



**Health & Human Services
Agency
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

KUYLER CROCKER
District One

PETE VANDER POEL
District Two

AMY SHUKLIAN
District Three

J. STEVEN WORTHLEY
District Four

MIKE ENNIS
District Five

AGENDA DATE: April 24, 2018 **REVISED**

Public Hearing Required	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Published Notice Required	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Advertised Published Notice	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
CONTACT PERSON: Robert Stewart PHONE: 624-8000				

SUBJECT: Public Hearing for Adoption of Fee Adjustments

REQUEST(S):

That the Board of Supervisors:

1. Conduct a public hearing for the adoption of fee adjustments for Tulare County Health & Human Services Agency: Public Health, Fiscal Operations, Human Services, and Mental Health Branches for Fiscal Year 2018/2019;
2. Adopt the fees recommended for the Tulare County Health & Human Services Agency: Public Health, Fiscal Operations, Human Services, and Mental Health Branches to cover costs; and
3. Authorize the Tulare County Health & Human Services Agency: Public Health, Fiscal Operations, Human Services, and Mental Health Branches to implement the fees beginning July 1, 2018.

SUMMARY:

The Health & Human Services Agency (HHSA) performs services for which fees may be charged for a reasonable recovery of incurred costs. HHSA reviews its fee schedule annually and calculates proposed fees on the basis of current costs and reasonable cost recovery. The Agency's recommended adjustments for Fiscal Year 2018/2019 do not exceed the reasonable costs of providing the corresponding services.

The Summary of Proposed Fees for Fiscal Year 2018/2019 is attached to this Agenda.

HHSA has received approval from the Auditor-Controller's office on the cost

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DATE: April 24, 2018

recovery methodology in establishing the proposed fees (attached to the Agenda).

The public notices for the fees were posted in the Visalia Times-Delta and the Tulare Advance-Register on April 13, 2018. The second posting appeared in the Visalia Times-Delta and the Tulare Advance-Register on April 23, 2018. If approved, the adjustment to fees will take effect on July 1, 2018.

The requested fee adjustments for Fiscal Year 2018/2019 are for the Public Health, Fiscal Operations, Human Services, and Mental Health Branches.

Proposed fee changes are:

Public Health Branch

Environmental Health

The Environmental Health Program acts as the agency responsible for inspection and permitting various health permits in accordance with state regulations set forth in the California Health and Safety Code. The Environmental Health Program is proposing to increase one (1) fee, as follows:

Underground Storage Tank (UST) - Permit to Operate – No person may own or operate an underground storage tank unless a permit for its operation has been issued by the local agency. This fee is established to cover permitting and inspection responsibilities for underground storage tanks. The local agency shall inspect every underground tank system within its jurisdiction at least once every year to determine whether it complies with the applicable construction, monitoring and testing required by the permit, and ensure that the tank system is in a safe operating condition.

The current permit fee for UST - Permit to Operate is \$295 per tank. The Environmental Health Program is proposing to increase the fee to \$350 per tank. The fee adjustment will increase the cost recovery percentage for the total cost of the program's inspection services.

Immunizations

The Immunization Program provides vaccines to the public at the actual cost of the vaccine plus an administration fee. The actual costs of the vaccines can fluctuate often and in order to accommodate average cost trends, the Immunizations Program is requesting an increase in eleven (11) immunization fees and a decrease in five (5) fees, which reflect actual costs of the vaccines. The vaccine fees are charged to either the health care plan or to the consumer.

The proposed vaccine increase/decrease was determined by averaging the actual cost for each vaccine over approximately a four-year period from July 2014 through December 2017. The average cost per year was then determined along with a

SUBJECT: Public Hearing for Adoption of Fee Adjustments

DATE: April 24, 2018

percentage increase/decrease from the previous year. The projected FY 18/19 immunization costs were determined by taking the average cost of the vaccine in fiscal year 17/18 and multiplying it by the percentage rate of increase/decrease for fiscal year 17/18.

Vital Statistics

Although it is not required that the Tulare County Board of Supervisors approve the fee for birth certificates since the State is the fee setting authority, the Public Health Branch would like to bring the adjustment of the fee to the Board's attention and ensure the County Master Fee Schedule is in conformance with the State fee schedule. Additionally, this will correct the published fee from \$25.00 to \$28.00, which includes a \$3.00 for the Children's Trust Fund previously approved by the Board of Supervisors (Resolution # 2010-0893).

