



NEVADA COUNTY BOARD OF SUPERVISORS
Board Agenda Memo

DATE OF MEETING: September 12, 2023

TO: Board of Supervisors

FROM: Gina Will, Auditor-Controller

SUBJECT: Resolution Authorizing Four Bank Accounts for Housing & Community Services

RECOMMENDATION: Approve the attached Resolution.

FUNDING: Not applicable.

BACKGROUND

Outside bank accounts are not common, but in specific circumstances, County departments may be authorized to use commercial bank accounts for their activities. In accordance with Cash Management Guidelines, the Auditor-Controller received a request from Housing & Community Services and finds that the request is justified. Following are the facts for the four accounts requested:

1. Nevada County Housing & Community Services was awarded two grants from the Department of Health Care services who uses a third-party implementer to manage the grant administration. One grant for the Sutton Way project and one grant for the Ranch House project. The accounts are required by the Grantor to serve as a financial intermediary between the grantor (Department of Health Care Services) and the grant administrator (Advocates for Human Potential). Two accounts are required for each grant: one for project funds and one for matching funds.
2. The responsible Nevada County custodians of the accounts are:
Gina Will, Auditor-Controller
Erin Mettler, Chief Fiscal/Administrative Officer HHSA
Jennifer Hondel, Accountant HHSA
3. The depository records, statements, and correspondence will be maintained with:
Health & Human Services Agency Administration
950 Maidu Avenue
Nevada City, CA 95959

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4. The name and location of the bank depository is:

JPMorgan Chase Bank
490B Boston Post Road
Sudbury, MA 01776

5. Authorization for the accounts is requested as follows:

Sutton Way – through 06/30/2025, project closeout expected by 12/31/2024
Ranch House – through 06/30/2026, project closeout expected by 12/31/2025

My office has worked with Housing & Community Services to ensure that the necessary procedures and controls are in place for authorized use of the funds.

Item Initiated and approved by: Gina Will