



# County of Santa Cruz<sup>0091</sup>

## HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

1000 EMELINE ST., SANTA CRUZ, CA 95060

(408) 454-4130 OR 454-4045 FAX: (408) 454-4842

October 1, 2001

Agenda: October 16, 2001

### BOARD OF SUPERVISORS

County of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA 95060

### YOUTH DEVELOPMENT AND CRIME PREVENTION INITIATIVE

Dear Members of the Board:

As you may know, the Human Resources Agency (HRA)/Workforce Investment Board (WIB) was awarded \$1,767,228 in Youth Development and Crime Prevention Initiative (Initiative) funds to provide services locally for Fiscal Years (FY) 01-02 through **03-04**. The HRA/WIB is the lead agency in a consortium that also includes the Health Services Agency (Children's Mental Health and Alcohol and Drug Programs) and four community based organizations (the Community Action Board of Santa Cruz County, Inc.; Mountain Community Resources; Pajaro Valley Prevention.. and Student Assistance, Inc.; and the Santa Cruz Community Counseling Center, Inc.). The Initiative is funded by a collaborative of state Health and Human Services Agency departments, including Alcohol and Drug Programs, Mental Health and Employment Development. The purpose of this letter is to ask your Board to authorize the execution of contracts and take other actions necessary to implement the Initiative locally.

Through contracts with HRA/WIB, the local consortium will provide services to 88 youth per year, ages 12 to 21, whose low levels of developmental assets place them at risk of first time or continued criminal involvement and other negative outcomes. Youth participants will have **an** individualized, holistic and comprehensive youth development menu of services, which will include mentoring, counseling, work experience and follow up.

To support the consortium's application to provide these services, the WIB and WIB Youth Council expanded the Youth Council as required for oversight of the grant. Furthermore, the WIB Executive Committee recommended \$31,006 in Workforce

Investment Act incentive funds to augment first year funding for the Initiative. These funds will provide the difference between first year funding as requested in the proposal (\$620,082) and the amount awarded (\$589,076), allowing the consortium to fully implement its direct services program plan. A portion (\$3,642) of the incentive will fund HRA's administrative overhead as the lead agency for FY 01-02. The balance of HRA overhead for FY 01-02 through FY 03-04 (\$166,590) is from the grant funds.

In addition to direct services, the grant includes \$87,003 for project evaluation. The project evaluation framework will include the development of a local evaluation plan in cooperation with the state, the collection and maintenance of project-related data, semi-annual analysis of outcome data, preparation of a final report and publication of project outcomes.

Based on the FY 01-02 through 03-04 grant award and incentive funding for first year services, HRA staff will negotiate contracts with the Community Action Board of Santa Cruz County, Inc. in the amount of \$352,836; Mountain Community Resources in the amount of \$345,496; Pajaro Valley Prevention and Student Assistance, Inc. in the amount of \$493,009; and the Santa Cruz Community Counseling Center, Inc. in the amount of \$349,295; as the contractors of Youth Development and Crime Prevention Services for the period of October 1, 2001 through June 30, 2004. The scope of services for the contracts to be executed, as outlined in the attached Work Plan approved by the state as part of the proposal, is attached.

The state agencies funding this grant have already augmented the HRA and Health Services Agency (HSA) allocations for FY 01-02. Additionally, due to the difference between state and federal fiscal years, state Alcohol and Drug Programs (ADP) have made first year funds and partial second year funds available during state FY 01-02. Hence the local award for this program will be higher during FY 01-02 than in subsequent years. The total FY 01-02 funds (\$655,082) will be appropriated into the respective County budgets through the attached resolution and AUD-60. HRA and HSA will develop an Interagency Memorandum of Understanding for service and expenditure reporting, as well as HRA reimbursement for the contractor's services provided with the funds in HSA's budget. The balance of funds for subsequent program years will be appropriated during subsequent County budget processes.

Your Board's actions related to this grant will allow timely implementation of Youth Development and Crime Prevention Initiative services locally. The contracts will be 100% state and federally funded and will result in no cost to the County.

