



Health & Human Services Agency

COUNTY OF TULARE AGENDA ITEM

BOARD OF SUPERVISORS

LARRY MICARI
District One

PETE VANDER POEL
District Two

AMY SHUKLIAN
District Three

EDDIE VALERO
District Four

DENNIS TOWNSEND
District Five

AGENDA DATE: July 30, 2024 REVISED

Public Hearing Required	N/A
Scheduled Public Hearing w/Clerk	N/A
Published Notice Required	N/A
Advertised Published Notice	N/A
Meet & Confer Required	N/A
Budget Transfer (Aud 308) attached	N/A
Personnel Resolution attached	N/A
Agreement(s) attached	N/A

CONTACT PERSON: Robert Stewart PHONE: 559-624-8010

SUBJECT: Confirm the organizational structure of the Health & Human Services Agency to satisfy the documentation requirements for the System for Award Management yearly renewals

REQUEST(S):

That the Board of Supervisors:

Confirm the organizational structure of the Health & Human Services Agency to include its subdivisions: Public Health, Environmental Health, Behavioral Health, and Human Services, specifically to satisfy the documentation requirements for the federal System for Award Management yearly renewals.

SUMMARY:

Due to increased security measures and recent updates to their platform, the federal System for Award Management (SAM.gov) has placed increased scrutiny on the verification documents provided for the entities within the Tulare County Health & Human Services Agency (HHSA). Specifically, the previous documentation verifying the entities within HHSA as "doing business as" is no longer accepted by SAM.gov. Since HHSA and its constituent branches rely heavily on federal funding, and since HHSA cannot receive federal funds (including federal funds passed through the state) without an active SAM.gov registration, it is imperative that the documentation submitted for the yearly renewal process is accepted and that there is no lapse in registration.

The current documentation provided to verify the entities under the Health & Human Services Agency includes a notarized letter from the Agency Director explaining the Health & Human Services structure, the original County Charter, and a bank statement with the address of HHSA. These have been accepted in past years to process the yearly renewals; however, the new standards for SAM.gov require a higher level of

SUBJECT: Confirm the organizational structure of the Health & Human Services Agency to satisfy the documentation requirements for the System for Award Management yearly renewals
DATE: July 30, 2024

documentation.

HHSA is requesting that the Tulare County Board of Supervisors validate the following information to provide proof of the structure of HHSA in order to satisfy the required entity verification documentation for SAM.gov. This request will prevent unnecessary delays in processing the yearly renewals for HHSA and mitigate the risk of inadvertently allowing a SAM.gov registration to lapse.

HHSA integrates several physical health, behavioral health, and social services into a single agency within the County of Tulare. The following entities share a single headquarters address under the HHSA umbrella at 5957 South Mooney Boulevard, Visalia, CA 93277-9394.

- County of Tulare Health & Human Services Agency (HHSA)
- County of Tulare HHSA Public Health Branch, which does business as HEALTH BRANCH
- County of Tulare HHSA Mental Health Branch, which does business as BEHAVIORAL HEALTH BRANCH
- County of Tulare HHSA Human Services Branch, which does business as HUMAN SERVICES BRANCH
- County of Tulare HHSA Environmental Health Services, which does business as ENVIRONMENTAL HEALTH SERVICES

FISCAL IMPACT/FINANCING:

There is no fiscal impact associated with this request.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's five-year strategic plan includes the Organizational Performance Initiative to continuously improve organizational effectiveness and fiscal stability. The approval of this request will allow HHSA to continue to be approved for and receive necessary federal awards.

ADMINISTRATIVE SIGN-OFF:

/s/Robert C. Stewart
Robert C. Stewart
Director of Fiscal Operations

Cc: County Administrative Office

Attachments: None