

# COUNTY OF EL DORADO

## HEALTH & HUMAN SERVICES

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## AGENCY DIVISIONS

Administration & Finance  
Behavioral Health  
Community Services  
Protective Services  
Public Health  
Self-Sufficiency

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DATE: June 25, 2024

TO: Honorable Board of Supervisors  
Tiffany Schmid, Chief Administrative Officer

FROM: Olivia Byron-Cooper, Director of Health & Human Services *OBC*

SUBJECT: Retroactive Purchase Order Request – 24-1157, 7/30/24  
County of Tulare Office of Education #145

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This memo is to notify you that a retroactive purchase order for Vendor #145 – County of Tulare Office of Education for outstanding invoices #230978 and #240346 has been requested by the Health and Human Services Agency (HHS) Behavioral Health - Substance Use Disorder (SUD) Services and is on the Board of Supervisor's Agenda for July 30, 2024 (File ID: 24-1157). HHS staff works to minimize these requests whenever possible. Specific to this situation, I wanted to provide you with the background context.

The California Friday Night Live (FNL) Partnership program, which also includes the Club Live (CL) program, has been provided in County schools since early on in the program's inception, beginning in the late 1980s. The FNL Partnership program is approved, endorsed, and funded by the California Department of Health Care Services (DHCS) as a part of the County's SABG prevention set-aside and Coronavirus Relief Supplemental Appropriation Act (CRRSAA) and ARPA grants. Within the State of California, Tulare County is in charge of creating all FNL program related training brochures, binders and marketing materials and makes them available for purchase by participating counties. HHS purchases FNL program training and marketing materials from Tulare County and utilizes such materials to provide outreach on the SUD prevention services available to youth through the FNL program and to help support student engagement and retention in the program as well as provide opportunities for youth to initiate alcohol, tobacco, and other drug prevention activities in their school and community.

In September 2022, HHS SUDS program staff created four individual requests for purchases from Tulare County for FNL materials, each purchase processed separately. Under guidance that this may constitute as splitting a purchase, which is not allowable under County Board of Supervisor's Purchasing Policy C-17, Section 2.2, Purchasing requested SUDS staff combine all their purchase requests into a single PO. While this PO was being processed, Purchasing staff requested a quote from Tulare County to include pricing for all of the materials HHS intended to purchase for use by the County FNL program.

Not realizing the quote and a County PO was needed to be issued prior to delivery of the goods, former HHSA staff requested that Tulare County ship two different orders of FNL marketing materials to HHSA. Consequently, Tulare County delivered the two shipments and submitted their invoices for payments under invoice nos. 230978 and 240346. It was later identified that the County's purchasing process was not followed when Tulare County inquired into their invoice payment status, and it was discovered that the goods had already been received prior to the issuance and approval of a PO. Current staff has since been educated about what is required to make County purchases to ensure that this does not happen in the future.

HHSA is recommending the Board authorize the issuance of a retroactive PO to ensure that HHSA can pay Tulare County for outstanding invoices, No. 230978 (dated November 16, 2022) and No. 240346 (dated August 29, 2023), for purchased FNL and CL branded materials and operational binders for school sites.

As always, please let me know if you have any questions or would like to discuss anything further.