

# County of Santa Cruz

329

## HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

1000 EMELINE ST., SANTA CRUZ, CA 95060

(408) 454-4130 OR 454-4045 FAX: (408) 454-4642

July 21, 1998

Agenda: August 4, 1998

### BOARD OF SUPERVISORS

County of Santa Cruz

701 Ocean Street

Santa Cruz, California

### **FAMILY PRESERVATION AND SUPPORT PROGRAMS: FUNDING AUGMENTATION AND CONTRACT AMENDMENTS**

Dear Members of the Board:

As you will recall, the 1993 Federal Family Preservation and Support Act offers communities across the country an opportunity to extend integrated service delivery systems in order to strengthen families and improve outcomes for children. Over a five year period, the County of Santa Cruz is receiving approximately \$500,000 to develop, expand, and evaluate Family Preservation and Support Program (FPSP) services to at-risk families. Recommendations for the use of these funds are developed annually by the Children's Network for approval by your Board. On September 23, 1997, your Board approved the distribution of Santa Cruz County's FPSP funds for Federal Fiscal Year 1997/98 in the amount of \$129,366, allocating a portion of the funds to the Family Resource Center Network (FRCN) and awarding contracts for FPSP activities to the Valley Resource Center, Food and Nutrition Services/Family Health Education Center, the Youth Resources Bank, and the Foundation of California State University, Monterey Bay. Subsequently, on March 24, 1998 your Board accepted grant funds from the California Endowment in the amount of \$156,000 to support the Family Resource Center Network's comprehensive work plan. At that time, you approved a contract with the Greater Bay Area Family Network to provide implementation consultation services to the FRCN.

In the spring of 1998, HRA was informed by the California Department of Social Services (CDSS) that Santa Cruz County's FPSP allocation for Federal Fiscal Year 1997/98 was being augmented by \$14,473, increasing our County's annual allocation from \$129,366 to \$143,839. On April 15, 1998, the Policy Action Council/Executive Committee of the Children's Network developed recommendations for the utilization of the additional \$14,473. Of this amount, the Children's Network recommends: (1) that \$4,000 be added to HRA's contract with Food and Nutrition Services/Family Health Education Center to expand the provision of on-site child care to organizations offering parent education and support programs; and (2) that the remaining \$10,473 be directed to support the FRCN's efforts to build family leadership throughout the county. Through HRA's contract with the Greater Bay Area Family Resource Network, the FRCN will use this \$10,473 augmentation matched by \$7,766 in California Endowment grant funds to sponsor a county-wide Family Leadership Conference to be held in September. The total cost of this conference is \$18,179. The Greater Bay Area Family Resource Network will coordinate all logistics of the conference.

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BOARD OF SUPERVISORS

Agenda: August 4, 1998

Family Preservation and Support Programs

Funding Augmentation and Contract Amendments

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At this time, it is necessary to accept and appropriate the \$14,473 in additional FPSP revenue, and to approve the attached contract amendments adding \$4,000 to I-IRA's contract with Food and Nutrition Services/Family Health Education Center and \$18,179 to HRA's contract with the Greater Bay Area Family Resource Network.

IT IS THEREFORE RECOMMENDED that your Board:

1. Approve the attached resolution accepting unanticipated revenue in the amount of \$14,473 and appropriate these funds as described in the attached AUD 60; and
2. Approve the attached amendments adding \$4,000 to HRA's agreement with Food and Nutrition Services/Family Health Education Center, and \$18,179 to HRA's agreement with the Greater Bay Area Family Resource Network; and authorize the HRA Administrator to sign these amendments.

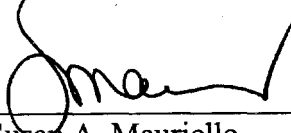
Very truly yours,



CECILIA ESPINOLA  
Administrator

CE/JY/n:\hra\board\fpSPAUG.wpd

RECOMMENDED:



Susan A. Mauriello  
County Administrative Officer

cc: County Administrative Officer  
Auditor-Controller  
County Counsel  
Food and Nutrition Services/Family Health Education Center

BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

RESOLUTION NO. \_\_\_\_\_

On the motion of Supervisor \_\_\_\_\_  
duly seconded by Supervisor \_\_\_\_\_  
the following resolution is adopted:

**RESOLUTION ACCEPTING UNANTICIPATED REVENUE**

WHEREAS, the County of Santa Cruz is a recipient of funds from CA State  
Dept. Social Services for Family Preservation and Support program; and

WHEREAS, the County is recipient of funds in the amount of \$ 14,473  
which are either in excess of **those anticipated** or are not specifically set  
forth in the current fiscal year budget of the County; and