Public Health Laboratory

The Public Health Laboratory supports community health surveillance and outbreak investigations for various infectious and food borne pathogens. The Public Health Laboratory is requesting to establish five (5) new fees for new laboratory procedures. The five (5) fees are for new services and have been determined based on the cost of performing the procedures using the cost of supplies, salary and benefits of employees performing the procedures, and overhead cost.

Health Care Centers

The Health Care Centers are proposing to add ten (10) new clinic fees to its fee schedule. The Public Health Services Act requires that fees be sufficient to cover actual health center costs of operation and consistent with locally prevailing rates or charges.

The Health Care Centers utilize a prevailing rate standard which sets fees at 150% of the Medicare reimbursement rate. If a fee is not reimbursable by Medicare, the fee is set at 100% of the Medi-Cal reimbursement rate. This methodology has been used consistently in establishing the clinic fees since 2012. These fees do not exceed the cost of providing the services.

Fiscal Operations Branch

Animal Services

The Animal Services Program oversees the County's animal licensing, the enforcement of local, state and federal laws, responds to emergencies, including dog bites, vicious animals, reports of animal neglect or cruelty, public complaints, and the day-to-day care of animals under the County's care and control in accordance with the Tulare County Animal Ordinance. The Animal Services

SUBJECT: Public Hearing for Adoption of Fee Adjustments

DATE: April 24, 2018

Program is proposing four (4) new fees, nine (9) fee adjustments, two (2) name changes and eight (8) fee deletions as follows:

New Fees:

Commercial Kennel Permit - In accordance with Tulare County Animal Ordinance 4-07-4000, every owner who has five or more dogs over 4 months old is required to secure a kennel license instead of individual dog licenses. The kennel license is proof that the owner has registered and vaccinated their dogs and aids in reuniting these pets to their owners if any of their dogs get lost and are located by Animal Services. All kennels must operate in accordance with applicable zoning laws and may require a special use permit. Commercial kennels are required to obtain and maintain a breeding permit for every dog that is being bred. This license ends on June 30th of every calendar year. This fee includes the cost of two Animal Control Officers to cover the inspection of the facility due to the number of animals present and the paperwork that needs to be verified.

Non-Commercial Kennel Permit (5-10 altered dogs) - In accordance with Tulare County Animal Ordinance 4-07-4000, every owner who has five or more dogs over 4 months old is required to secure a kennel license instead of individual dog licenses. The kennel license is proof that the owner has registered and vaccinated their dogs and aids in reuniting these pets to their owners if any of their dogs get lost and are located by Animal Services. All kennels must operate in accordance with applicable zoning laws and may require a special use permit. This permit is for owners who exceed the four-dog limit for individual dog licenses and all their dogs are spayed or neutered. Spayed and neutered animals are less apt to roam. This license ends on June 30th of every calendar year.

Non-Commercial Kennel Permit - In accordance with Tulare County Animal Ordinance 4-07-4000, every owner that has five or more dogs over 4 months old is required to procure a kennel license instead of individual dog licenses. The kennel license is proof that the owner has registered and vaccinated their dogs and aids in reuniting these pets to their owners if any of their dogs get lost and are located by Animal Services. All kennels must operate in accordance with applicable zoning laws and may require a special use permit. This permit is for owners who exceed the four-dog limit for individual dog licenses. Their animals could be spayed or neutered or unaltered. This license ends on June 30th of every calendar year.

Rescue 501c3 Kennel Permit - In accordance with Tulare County Animal Ordinance 4-07-4000, every facility that has five or more dogs over 4 months old is required to procure a kennel license instead of individual dog licenses. The kennel license is proof that the owner has registered and vaccinated their dogs and aids in reuniting these pets to their owners if any of their dogs get lost and is located by Animal Services. All kennels must operate in accordance with applicable zoning laws and may require a special use permit. This permit is for 501c3 rescues that have dogs available for adoption. These are all dogs that have been rescued and are spayed and neutered before finding new homes. Rescues assist shelters with pulling dogs

SUBJECT: Public Hearing for Adoption of Fee Adjustments

DATE: April 24, 2018

and allowing shelters to house more animals. This license ends on June 30th of every calendar year.

