



# County of Santa Cruz

## HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

1000 EMELINE ST., SANTA CRUZ, CA 95060

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

October 6, 1998

Agenda: October 20, 1998

### BOARD OF SUPERVISORS

County of Santa Cruz  
701 Ocean Street  
Santa Cruz, California

### CHILDREN'S NETWORK ANNUAL REPORT

Dear Members of the Board:

On August 19, 1997, your Board accepted an annual report from the Children's Network and directed the HRA Administrator to return to your Board in August 1998 with an update on its accomplishments. On August 25, 1998 your Board deferred this item to the October 20th agenda so that the Children's Network could finalize recommendations for changes in the Network's bylaws. The purpose of this letter is to provide your Board with the annual report submitted by the Children's Network (see attachment A) and to request your Board's approval of the attached amended bylaws.

In addition, this letter seeks your Board's authorization to issue a Request for Proposals (RFP) to procure a one year contract to provide staffing services to the Children's Network. Funding for this contract in the amount of \$25,000 is available through the Children's Trust Fund which is overseen by the Children's Network. This contract represents no additional County cost. Copies of the RFP are attached.

### **BACKGROUND**

As you will recall, the Children's Network was designated by your Board in 1989 as the local children's services coordinating council pursuant to the Presley-Brown Interagency Children's Services Act of 1989. An existing council composed of management from County health and human services, schools, and private non-profit organizations was appointed to carry out the planning and coordination activities required by the Act. This council was renamed the Santa Cruz County Children's Network, with a charter membership of thirty-six organizations.

The purpose of the Children's Network is to reduce the fragmentation of programs for at-risk children and families in our County. The Network serves as a vehicle for planning, coordination, collaboration, information sharing, and networking. Over the past few years, the Network has evolved into an integral part of the underpinnings of service delivery for children and families in the county. County agency leaders as well as community leaders from non-profit organizations and schools are able to share points of view, provide information about their programs, and seek input on an expanding variety of topics related to children and families. Meetings are open to any who wish to attend, and participation of those who serve

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**Annual Report from the Children's Network**

children and families in the County is widely encouraged. Governance of the Children's Network has resided with the members of the Executive Committee of the Children's Network and the Policy Action Council of the Children's Network,

During 1996 and 1997, the Children's Network expanded its responsibilities to include increased community involvement in decisions regarding a variety of funding streams. Your Board designated the Network as the oversight body for coordinating strategies, establishing service priorities, and making recommendations to your Board for the disbursement of several child abuse prevention funds including the Children's Trust Fund; Child Abuse Intervention, Prevention, and Treatment Funds (CAPIT); and Community-Based Family Resource Program. In addition, the Network continues to oversee Family Preservation and Support Programs (FPSP) funds and the Family Violence Response Team (FVRT) three year grant project awarded by the Office of Child Abuse Prevention to a local collaborative which includes HRA, Defensa de Mujeres, Women's Crisis Support, Law Enforcement, and the District Attorney's Office. Each of these funding streams are supporting critical programs and strategies designed to prevent child abuse.

During 1997-98, as a result of the Network's review of its organizational structure and decision making process, the Network revised its bylaws to reflect a restructuring of the Network. The intent of the restructuring is to provide broader community representation in decision making and to streamline the organizational structure of the Network. Effective with your Board's approval of the bylaws, the Executive Committee and the Policy Action Council will be merged into the Children's Cabinet and the Cabinet will add additional members to achieve broader representation. With the restructuring, the Children's Cabinet will become the central decision making body for the Network. A discussion of these organizational changes is included in the Annual Report.

Until last year, staffing for the Children's Network was provided by a variety of entities including the Institute for Community Collaborative Studies, the Community Partnership Program (housed under the County Office of Education), and administrative staff from the Criminal Justice Council. On August 19, 1997, your Board approved a one year contract for \$25,000 with the Institute for Community Collaborative Studies (ICCS) to provide the staffing functions for the Network. This contract has recently expired and HRA is requesting your Board's approval to issue a Request for Proposals for a new contract to provide this service. The new contract in the amount of \$25,000 will be supported through Children's Trust Fund resources and will be for the period January 1, 1999 through December 31, 1999.

**SUMMARY**

With increasing membership and responsibility, the Children's Network continues to function as a key coordinating group in the County for individuals working on behalf of children, youth, and families. As we move through massive changes in our welfare, social service, health care, and justice systems, it is more imperative than ever for individuals working for a common purpose to have a vehicle where they can come together to plan, communicate, and share information. The Children's Network welcomes and encourages the input and involvement of any member of the Board of Supervisors, and urges your Board's continuing

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support for these activities.

IT IS THEREFORE RECOMMENDED that your Board:

1. Accept and file this report, and direct the Human Resources Agency Administrator to submit the Children's Network 1998/99 annual report in August 1999;
2. Approve the attached amended bylaws of the Children's Network;
3. Authorize the Human Resources Agency Administrator to issue the attached Request for Proposals for a contract in the amount of \$25,000 to provide staffing services to the Children's Network.