**IT IS THEREFORE RECOMMENDED** that your Board:

1. Adopt a resolution accepting unanticipated revenue in the amount of \$655,082 and appropriate these funds as detailed in the attached AUD-60, (the remaining grant funds of \$1,112,146 will be included in the Fiscal Year 02-03 and 03-04 Human Resources Agency and Health Services Agency budgets);

2. Authorize the Human Resources Agency and Health Services Agency Administrators to develop an Interagency Memorandum of Understanding to detail service and expenditure reporting as well as HRA reimbursement for the contractors' services provided with the funds in HSA's budget;
3. Authorize **\$31,006** in Workforce Investment Act incentive funds to augment Youth Development and Crime Prevention Initiative grant monies for services through June **30,2002**. Funds are budgeted in **3916-5243** for this purpose;
4. Approve the Community Action Board of Santa Cruz County, Inc. in the amount of **\$352,836**; Mountain Community Resources in the amount of **\$345,496**; Pajaro Valley Prevention and Student Assistance, Inc. in the amount of **\$493,009**; and the Santa Cruz Community Counseling Center, Inc. in the amount of **\$349,295**; as the contractors of Youth Development and Crime Prevention Services for the period of October **1,2001** through June **30,2004**;
5. Approve the scope of services outline (Work Plan) for the contracts (attached);
6. Authorize the Human Resources Agency Administrator to execute the contracts for Youth Development and Crime Prevention services and make modifications as needed to the contracts that do not change the dollar amount or overall purpose of the contracts;
7. Authorize the Human Resources Agency Administrator to execute the required subcontract for Project Evaluation.

Very truly yours,



Cecilia Espinola  
Administrator  
Human Resources Agency



Rama Khalsa, Ph.D.  
Administrator  
Health Services Agency

CE:KZ:LG:ne

N:\Board\_Letters\Fiscal\_Year\_01-02\Administration\WIB\Bos aug 2001 youth dev draft 5.wpd

RECOMMENDED



Susan A. Mauriello  
County Administrative Officer

cc: Community Action Board of Santa Cruz County, Inc  
Mountain Community Resources  
Pajaro Valley Prevention and Student Assistance, Inc.  
Santa Cruz Community Counseling Center, Inc.

### Scope of Services Outline/Project Workplan

Goal/Expected Outcome	Activity/Major Milestone	Estimated Completion Date	Responsible Organization
<p>1. Measurable increase in awareness and adoption of Youth Development principles among youth-serving agencies.</p>	<ul style="list-style-type: none"> <li>Initiate county-wide training program for Youth Development, including interview assessment, identification of and contract with qualified training providers, provide scheduling and logistical support for trainings, evaluate training participant knowledge, attitude and skill (KAS) gain.</li> </ul>	Ongoing, Month 1 through end of grant	PVPSA, Project Evaluator
	<ul style="list-style-type: none"> <li>Produce two-day Training of Trainers for 20 participants each year.</li> </ul>	Months 3, 11, 23	PVPSA, Training Consultants
	<ul style="list-style-type: none"> <li>Produce four general population trainings (Awareness/Skill/Policy) per year for 80 - 100 participants each.</li> </ul>	Quarterly, Month 1 through end of grant	PVPSA, Training Consultants
	<ul style="list-style-type: none"> <li>Produce 8 core skill-building trainings per year for 15 project staff and partners</li> </ul>	Ongoing, Month 3 through end of grant	PVPSA, Training Consultants
<p>2. Improved collaboration and linkages in local youth-serving systems</p>	<ul style="list-style-type: none"> <li>Convene quarterly expanded Youth Council, and Grant Steering Committee and Direct Service Work Group as needed (possibly monthly or bi-monthly).</li> </ul>	Ongoing, Month 1 through end of grant	HRA/WIB
	<ul style="list-style-type: none"> <li>Develop and implement project-wide referral, assessment and data collection tools and protocol in coordination with State cross-site evaluation.</li> </ul>	Month 6 completion	Project Evaluator
	<ul style="list-style-type: none"> <li>Train school and law enforcement partners for program referral</li> </ul>	Months 3, 12, 24	PVPSA, MCR, YS
<p>3. Increase workforce investment strategies and meaningful opportunities for youth.</p>	<ul style="list-style-type: none"> <li>Implement YCORPS program to serve 25 program youth per year in outdoor work crews and individual placement, including: employment readiness, job skill development, career exploration, community service planning, and paid work experience.</li> </ul>	Ongoing, Month 1 through end of grant	CAB
	<ul style="list-style-type: none"> <li>Place 10 program graduates in County WIA program each year for continued services and employment.</li> </ul>	Ongoing, Month 13 through end of grant	CAB, All
<p>4. Increase in resources dedicated to youth services.</p>	<ul style="list-style-type: none"> <li>Expand and augment leveraged funds for treatment and mental health services (EPSDT, Drug MediCal)</li> </ul>	Month 20	CMH, CADP
	<ul style="list-style-type: none"> <li>Identify and secure new funding and resources for expanding and sustaining project objectives and activities.</li> </ul>	Ongoing, Month 1 through end of grant	SCYC, All

