



FESIA A. DAVENPORT  
Chief Executive Officer

## County of Los Angeles Health and Mental Health Services

**DATE:** Wednesday, October 20, 2021  
**TIME:** 9:30 a.m.

**THIS MEETING WILL CONTINUE TO BE HELD VIRTUALLY TO ENSURE THE SAFETY OF MEMBERS OF THE PUBLIC AND EMPLOYEES WHILE THE COUNTY REMAINS UNDER A STATE OF EMERGENCY AND/OR WHILE COUNTY OFFICIALS CONTINUE TO RECOMMEND SOCIAL DISTANCING.**

**TO PARTICIPATE IN THE MEETING, PLEASE CALL AS FOLLOWS:**

**DIAL-IN NUMBER: 1 (323) 776-6996**

**CONFERENCE ID: 479494149#**

**[MS Teams link](#) (Ctrl+Click to Follow Link)**

### **AGENDA**

Members of the Public may address the Health and Mental Health Services Meeting on any agenda item. Two (2) minutes are allowed for each item.

**THIS TELECONFERENCE WILL BE MUTED FOR ALL CALLERS. PLEASE DIAL \*6 TO UNMUTE YOUR PHONE WHEN IT IS YOUR TIME TO SPEAK.**

- I. Call to order
- II. **Information Item(s)** (Any Information Item is subject to discussion and/or presentation at the request of two or more Board offices):
  - a. **DHS:** Request Approval to Accept Compromise Offers of Settlement for Patients who Received Medical Care at either County Facilities and/or at Non-County Operated Facilities Under the Trauma Center Service Agreement
- III. **Presentation Item(s):**
  - a. **DHS:** Approve Acceptance of an Award from the California Department of State Hospitals and Approve Related Actions and Appropriation Adjustment to Further Implement the Felony Incompetent to Stand Trial Community-Based Restoration Program and the Pre-Trial Felony Mental Health Diversion Program

**b. DHS: Approval to Exceed Incidental Expenses for Official Functions and Meetings and to Enter Into/Amend Agreements for Related Services**

- IV. Items Continued from a Previous Meeting of the Board of Supervisors or from the Previous Agenda Review Meeting
- V. Items not on the posted agenda for matters requiring immediate action because of an emergency situation, or where the need to take immediate action came to the attention of the Department subsequent to the posting of the agenda
- VI. Public Comment
- VII. Adjournment

## BOARD LETTER FACT SHEET

Agenda Review Date: October 20, 2021

Board Meeting Date: November 2, 2021

Sup. Dist. / SPA No.: All Districts

CEO DA Approval

**DEPARTMENT:** *Department of Health Services (DHS)*

**SUBJECT:** REQUEST TO ACCEPT COMPROMISE OFFER OF SETTLEMENT FOR PATIENT SEEN UNDER THE TRAUMA CENTER SERVICE AGREEMENT.

### I. PUBLIC BENEFIT (precise description, mandated or non-mandated)

Requesting Board approval for the acceptance of a compromise offer of settlement for a patient account that is unable to be paid in full. The payment will replenish the Los Angeles County Trauma Funds.

### II. RECOMMENDED ACTIONS (summarized)

The Board is being asked to authorize the Director, or designee, to accept the attached compromise offer of settlement, pursuant to Section 1473 of the Health and Safety Code. This will expedite the County's recovery of revenue totaling \$142,015.62 for medical care provided at Rancho Los Amigos NRC.

### III. COST AND FUNDING SOURCES

Cost: There is no net cost to the County

Funding: Not Applicable

### IV. BACKGROUND (critical and/or insightful)

The acceptance of the attached compromise settlement will help maximize net revenues and will help DHS meet its' budgeted revenue amounts.

### V. POTENTIAL ISSUE(S)

Not applicable

### VI. DEPARTMENT & COUNTY COUNSEL CONTACTS

DHS, Virginia Perez, [virperez@dhs.lacounty.gov](mailto:virperez@dhs.lacounty.gov)

County Counsel, Kelly Hassel, [khassel@counsel.lacounty.gov](mailto:khassel@counsel.lacounty.gov)

November 2, 2021

DRAFT  
DHS LETTERHEAD

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST TO ACCEPT COMPROMISE OFFER OF SETTLEMENT  
FOR PATIENT SEEN UNDER THE  
TRAUMA CENTER SERVICE AGREEMENT  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

To request Board approval for the Director of Health Services, or designee, to accept a compromise offer of settlement for patient who received medical care at either County facility and/or at non-County operated facility under the Trauma Center Service Agreement. The compromise offer of settlement referenced below is not within the Director's authority to accept.