Very truly yours,

*Cecilia Espinola (ED)*

CECILIA ESPINOLA  
Administrator

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RECOMMENDED:



Susan A. Mauriello  
County Administrative Officer

cc: County Counsel  
Children's Network

Attachments - 3

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**ATTACHMENT A**

**COUNTY OF SANTA CRUZ CHILDREN'S NETWORK**

**ANNUAL REPORT 1997/98**

The County of Santa Cruz must adequately invest in the health, well-being, and education of our children and youth. Our community continues to move forward with improving the coordination of children's services. As the local children's services coordinating council pursuant to the Presley-Brown Interagency Children's Services Act of 1989, the Children's Network and its leadership recognize and acknowledge the fundamental ways that agencies serving children, youth and families are linked. The full Children's Network meets on a bi-monthly basis with working committees meeting on a more frequent basis. Through its broad-based membership, the Network continues to coordinate the efforts of education, health, human resources, juvenile justice, and community organizations to improve the continuum of services provided to children, youth and their families including prevention and intervention strategies.

The mission of the Children's Network is to articulate goals, advocate direction, and focus resources on behalf of the community to improve the life success opportunities for young people. It is the Network's intent to encourage the development of a comprehensive, collaborative, culturally competent system of services to children and youth.

In an ongoing effort to assess the effectiveness of the Network in accomplishing its mission, the Network decision making members spent much of this past year reviewing the current organizational structure of the Network and making recommendations for improved Network functioning. The review resulted in a restructuring effort that includes:

- ◆ broader community representation in decision making,
- ◆ a simpler organizational structure,
- ◆ a concentrated focus on a community based project that can improve outcomes for children and families,
- ◆ strengthening linkages with existing legislated bodies that serve children and families,
- ◆ retaining successful pieces of the existing Network organizational structure,
- ◆ revised bylaws to incorporate restructuring changes.

As a result of the restructuring, two decision making bodies (the Executive Committee of the Children's Network and the Children's Policy Action Council) were merged and expanded to function as the Children's Cabinet of the Children's Network,

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**Children's Cabinet** - The Children's Cabinet is the governing body of the Network and has the ultimate responsibility for carrying out the intent of the Children's Interagency Act (Welfare and Institutions Code 18986 et seq.). The Children's Cabinet provides leadership and accountability in the development of comprehensive services for children and youth.

Effective with the October 20, 1998 approval by the Board of Supervisors of the revised By-laws, the Cabinet will be comprised of the membership of the Executive Committee and the Children's Policy Action Council, and these two bodies will be formally abolished. The Executive Committee has consisted of five seats elected by the full Children's Network and one seat held by a member of the Children's Commission. The Policy Action Council has served as a forum for the chief administrators of major County agencies and school districts to provide leadership for the development of services. This body includes the HRA and HSA Administrators, the Chief Probation Officer, the County Superintendent of Education, the superintendents of the three larger school districts, the Administrator of the County Housing Authority, and the Administrator of the Parks and Open Space Department. The expansion of the Cabinet also adds representation from the Child Care Planning Council, the Juvenile Justice Task Force of the Criminal Justice Council, the Child Abuse Prevention Council (CAPC), the Juvenile Court Judge, the District Attorney, law enforcement, a non-profit serving children and youth, and the four cities.

With the restructuring the following responsibilities were incorporated into the Cabinet: planning agendas, developing the annual work plan for the Network, overseeing the work of the sub-committees, and arranging for technical assistance for developing collaborative initiatives. In addition, the Cabinet is responsible for approving allocation recommendations for funds under the auspices of the Network, including CAPIT, FPSP, CBRFP, and Children's Trust Fund; taking action on behalf of the Network; and addressing policy issues that are identified and brought forward to the Cabinet, and making recommendations to the Board of Supervisors.

**NETWORK MEETINGS**

The Children's Network meets every other month at the Santa Cruz County Office of Education. These meetings are open to the public and are held for the purpose of sharing information of interest and education for Network members who work with or on behalf of children and families. In 1997-98, for the second year, Judge Kathleen Akao provided outstanding leadership as Chair of the Children's Network. Following her tenure, she is stepping down and will be replaced in the 98-99 year by the new elected Chair Cecilia Espinola, Administrator of the Human Resources Agency.

Between July 1997 and September 1998, eight Network meetings were held. An average of 40 members attended these meetings. Members represent agencies and individuals who work with

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or on behalf of children and families in Santa Cruz County. The agendas for these meetings included an informational presentation, grants and program announcements, and committee reports.

Presentations are provided that are reflective of current children's issues and services. The Network provided the following presentations in 1997-98:

- ◆ Monterey Bay Partnership for Schools (July 1997)
- ◆ Dientes Community Dental Clinic (July 1997)
- ◆ Welfare Reform Plans and Activities (September 1997)
- ◆ Packard Hospital Parent Information and Referral Service (September 1997)
- ◆ Community Assessment Project Year Three Outcomes (November 1997)
- ◆ San Lorenzo Valley Healthy Start Update (January 1998)
- ◆ School Attendance Awareness Activities (March 1998)
- ◆ County Probation and TANF Activities (May 1998)
- ◆ Proposition 10 (September 1998)

Grants and Program Highlights included:

- ◆ United Way receiving California Endowment three year funding for the Together for Youth Initiative.
- ◆ Mentoring service funding available through County Alcohol and Drug program.
- ◆ Several grants received by Pajaro Valley Prevention and Student Assistance Program for gang and tobacco prevention.
- ◆ Community Foundation partnership with Irvine Foundation to provide funding to increase middle school age youth access to prevention programs.
- ◆ The retirement of the Executive Director for Valley Resource Center in San Lorenzo Valley, and naming of New Executive Director.
- ◆ The beginning of a new homeless teen case management and education program through Above the Line.
- ◆ San Lorenzo Valley Unified School District received two additional Healthy Start grants to serve middle school and high school youth and families.