WHEREAS, pursuant to Government Code Section **29130(c)/29064(b)**, such funds  
may be made available for specific appropriation by a four-fifths vote of  
the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the **Santa Cruz** County  
Auditor-Controller accept funds in the amount of \$ 14,473 into

Department HRA - Social Services

| <u>T/C</u> | <u>Index<br/>Number</u> | <u>Revenue<br/>Subobject<br/>Number</u> | <u>Account Name</u> | <u>Amount</u> |
|------------|-------------------------|---|---------------------|---------------|
| 001        | 392100                  | 0927                                    | Federal - FPSP      | \$ 14,473     |

and that such funds be and are hereby appropriated as follows:

| <u>T/C</u> | <u>Index<br/>Number</u> | <u>Expenditure<br/>Subobject<br/>Number</u> | <u>PRJ/UCD</u> | <u>Account Name</u>     | <u>Amount</u> |
|------------|-------------------------|---|----------------|-------------------------|---------------|
| 021        | 392100                  | 4080  |                | Misc - Child Protection | \$ 14,473     |

**DEPARTMENT HEAD** I hereby certify that the fiscal provisions have been  
researched and that the Revenue(s) (has been) (will be) received within the  
current fiscal year.

By *W. Anne Allen*  
Department Head

Date 7/17/98

COUNTY ADMINISTRATIVE OFFICER

6/25  
  

Recommended to Board

Not Recommended to Board

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz,  
State of California, this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_  
by the following vote (requires four-fifths vote for approval):

AYES: SUPERVISORS

NOES : SUPERVISORS

ABSENT: SUPERVISORS

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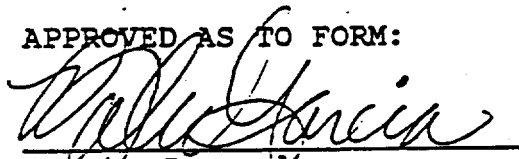
Chairperson of the Board

ATTEST:

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Clerk of the Board

APPROVED AS TO FORM:

  
County Counsel

APPROVED AS TO ACCOUNTING DETAIL:

  
Auditor-Controller

Distribution:

Auditor-Controller  
County Council  
County Administrative Officer  
Originating Department

## AMENDMENT #1 TO INDEPENDENT CONTRACTOR AGREEMENT #71389

The COUNTY OF SANTA CRUZ, by and through the Human Resources Agency, hereinafter referred to as "COUNTY" and FOOD & NUTRITION SERVICES, INC./FAMILY HEALTH EDUCATION CENTER, hereinafter referred to as "CONTRACTOR" hereby amend contract number 71389 which provides services from October 1, 1997 through September 30, 1998. The purpose of this amendment is to provide an augmentation in the amount of \$4,000 and to modify the contract Scope of Services and Budget. The provisions of this Amendment shall be effective from July 1, 1998 through September 30, 1998. All other provisions of said contract shall remain the same.

(A) Paragraph 2 is amended to read:

2. COMPENSATION. In consideration for CONTRACTOR accomplishing said result, COUNTY agrees to pay CONTRACTOR as follows:

Total Cost of \$12,546 to be paid in five installments on the following dates: December 15, 1997 (\$2,136); March 16, 1998 (\$2,136); June 15, 1998 (\$2,137); August 15, 1998 (\$4,000) and September 15, 1998 (\$2,137). Quarterly progress reports shall be submitted on these dates (with the exception of August 15, 1998) to the HRA Senior Analyst.

(B) Exhibit A ("SCOPE OF SERVICES") is amended as follows:

(1) Section 5 is amended to read:

5. CONTRACTOR shall ensure that collaborative partners utilize CCPEPP providers for a total of 114 sessions over the course of the contract period; sessions must run for a minimum of one and one-half hours; no one collaborative partner shall have access to more than 20 sessions during the contract period; CONTRACTOR shall develop an equitable system of allocating unrequested sessions in a timely manner.

(2) Section 12 is added to Exhibit A as follows:

12. CONTRACTOR shall utilize up to \$1,000 of the contracted funds to conduct an assessment/evaluation of the CCPEPP project, to develop recommendations for expansion and/or improvement of the project model, to develop recommendations for how funding can be obtained to continue the project after the contract expires, how insurance issues and other logistical problems can be resolved, and to address other program issues and/or problems identified by CONTRACTOR. CONTRACTOR shall provide to COUNTY a written report of the assessment's results and recommendations no later than September 15, 1998.

(C) Exhibit "B" ("CONTRACTOR BUDGET") is amended as attached.