**IT IS RECOMMENDED THAT YOUR BOARD:**

Authorize the Director of Health Services (Director), or designee, to accept the attached compromise offer of settlement, pursuant to Section 1473 of the Health and Safety Code, for the following individual account:

Patient who received medical care at County facility:

Rancho Los Amigos National Rehabilitation Center – Account Number 101955681 in the amount of \$142,015.62.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Patient who received medical care at County facility: The compromise offer of settlement for this patient account is recommended because the patient is unable to pay the full amount of charges and the compromise offer represents the maximum amount the Department of Health Services (DHS) was able to negotiate or was offered.

The best interest of the County would be served by approving the acceptance of this compromise, as it will enable the DHS to maximize net revenue on this account.

### **Implementation of Strategic Plan Goals**

The recommended action will support Strategy III.3 “Pursue for Operational Effectiveness, Fiscal Responsibility, and Accountability” of the County’s Strategic Plan.

### **FISCAL IMPACT/FINANCING**

This will expedite the County’s recovery of revenue totaling approximately \$142,015.62. There is no net cost to the County.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Under County Code Chapter Section 2.76.046, the Director, or designee, has the authority to reduce patient account liabilities by the greater of i) \$15,000, or ii) \$75,000 or 50 percent of the account balance, whichever is less. Any reduction exceeding the Director’s, or designee’s, authority requires Board approval.

On January 15, 2002, the Board adopted an ordinance granting the Director, or designee, authority to compromise or reduce patient account liabilities when it is in the best interest of the County to do so.

On November 1, 2005, the Board approved a revised ordinance granting the Director, or designee, authority to reduce, on an account specific basis, the amount of any liability owed to the County which relates to medical care provided by third parties for which the County is contractually obligated to pay and related to which the County has subrogation or reimbursement rights. The revised ordinance was adopted by the Board on December 8, 2005.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Maximizing net revenues on patients who received medical care at County facilities will help DHS meet its budgeted revenue amounts. All payments received for the trauma accounts (non-County facilities) will replenish the Los Angeles County Trauma Funds.

Respectfully submitted,

Christina R. Ghaly, M.D.  
Director

The Honorable Board of Supervisors  
November 2, 2021  
Page 3

CRG:ANW:VP

Enclosures (1)

c: Chief Executive Office  
County Counsel  
Executive Office, Board of Supervisors

**DATA FOR COMPROMISE SETTLEMENT**

COUNTY OF LOS ANGELES – DEPARTMENT OF HEALTH SERVICES  
TRANSMITTAL 21-11-A

Amount of Aid	\$435,092.00	Account Number	101955681
Amount Paid	\$0.00	Name	Adult Female
Balance Due	\$435,092.00	Service Date	02/04/21-03/09/21
Compromise Amount Offered	\$142,015.62	Facility	Rancho Los Amigos National Rehabilitation Center
Amount to be Written Off	\$293,076.38	Service Type	Inpatient

**JUSTIFICATION**

The patient was treated at Rancho Los Amigos National Rehabilitation Center at a cost of \$435,092.00. The account was referred to Business Office Operations Third-Party Liability Unit whom was able to negotiate the payment of \$142,015.62 for this account.

This compromise offer of settlement is recommended because it represents the maximum amount the Third-Party Liability Unit was able to negotiate for payment.

## BOARD LETTER FACT SHEET

Agenda Review Date: October 20, 2021

Board Meeting Date: November 2, 2021

Sup. Dist. / SPA No.: All

BOS Approval

**DEPARTMENT:** *Department of Health Services (DHS)*

**SUBJECT:** Approve Acceptance of an Award from the California Department of State Hospitals and approve related actions and Appropriate Adjustment to further implement the Felony Incompetent to Stand Trial Community-Base Restoration Program and the

### I. PUBLIC BENEFIT (precise description, mandated or non-mandated)

The acceptance of the award will expand the the Felony Incompetent to Stand Trial Community-Base Restoration (FIST CBR) and Pre-Trial Felony Mental Health Diversion (Diversion) Programs by 100 additional beds and 40 clients respectively