Other significant Network meeting highlights include:

- ◆ The addition to the agenda of a Welfare Reform report from HRA for every Network meeting.
- ◆ The election of Executive committee members. Election of these members occurs at the January Network meeting each year. In January 1998, representative of the following agencies were elected to serve on the Executive Committee: County Office of Education,

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Food and Nutrition Services, Human Resources Agency, Juvenile Probation, Children's Commission and Parks and Recreation.

**NETWORK COMMITTEES**

During 1997/98, the Network relied on several standing committees to carry out the Community Assessment Project goals as articulated in the Network bylaws. These committees include: the Executive committee, Education, Recreation and Safe Activities, Drug and Alcohol Prevention, Civic Participation, Child Abuse Prevention. In addition, there are three other publicly mandated bodies that meet and provide report of activities to the Network. They are the Children's Commission, the Child Care Planning Council, and the Juvenile Justice Task Force of the Criminal Justice Council. It is important to note that the Network restructuring efforts had a direct impact on several standing committees that opted to stop meeting in lieu of restructuring efforts. These committees were Civic Participation, Education and Recreation and Safe Activities. None withstanding, committee highlights include:

**Education:** This committee met in the early part of the year and focused its energies on increasing parental involvement in schools. Towards this end, the committee co-sponsored a PTA event "Open the Schoolhouse Doors" in October of 1997. In addition, a survey of schools to determine the level of parental involvement and establishment of a family friendly environment was developed and issued. While the response level was minimal, the results indicated that schools provide a variety of activities for parents to become involved with their school.

**Recreation and Safe Activities:** This committee met in the early part of the year and determined a focus on a neighborhood recreation pilot project in Live Oak was desirable. In addition, the committee expressed interest in assuring that the Summer Lunch program be coordinated with available recreation programs offered in the summer.

**Civic Participation:** This committee never met, but the chair was an active member of the restructuring work group seeing restructuring activities as an avenue to increase civic participation.

**Child Abuse Prevention Committee:** This committee was responsible for making funding recommendations to the Network Executive and Policy Action Council for the Family Preservation and Support Program, CAPIT services, CBFRRP services and Children's Trust Fund services. Agencies that received funding included: the Parent Center for child abuse counseling and respite care services, Valley resource Center for home visiting, Food and Nutrition Services for child care services for parents receiving parent education services, Child Abuse Prevention Council for producing a teen video and funding for parents to participate in the Family Resource Center Network.

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Children's Commission: The Commission met monthly throughout the year and focused its efforts on child advocacy issues such as transportation and child support collection. The Commission issued several position statements on various topics, and began dialogue with the Children's Network regarding defining and strengthening its relationship with the Network.

Child Care Planning Council: The passage of welfare reform legislation required the Planning Council to revise its membership and take on new responsibilities such as the development of a child care needs assessment and master plan. The Planning Council developed a plan which was adopted by the Network in December of 1997.

Juvenile Justice Task: The Juvenile Justice Task Force operates under the auspice of the Criminal Justice Council. The task force spent the year developing a Youth Law Handbook, hiring a consultant to review the juvenile hall facility, and adopting a truancy prevention project in collaboration with the County Office of Education. The Criminal Justice Council hired a new Executive Director.

Drug and Alcohol: This committee developed a workplan for the year that focused on successful prevention projects such as Hands Off Halloween, First Night, Heart of Prevention and Cinco de Mayo. This committee works closely with the Together For Youth Initiative.

Executive Committee: Historically, this committee has had responsibility for setting the Network agenda, and together with the Policy Action Council, approved recommendations from Network committees. However, this year the committee members and Policy Action Council members requested a joint retreat meeting to assess the effectiveness of the current Network organizational structure. The retreat was held in December of 1997 and represented a change in meeting structure resulting in the Executive Committee and Policy Action Council meeting together as a merged body focused on Network restructuring. The joint committee continued to approve funding recommendations from the Child Abuse Prevention committee as well as Healthy Start applications from the County. The committee reviewed a funding request from the Child Abuse Prevention Council and directed staff to offer technical assistance to this agency to assure agency sustainability. The primary focus of the joint meetings was focused on reviewing restructuring recommendations from the ad hoc restructuring work group.

Ad Hoc Work Group on Restructuring: An ad hoc restructuring work group was convened in response to the joint Executive committee and Policy Action Council retreat held in December 1997. Members include representatives from the Executive committee and Policy Action Council and any other Network member wishing to participate. This work group met for several months and developed restructuring recommendations for the Executive committee and Policy Action Council.



