

**INTER-DEPARTMENTAL MEMORANDUM
PUBLIC HEALTH DEPARTMENT**

TO: EDC Board of Supervisors

FROM: Gayle Erbe-Hamlin, Director of Public Health

DATE: October 23, 2007

RE: October 2, 2007 Agenda Item # 5 - [07-1527](#) (Continued to Nov 6, 2007)

At the time the Board approved this item, a MOU between Mental Health and Public Health, staff was directed to research the necessity for Board approval of MOU's between EDC Departments and return on November 6, 2007 with a report.

Based on discussions between County Counsel, the Purchasing Agent, and the Department we have clarity that inter-departmental transactions between County departments (no third parties or agencies involved) can be executed by the impacted department heads and that only if the MOU has outside funding or program requirements for the governing body to take action would it need to go to the Board of Supervisors. As noted, this is differentiated from other circumstances where departments call an agreement an MOU, but because it is between the County and a third party or agency it needs Board approval.

Staff will be at the November 6, 2007 meeting to answer any questions on this issue.

Cc Laura Gill, CAO
 Patricia Beck, County Counsel
 Bonnie Rich, Purchasing Agent