### II. RECOMMENDED ACTIONS (summarized)

1. Delegate Authority to the Director of Health Services (Director), or designee, to execute an amendment to the Agreement with the California Department of State Hospitals (DSH) to accept an increase to the award for the FIST CBR Program for a total award of \$110,941,497 through the current term of October 31, 2022, subject to prior review and approval by County Counsel.
2. Delegate Authority to the Director, or designee, to execute an amendment to the Agreement with the DSH to accept an increase to the award for the Diversion Program for a total of \$31,544,100, and extend the term through June 30, 2024, subject to prior review and approval by County Counsel.
3. Delegate Authority to the Director, or designee, to execute future no-cost amendments to the DSH Agreements for the FIST CBR and Diversion Programs and all related documents, subject to prior review and approval by County Counsel.
4. Delegate authority to the Director, or designee, to execute new agreements and/or amend existing agreements with community-based organizations that are necessary to provide community care residential facilities to eligible clients, subject to prior review and approval by County Counsel.

### III. COST AND FUNDING SOURCES

Cost:

Funding: The anticipated increase to the DSH awards is \$16,991,918.

### IV. BACKGROUND (critical and/or insightful)

The DSH Agreements support the provision of restoration services/treatment to defendants in the Office and Diversion and Reentry (ODR) FIST CBR Program and housing/services to defendants in the ODR Diversion Program. The current DSH Agreement for the FIST CBR Program provides services in a continuum of settings for up to 415 beds; and the current DSH Agreement for the Diversion Program provides services to an estimated 200 clients over a three-year period. Based on the successes of ODR's FIST CBR and Diversion Programs, DSH is proposing to provide additional funding to expand these programs by a total of 140 additional beds. This will allow for bed spaces for at least an additional 140 individuals at any given time, to be served in the community, rather than in jail. The awards from DSH are sufficient to cover all costs related to the existing programs and to augment the programs by an additional 140 beds at no cost to the County.

### V. POTENTIAL ISSUE(S)

N/A

### VI. DEPARTMENT & COUNTY COUNSEL CONTACTS

DHS - Kristen Ochoa , Medical Director, Office of Diversion and Reentry, [kochoa@dhs.lacounty.gov](mailto:kochoa@dhs.lacounty.gov)

County Counsel - Amy Naamani, Principal Deputy County Counsel, [ANaamani@counsel.lacounty.gov](mailto:ANaamani@counsel.lacounty.gov)



November 2, 2021

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**APPROVE ACCEPTANCE OF AN AWARD FROM THE CALIFORNIA DEPARTMENT  
OF STATE HOSPITALS AND APPROVE RELATED ACTIONS AND  
APPROPRIATION ADJUSTMENT TO FURTHER IMPLEMENT THE FELONY  
INCOMPETENT TO STAND TRIAL COMMUNITY-BASED RESTORATION  
PROGRAM AND THE PRE-TRIAL FELONY MENTAL HEALTH DIVERSION  
PROGRAM  
(ALL SUPERVISORIAL DISTRICTS)  
(4 VOTES)**

**SUBJECT**

Approval to execute amendments to the Agreements with the California Department of State Hospitals for the Felony Incompetent to Stand Trial Community-Based Restoration Program and the Pre-Trial Felony Mental Health Diversion Program and approval to the related Appropriation Adjustment.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Delegate authority to the Director of Health Services (Director), or her designee, to execute an amendment to the Agreement (18-78002-000) with the California Department of State Hospitals (DSH) to accept an increase to the award for the Felony Incompetent to Stand Trial Community-Based Restoration (FIST CBR) Program by \$11,311,918, for a total award of \$110,941,498 through the current term of October 31, 2022, subject to prior review and approval by County Counsel.
2. Delegate authority to the Director, or her designee, to execute an amendment to the Agreement (18-79901-000) with DSH to accept an increase to the award for the Pre-Trial Felony Mental Health Diversion (Diversion) Program by \$5,680,000, for a total amount of \$31,544,100, and extend the term through June 30, 2024, subject to prior review and approval by County Counsel.

3. Delegate authority to the Director, or her designee, to execute future no-cost amendments to the DSH Agreements for the FIST CBR Program and Diversion Program and all related documents, subject to prior review and approval by County Counsel.
4. Delegate authority to the Director, or her designee, to execute new agreements and/or amend existing agreements with community-based organizations that are necessary to provide community care residential facilities to eligible clients, subject to prior review and approval by County Counsel.
5. Approve the Appropriation Adjustment (Attachment I) to adjust FY 2021-22 Final Budget to address the financial requirements for the FIST CBR Program and Diversion Program.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

**Background**

Despite the significant decrease in the number of people in the general population of the County jails, the number of people with serious mental health needs in jail has increased to over 6,000 individuals, comprising over 40% of the total jail population. Currently, there are 509 people awaiting transfer to a State hospital who are deemed incompetent to stand trial, many of whom have been waiting for several months. People with serious mental health needs remain in jail because they do not have access to facilities for their care.