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**SUMMARY**

The Children's Network continues to function as a key coordinating group in the County for individuals working on behalf of children, youth, and families. In 1997-98 the Network revised its By-laws and reorganized and streamlined its governance structure. The two primary decision making bodies (the Executive Committee and the Children's Policy Action Council) were merged into the Children's Cabinet and the Cabinet was further expanded to include broader community representation in decision making. As we move through massive changes in our welfare, social service, health care, and justice systems, it is more imperative than ever for individuals working for a common purpose to have a vehicle where they can come together to plan, communicate, and share information. The Children's Network welcomes and encourages the input and involvement of any member of the Board of Supervisors, and urges your Board's continuing support for these activities.

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**CHILDREN'S NETWORK STAFFING COORDINATOR**

**COUNTY OF SANTA CRUZ  
REQUEST FOR PROPOSALS (RFP)**

The County of Santa Cruz Human Resources Agency is seeking proposals from interested individuals/entities ("Applicants") to provide staffing support services to the Santa Cruz County Children's Network and Network Cabinet for a twelve-month period from January 1, 1999 through December 31, 1999. The period of this RFP is from November 2, 1998 through 5 p.m. November 27, 1998.

Funding for this contract in the amount of \$25,000 is available through the Children's Trust Fund. These services will be procured through a contract with the Human Resources Agency. In accordance with the Welfare and Institutions Code governing this trust fund, applicants must be affiliated with either a private non-profit organization or a public institution of higher education recognized with expertise in fields related to child welfare.

**BACKGROUND**

The Santa Cruz County Children's Network serves as the local children's services coordinating council pursuant to the Presley-Brown Interagency Children's Service Act of 1989. The mission of the Network is to: articulate goals, advocate direction, and focus resources on behalf of the community to improve the life success opportunities for young people. The Network encourages the development of a comprehensive collaborative, culturally competent system of services to children and youth.

The Children's Network meets every other month at the Santa Cruz County Office of Education. An average of 40 member agencies regularly attends these meetings. Members represent agencies and individuals who work with or on behalf of children and families in Santa Cruz County. The agendas for these meetings include an informational presentation, grant and program announcements, and committee reports. The Network Cabinet is the governing body of the Network and has ultimate responsibility for carrying out the intent of the Interagency Children's Services Act. The Network Cabinet meets every other month.

Contract Requirements/Scope of Services

Under the oversight of the Network Cabinet of the Children's Network, and in consultation with the Human Resources Agency, the successful contractor will perform the following scope of services:

1. Assure Network activities are in compliance with legislative intent and duties outlined in the Interagency Children's Services Act.

2. Staff Network Information and Network Cabinet meetings, including providing clerical support.
3. Coordinate Network annual project, as determined by Network Cabinet.
4. Provide technical assistance for Network activities including:
  - information and referral regarding Network
  - coordinating Network letters of support and grant applications as required/requested
  - coordinating funding approval processes
  - writing draft letters to the Board of Supervisors as directed
  - preparing Children's Network annual report to Board of Supervisors
5. Carry out other responsibilities as determined by Network Cabinet

### **INSTRUCTIONS FOR SUBMITTING PROPOSALS**

The requirements for proposals are described in the following pages. Please be sure to read and address all elements of this Request for Proposals in your response.

Four (4) copies of the proposal must be submitted no later than November 27, 1998 at 5:00 p.m. to the Human Resources Agency, 1400 Emeline Avenue. Proposals should be submitted in a sealed envelope clearly marked "Proposal for Children's Network Coordinator." Your proposal must be signed by an authorized representative of the Applicant. Send proposal to:

Human Resources Agency  
 1400 Emeline Avenue  
 Santa Cruz, CA 95060  
 Attention: Michelle Shippen

Please contact Michelle Shippen, Acting Director of Prevention and Early Intervention Services at (408) 454-4419 if you have questions regarding the requirements of this RFP.

### **REVIEW PROPOSALS**

Upon receipt of the proposals, the Human Resources Agency staff and representatives from the Children's Network Cabinet will review the proposals. Based upon a review of the qualifications, the experience, the cost effectiveness of the proposal, and the contractor's ability to fulfill the stated contract requirements, HRA and the Network Cabinet will recommend a contractor. HRA will forward the recommendation, along with a proposed contract, to the Board of Supervisors for their approval.

**RFP LIMITATIONS**

1. The County of Santa Cruz reserves the right to reject any or all proposals received, and to negotiate with the selected respondents any desired change in the proposal in order to meet the County's requirements.
2. The County will not be liable for any cost incurred by the Applicant in the preparation of the proposals.
3. The Applicant may be required to furnish the County such additional information as the County may reasonably require.
4. The Human Resources Agency and the Children's Network Cabinet reserves the right to conduct personal interviews of any or all Applicants prior to making a recommendation to the Board of Supervisors.
5. The contract, its renewal or re-bid, is contingent upon the availability of continuing funds.

**PROPOSAL REQUIREMENTS****1. IDENTIFICATION OF APPLICANT**

Give the Applicant's legal name, address, phone number, and fax number (if available).

