

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

August 10, 2021

FROM

DIANA ALEXANDER, Assistant Executive Officer, Department Operations – 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 of August 10, 2021 through June 30, 2024. (Presenter: Tanya Bratton, Deputy Executive Officer, 388-0332)

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 is funded with approximately 50% (\$1,200,000) federal funds, 35% (\$840,000) Realignment and 15% (\$360,000) Net County Cost. Adequate appropriation and revenue has been included in the HS Administrative Claim 2021-22 budget, and will be included in future recommended budgets.

HS Department	Estimated Three-Year Amount
TAD	\$1,200,000
CFS	\$1,200,000
Total	\$2,400,000

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). HS department 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. In these cases HS departments provide transportation assistance by issuing prepaid bus and train passes, prepaid gas cards, and in some cases issue prepaid debit cards for use in purchasing essentials such as food, clothing, diapers and school supplies.

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The recommended action will allow HS to purchase and distribute prepaid bus and train passes for TAD and CFS mandated supportive services in order to meet eligible client's countywide transportation, gas and debit card needs. Vendors for prepaid bus and train passes will include, but will not be limited to: Needles Area Transit, Foothill Transit Authority, MARTA, Metrolink, Morongo Basin Transit Authority, Omnitrans, Riverside Transit Agency and Victor Valley Transit Authority. Vendors for prepaid gas and debit cards will include, but will not be 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. Appropriate chain of custody records are currently in place and proper segregation of duties established. HS Auditing will continue to coordinate the purchase, 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 (Julie Surber, Principal Assistant County Counsel, 387-5455) on July 21, 2021; the Auditor-Controller/Treasurer/Tax Collector (Denise Mejico, Chief Deputy Auditor, 382-3107) on July 23, 2021; Finance (John Hallen, Administrative Analyst, 388-0208) on July 19, 2021; and County Finance and Administrative (Tanya Bratton, Deputy Executive Officer, 388-0332) on July 21, 2021.

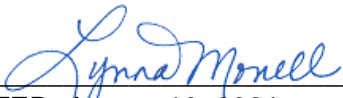
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Dawn Rowe
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: August 10, 2021



cc: File- Human Services
LA 08/11/2021