The ODR FIST CBR Program provides restoration services/treatment for defendants who have been charged with a felony and found by the Court to be incompetent to stand trial. DSH Agreement 18-78002-000 supports the provision of these restoration services and treatment to the County's FIST defendants. The current DSH Agreement for the FIST CBR Program provides services in a continuum of settings for up to 415 beds.

The ODR Diversion Program provides housing and services to defendants who have been diverted from the criminal justice system by the Court pursuant to Penal Code Section 1001.35 et seq. DSH Agreement 18-79901-000 provides funding for the Diversion Program. The current DSH Agreement for the Diversion Program provides services to an estimated 200 clients over a three-year period.

Based on the successes of ODR's FIST CBR Program and Diversion Program, DSH is proposing to provide ODR additional funding to expand these programs to add an additional 100 beds for the FIST CBR Program and an additional 40 beds for the Diversion Program. Collectively, this will allow for bed spaces for at least an additional 140 individuals at any given time, to be served in the community, rather than in jail. The expansion of these programs would be effectuated by amendments to DSH Agreement 18-78002-000 (FIST CBR) and DSH Agreement 18-79901 (Diversion).

## **Recommendations**

Approval of the first recommendation will allow the Director, or her designee, to execute an amendment to Agreement 18-78002-000 with DSH to increase the award amount by \$11,311,918 for the FIST CBR Program. This amendment will authorize the expansion of the FIST CBR Program by 100 additional beds for a total of 515 beds. The funding to expand this program has been authorized by the legislature and is included in DSH's 2021-22 budget on an ongoing basis. DSH will honor payment for the reimbursement of expenses incurred, beginning August 1, 2021, by the County for program implementation activities to expand the FIST CBR Program. Program implementation activities may include, but not be limited to, recruitment, hiring and training of new staff required to support the activation of the new beds.

Approval of the second recommendation will allow the Director, or her designee, to execute an amendment to Agreement 18-79901-000 with DSH to increase the award by \$5,680,000 and extend the term of the Agreement through June 30, 2024, for the Diversion Program. This amendment will authorize the expansion of the Diversion Program, for up to 40 more FIST defendants, for a total of 240 clients over an additional three-year term. The funding to expand this program has been authorized by the legislature and is included in DSH's 2021-22 budget.

Approval of the third recommendation will allow the Director, or her designee, to execute future no-cost amendments to the DSH Agreements without interruption to the provision of services in a timely matter.

Approval of the fourth recommendation will allow the Director, or her designee, to execute new agreements and/or amend existing agreements with community-based organizations that are necessary to provide community care residential facilities to eligible clients, as necessary.

Approval of the fifth recommendation will enable the Director, or her designee to expand the FIST CBR Program and Diversion Program by 100 additional beds and 40 clients respectively.

## **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The recommended actions support "Strategy I.3 Reform Service Delivery within Our Justice Systems" and "Strategy III.3 Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability" of the County's Strategic Plan.

## **FISCAL IMPACT/FINANCING**

The total FIST CBR Program and Diversion Program expansion costs are estimated at \$11,311,918 and \$5,680,000 respectively. The DSH awards will fund the entire expansion at \$16,991,918. There will be no net County cost impact.

Approval of the enclosed Fiscal Year 2021-22 Appropriation Adjustment (Attachment I) will reflect a total increase of \$9,466,000 in appropriation and revenue to expand the FIST CBR Program and Diversion Program in FY 2021-22.

Funding will be requested in FY 2022-23 Recommended Budget and future fiscal years as needed.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The DSH Agreement amendments and/or related documents, will be reviewed and approved as to form by County Counsel before execution.

## **CONTRACTING PROCESS**

ODR was selected by DSH to administer the FIST CBR Program and the Diversion Program based on programmatic need in Los Angeles County.

## **IMPACT ON CURRENT SERVICES**

Approval of the recommendations will enable ODR to expand the FIST CBR Program and the Diversion Program.

Respectfully submitted,

Christina R. Ghaly, M.D.  
Director

CRG:ko  
Enclosure (1)

c: Chief Executive Office  
County Counsel  
Executive Office, Board of Supervisors

October 30, 2021

COUNTY OF LOS ANGELES

**REQUEST FOR APPROPRIATION ADJUSTMENT**

DEPARTMENT OF HEALTH SERVICES

**AUDITOR-CONTROLLER:**

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HER RECOMMENDATION OR ACTION.

