- Monica Hoover, Department of Child Support Services
- Beth Lancaster, Department of Information Technology
- Elaine Pulido, District Attorney/OFVP
- Keith Hanson, General Services
- Cheri Carelock, James Patterson, Kimberly Wheaton, Paula Blakeley, and Luisa Garcia, Health and Social Services
- Jose Penalosa, Human Resources
- Tamie Tvrdik and Cathy Perez, Library
- Maggie Luna and Roberta Flannel, Probation
- Bree Ryan, Public Defender & Alt. Public Defender
- Eva Rivera, Resource Management
- Pamela Stonsby, Sheriff/Coroner
- Elizabeth Sumner, Treasurer /Tax collector/City Clerk
- Ted Puntillo, Veterans Services

Contact: Michele Harris, Executive Director, First 5 Solano
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3) Unaccounted Fixed Assets

Pursuant to Government Code Section 24051 and in accordance with the County's Fixed Assets Accountability and Control Policy, each County department head, elected or appointed, is responsible for all property purchased for, assigned to, or otherwise provided to his/her department. Each respective department is responsible for conducting an annual physical inventory of the fixed assets as of June 30 and is required to submit a signed copy of the inventory list to the Auditor-Controller by September 30.

On February 5, 2008, the Board of Supervisors delegated the authority to release a department head from accountability of unaccounted fixed assets to the County Administrator under the following conditions: a) Unaccounted Fixed Asset has a Fair Market Value of less than \$5,000; or b) Fixed Asset is stolen and has a Fair Market Value of less than \$5,000, department has provided a copy of a police report and the CAO has determined no negligence.

The Fixed Asset Inventory for FY2015/16 reported four unaccounted items identified below. All items are more than five years old.

Department Name	Description	Historical Cost	Fair Market Value
General Services	Dell Laptop	3,049.12	233.00
General Services	Turf Truck 20HP Speed	8,951.86	2,171.00
Information Technology	CID Application Switch	20,604.71	34.99
Probation	Motorola Radio	2,266.97	20.00
		\$34,872.66	\$2,458.99

The fair market value of the unaccounted items is \$2,459 and meets the requirements of the authority delegated to the CAO. The County Administrator’s Office is working with the affected departments to determine final disposition. The Auditor-Controller’s Office has reminded the departments of the County’s Fixed Asset Policy as it relates to disposition of assets.

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4) Update on the Solano County Library Services Strategic Planning Process

For the last six months, Solano County Library has been working with a consultant, Civic Technologies, to develop a new strategic plan. The Library is undertaking this task because it is important to periodically touch base with the communities it serves as County demographics have changed as well as communities’ expectations. For the Library to remain relevant, it must evolve and adapt to what is important to the community. The results of this planning process will establish priorities for the Library to work towards over the course of a defined period of time. This plan will also help the Library identify where to allocate its resources: funding, staff and time.

The Library reached out to community leaders, stakeholders, residents, and library employees to ask what matters most to them and their families. The Library received feedback from about 2,000 people via the following engagement tools: five community town halls held in Fairfield, Suisun, Vacaville, Vallejo and Rio Vista, five focus groups, interviews with more than 20 civic leaders throughout the county, a telephone survey conducted in both English and Spanish, an online public survey, as well as six staff town halls and an anonymous staff survey.

Library staff are currently reviewing this feedback to set priorities with regard to targeted audiences and strategic imperatives. It is worth noting that County residents expressed a high level of satisfaction with library staff and programs.

In addition to this direct feedback from residents, the Library worked with Civic Technologies to gather extensive demographic and consumer information for its service areas. There are forty-five (45) different market segments in the cities served by Solano County Library. Market segments are identifiable groups of individuals, families, businesses, or organizations, sharing one or more characteristics or needs in an otherwise homogeneous market. With the assistance of Civic Technologies, Library staff have identified the top market segments for each library branch. This information will also inform the decisions made by the Library to provide both requested and relevant library services and resources to local residents.

The Library will complete its strategic planning process this month and present its findings to the Board of Supervisors soon thereafter.

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