

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

May 21, 2024

FROM

DIANA ALEXANDER, Assistant Executive Officer, Human Services

SUBJECT

Purchase and Distribution of Prepaid Negotiables

RECOMMENDATION(S)

Approve purchase and distribution of prepaid bus passes, train passes, gas cards and debit cards to provide state mandated supportive services to eligible Human Services clients, in an amount not to exceed \$2,400,000, for the period July 1, 2024 through June 30, 2027.

(Presenter: Cheryl Adams, Deputy Executive Officer, 388-0238)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

Provide for the Safety, Health and Social Service Needs of County Residents.

FINANCIAL IMPACT

This item does not require additional Discretionary General Funding (Net County Cost). The prepaid negotiables will be utilized by the Human Services (HS) departments of Children and Family Services (CFS) and Transitional Assistance Department (TAD). The expenditure of \$2,400,000, \$1,200,000 each for CFS and TAD, is funded with approximately 68% (\$1,632,000) federal funds and 32% (\$768,000) County Local Share. Adequate appropriation and revenue have been included in the HS Administrative Claim 2024-25 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The issuance of prepaid negotiables enables HS departments to comply with federal and state mandates of protecting children and adults, stabilizing families, and providing supportive services to help individuals meet their basic needs (financial, medical, nutritional). CFS and TAD clients are provided with a variety of support services that require the issuance of prepaid negotiables, such as assistance with transportation and basic needs for clients meeting specific criteria. The departments provide prepaid bus and train passes, prepaid gas cards, and in some cases, issue prepaid debit cards to clients for purchase of essentials such as food, clothing, diapers and school supplies.

The recommended action will allow HS to purchase and distribute prepaid bus and train passes for CFS and TAD mandated supportive services to meet the essential needs of eligible San Bernardino County clients. Vendors for prepaid bus and train passes include, but are not limited to, Needles Area Transit, Foothill Transit Authority, MARTA, Metrolink, Morongo Basin Transit Authority, Omnitrans, Riverside Transit Agency and Victor Valley Transit Authority.

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Vendors for prepaid gas and debit cards include, but are not limited to, Valero, Ross and Stater Brothers Markets.

HS Auditing and department staff have implemented and continue to maintain comprehensive procedures to ensure prepaid negotiables are tightly controlled and closely monitored. An appropriate record keeping method is in place and delegated staff members are assigned to ensure accountability of handling the prepaid negotiables. HS Auditing will continue to coordinate purchasing, distribution and accounting for all prepaid negotiables following the applicable procedures as outlined in the Auditor-Controller/Treasurer/Tax Collector Internal Controls and Cash Manual.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Kaleigh Ragon, Deputy County Counsel, 387-5455) on April 11, 2024; Auditor-Controller/Treasurer/Tax Collector (Denise Mejico, Chief Deputy Auditor, 382-3107) on April 16, 2024; Finance (John Hallen, Administrative Analyst, 388-0208) on May 6, 2024; and County Finance and Administrative (Cheryl Adams, Deputy Executive Officer, 388-0238) on May 6, 2024.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Joe Baca, Jr.
Ayes: Col. Paul Cook (Ret.), Dawn Rowe, Curt Hagman, Joe Baca, Jr.
Absent: Jesse Armendarez

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: May 21, 2024



cc: File - Human Services
CCM 05/24/2024