Updated Fees:

Home Quarantine (10 days) – In accordance with Tulare County Animal Ordinance 4-07-5300, any animal that has bit a person is subject to a rabies quarantine. Section (2) allows for a home quarantine if certain conditions are met. This fee covers the cost of the quarantine and follow up by an Animal Control Officer. The fee is designed to be 50% of the cost of a shelter quarantine.

Kennel Re-Inspection Fee – To adequately protect Animals within kennels from unhealthy conditions, this fee covers the cost to re-inspect a Kennel and verify the initial operating deficiencies have been corrected. This fee includes the cost of two Animal Control Officers to follow up on all items that needed to be corrected. Many of these corrections include breeder permits and rabies certificates. Most of these re-inspections apply to Commercial Kennels and there are usually fewer than 10 a year.

Breeder Permit – In accordance with Tulare County Animal Ordinance 4-07-4400, It is unlawful for any person to breed Dogs for sale or profit or to advertise for the sale or adoption of such animals without first obtaining a breeder permit. This fee covers the cost associated with the inspection and verifying that the breeder is following the provisions of the permit.

Dog License - Male or Female (1 yr) Unaltered – In accordance with Tulare County Animal Ordinance 4-07-3010, every dog meeting the minimum age requirements to receive a rabies vaccination shall be subject to a dog license fee. The dog license is proof that the owner has registered their dog and aids in reuniting these pets to their owners if their dog gets lost and is located by Animal Services. This is a one (1) year license.

Dog License - Male or Female (2 yrs) Unaltered – In accordance with Tulare County Animal Ordinance 4-07-3010, every dog meeting the minimum age requirements to receive a rabies vaccination shall be subject to a dog license fee. The dog license is proof that the owner has registered their dog and aids in reuniting these pets to their owners if their dog gets lost and is located by Animal Services. This is a two (2) year license. The license may be paid up to two (2) years in advance, allowing the client to save money on the direct labor cost of processing the license during that period.

Dog License - Male or Female (3 yrs) Unaltered – In accordance with Tulare County Animal Ordinance 4-07-3010, every dog meeting the minimum age requirements to receive a rabies vaccination shall be subject to a dog license fee. The dog license is proof that the owner has registered their dog and aids in reuniting these pets to their owners if their dog gets lost and is located by Animal Services. This is a three (3) year license. The license may be paid up to three (3) years in advance, allowing the client to save money on the direct labor cost of processing the license during that

SUBJECT: Public Hearing for Adoption of Fee Adjustments

DATE: April 24, 2018

period.

Dog License – Spayed or Neutered (1 yr) - In accordance with Tulare County Animal Ordinance 4-07-3010, every dog meeting the minimum age requirements to receive a rabies vaccination shall be subject to a dog license fee. Section (B) allows for a decreased license fee for a dog that has been sterilized. The dog license is proof that the owner has registered their dog and aids in reuniting these pets to their owners if their dog gets lost and is located by Animal Services. This is a one (1) year license.

Dog License – Spayed or Neutered (2 yrs) - In accordance with Tulare County Animal Ordinance 4-07-3010, every dog meeting the minimum age requirements to receive a rabies vaccination shall be subject to a dog license fee. Section (B) allows for a decreased license fee for a dog that has been sterilized. The dog license is proof that the owner has registered their dog and aids in reuniting these pets to their owners if their dog gets lost and is located by Animal Services. This is a two (2) year license. The license may be paid up to two (2) years in advance, allowing the client to save money on the direct labor cost of processing the license during that period.

Dog License – Spayed or Neutered (3 yrs) - In accordance with Tulare County Animal Ordinance 4-07-3010, every dog meeting the minimum age requirements to receive a rabies vaccination shall be subject to a dog license fee. Section (B) allows for a decreased license fee for a dog that has been sterilized. The dog license is proof that the owner has registered their dog and aids in reuniting these pets to their owners if their dog gets lost and is located by Animal Services. This is a three (3) year license. The license may be paid up to three (3) years in advance, allowing the client to save money on the direct labor cost of processing the license during that period.