**2. QUALIFICATIONS AND EXPERIENCE**

In addition to reviewing proposals for the range of services to be provided, it is essential that we understand your or your organization's qualifications for providing the proposed services. To determine an Applicant's qualifications for this program, your proposal must include detailed answers to the following questions.

- a. Characterize your or your organization's background, education, and experience, in providing consulting and project management services.
- b. Provide examples which convey the breadth of your or your organization's experience and effectiveness relative to the responsibilities listed for the coordinator role.
- c. Provide a proposed budget and payment schedule necessary to achieve the contract requirements.
- e. Provide a list of references and/or letters of recommendation.

#### 4. **INSURANCE REQUIREMENTS**

Attachment 1 details the County insurance requirements to be incorporated in the final contract with the organization or individual selected for this position. Other insurance provisions shown may or may not be modified, based on factors unique to this position and the proposals reviewed. It is suggested that your organization not construe the insurance requirements as a reason not to submit a proposal. However, for the County to give your organization fair consideration, please be specific about what insurance you can or cannot provide and other related concerns.

Should you or your organization not presently carry other insurance requirements shown, please submit your proposal with any differences clearly noted. Indicate whether you or your organization would be able to obtain the insurance shown and at what additional cost, if any.

It is suggested that you provide a copy of Attachment 1 to your insurance broker for review. Should any questions arise regarding any of the insurance provisions, please contact Janet McKinley, County Liability/Property Manager, at (408) 454-2240.

#### 5. **ADDITIONAL REQUIRED ATTACHMENTS FOR NON-PROFITS/BUSINESSES.**

- A. Attach a current organizational chart showing clear lines of authority within your organization.
- B. Attach a copy of your organization's Articles of Incorporation certified by the State.
- C. Attach a roster of your organization's Board of Directors or other governing body.
- D. Attach copies of your IRS and California Franchise Tax Board nonprofit determination letters, if applicable.
- E. If a for-profit enterprise, attach a copy of your business license.

## ATTACHMENT 1

**INSURANCE:** CONTRACTOR, at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain at minimum compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects COUNTY and any insurance or self-insurance maintained by COUNTY shall be excess of CONTRACTOR'S insurance coverage and shall not contribute to it.

If CONTRACTOR utilizes one or more subcontractors in the performance of the Agreement, CONTRACTOR shall obtain and maintain Independent Contractor's Insurance as to each subcontractor or otherwise provide evidence of insurance coverage for each subcontractor equivalent to that required of CONTRACTOR in this Agreement, unless CONTRACTOR and COUNTY both initial here   /  

A. Types of Insurance and Minimum Limits

1) Worker's Compensation in the minimum statutorily required coverage amounts. This insurance coverage shall not be required if the CONTRACTOR has no employees and certifies to this fact by initialing here   .

2) Automobile Liability Insurance for each of CONTRACTOR's vehicles used in the performance of the Agreement, including owned, non-owned (e.g. owned by CONTRACTOR's employees), leased or hired vehicles, in the minimum amount of \$500,000 combined single limit per occurrence for bodily injury and property damage. This insurance coverage shall not be required if vehicle use by CONTRACTOR is not a material part of performance of this Agreement and CONTRACTOR and COUNTY both certify to this fact by initialing here   /  

3) Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for:  
(a) bodily injury; (b) personal injury; (c) broad form property damage; (d) contractual liability; and (e) cross-liability.

4) Professional Liability Insurance in the minimum amount of \$1,000,000 combined single limit, if, and only if, this Subparagraph is initialed by CONTRACTOR and COUNTY   /  

B. Other Insurance Provisions

1) If any insurance coverage required in this Agreement is provided on a "Claims Made" rather than "Occurrence" form, CONTRACTOR agrees to maintain the required coverage for a period of three (3) years after the expiration of this Agreement (hereinafter "post agreement coverage") and any extensions thereof. CONTRACTOR may maintain the required post agreement coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent upon post agreement coverage being both available and reasonably affordable in relation to the coverage provided during the term of this Agreement. For purposes of interpreting this requirement, a cost not exceeding 100% of the last annual policy premium during the term of

the Agreement in order to purchase prior acts or tail coverage for post agreement coverage shall be deemed to be reasonable.

2) All required Automobile and Comprehensive or Commercial General Liability Insurance shall be endorsed to contain the following clause:

"The County of Santa Cruz, its officials, employees, agents and volunteers are added as an additional insured as respects the operations and activities of, or on behalf of, the named insured performed under Agreement with the County of Santa Cruz."

3) All required insurance policies shall be endorsed to contain the following clause:

"This insurance shall not be canceled until after thirty (30) days prior written notice has been given to:

County of Santa Cruz Human Resources Agency  
1400 Emeline Avenue  
Santa Cruz, CA 95060  
Attention: Michelle Shippen

4) CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide COUNTY on or before the effective date of this Agreement with Certificates of Insurance for all required coverages. All Certificates of Insurance shall be delivered or sent to:

County of Santa Cruz Human Resources Agency  
1400 Emeline Avenue  
Santa Cruz, CA 95060  
Attention: Michelle Shippen

BY LAWS (revisions approved 9/98)

SECTION 1: NAME

The organization shall be known as the Santa Cruz County Children's Network.

