

**Meyers, Robert (COE)**

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**From:** Meyers, Robert (COE)  
**Sent:** Monday, September 27, 2004 9:35 AM  
**To:** Saks, Glenn (CAO)  
**Subject:** RE: Domestic Violence Oversight Board events

ING 04-113

Glenn,

Sorry I haven't responder sooner. I can confirm that the procedures you set forth in your e-mail to me are the ones to be followed in the event a donation is received of less than \$1,000. I see no reason why a donor would be prohibited from making a cash contribution to the vendor who will then purchase food and beverages for the breakfasts and forums. I agree that the prudent thing to do is for department to acknowledge the gift in a letter to the donor.

If you have any additional questions, feel free to contact me.

Thanks,

Robert Meyers

-----Original Message-----

**From:** Saks, Glenn (CAO)  
**Sent:** Thursday, September 23, 2004 2:33 PM  
**To:** Meyers, Robert (COE)  
**Subject:** Domestic Violence Oversight Board events

Dear Mr. Meyers,

As discussed in our conversation today, I am informed that the Domestic Violence Oversight Board, which operates within the Department of Human Services, is organizing 2 clergy breakfasts and one to two community forums. Potential donors have volunteered to provide food and beverages for these forums. The donations from any single donor are expected to be under \$1,000 for each event. According to my reading of Administrative Order 1-3 and the information on the GSA page of the County website, because the donations will be valued under \$1,000, the department director has the authority to accept or reject the items.

This can be done via letter.

The Department will then send a letter of acceptance to the donor expressing gratitude on behalf of the County and acknowledging the fair market value of the donation.

Could you Please confirm these procedures?

Also, if a donor wanted to contribute cash for the event, but the DVOB does not have a trust fund yet, could the donor pay a vendor directly? For example, could a donor pay a restaurant \$100 for food that the restaurant is supplying for an event? If this is permissible, should the head of the department still send the letter thanking them?

Thank you for your assistance,

**Glenn Saks**  
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