I n i t i a l s :-  
CONTRACTOR/COUNTY

## AMENDMENT #1 TO AGREEMENT #71389

## SIGNATURE PAGE

## COUNTY OF SANTA CRUZ

By: \_\_\_\_\_  
Human Resources Agency

Date: \_\_\_\_\_

## CONTRACTOR

By: *Robert Benin*

Date: 6/11/98

Address: F o o d Services  
336 Santa Cruz Avenue, Aptos, CA 95003

Telephone: 688-8840

Tax ID#: 94-24602 11

## APPROVED AS TO FORM:

By: *Carle M. Scott*  
Assistant County Counsel

DISTRIBUTION: Auditor-Controller  
Contractor

n:\cpsadmin\agreement\fname98.wpd

MEDED BUDGET

Budget Proposal for Community-Based Family Resource Program Funds

| Revenue:                                   | County | Other | Explanation of Valuations:             |
|--|--------|-------|--|
| County of Santa Cruz                       | 12,546 | 0     |  |
| Provider Co-Pay for Trustline Service      | 0      | 200   | \$20 Co-Pay asked of each provider     |
| Donations - Inkind Facility Usage          | 0      | 1,750 | Valued at \$25 per occurrence          |
| Donations - Inkind Publicity               | 0      | 700   | Valued at \$10 per occurrence          |
|  | 12,546 | 2,650 |  |
| Expenditures:                              |        |       |  |
| Coordinator Salary                         | 3,268  | 0     | 4 hours/week for 12 months             |
| Coordinator Payroll Taxes                  | 306    | 0     | SUI, FICA, Worker's Compensation       |
| Screened Childcare Providers               | 5,452  | 0     | 150 Sessions                           |
| Program Assessment                         | 1,000  | 0     |  |
| Trustline Security Checks                  | 800    | 0     | 8 at \$100 each                        |
| Facility Rental                            | 0      | 1,750 | \$25 per occurrence                    |
| Publicity                                  | 0      | 700   | \$10 per occurrence                    |
| Scholarship Fund-Trustline/Nursing Respite | 0      | 200   |  |
| Grantee Allocated                          | 1,719  | 0     | Bookkeeping and Administrative Support |
|  | 12,546 | 2,650 |  |

Initials: \_\_\_\_\_

CONTRACTOR/COUNTY

COUNTY OF SANTA CRUZ  
REQUEST FOR APPROVAL OF AGREEMENT

336

: Board of Supervisors  
County Administrative Officer  
County Counsel  
Auditor-Controller

FROM: Human Resources Agency (Dept.)  
[Signature] (Signature) 7/17/98 (Date)

Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

Said agreement is between the County of Santa Cruz Human Resources Agency (Agency)  
Aptos, CA 95003  
and Food & Nutrition Services, Family Health Education Center, 236 Santa Cruz Ave (Name & Address)

The agreement will provide continuing implementation of a Child Care/Parent Education  
Pilot Project

The agreement is needed to augment the CBFPR Grant with FPSP funds

Period of the agreement is from 10/01/97 ~~12/1/98~~ <sup>10/1/98</sup> to 9/30/98 <sup>99</sup>

Anticipated cost is \$ 12,546 (increase of \$4,000) (Fixed amount; Monthly rate; Not to exceed)

Remarks: Amendment # 1 to increase the contract amount by \$4,000. Federal Fiscal Year Grant.

Contact: Judy Yokel, ext. 4062 Original amount in 392400/5188 — Part A

Appropriations are budgeted in 392100 (Index#) 4080 — Part B (Subobject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available and will be encumbered. Contract No. CO 81389 <sup>A \$8,546</sup> ~~B - 8400~~ Date 7/23/98

GARY A. KNUTSON, Auditor - Controller

Subject to 98-99 Final Budget, By Linda T. Chau Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the  
HRA Administrator to execute the same on behalf of the Human Resources Agency

(Agency).

Remarks: [Signature] (Analyst) By [Signature] County Administrative Officer Date 7/23/98

Agreement approved as to form. Date \_\_\_\_\_

Contribution:  
Bd. of Supv. - White  
Auditor-Controller - Blue  
County Counsel - ~~Gold~~  
Co. Admin. Officer - Canary  
Auditor-Controller - Pink  
Originating Dept. - Goldenrod

\* To Orig. Dept. if rejected.