The Children's Network shall encompass all of the territory lying within the boundaries of said county.

SECTION 2: PURPOSE AND POWERS

Mission: The Mission of the Santa Cruz County Children's Network is to improve opportunities for young people and their families. ~~by focusing resources on the following CAP goals:~~ *The Network supports the ongoing goals of the Community Assessment Project (CAP).*

- ~~1. By the year 2000, the number of jobs, for teens and parents in Santa Cruz County will increase by 5%, in proportion to the work force.~~
- ~~2. By the year 2000, Santa Cruz County students will graduate high school job ready or prepared for higher education.~~
- ~~3. By the year 2000, in Santa Cruz County active parental participation in children's primary and secondary education programs will increase by 30%.~~
- ~~4. By the year 2000, Santa Cruz County youth alcohol and marijuana use will decrease to the national average.~~
- ~~5. By the year 2000, the arrest rate for violent juvenile crime will have decreased by 1% per year in proportion to the juvenile population.~~
- ~~6. By the year 2000, decrease the incidence of repeat child abuse reports by 3%.~~
- ~~7. By the year 2000, improve civic involvement by increasing voter participation by 3% per year.~~
- ~~8. By the year 2000, increase children's involvement in safe, healthy activities.~~

It is the Network's intent to encourage the development of a comprehensive and collaborative delivery system of services to children and youth. The characteristics of that system shall be:

- I. Emphasize preventive and early intervention services that maximize the healthy development of children and families and minimize the long-term need for public resources.
- II. Allow for flexible expenditures of public funds by emphasizing local decision making in designing delivery systems.



- III. Provide for a continuum of family-centered, child-focused services through public/private partnerships that:
- minimize duplicate administrative systems,
  - identify gaps in services to target populations,
  - provide case management services to children and families with multiple needs.
- IV. Involve school districts and other institutions in the planning and delivery of coordinated services for children.
- V. Respond to the needs and assures accessibility to the **Latino** population and other groups it is designed to serve.

For purposes of these bylaws, the following definitions shall apply:

- (a) “Children’s services” means any services provided by any state or local agency or private entity for the health, safety, or well-being of minors.
- (b) “Children’s Network” means The Santa Cruz County Children’s Network.

### **SECTION 3: AUTHORITY**

The Network is authorized by 18986.10 of the Welfare and Institutions Code, and is established by the Santa Cruz County Board of Supervisors Pursuant to that Authority.

### **SECTION 4: PROGRAM PLAN**

The Network shall develop a three-year plan that addresses the goals and system characteristics described above.

The Network’s plan shall include all of the following:

- (a) Use of existing service capabilities in the county.
- (b) Interagency collaboration and program consolidation among publicly and privately funded agencies providing services to children.
- (c) Components designed to promote an effective case management system.
- (d) Estimates of cost benefits and cost avoidance of the program plan.
- (e) Objective measures of program effectiveness.

The Network shall, in ~~July~~ **August** of each year, submit to the Board of Supervisors its **annual report detailing progress made in the three year plan.** ~~program plan for enhancing the coordination of children’s services.~~

## SECTION 5: MEMBERSHIP

The membership of the Children's Network is comprised of, but not limited to public and private agencies and schools serving children and youth in Santa Cruz County. In addition, citizens and organizations with an interest in or who are providing services to children may become at-large members of the Network by attending meetings and serving on committees,

Voting members of the Network ~~and its committees~~ are those individuals who serve **on the Network Cabinet**. ~~who have attended 50% of the meetings during the past twelve months of whichever entity is voting. For example, if the full Network is voting, a member must have attended 3 (or 50%) of the six meetings of the full Network held during the past twelve months. Members officially vote in the election of six Executive Committee members, although informal polls may be taken at meetings to garner the sense of the group in attendance. Committees by their votes make recommendations to the full Network and to the Executive Committee. No organization or agency will have more than two votes at either the full Network or committee level.~~

The Children's Network Cabinet is the governing body of the Network and has ultimate responsibility for carrying out the intent of the Children's Interagency Act **W&IC 18986** et seq. The Cabinet provides leadership and accountability in the development of comprehensive services to children and youth.

The Children's Network Cabinet shall be composed ~~of members of the Policy Dialog, the Executive Committee, and others as necessary to meet the intent of the Children's Interagency Act. The Cabinet shall consist of no more than seventeen (17) members.~~

~~The Policy Dialog provides a forum for the heads of major County agencies and school districts to provide leadership and ultimate accountability for the development of a comprehensive and collaborative system of services to children and youth in Santa Cruz County.~~

~~The membership of the Policy Dialog is composed~~ of the heads of major County agencies that provide services to children and youth, and Superintendent of the County Office of Education, **and a representative of a local school district, and other children and youth representatives** as follows:

- Superintendent of the County Office of Education
- Administrator of the Human Resources Agency
- Administrator of the Health Services Agency
- Superintendent of **a school district in Santa Cruz County** ~~Pajaro Valley Unified School District~~
- ~~Superintendent of Santa Cruz City School District~~
- ~~Superintendent of San Lorenzo Valley Unified School District~~