## Project Workplan

Goal/Expected Outcome	Activity/Major Milestone	Estimated Completion Date	Responsible Organization
5. Improved levels of personal and social functioning among project participants.	<ul style="list-style-type: none"> <li>Provide long-term case management (6 - 12 months) to a total of 88 youth per year (MCR 40, YS 24, PVPSA 24), including: assessment, goal-setting, development and monitoring of case management plan, home visits and/or meeting with parents and other family members, 1-3 individual meetings per week.</li> <li>Provide substance abuse treatment services to a total of 32 youth per year (MCR 8, YS 12, PVPSA 12), including: assessment, insight/awareness groups, individual sessions, day treatment.</li> <li>Provide mental health counseling services to a total of 34 youth and their families per year (MCR 10, YS 12, PVPSA 12), including: assessment, individual, group and family counseling.</li> <li>Collect and analyze pre/post and 12-month post service follow-up assessment, including school records, criminal record, and work history.</li> </ul>	<p>Ongoing, Month 1 through end of grant</p> <p>Ongoing, Month 1 through end of grant</p> <p>Ongoing, Month 1 through end of grant</p> <p>Ongoing, Month 1 through end of grant</p>	<p>MCR, PVPSA, YS</p> <p>MCR, PVPSA, YS, Triad</p> <p>MCR, PVPSA, YS, Family Services</p> <p>MCR, PVPSA, YS, Project Evaluator</p>
6. Increased supports and opportunities for project participants.	<ul style="list-style-type: none"> <li>Implement La Escalera mentoring program in collaboration with Si Se Puede to serve a total of 24 youth and 18 young adult mentors, including weekly training and supervision of mentors, weekly group mentoring sessions, monthly community service projects, monthly mentor/family evening sessions, and youth-to-youth mentoring component.</li> <li>Provide assisted referral to community service providers, including academic tutoring, community service opportunities, positive alternative activities, basic needs support (food, clothing), legal and immigration services, transportation, or others as needed.</li> </ul>	<p>Ongoing, Month 1 through end of grant</p> <p>Ongoing, Month 5 through end of grant</p>	<p>MCR, PVPSA, YS</p> <p>PVPSA, Si Se Puede</p>
7. Demonstrate the effectiveness of the Youth Development model	<ul style="list-style-type: none"> <li>Develop local evaluation plan in cooperation with State cross-site evaluation, including: evaluation questions, data collection and analysis methods, evaluation instruments, follow-up tracking.</li> <li>Collect and maintain project-related data.</li> <li>Conduct semi-annual analysis of outcome data and provide feedback reports to staff.</li> <li>Prepare final report and publicize findings locally and statewide</li> </ul>	<p>Month 6 completion</p> <p>Ongoing, Month 1 through end of grant</p> <p>Ongoing, Months 8 through 28</p> <p>Month 29</p>	<p>Project Evaluator</p> <p>All</p> <p>Project Evaluator</p> <p>Project Evaluator, SCYC</p>

Year 2 and 3 goals/activities are projections and will be updated as needed with the second year budget.