37  
ADM - 29 (6/95)

State of California )  
County of Santa Cruz ) ss  
I \_\_\_\_\_ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,  
State of California, do hereby certify that the foregoing request for approval of agreement was approved by  
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered  
in the minutes of said Board on \_\_\_\_\_  
BY \_\_\_\_\_ Deputy Clerk



**AMENDMENT TO  
CONTRACT #81601**

**337**

This is an amendment to Contract #81601 by and between the Santa Cruz County Human Resources Agency, hereinafter referred to as "COUNTY" and the Greater Bay Area Family Resource Network, hereinafter referred to as "CONTRACTOR". The purpose of this amendment is to modify the following three agreement sections:

1. Compensation (page one);
2. Exhibit A - Scope of Services; and
3. Exhibit C: Budget. All other provisions of this contract agreement shall remain the same:

**Amendment 1. Compensation**

COMPENSATION. In consideration for CONTRACTOR accomplishing said result, COUNTY agrees to pay contractor as follows:

Total Cost not to exceed \$49,379. Rate based on completion of segments identified in Exhibit A. Contractor shall submit quarterly progress reports and invoices in the following amounts on the following dates: April 3, 1998 (\$8,000); July 1, 1998 (\$8,000); September 20, 1998 (\$26,179); and January 15, 1999 (\$7,200).

**Amendment 2. EXHIBIT A  
SCOPE OF SERVICES**

In collaboration with FRCN partners, the Contractor agrees to complete the following segments:

**I. Implementation of all Workplan Activities**

- a. Ensure that all workplan clusters designated within the grant period are implemented within specified time frames.
- b. Assist the FRCN in prioritizing and delegating tasks.
- c. Monitor progress in all cluster areas.
- d. Analyze and evaluate feasibility of designated strategies and make necessary recommendations for modifications as needed.

**II. Technical Assistance Support**

- a. Coordinate the implementation of the FRCN Technical Assistance Plan.
- b. Follow-up with identified experts and existing resources listed in the technical assistance plan; secure copies of relevant written materials and make them available to FRCN members.
- c. Draft and modify proposed tools, standards, and governance bylaws based on FRCN input.
- d. Coordinate and facilitate three networking events for FRCN participants and interested community members.

Initials: CMB / CLC(m) **37**  
CONTRACTOR/COUNTY

**III. Liaison to Local Neighborhood and Family-based Initiatives and Collaboratives**

- a. Create linkages to existing local and regional collaboratives and gather information regarding relevant opportunities for leveraging resources and consolidating activities; when requested by the FRCN, invite representatives from other family resource centers or county collaboratives to FRCN meetings.
- b. Provide written updates on FRCN workplan activities to designated community groups.

**IV. Monthly FRCN Meetings and Subcommittee Meetings**

- a. Develop and disseminate agenda packets for full FRCN meetings and subcommittee meetings.
- b. Ensure that all meetings comply with Brown Act requirements.
- c. Track attendance of participants and keep minutes of meetings.
- d. Serve as liaison to the FRCN Chair and Co-chair.
- e. Attend all FRCN meetings and subcommittee meetings.
- f. Develop master schedule of all FRCN meetings and subcommittee meetings.

**V. Grant Administration**

- a. Ensure that all reporting requirements of the California Endowment are met on a timely basis; comply with requirements of the California Endowment as specified in the Exhibit D.
- b. Serve as a liaison to the Project Coordinator and Project Evaluator of the joint FRCN and Comprehensive Integrated Services (CIS) Reinvestment Project.
- c. Comply with all County of Santa Cruz reporting requirements.
- d. Communicate with representatives from the California Endowment on an as needed basis.

**VI. Family Leadership Conference**

- a. Coordinate all aspects of county-wide family leadership conference with FRCN participants. Conference to be held in September 1998.
- b. Goals of conference include: identifying what families believe they need in order to move forward as leaders; identifying potential activities or learning events that families would like to undertake; and identifying ways that families can be involved in FRCN member sites.
- c. Ensure that conference is accessible to Spanish and English speakers. Provide bilingual/bicultural facilitation.
- d. Work with FRCN agencies to ensure that childcare and transportation costs for participating families are covered.
- e. Provide site, meals, and all conference materials.
- f. Ensure that conference is videotaped.
- g. Based on family input during the conference, summarize recommendations and present to the FRCN.

Initials: OMB / (S) (Snr)  
CONTRACTOR/COUNTY

**Amendment 3. Exhibit C  
Budget****Greater Bay Area Family Resource Network  
for the County of Santa Cruz  
Family Resource Center Network  
Implementation Consultant**

The budget for this project is divided into two sections; consultation services and Family Leadership Conference. No overhead or indirect costs are included.