- Chief Probation Officer
- Administrator of the Parks and Open Spaces Department
- Administrator of the County Housing Authority
- *Representative of the County Children's Commission*
- *Representative of the County Child Care Planning Council*
- *Representative of the Juvenile Justice Task Force of the Criminal Justice Council.*
- *Representative of the Child Abuse Prevention Council (CAPC)*
- *County Juvenile Court Judge*
- *County District Attorney*
- *Representative of law enforcement*
- *Representative of a nonprofit serving children and youth*
- *Representatives of the four cities*
- *Other representatives as the Cabinet deems appropriate to fulfill the purpose of the Network*

*Designees may be approved on an as needed basis by the Cabinet. The Cabinet will make every effort to go through appropriate protocols and procedures of entities from which a representative is sought.*

~~The membership of the Executive Committee is composed of the Chair and Vice chair of the Network, the Children's Network Coordinator, and six members elected by the members of the Network.~~

~~The Executive Committee is responsible for planning agendas, developing the annual work plan for the Network, overseeing and approving the work of the committees, and providing or arranging for technical assistance for developing collaborative initiatives. It is also responsible for identifying issues and developing recommendations to bring to the attention of the Policy Dialog.~~

## **SECTION 6: REGULAR MEETINGS**

Meetings of the Network shall be convened by the Children's **Network Chair. Coordinator.** The full Network shall meet bi-monthly; meetings shall **be** open to **the public and all** interested parties; minutes will be kept and sent to all members.

The Children's Network Cabinet meets bi-monthly and reports back to the full Network.

~~The Executive Committee meets as needed between scheduled Network meetings and regularly as part of the Cabinet.~~

~~The Policy Dialog meets for lunch monthly. Every other month members of the Executive Committee join the members of the Policy Dialog as the Children's Cabinet.~~

#### **SECRON 7: SPECIAL MEETINGS**

A special meeting may be called by the Chairperson or by the majority of ~~the Executive Committee~~ *the Cabinet* by giving written notice to all members of the Network at least forty-eight hours before the time of such meeting. Such written notice shall specify time, place and the agenda for the meeting. Only agenda items so noticed may be considered at the special meeting.

#### **SECTION 8: AGENDA OF MEETINGS**

Every effort shall be made to deliver the agenda of each meeting by mail to the members of the Network at least forty-eight hours prior to the time of the meeting. *All agendas for the Network and Cabinet meetings will be posted according to the Brown Act.*

#### **SECTION 9: RULES OF ORDER**

On any question or point of order not contained in these Bylaws, the Network shall be governed in its parliamentary actions by Robert's Rules of Order.

#### **SECTION 10: QUORUM**

A quorum for the transaction of official business shall consist of a minimum of ~~twelve half plus one~~ *representatives* of the ~~current~~ membership of the Network *Cabinet*, ~~five members of the Policy Dialog, four members of the Executive Committee, and nine members of the Cabinet.~~

#### **SECTION 11: MANNER OF VOTING**

~~Network members only vote officially and by written ballot in the election of the six Executive Committee members. For the successful operation of the Network, involvement of members is essential, therefore this vote shall only be allowed to those members who have attended three full Network meetings or more in the past year.~~

From time to time informal polls may be taken at meetings to garner the sense of the group in attendance. Such polls shall be by voice vote called for by the Chairperson.

Votes of the Cabinet, ~~the Policy Dialog or the Executive Committee~~ may be conducted by phone or fax at the direction of the Chairperson. The vote shall be documented with the results reported at the next regularly scheduled meeting of the body thus polled. Proxies will not be allowed for members of these bodies.

The Santa Cruz County Children's Network voting procedures shall comply with the requirements of the Brown Act.

#### **SECTION 12: LIMITATIONS OF DISCUSSION**

Discussion on any particular matter by either a network member or a guest may be limited at the discretion of the Chairperson to such length of time as deemed responsible under the circumstances, subject to being overruled by a majority vote of the Network *Cabinet*.

### **SECTION 13: OFFICERS ~~and EXECUTIVE COMMITTEE MEMBERS~~**

The officers of the Santa Cruz County Children's Network shall be a Chairperson and Vice-Chairperson both of whom shall be members of the Network *Cabinet*. Officers shall be appointed ~~appointed~~ *elected* by the Cabinet.

~~Five Executive Committee members shall be members of the Network and drawn from management and executive levels of public and private agencies, organizations, and school districts experienced in the planning and development of interagency initiatives and programs. A sixth Executive Committee member shall be a commissioner from the Santa Cruz County Children's Commission. Executive Committee members shall be elected by the Network for a term of one year. Officers shall be elected for a term of one year. The elections shall take place at the *first Cabinet* meeting of the calendar year. Prior to the last meeting of the calendar year, the Chairperson shall name a nominating committee which will make nominations at the last *Cabinet* meeting of the calendar year. The nominating committee will assure that one Executive Committee nominee is a duly appointed commissioner from the Children's Commission. In addition to nominations made by the nominating committee, other nominations may be made from the floor. An election will be held in accordance with sections 10 and 11 of these Bylaws.~~

All officers ~~and Executive Committee members~~ shall hold over in their respective offices after their term has expired until successors have been elected and have assumed office.

