



**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**  
Health System



**DATE:** May 24, 2011  
**BOARD MEETING DATE:** June 21, 2011  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority

**TO:** Honorable Board of Supervisors

**FROM:** Jean S. Fraser, Chief, Health System  
Lisa Mancini, Director, Aging and Adult Services

**SUBJECT:** Approval of the Behavioral Health and Recovery Services Representative Payee Revolving Fund

**RECOMMENDATION:**

Adopt a Resolution authorizing the establishment of the Behavioral Health and Recovery Services Representative Payee Petty Cash/Revolving Fund in the amount of \$2,000.

**BACKGROUND:**

In Fiscal Year 2010-11, Aging and Adult Services (AAS) and Behavioral Health and Recovery Services (BHRS) combined the accounting functions of the Representative Payee programs for both divisions of the Health System under the management of AAS. This was done as a cost savings and consolidation effort in the budget process.

Many years ago, BHRS set aside \$2,000 for the purpose of providing emergency cash to clients participating in the BHRS Representative Payee program. A Petty Cash/Revolving Fund was never formally established with this funding. BHRS has since transferred the \$2,000 to AAS to set up this fund.

**DISCUSSION:**

Emergency cash is sometimes necessary for BHRS Representative Payee clients who do not have bank accounts established. Benefit checks from Social Security are received by the County and deposited for these clients. There are instances when emergency cash for food, clothing, and rent are needed before the benefit checks can be deposited by the County. AAS will use this fund to help pay for these emergency cash requests and then be reimbursed by the client's account once the benefit check is deposited.

County Counsel has reviewed and approved the Resolution as to form and content.

The establishment of this Petty Cash/Revolving Fund contributes to the Shared Vision 2025 outcome of a Healthy Community by allowing AAS to provide services which help maintain at-risk individuals in a least restrictive setting. It is anticipated that 95% of at-risk individuals will be maintained in a least restrictive setting with the assistance of

services provided through the Representative Payee program.

**Performance Measure:**

<b>Measure</b>	<b>FY 2010-11 Estimated</b>	<b>FY 2011-12 Projected</b>
Percent of at-risk individuals maintained in a least restrictive setting through case management	95%	95%

**FISCAL IMPACT:**

There is no fiscal impact to the County General Fund associated with the establishment of the BHRS Representative Payee Petty Cash/Revolving Fund in the amount of \$2,000.

RESOLUTION NO. \_\_\_\_\_

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF THE BEHAVIORAL  
HEALTH AND RECOVERY SERVICES REPRESENTATIVE PAYEE PETTY  
CASH/REVOLVING FUND IN THE AMOUNT OF \$2,000**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, on July 1, 2010, in an effort to align services, reduce labor costs, and improve efficiency across departments and programs, Aging and Adult Services (AAS) and Behavioral Health and Recovery Services (BHRS) combined the accounting functions of the Representative Payee programs under the management and oversight of AAS; and

**WHEREAS**, although funding in the amount of \$2,000 was set aside for emergency cash purposes, a Petty Cash/Revolving Fund was never formally established for the BHRS Representative Payee program; and

**WHEREAS**, an emergency petty cash fund is sometimes necessary for Representative Payee clients who do not have bank accounts established and need cash for food, clothing, and rent before their benefit checks can be deposited by the County; and

**WHEREAS**, AAS is requesting that this Board approve the establishment of the

BHRS Representative Payee Petty Cash/Revolving Fund in the amount of \$2,000 reimbursable by the client's account once their benefit check is deposited; and

**WHEREAS**, there is no fiscal impact to the County General Fund as a result of establishing this Petty Cash/Revolving Fund; and

**WHEREAS**, this Board has examined the recommendation and has approved it as to both form and content.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the BHRS Representative Payee Petty Cash/Revolving Fund is established in the amount of \$2,000 for and on behalf of the County of San Mateo.

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