COUNTY OF GLENN
AGENDA ITEM TRANSMITTAL

MEETING DATE: February 16, 2016

BRIEF SUBJECT/ISSUE DESCRIPTION:
The Glenn County Health and Human Services Agency (HHSA) requests the Board to accept a donation of child car seats from the AAA Child Car Seat Program. The Child Car Seat Program provides child car seats to eligible non-profit agencies and community groups.

Contact: Grinnell Norton, Deputy Director Public Health
Phone: 530-934-6588

AGENDA PLACEMENT

APPOINTMENT – Appearances by: (Specify Name & Title)
Christine Zoppi, HHSA Director

Required 5 Minutes

☐ Business – No ☐ Consent
☐ Correspondence ☐ Reports & Notices

AFFECTED DEPARTMENT(S)

☐ Receive Concurrency

ATTACHMENTS

☐ Board Report ☐ Letter ☐ Minute Order ☐ Contract
☐ Transfer ☐ Grant App. ☐ Resolution
☐ Ordinance ☐ Proclamation ☐ Policy Update
☐ Code Update ☐ Other

LEGAL/PERSONNEL/FISCAL

☐ County Counsel ☐ Personnel ☐ Finance

CLERK INSTRUCTIONS

☐ Return Minute Order to Teresa Chavez
☐ Return Certified Copy Of:
☐ Other:

PUBLIC HEARINGS & COMMITTEE VACANCIES

☐ State ☐ Federal

Bill#: ______
☐ Latest Version of Bill ☐ Draft Letter Attached
☐ List of Supporters/Opposers ☐ Statement of Relevance to County Interests
☐ Description Attached

FUNDING SOURCE/IMPACT

☐ General Fund Impact ☐ Other: ______
☐ Budgeted ☐ Transfer Attached
☐ 4/5ths Vote Required ☐ Contingency Request

CONTRACTS, LEASES & AGREEMENTS

☐ New ☐ Renewal ☐ Amendment
☐ Insurance Certificate ☐ Contract Report

Date of Original Contract:
Contract No.:
Fiscal Year:

RECOMMENDED ACTION/MOTION:
The Glenn County Health and Human Services Agency (HHSA) requests the Board to accept a donation of child car seats from the AAA Child Car Seat Program.

Christine Zoppi, Director

Reviewed By (if applicable):
Personnel Director

Department of Finance

cc: County Counsel
EXECUTIVE SUMMARY
State of California, Government Code section 25355, authorizes the Board of Supervisors of the County of Glenn to accept any gift, bequest, donation or other devise, in favor of the County, or in favor of the Board, in trust for any public purpose. Such authority may also be delegated by the Board of Supervisors of the County of Glenn to any county official or employee of the county.

RECOMMENDATION(S)
The Glenn County Health and Human Services Agency (HHSA) requests the Board to accept a donation of child car seats from the AAA Child Car Seat Program, which the HHSA will distribute to clients in need.

HISTORY AND BACKGROUND
The Child Car Seat Program offered by the American Automobile Association (AAA) provides child car seats to eligible non-profit agencies and community groups. The Child Car Seat Program helps provide child passenger safety in vehicles to families and children that may have otherwise gone without, allowing families to transport their children safely. The HHSA will identify and work with families that do not have the resources to purchase a child car seat.

FISCAL/PERSOONEL IMPACT(S)
No impact.

ANALYSIS/DISCUSSION
The car seats and booster seats must be distributed for free by December 16, 2016.
AAA Child Car Seat Program 2016
Contract Agreement

The Child Car Seat Program offered by AAA provides child car seats to eligible non-profit agencies and community groups throughout Northern California, Nevada & Utah.

AAA has a longstanding commitment to child passenger safety and this will place thousands of children in child car seats that otherwise may have gone without, allowing families to transport their children safely.

Non-profit agencies and community groups can use the child car seats within their existing programs or provide them to families they serve which have children aged 12 and under.

Program Requirements:
- Be a non-profit agency or community group that has an established car seat program and works with families that do not have the resources to purchase a child car seat. Proof is not required.
- The car seats and booster seats must be distributed for FREE by December 16, 2016.
- Appropriate education with the family receiving the seat must be conducted by a nationally certified car seat technician.
- A W-9 tax ID form and, if applicable, a 501(C)3 designation letter must be on file with AAA.

Successful applicants will:
- Use the car seats and booster seats as outlined above and as approved by AAA.
- Donate only one car seat or booster seat per child. The child or pregnant mother must be present at the time of donation. Multiple car seats or booster seats can be donated to the same family with multiple children.
- Accept the AAA Fragile brochure to be distributed along with the donated car seat or booster seat as supplemental educational information.
- Acknowledge AAA support in all communication and promotional materials pertaining to the Child Car Seat program (examples include: annual report, website, check up event flyers).

Membership | Insurance | Travel
• For inspections that include a car seat or booster seat donated by AAA, use the following code 2016AAA at the top of the checklist form and retain for 3 years.
• If your agency is a coalition that distributes car seats and booster seats to partnering agencies (including First 5, family resource centers, hospitals, Head Start, community outreach organizations, etc.) all of the above must still be followed. They should submit a copy of their completed checklist forms to you for reporting.
• Submit quarterly progress reports to AAA documenting your agency’s distribution progress (March 31, June 30, September 30, December 16).

**Quarterly progress reports will include:**
• Number of convertible car seats and high-back booster seats distributed
• Remaining number left to distribute
• Total number of families that have received a car seat or booster seat

Please sign and date below that you agree to these terms.

**Agency Name:** Glenn County Health and Human Services Agency

**Signature:** Christine Zoppi, Director

**Date:** 1/29/14

APPROVED AS TO FORM

HUSTON T. CARLYLE, JR., County Counsel
Glenn County, California

☐ Approved by Deputy Director Administration
☐ Approved by Deputy Director Program
☐ Approved by Fiscal Manager
☐ Approved by Program Manager