\\HRA\FSN\DATA\B\W00\Youth Services\Youth Development and Crime Prevention 2001\youth dev draft workplan updated aug 2001.doc

**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 REVENGE**

Whereas, the County of Santa Cruz is a recipient of funds from THE STATE OF CALIFORNIA  
Departments of Mental Health, for the Youth Development/Crime Prev- program; and  
Employment/Training, and Alcohol and Drugs Programs ention Initiative

**WHEREAS**, the County is recipient of funds in the amount of \$ 655,082.00 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 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 \$ 655,082.00 into  
Department HEALTH SERVICES AGENCY and HUMAN RESOURCES AGENCY

<u>TIC</u>	<u>Index Number</u>	<u>Revenue Subiect Number</u>	<u>Account Name</u>	<u>Amount</u>
------------	---------------------	-------------------------------	---------------------	---------------

See Attached

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

<u>TIC</u>	<u>Index Number</u>	<u>Expenditure Subiect Number</u>	<u>PRJ/UCD</u>	<u>Account Name</u>	<u>Amount</u>
------------	---------------------	-----------------------------------	----------------	---------------------	---------------

See Attached

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

By Grace Hertz  
Department Head

Date 9/28/01

COUNTY ADMINISTRATIVE OFFICER

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

\_\_\_\_\_  
Chairperson of the Board

**ATTEST:**

\_\_\_\_\_  
Clerk of the Board

APPROVED AS TO FORM:

Henry A. Oberhelman  
County Counsel 12/16/97

APPROVED AS TO ACCOUNTING DETAIL:

John J. Vily 10/3/01  
Auditor-Controller

Distribution:

- Auditor-Controller
- County Counsel
- County Administrative Officer
- Originating Department

**County of Santa Cruz**  
**Accept and Appropriate Unanticipated Revenue**  
**Attachment to AUD60**

Health Services Agency      Mental Health, Alcohol and Drug Programs  
 Human Resources Agency      WIB Administration, Workforce Investment Act  
*Youth Development and Crime Prevention Initiative*

<b>Revenue</b>		Mental Health		
<b>TC</b>	<b>Index</b>	<b>Sub-object</b>	<b>Amount</b>	<b>Account Description</b>
020	363101	0626	129,597	State Aide/Short Doyle

<b>Expenditure</b>		Mental Health		Services/Supplies
<b>TC</b>	<b>Index</b>	<b>Sub-Object</b>	<b>Amount</b>	<b>Account Description</b>
021	363210	3638	129,597	Professional/Special Services, Medical

<b>Revenue</b>		Alcohol/Drug Programs		
<b>C</b>	<b>Index</b>	<b>Sub-Object</b>	<b>Amount</b>	<b>Account Description</b>
020	364042	0690	177,930	State Aide/State Allocation

<b>Expenditure</b>		Alcohol/Drug Programs		Services/Supplies
<b>TC</b>	<b>Index</b>	<b>Sub-object</b>	<b>Amount</b>	<b>Account Description</b>
021	364042	3638	177,930	Professional/Special Services, Medical

<b>Revenue</b>		WIB Administration, WIA		
<b>TC</b>	<b>Index</b>	<b>Sub-object</b>	<b>Amount</b>	<b>Account Description</b>
020	391600	1130	347,555	Federal-Other Gov Agencies

<b>Expenditure</b>		WIB Administration, WIA		Services/Supplies
<b>TC</b>	<b>Index</b>	<b>Sub-object</b>	<b>Amount</b>	<b>Account Description</b>
021	391600	3665	34,755	Professional/Special Services

<b>Expenditure</b>		WIB Administration, WIA		Other Charges
<b>TC</b>	<b>Index</b>	<b>Sub-Object</b>	<b>Amount</b>	<b>Account Description</b>
021	391600	5243	312,800	Contracts

*Revenue Total* \$655,082  
*Expenditure Total* \$ 655,082