**ADJUSTMENT REQUESTED AND REASONS THEREFORE****FY 2021-22****4 - VOTES**

SOURCES		USES	
HEALTH SERVICES - HEALTH SERVICES ADMINISTRATION		HEALTH SERVICES - HEALTH SERVICES ADMINISTRATION	
A01-HS-88-8838-20000		A01-HS-2000-20000	
DIVERSION AND RE-ENTRY GRANTS		SERVICES & SUPPLIES	
INCREASE REVENUE	9,466,000	INCREASE APPROPRIATION	9,466,000

**SOURCES TOTAL** \$ 9,466,000**USES TOTAL** \$ 9,466,000**JUSTIFICATION**

Reflects an increase in appropriation to expand the Felony Incompetent to Stand Trial-Community Based Restoration (FIST-CBR) and Pre-Trial Felony Mental Health Diversion programs by 100 additional beds and 40 more clients respectively for the Office of Diversion and Re-Entry.

**AUTHORIZED SIGNATURE**

JEAN LO, CONTROLLER'S DIVISION, DHS

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF  
EXECUTIVE OFFICER FOR---☐ ACTION☐ RECOMMENDATION

AUDITOR-CONTROLLER

BY

B.A. NO.

DATE

☐ APPROVED AS REQUESTED☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY

DATE

## BOARD LETTER FACT SHEET

Agenda Review Date: October 20, 2021

Board Meeting Date: November 2, 2021

Sup. Dist. / SPA No.: ALL

BOS Approval

DEPARTMENT: **Health Services**

SUBJECT: **APPROVAL TO EXCEED INCIDENTAL EXPENSES FOR OFFICIAL FUNCTIONS AND MEETINGS AND DELEGATED AUTHORITY TO ENTER INTO OR AMEND AGREEMENTS FOR RELATED SERVICES**

### I. PUBLIC BENEFIT (precise description, mandated or non-mandated)

From the onset of the Corona Virus 2019 (COVID-19) pandemic, DHS' workforce has ensured that our hospitals, clinics and Correctional Health services have continuously remained open to provide emergency and critical patient care services.

### II. RECOMMENDED ACTIONS (summarized)

Authorize the Director of Health Services (Director), or designee, to exceed the Department of Health Services' (DHS) total incidental expenses authority in order to host and conduct employee recognition events, in an amount not to exceed \$403,000.

Delegate authority to the Director, or designee, to enter into one or more agreements, or amend one or more agreements, to purchase food and beverage (catering) services for the events referenced in the first recommendation, in an aggregate amount not to exceed \$403,000, subject to review and approval by County Counsel.

### III. COST AND FUNDING SOURCES

Cost: \$403,000

Funding: Funding is included in DHS' FY 2021-22 Final Budget. No Net County Cost impact.

### IV. BACKGROUND (critical and/or insightful)

2021 has been and continues to be a year of extraordinary and complex challenges. DHS' workforce has and will continue to answer these challenges and work tirelessly to improve the lives of our patients.

### V. POTENTIAL ISSUE(S)

### VI. DEPARTMENT & COUNTY COUNSEL CONTACTS

DHS, Julio Alvarado, jalvarado@dhs.lacounty.gov, (213) 288-7819

County Counsel, Victoria Mansourian, vmansourian@counsel.lacounty.gov, (213) 974-6681

November 2, 2021

DRAFT  
DHS Letterhead

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL TO EXCEED INCIDENTAL EXPENSES FOR OFFICIAL FUNCTIONS  
AND MEETINGS AND DELEGATED AUTHORITY TO ENTER INTO OR AMEND  
AGREEMENTS FOR RELATED SERVICES  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

Request for approval to exceed the total annual incidental expense limit of \$50,000 and \$10,000 per event, for third tier departments in Fiscal Year 2021-22, to cover the costs of employee recognition events associated with County business, and in support of the Department's mission.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Authorize the Director of Health Services (Director), or designee, to exceed the Department of Health Services' (DHS) total incidental expenses authority for Fiscal Year (FY) 2021-22 in order to host and conduct employee recognition events, in an amount not to exceed \$403,000.
2. Delegate authority to the Director, or designee, to enter into one or more agreements, or amend one or more agreements, to purchase food and beverage (catering) services for the events referenced in the first recommendation, in an aggregate amount not to exceed \$403,000, subject to review and approval by County Counsel.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

Approval of the recommended actions will authorize and delegate authority to the Director, or designee, to exceed DHS' spending authority for incidental expenses, and enter into agreements, or amend existing agreements, for the provision of catering services for FY 2021-22 employee recognition events at various DHS facilities.