**I. FRCN Implementation Consultation**

| <b><u>Item</u></b> | <b><u>Cost</u></b>  |
|--------------------|---------------------|
| Coordinator        | 21,600              |
| Senior Staff       | <b>4,500</b>        |
| Consultants        | <b>2,000</b>        |
| Events             | <b>600</b>          |
| Material Supplies  | 100                 |
| Mileage            | <b><u>2,400</u></b> |
| <b>Subtotal</b>    | <b>\$31,200</b>     |

**II. FRCN Family Leadership Conference**

| <b><u>Item</u></b>  | <b><u>Cost</u></b> |
|---|--------------------|
| Conference Site   | 1,500              |
| Meals<br>\$27.75 per person for 110<br>plus tax and 15% gratuity; morning<br>coffee, rolls, lunch, and afternoon<br>break                                 | 3,791              |
| Conference Facilitators .<br>and, Presenters<br>Family Leaders from other communities<br>Los Medanos, Village Drive, Gilroy, and<br>Pacoima Urban Village | <b>4,000</b>       |

Initials: DAB / CS (sm)  
CONTRACTOR/COU **37**

|  |            |
|--|------------|
| Video of the Day                                 | 1,500      |
| Conference Materials                             | 1,500      |
| Invitations/Mailings                             |            |
| Souvenir Notepads                                |            |
| Folders  |            |
| Name Tags  |            |
| Rentals of easels, pads, pens<br>and microphones |            |
| Childcare  | 5,120      |
| Transportation                                   | <u>768</u> |
| Subtotal   | \$18,179   |
| <b>BUDGETTOTAL</b>                               | \$49,379   |

All other provisions of said contract shall remain the same.

COUNTY OF SANTA CRUZ

By: \_\_\_\_\_ Date: \_\_\_\_\_

Cecilia Espinola, Administrator  
Human Resources Agency

CONTRACTOR

By: Connie A. Burse Date: July 20, 1998

Contractor's Authorized Representative

APPROVED AS TO FORM

Jane M. [Signature]  
County Counsel

Distribution: County Administrative Office  
County Counsel  
Auditor - Controller  
Human Resources Agency  
Contractor

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COUNTY OF SANTA CRUZ  
REQUEST FOR APPROVAL OF AGREEMENT

Board of Supervisors  
County Administrative Officer  
County Counsel  
Auditor-Controller

FROM:

HUMAN RESOURCES AGENCY (Dept.)  
[Signature] (Signature) 7/17/98 (Date)

Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

Said agreement is between the County of Santa Cruz Human Resources Agency (Agency)  
and Greater Bay Area Family Resource Center (Name & Address)

The agreement will provide implementation/consultation services for Family Resource  
Center Network (FRCN)

\$34,473 funded by CA Endowment; \$14,906 funded by FPSP

The agreement is needed to augment services

Period of the agreement is from 3/24/98 to 2/10/99

Anticipated cost is \$ 49,379 (an increase of 18,179) (Fixed amount; Monthly rate; Not to exceed)

| Orig<br>98/99 <u>ENC</u> | Addl   | New<br>Enc    | 97/98<br>Enc | Total<br>Contract | CO<br># |
|--------------------------|--------|---------------|--------------|-------------------|---------|
| 392100/4080              | 16,000 | 10,473        | 26,473 ✓     | 34,473            | 81601 A |
| 392400/3665              | 7,200  | 7,706         | 14,906 ✓     | 14,906            | 81601 B |
| <u>23,200</u>            | 18,179 | <u>41,379</u> |              | 49,379            |         |

Remarks: 33,200 (Index#) (Subobject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available and have been encumbered. Contract No. CO 81601 Date 7/23/98  
are not will be

subject to 98-99 Final Budget  
GARY A. KNUTSON, Auditor - Controller  
By Linda J. Chou Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the Human Resources Agency Admin to execute the same on behalf of the Human Resources Agency

(Agency). County Administrative Officer  
Remarks: [Signature] (Analyst) [Signature] Date 7/23/98

Agreement approved as to form. Date \_\_\_\_\_

Distribution: -  
Bd. of Supv. - White  
Auditor-Controller - Blue  
County Counsel - Green -  
Co. Admin. Officer - Canary  
Auditor-Controller - Pink  
Originating Dept. - Goldenrod

37 Dept. if rejected.

ADM - 29 (6/95)

State of California )  
County of Santa Cruz ) SS  
I \_\_\_\_\_ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz.  
State of California, do hereby certify that the foregoing request for approval of agreement was approved by  
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered!  
in the minutes of said Board on \_\_\_\_\_ County Administrative Officer  
\_\_\_\_\_ 19 \_\_\_\_\_ By \_\_\_\_\_ Deputy Clerk