



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: January 17, 2017

Subject: Zero Tolerance for Domestic Violence Initiative Training, Food and Beverage Policy

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Auditor-Controller to pay an amount not to exceed a total of \$3,849 to Wilma Lott Catering \$1,613.94; Sunrise Bistro \$1,094.10; and The Mediterranean \$1,140.00, for the purchase of food and beverages for Workforce Service Bureau technical trainings entitled "Creating Healthy Workplaces", conducted November 1 through November 10, 2016.

FISCAL IMPACT:

\$3,849 (Wilma Lott Catering \$1,613.94; Sunrise Bistro \$1,094.10; The Mediterranean \$1,140.00). (100% County Certified Copies)

BACKGROUND:

The Zero Tolerance for Domestic Violence Initiative provided seven full-day trainings, entitled Creating Healthy Workplaces for Employment and Human Services Department (EHSD), Workforce Services Bureau staff. To use staff time efficiently, expedite the workshop trainings, and encourage participation, food was provided at each of the trainings as follows:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/17/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor

Candace Andersen, District II
Supervisor

Diane Burgis, District III
Supervisor

Karen Mitchoff, District IV
Supervisor

Federal D. Glover, District V
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 17, 2017

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Rolanda Hartfield, Deputy

Contact: Elaine Burres,
925-313-1717

cc:

November 1 and November 4, 2016; Wilma Lott Catering: \$1,613.94
November 3, 2016, November 8, 2016, and November

BACKGROUND: (CONT'D)

10, 2016; Sunrise Bistro: \$1,094.10

November 17, 2016 and November 9, 2016; The Mediterranean: \$1,140.00

Total food costs: \$3,888.04

The Zero Tolerance for Domestic Violence Initiative and Workforce Services Bureau was under the mistaken belief that the food catering costs associated with Creating Healthy Workshops would be covered under prior Blanket Purchase Orders, dated January 12, 2016, and were unaware that the Purchase Orders were developed for a specific occasion and food provision. In the future EHSD, Zero Tolerance for Domestic Violence Initiative will comply with Administrative Bulletin 614 regarding food and beverage purchases at full day Employee Training, including approval for the provision of catering services prior to the trainings/workshops.

Upon notice of the non-payment of the catering services, EHSD was advised to request authorization of a Purchase Order to request retroactive payment for the provided services.

CONSEQUENCE OF NEGATIVE ACTION:

Vendors would not receive payment for food and beverage service(s) provided during training(s).

CHILDREN'S IMPACT STATEMENT: