

Dedicated to the Health  
of the Whole Community



**SANTA CLARA  
VALLEY**  
HEALTH & HOSPITAL SYSTEM

DEPARTMENT OF  
ALCOHOL & DRUG SERVICES

Administration  
976 Lenzen Avenue  
San Jose, California 95126  
Tel. (408) 299-6141  
Fax. (408) 279-1843

Approved Accepted Adopted Denied Presented

BY THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA CLARA

Phyllis A. Perez, Clerk of the Board

By

*Maheba O. Larson*

Deputy Clerk

Date:

**MAR 07 2000**

February 22, 2000

4HS #1

03-07-00

Prepared by: John Larson, Program Manager

Reviewed and

Submitted by: Robert Garner, Director

*R*

TO: Board of Supervisors

FROM: Robert Sillen, Executive Director  
Health & Hospital System

*R Sillen*

SUBJECT: Report Back: Client Expense Fund  
Dependency Drug Treatment Court

RECOMMENDED ACTION:

It is recommended that the Board accept the report back regarding the administration of the client expense fund proposed for the Dependency Drug Treatment Court.

FISCAL IMPACT:

There is no impact on the County's General Fund. The \$20,000 allocated for the client expense fund is budgeted in Budget Unit 417.

CONTRACT HISTORY:

Not applicable.

BACKGROUND AND REASON FOR RECOMMENDATION:

On Tuesday, November 2, 1999, the Board considered a spending plan for the Dependency Drug Treatment Court (DDTC) (Agenda Item #9). The Board approved the spending plan and requested a report back on the proposed client

**ORIGINAL**

**MAR 07 2000**

expense fund for \$20,000. Concern was expressed about the utilization of this funding for convicted drug felons, and specifically, whether cash grants from this fund would be given to convicted felons. The Department was asked to review this issue and prepare a plan to administer these funds in such a way as to prohibit cash grants to convicted drug felons.

The following guidelines for the administration of this fund were developed by representatives of the Dependency Drug Treatment Court: John Larson for DADS, Liam Rodarte for Social Service Agency, and Margaret Burks for Dependency Legal Services.

1. The Contingency Fund is designed to assist DDTC clients with special items or services to support recovery and family reunification for which no other funding is available.
2. Typical expenditures to be covered are: emergency dental work; tattoo removal; first and last month's rent; trainings, conferences and educational outings; emergency clothing for clients and their children; and utility installation fees.
3. No cash grants will be given to clients.
4. All grants will be given as direct reimbursements to vendors for pre-approved expenditures. The Department of Alcohol and Drug Services will maintain the funds in a separate account established and supervised by SCVHHS Finance.

Procedures were also developed which address the processes by which funds will be requested and approved and expenditures reimbursed.

1. All requests for funds will be presented to the DDTC Social Worker on a specifically designed form. She/he will review the request, obtaining additional information as necessary from other social workers and Alcohol/Drug staff and approval from Social Services management.
2. The Social Worker will bring appropriate requests to the DDTC for discussion and approval.
3. The Social Worker will then assist the client in acquiring the approved item/service.
4. An Authorization for Trust Fund Expenditure form will be signed by the DADS Program Manager and the Director of General Fund Financial Services from the Santa Clara Valley Health and Hospital System (SCVHHS). Receipts/invoices will be attached to the authorization request when available.

5. SCVHHS General Accounting will issue checks from a Trust Fund sub-account developed specifically for this project.

These guidelines and procedures were reviewed and approved by both County Counsel and the SCVHHS Department of Finance.

CONSEQUENCES OF NEGATIVE ACTION:

Failure to accept this report will delay or prevent use of these funds for client expenses as approved by the Dependency Drug Treatment Court.

STEPS FOLLOWING APPROVAL:

Clerk of the Board will forward executed copies to SCVHHS Administration and Alcohol and Drug Services Administration.

cc. Amelia Whitlow  
John Larson

# County of Santa Clara Clerk of the Board Transmittal Item Authorization Notice



The Agenda Transmittal Item number 9  
that was heard by the Board of Supervisors on  
11/2/99

has received the following Board Action:

Approved spending plan of \$801,000 for Dependency Drug  
Treatment Court for Fiscal Year 2000, as amended.

**Held to date uncertain:** Consideration of approval of \$20,000 Client  
Expense Fund pending report on utilization of Client Expense Fund  
dollars for convicted drug felons.

a. Waived reading and adopted Salary Ordinance No.  
NS-5.99.66 (preliminary) amending Santa Clara County Salary  
Ordinance No. NS-5.99 relating to compensation of employees  
adding one Public Health Nurse I or Public Health Nurse II position  
in the Health and Hospital System, Public Health Department; and,  
adding one Advanced Clerk Typist position and one Health  
Services Supervisor position in the Health and Hospital System,  
Department of Alcohol and Drug Services.

**Vote:** Gage: Yes Alvarado: Yes McHugh: Yes  
Beall: Yes Simitian: Yes

b. Approved Request for Appropriation Modification No. 71 -  
\$240,000 transferring funds within the Health and Hospital System,  
Department of Alcohol and Drug Services budget.

## Distribution

11/22/99- Approved Transmittal and conformed F-85 to SCVHHS-J. Michalczuk (for pick up)  
and ESA-Terry. Conformed F-85 to OBA and Finance. See 11/9/99 Item 90 re final  
adoption of Ordinance. mbt