



# Board Agenda Item 30

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DATE: January 27, 2026

TO: Board of Supervisors

SUBMITTED BY: Susan L. Holt, Director, Department of Behavioral Health

SUBJECT: Dissolution of Revolving Change Fund at Heritage Centre and establishment of two new Revolving Change Funds at Metro and Air Fresno sites

**RECOMMENDED ACTION(S):**

1. **Approve and adopt a Resolution that discontinues and dissolves the Revolving Change Fund for the Heritage Centre in the amount of \$50: (Org 56302005) (4/5 Vote); and**
2. **Approve and adopt a Resolution to establish a new Revolving Change Fund in the amount of \$50 for the Metro building: (Org 56302011) (4/5 vote); and**
3. **Approve and adopt a Resolution to establish a new Revolving Change Fund in the amount of \$50 for the Air Fresno building: (Org 56302011) (4/5 vote)**

The recommended actions will allow the Department to dissolve the revolving change fund for Heritage and establish new revolving change funds for both the Metro and Air Fresno buildings, in the amount of \$50 for each site. These new revolving change funds would allow Medical Records to make change for cash transactions with the public at Metro and Air Fresno. This item pertains to locations in District 3.

**ALTERNATIVE ACTION(S):**

There are no viable alternative actions. Should your Board not approve the recommended actions, the Department would be unable to make change for cash transactions for Medical Records at the Metro and Air Fresno buildings. Heritage would continue to monitor the unused Revolving Change Fund.

**FISCAL IMPACT:**

There is no increase in Net County Cost associated with the recommended actions. The revolving change fund at Heritage is no longer in use since the Medical Records office relocated from Heritage. Sufficient appropriations and estimated revenues are included in the Department's Org 5630 FY 2025-26 Adopted Budget and will be included in future budget requests.

**DISCUSSION:**

California Government Code section 29321 provides that the Board may establish a revolving fund for the use of any officer of the County, which includes any elective or appointive officer of the County and any person in charge of the office, by adopting a resolution setting forth the necessity for the fund, the office, department, service, or institution for which the fund is available, and the amount of the fund. Once the Auditor-Controller/Treasurer-Tax Collector (ACTTC) reviews and approves the new revolving fund, the department must then request approval from the Board of Supervisors.

Section 5.2 of the County of Fresno Cash Manual provides that if a department no longer requires a change fund, the department must send a memorandum to the ACTTC requesting dissolution of the existing change fund. Once the dissolution of the existing fund is reviewed and approved by ACTTC, the department must send the dissolution for the existing cash fund to the Board for approval.

On October 3, 2025, the ACTTC reviewed and approved the dissolution of the existing change fund at Heritage of \$50.00 (Org 56302005) and the establishment of two new revolving change funds for the Department for the Metro and Air Fresno campuses of \$50.00 each (Org 56302011). The revolving change fund at Heritage allowed the Medical Records Office to process cash transactions when the public requests medical records. The fund is no longer necessary, as the Medical Records Office has moved from Heritage. The two new revolving change funds for Metro and Air Fresno will serve in the same capacity, making change for cash transactions. The approved requests are now pending Board approval.

Approval of the recommended resolutions will dissolve the unnecessary revolving change fund at Heritage and establish two new much needed revolving change fund at Metro and Air Fresno to service and increase accessibility to the community when requesting medical records.

The Department of Behavioral Health (DBH) Finance Division will maintain the recommended revolving funds under its direct administrative control, whereas the DBH-Medical Records Office will be responsible for maintaining all accounting records for the fund.

#### OTHER REVIEWING AGENCIES

The Behavioral Health Board was notified of the recommended Resolutions during the January 2026 meeting.

#### ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Resolution (Heritage)  
On file with Clerk - Resolution (Metro)  
On file with Clerk - Resolution (Air Fresno)  
On file with Clerk - Report and Recommendation (ACTTC Memo)

#### CAO ANALYST:

Ronald Alexander