

COUNTY OF SAN MATEO
Departmental Correspondence

Date: **OCT 5 2001**
Hearing Date: **OCT 23 2001**

TO: Honorable Board of Supervisors
FROM: Brian Zamora, Director, Public Health and Environmental Protection
SUBJECT: State funded Black Infant Health Project

RECOMMENDATION

1. Adopt an amendment to the Salary Ordinance, adding one full-time, unclassified Medical Office Assistant to provide administrative support for the expanded Black Infant Health project
2. Approve an Appropriation Transfer Request (ATR) in the amount of \$159,267.

Background

The state funded Black Infant Health (BIH) project provides individualized, community-oriented strategies that address the complex causes of the disproportionately high infant mortality rate in the African-American population. Objectives include: increasing the proportion of women receiving first trimester prenatal care; reducing the low birth weight percentage; reducing infant mortality among African-American babies; and, reducing maternal mortality. Only 81% of African American women entered prenatal care in the first trimester in 1997, with Caucasian, Asian, and Filipino women receiving first trimester care in higher percentages. The low birth weight percentage among African American babies in that year was 11.5%, by far the highest of any racial/ethnic group (Caucasian, 5.2%; Latino, 5.3%; Filipino 7.7%). The infant mortality rate among African-American infants varied from 2.7 to 14.8 per 1,000 live births between 1993 and 1997. This rate is generally one and a half to two times higher than the overall county infant mortality rate (Children in Our Community, January 2000).

Discussion

The Health Services Agency's Public Health and Environmental Protection Division has operated a well-regarded BIH project since 1991. In FY 2000-01, San Mateo County's BIH

project was awarded a State general fund augmentation of \$175,400, which will continue in subsequent years. As a condition of acceptance the number of clients served has increased, and the number of services broadened. An expanded Role of Men component is being implemented following State Maternal and Child Health Branch guidelines. With the addition of a new program component, and almost a doubling of the caseload, the need for increased office support has arisen. The Medical Office Assistant manages client intake using the State-mandated BIH management information system and provides general administrative support for all BIH staff.

Performance Measure	Current Program Results	Projected 2001-02
Low birth weight births among babies born to African-American mothers in the program.	7.8%	7.4%

County Counsel has reviewed and approved this amendment.

Term and Fiscal Impact

In order to meet State requirements to collect and input client data into the BIH management information system, and to allow for efficient operation of the expanded BIH program, the Public Health and Environmental Protection Division will need to hire a full-time, unclassified medical office assistant. This position will be funded by federal matching funds for the BIH program, which are first being allowed in FY 2001-02. These matching sources are permanent. The approved BIH allocation from the State Department of Health Services for FY 2001-02 is \$630,794, of which \$471,527 is included in the county's FY 2001-02 budget. The ATR is for the difference of \$159,267 which is anticipated to be an on-going augmentation. The amount budgeted for salaries and benefits is \$53,306 and the remainder of \$105,961 is for operating expenses such as travel, computers and facility cost. There will be no increase in net county cost.

RECOMMENDED



 HEALTH SERVICES DEPARTMENT

ORDINANCE NO. _____
BOARD OF SUPERVISORS, COUNTY OF SAN MATEO,
STATE OF CALIFORNIA.

* * * * *

AN ORDINANCE AMENDING SALARY ORDINANCE 04060

The Board of Supervisors of the County of San Mateo, State of California, ordains as follows

SECTION 1. Part 12 of the Ordinance is amended as indicated:

ORGANIZATION 62000 PUBLIC HEALTH SERVICES

1. Item E416S, Medical Office Assistant series, is increased by 1 position for a new total of 8 positions.

SECTION 2. This action is effective at the start of the first pay period beginning thirty days following adoption.

**COUNTY OF SAN MATEO
APPROPRIATION TRANSFER REQUEST**

REQUEST NO. _____

DEPARTMENT Public Health

DATE _____

1. REQUEST TRANSFER OF APPROPRIATIONS AS LISTED BELOW:

C O D E S		AMOUNT	DESCRIPTION
FUND OR ORG.	ACCOUNT		
From 62600 62600	1751	159,267 00	Revenue
To 62600	4111	40,080 00	Salaries
62600	4311	13,226 00	Benefits
62600	5199	59,761 00	Other Expenses
62600	5212	9,200 00	EXPENSES , Computer, printer
62600	5714	18,000 00	Travel
62600	6714	19,000 00	Facility Costs

Justification. (Attach Memo if Necessary)

To set up ~~additional~~ additional revenue and expenditure for BIH program as approved by State MCAH. This completes the budget for BIH for fiscal year 2001-02

DEPARTMENT HEAD

BY: *Charles A. Silva*

DATE: 10/5/01

2. Board Action Required Four-Fifths Vote Required Board Action Not Required

Remarks:

COUNTY CONTROLLER

BY: _____ DATE _____

3. Approve as Requested Approve as Revised Disapprove

Remarks:

COUNTY MANAGER

BY: _____ DATE _____

DO NOT WRITE BELOW THIS LINE — FOR BOARD OF SUPERVISORS' USE ONLY

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA
RESOLUTION TRANSFERRING FUNDS**

RESOLUTION NO. _____

RESOLVED, by the Board of Supervisors of the County of San Mateo, that

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Manager has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Manager be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this _____ day of _____, 19____.

Ayes and in favor of said resolution:

Noes and against said resolution:

Supervisors:

**COUNTY OF SAN MATEO
APPROPRIATION TRANSFER REQUEST**

REQUEST NO.
ATR2 - 23

DEPARTMENT Public Health DATE _____

I. REQUEST TRANSFER OF APPROPRIATIONS AS LISTED BELOW:

C O D E S		AMOUNT	DESCRIPTION
FUND OR ORG.	ACCOUNT		
From	62000 62600	1751	159,267 00 Revenue
To	62600	4111	40,080 00 Salaries
	62600	4311	13,226 00 Benefits
	62600	5199	59,761 00 Other Expenses
	62600	5212	9,200 00 EXPENSES , Computer, printer
	62600	5714	18,000 00 Travel
	62600	6714	19,000 00 Facility Costs

Justification. (Attach Memo if Necessary)

To set up ~~additional~~ additional revenue and expenditure for BIH program as approved by State MCAH. This completes the budget for BIH for fiscal year 2001-02

DEPARTMENT HEAD
BY: *Charles A. Silva* DATE: 10/5/02

2. Board Action Required Four-Fifths Vote Required Board Action Not Required

COUNTY CONTROLLER
BY: *A-D* DATE: 10-10

3. Approve as Requested Approve as Revised Disapprove

COUNTY MANAGER
BY: *[Signature]* DATE: 10-17

DO NOT WRITE BELOW THIS LINE — FOR BOARD OF SUPERVISORS' USE ONLY

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA
RESOLUTION TRANSFERRING FUNDS

RESOLUTION NO. _____

RESOLVED, by the Board of Supervisors of the County of San Mateo, that
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WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Manager has recommended the transfer of funds as set forth hereinabove:

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Regularly passed and adopted this _____ day of _____, 19____.

Ayes and in favor of said resolution: _____ Noes and against said resolution: _____

Supervisors: _____ Supervisors: _____