~~The Children's Network Coordinator is appointed by the County Board of Supervisors and the County Superintendent of Schools.~~

### **SECTION 14: DUTIES OF OFFICERS**

The duties of the Chairperson shall be to preside at all meetings of the Network *Information meetings, and Cabinet meetings*, to call special meetings, to appoint the membership and chairperson of all committees, and to perform all other duties necessary or incidental to their office. The Chairperson shall have full voting rights.

In absence of the Chairperson, or in the event of the Chairperson's inability to act, the Vice-Chairperson shall take the place of the Chairperson and perform the duties of the position.

In the absence of the Chairperson and the Vice-Chairperson, ~~the~~ *a representative from the Cabinet Children's Network Coordinator* shall act temporarily as Chairperson.

### **SECTION 15: VACANCIES OF OFFICES**

Should the office of the Vice-Chairperson become vacant during the term of such office, the remaining members of the ~~Cabinet Executive Committee~~ shall appoint a replacement for the duration of the term.

**SECTION 16: EXECUTIVE COMMITTEE**

The Executive Committee is responsible for:

- ~~1. Planning agendas and developing the annual work plan for the Network.~~
- ~~2. Approving the work of the sub-committees, and providing or arranging for technical assistance for developing collaborative initiatives.~~
- ~~3. It is also responsible for identifying issues and developing recommendations to bring to the attention of the Policy Dialog.~~

**SECTION 17: POLICY DIALOG**

The Policy Dialog will undertake the following tasks:

- ~~1. Identify new initiatives and areas which would benefit from collaborative planning.~~
- ~~2. Commit and direct resources for interagency programs initiatives.~~
- ~~3. Seek opportunities to minimize duplicate administrative services and maximize federal revenue through collaborative planning.~~
- ~~4. Has responsibility for initiation of or approval of requests for waivers or negotiated contracts per W&IC 18986.20 et seq.~~

**SECTION 18-16: CABINET**

The Cabinet will undertake the following specific tasks:

- 1. Ensure collaboration and countywide planning for the provision of children's services.
- 2. Ensure inclusion and representation of minority interests, needs, perceptions and services in the planning and delivery of services.
- 3. Oversee the development of long range planning efforts and the development and review of annual plans.
- 4. Develop policies and set priorities for public and private collaborative ventures.
- 5. Provide for countywide interagency case management mechanisms to coordinate resources, especially for children and families using multiple services.
- ~~6. Review funding recommendations and make recommendations to the Board of \_\_\_\_\_ Supervisors as appropriate.~~
- 6. Plan agendas and develop the annual work plan for tie Network.**
- 7. Approve the work of the Network sub-committees, and provide or arrange for technical assistance for developing collaborative initiatives.**

- 8. ***Commit and direct resources for interagency program initiatives.***
- 9. ***Seek opportunities to minimize duplicate administrative services and maximize federal revenue through collaborative planning.***
- 10. ***Initiates or approves requests for waivers or negotiated contracts per W&IC 18986.20 et seq.***
- 11. ***Approves allocation recommendations for funds under the auspices of the Network as directed by the County Board of Supervisors, or as required by the Interagency Children's Services Act.***

**SECTION ~~19-17~~: OTHER COMMITTEES**

The Santa Cruz County Children's Network may create committees for any purpose to be composed of members of the Network appointed by the Chairperson. All such committees are temporary in nature, unless made permanent through amendments to these Bylaws.

**SECTION ~~20-18~~: APPEALS**

The Network is not obligated to reconsider any decision except upon a motion and a second by voting members of the ~~Executive Committee, the Policy Dialog,~~ or the Cabinet of the Network.

**SECTION ~~21-19~~: ADOPTION OF BY-LAWS**

The adoption of these Bylaws shall be by motion and shall require an affirmative vote of a majority of the members of the Network *Cabinet*. When adopted these Bylaws shall remain in effect unless amended as provided herein. \*

**SECTION ~~22-20~~: AMENDMENTS TO BYLAWS**

Amendments to the Bylaws may be adopted by the affirmative vote of a majority of all members of the *Cabinet Network* at a meeting, provided at least 48 hours notice has been given. Prior notice of a proposed amendment must clearly identify the section to be amended and the amended version being proposed. ***Final approval of amendments to the Bylaws resides with the County Board of Supervisors.***

**SECTION ~~23-21~~: WAIVERS**

Pursuant to 18986.20, of the Welfare and Institutions Code, county agencies may request from the state, a waiver of existing state regulations pertaining to single agency operations and auditing and accounting requirements which hinder coordination of children's services.

***The Network Cabinet Policy Dialogue*** is responsible for initiating requests for waivers or negotiated contracts. The Network will support those requests it deems appropriate, provided they are submitted in writing, with a detailed description of the county's plan for coordinated children's services and a detailed description of the need for the waiver to the Secretary of the Health and Welfare Agency, the Superintendent of Public Instruction, and the Attorney General.