



Travis County Commissioners Court Agenda Request

Meeting Date: January 24, 2012

Prepared By/Phone Number: David A. Salazar 854-4107

Elected/Appointed Official/Dept. Head: Sherri E. Fleming,
County Executive for Health and Human Services and Veterans Service

Commissioners Court Sponsor: Judge Samuel T. Biscoe

AGENDA LANGUAGE:

Consider and Take Appropriate Action on the Request from Travis County Health and Human Services and Veterans Service to Provide Materials to the Participants of Specific Family Support Services and Office of Children Services Programs in the Form of:

- A) Calendars; and
- B) Cleaning and Personal Hygiene Products.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

TCHHS&VS requests that the Court approve the purchase of pocket calendars and cleaning/personal hygiene products for qualified families/individuals participating in specific Family Support Service and Office of Children Services programs. If approved, staff suggests that individuals and their families may qualify for the distribution of these types of items by satisfying program participation guidelines.

Staff also requests that the Court direct the creation of line items for the specific purchase requested items and materials (6200 series).

STAFF RECOMMENDATIONS:

Staff recommends approval of this request as it would benefit individuals and families with relation to maintaining the health of their respective households, as well as in the scheduling appointments and meetings with staff and community partners.

ISSUES AND OPPORTUNITIES:

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

A. Calendars.

Families have frequent appointments, including: case coordinator home visits, visitation with their children, meetings with their CPS caseworker, counseling sessions, and doctor appointments for themselves and their children. It is critical that the families attend all scheduled appointments. Currently, program case coordinators provide a calendar that comes from various community partners. There is always an uncertainty of receiving them. Calendars are given to each enrolled family as a tool to teach families how to become organized, how to plan and time management. Additionally, the calendars contain first aid information and a CPR manual which could assist families in case of emergencies. In the past, Caseworkers have found it mutually beneficial for themselves and clients to be able to provide small pocket calendars, one which allows the client to be more successful maintaining their time. Pocket calendars are small and portable so they can be easily carried to appointments.

B. Cleaning Supplies/Personal Hygiene Products.

Families served by many of HHS&VS' programs have very limited income. Their limited budgets often leave them unable to consistently purchase household items beyond the basics necessities of food. Case Coordinators routinely provide basic cleaning supplies/personal hygiene products to families and instruct them on how to utilize the products to establish and maintain a sanitary home environment. This practice promotes a healthier lifestyle and facilitates an improvement in their living conditions. This can also result in CPS reunifying families. This practice is combined with training on budget, time management and any other need identified by the family and case coordinator.

FISCAL IMPACT AND SOURCE OF FUNDING:

If the court deems it appropriate to approve this request and the creation of new line items for these materials, staff will fund the line items internally within each Division's budget not to exceed \$7,500.00 from each Division.

REQUIRED AUTHORIZATIONS:

Mike Crawford, Senior Financial Analyst, Travis County Auditor

Mary Etta Gerhardt, Assistant County Attorney

Diana Ramirez, Analyst, Planning and Budget Office

Cyd Grimes, C.P.M., Travis County Purchasing Agent

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.



**TRAVIS COUNTY HEALTH and HUMAN SERVICES
and VETERANS SERVICE
502 E. Highland Mall Blvd.
P. O. Box 1748
Austin, Texas 78767**

**Sherri E. Fleming
County Executive
Travis County HHS&VS
(512) 854-4100
Fax (512) 279-1608**

DATE: January 17, 2012

TO: Members of the Commissioners Court

FROM: *Sherri E. Fleming*
Sherri E. Fleming, County Executive
for Travis County Health and Human Services and Veterans Service

SUBJECT: Request for Purchase of Materials

Proposed Motion:

Consider and Take Appropriate Action on the Request from Travis County Health and Human Services and Veterans Service to Provide Materials to the Participants of Specific Family Support Services and Office of Children Services Programs in the Form of:

- A) Calendars; and
- B) Cleaning and Personal Hygiene Products.

Summary and Staff Recommendations:

TCHHS&VS requests that the Court approve the purchase of pocket calendars and cleaning/personal hygiene products for qualified families/individuals participating in specific Family Support Service and Office of Children Services programs. If approved, staff suggests that individuals and their families may qualify for the distribution of these

types of items by satisfying program participation guidelines.

Staff also requests that the Court direct the creation of line items for the specific purchase requested items and materials (6200 series).

Staff recommends approval of this request as it would benefit individuals and families with relation to maintaining the health of their respective households, as well as in the scheduling appointments and meetings with staff and community partners.

Budgetary and Fiscal Impact:

If the court deems it appropriate to approve this request and the creation of new line items for these materials, staff will fund the line items internally within each Division's budget not to exceed \$7,500.00 from each Division.

Issues and Opportunities:

A. Calendars.

Families have frequent appointments, including: case coordinator home visits, visitation with their children, meetings with their CPS caseworker, counseling sessions, and doctor appointments for themselves and their children. It is critical that the families attend all scheduled appointments. Currently, program case coordinators provide a calendar that comes from various community partners. There is always an uncertainty of receiving them. Calendars are given to each enrolled family as a tool to teach families how to become organized, how to plan and time management. Additionally, the calendars contain first aid information and a CPR manual which could assist families in case of emergencies. In the past, Caseworkers have found it mutually beneficial for themselves and clients to be able to provide small pocket calendars, one which allows the client to be more successful maintaining their time. Pocket calendars are small and portable so they can be easily carried to appointments.

B. Cleaning Supplies/Personal Hygiene Products.

Families served by many of HHS&VS' programs have very limited income. Their limited budgets leave them unable to consistently purchase household items beyond the basics necessities of food. Case Coordinators routinely provide basic cleaning supplies/personal hygiene products to families and instruct them on how to utilize the products to establish and maintain a sanitary home environment. This practice promotes a healthier lifestyle and facilitates an improvement in their living conditions. This can also result in CPS reunifying families. This practice is combined with training on budget, time management and any other need identified by the family and case coordinator.

Background:

The Court has historically made a commitment to the public by funding Social Service activities through Travis County's General Fund, in addition to augmenting its investment through grants from the State and Federal government for the benefit of Travis County Residents.

cc: Andrea Colunga Bussey, Director, Office of Children's Services, TCHHSVS
Jim Lehrman, Director, Family Support Services, TCHHSVS
Susan A. Spataro, CPA, CMA, Travis County Auditor
Jose Palacios, Chief Assistant County Auditor
Mike Crawford, Senior Financial Analyst, Travis County Auditor
Mary Etta Gerhardt, Assistant County Attorney
Leroy Nellis, Acting County Executive, Planning and Budget Office
Diana Ramirez, Analyst, Planning and Budget Office
Cyd Grimes, C.P.M., Travis County Purchasing Agent
Kathleen Haas, Financial Manager, TCHHSVS
Kendra Tolliver, Accountant Associate, TCHHSVS