2021 has been and continues to be a year of extraordinary and complex challenges. DHS' workforce has and will continue to answer these challenges and work tirelessly to improve the lives of our patients. From the onset of the Corona Virus 2019 (COVID-19) pandemic,

DHS' workforce has ensured that our hospitals, clinics and correctional health services have continuously remained open to provide emergency and critical patient care services. These past months have been particularly difficult on our workforce who have served on the frontlines delivering critical services to our patients and the community. DHS' workforce has adapted quickly and resolutely in an unprecedented environment to meet our mission of advancing the health of our patients and our communities by providing extraordinary care. They have given their all, and more, in carrying out this mission. Providing our workforce with a recognition event as a small gesture of our immense appreciation for all that they have done and will continue to do, is the least we could do.

### **Implementation of Strategic Plan Goals**

The recommended actions support Strategy III.1, "Continually Pursue Development of Our Workforce;" and Strategy III.3, and please refer to the attached "Operational Effectiveness, Fiscal Responsibility, and Accountability;" of the County's Strategic Plan.

### **FISCAL IMPACT/FINANCING**

DHS' approximate costs for the FY 2021-22 is as follows: LAC+USC Medical Center (\$157,000), Harbor-UCLA Medical Center (\$71,000), Olive View-UCLA Medical Center (\$55,000), Rancho Los Amigos National Rehabilitation Center (\$24,000), the Ambulatory Care Network (\$43,000), Integrated Correctional Health Services (\$20,000), and Health Services Administration (\$33,000) (which includes Whole Person Care, Office of Diversion and Reentry, Emergency Medical Services, Housing for Health, etc.) for a total cost of \$403,000.

Funding for aforementioned incidental expenses is included in DHS' FY 2021-22 Final Budget. There is no Net County Cost impact.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Section 5.40.097 of the County Code permits departments to purchase food and beverages for official functions and meetings authorized by the department head up to \$500 per occasion with a maximum of \$5,000 per year. Any expenditure of more than \$500 per occurrence must be approved in advance by the Chairperson of the Board of Supervisors. Expenditures exceeding the \$5,000 annual limit must be approved in advance by the Board as an agenda item.

Authorized expenses include: (a) coffee, other liquid refreshments, and food items for departmental meetings; meetings with individual Board members and/or their representatives, and/or other County officials; and meetings of Board-appointed advisory commissions and committees; (b) refreshments or meals when meeting with County business clients, including individuals or organizations which directly or indirectly benefit the community and/or the main mission of the Department; and (c) other reasonable expenses including, but not limited, to refreshments or meals incurred by the Director associated with County business, including special recognition, non-routine events,



matters of protocol, staff training, and management strategy or planning sessions, and retreats conducted to improve the quality of service provided to the public.

However, pursuant to a January 7, 2020 Motion, the Board approved adoption of the Incidental Expense Board Policy (Policy), which states, in part, "It is the County's policy to allow departments to purchase meals, food, and non-alcoholic beverage items for County employees for meetings, conferences, and events (e.g., training) **deemed necessary by the Department Head to support their department's mission** (Incidental Expense Policy)." Per the policy, DHS is a Tier 3 department with an annual incidental expense limit of \$50,000 and a per-occurrence limit of \$10,000. In addition, department heads must ensure incidental expenses are reasonable and necessary, maintain appropriate stewardship of public funds, and deploy limited public resources in a prudent and cost-effective manner.

The policy provides that a Department may submit a signed request with the Auditor-Controller to exceed the per occurrence limit. Should your Board approve the Department's request to exceed the annual \$50,000 limit, the Director will move forward with a request to exceed the per occurrence limit as to the facilities mentioned.

#### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended action will enable DHS to reimburse staff for incidental expenses related to official departmental functions and meetings during FY 2021-22, that are in alignment with DHS operational objectives for implementation of new programs and improved patient care, as well as, the Department's efforts to support the Board Strategic Initiatives.

Respectfully submitted,

Christina R. Ghaly, M.D.  
Director

CRG:jaa

c: Chief Executive Office  
County Counsel  
Executive Office, Board of Supervisors