Name Changes:

Dog Spay/Neuter Deposit to Dog Adoption Deposit – The fee to spay and neuter dogs covers the average cost paid to vendors to complete the procedure. This does not include any labor time of Animal Services staff. This deposit goes toward the cost of spaying or neutering the dog. The name change more accurately reflects what this deposit covers and aligns with California statutory requirements.

Cat Spay/Neuter Deposit to Cat Adoption Deposit - The fee to spay and neuter cats covers the average cost paid to vendors to complete the procedure. This does not include any labor time of Animal Services staff. The deposit goes toward the cost of spaying or neutering the cat. The name change more accurately reflects what this deposit covers and aligns with California statutory requirements.

Fee Deletions:

Kennel Quarantine (10 days)

SUBJECT: Public Hearing for Adoption of Fee Adjustments

DATE: April 24, 2018

Animal Relinquishment: Small Animal (rabbit, guinea pig, etc.)

Owner Requested Euthanasia: Small Animal

Remains Disposal (Small Animal)

Enforcement Hearing Fee

Kennel Permit & Inspection Fee: 5-24 dogs

Kennel Permit & Inspection Fee: 25-49 dogs

Kennel Permit & Inspection Fee: 50+ dogs

Human Services Branch

Public Guardian Program

The Public Guardian Program assists individuals as a legally appointed conservator and is proposing fee increase to the Representative Payee Fee.

Representative Payee Fee- The Public Guardian acts as the representative payee for conserved individuals and others who receive Social Security Insurance (SSI) benefits. As the representative payee, the Public Guardian performs the following functions: manage client benefits to ensure housing, food and clothing are paid on a monthly and/or timely basis; pay clients bills timely to prevent loss of shelter, food, clothing, etc.; and, ensures client's paperwork connected to the receipt of Social Security benefits are completed timely and accurately to avoid disruption in assistance to the client.

The Public Guardian is permitted to collect fees for these services from the Representative Payee Account. The fee amounts for Representative Payee Services must be approved by the Social Security Administration. However, if the clients do not have the funds to pay the fee after all their monthly bills have been paid, the fee is not paid and cannot be paid retroactively.

Mental Health Branch

Mental Health Plan (MHP)

The Mental Health Plan (MHP) provides services for residents who are experiencing symptoms of mental illness. Both County-operated and community-based clinics provide services ranging from outpatient to long-term care. Together, these programs create a system of care for individuals of all ages experiencing mental health problems.

The revised fees for specialty mental health services are based on the Fiscal Year 2015/2016 Mental Health cost report which documents the direct cost of providing each service without allocation of administrative overhead expenses. The revised fee includes this cost, plus a State set rate of 15% for administrative overhead and cost of living increase (FY 16/17 through 18/19) to align the County's reimbursement from the Department of Health Care Services within allowable limits.

SUBJECT: Public Hearing for Adoption of Fee Adjustments

DATE: April 24, 2018

FISCAL IMPACT/FINANCING:

The revenue from the proposed fee adjustments will be included in the revenue projections for the Fiscal Year 2018/2019 proposed budget. There is no net County Cost to the General Fund.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's five year strategic plan includes the Quality of Life Initiative to promote public health and welfare. The fee adjustments will allow Tulare County Health & Human Services Agency to continue to provide valuable services to our community members through our program activities.

ADMINISTRATIVE SIGN-OFF:

Robert Stewart
Director of Fiscal Operations

cc: Auditor-Controller
County Counsel
County Administrative Office (2)

Attachment(s) Fee Schedules
Notice of Approval – Auditor
Notice of Hearing

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF PUBLIC HEARING)
FOR ADOPTION OF FEE ADJUSTMENTS) Resolution No. _____
) Agreement No. _____
)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: MICHAEL C. SPATA
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

1. Conducted a public hearing for the adoption of fee adjustments for Tulare County Health & Human Services Agency: Public Health, Fiscal Operations, Human Services, and Mental Health Branches for Fiscal Year 2018/2019;
2. Adopted the fees recommended for the Tulare County Health & Human Services Agency: Public Health, Fiscal Operations, Human Services, and Mental Health Branches to cover costs; and
3. Authorized the Tulare County Health & Human Services Agency: Public Health, Fiscal Operations, Human Services, and Mental Health Branches to implement the fees beginning July 1, 2018.