

### Agenda Item Number: 31

(This Section for use by Clerk of the Board Only.)

**County of Sonoma**  
**Agenda Item Summary Report**

**To:** Board of Supervisors and Board of Commissioners

**Board Agenda Date:** June 14, 2016  
**Vote Requirement:** Majority

**Department or Agency Name(s):** Human Services Department, Community Development Commission

**Staff Name and Phone Number:**  
Jerry Dunn, 565-5750  
Kathleen Kane, 565-7505

**Supervisory District(s):** County-wide

**Title:** Human Services Department Agreements

**Recommended Actions:**

1. Authorize the Director of the Human Services Department to execute 53 contracts with the providers listed on Attachment A to deliver various services to the community, as listed with the applicable terms and amounts on Attachment A, beginning July 1, 2016 and ending no later than June 30, 2018, except where noted, for a total amount of $22,407,943.

2. Authorize the Director of the Human Services Department to execute a first amendment with Catholic Charities increasing the total amount by $32,000, for a new total of $417,548.

3. Authorize the Executive Director of the Community Development Commission (CDC) to execute an agreement with the Human Services Department to provide program support services in the amount not to exceed $85,283 for the SonomaWORKS Housing Support Program for a term of July 1, 2016 to June 30, 2017.

**Executive Summary:**

The Sonoma County Human Services Department requests authority to execute various agreements for services with community-based and other non-profit agencies identified on Attachment A. These organizations were selected through competitive procurements to provide a broad range of services to Human Services Department clients for programs such as the job search services, services to young adults and foster youth, child welfare programs, child abuse prevention, programs for seniors and housing support.

All funding for contracted services support of state and federal mandates and are consistent with the objectives of the Human Services Department to protect vulnerable children and adults and promote maximum independence and well-being for those who reside in Sonoma County. Contracts are executed in the standard Counsel-approved County template, include language that obligates the Department only to the extent funding is available, and allow for termination of the contract in the event that any anticipated funding is reduced or eliminated.
Procurement
Federal, State and County procurement guidelines require procurement every 3 to 4 years. The Human Services Department typically procures for client service programs every 3 years. If a fourth year is required, we apply for permission with appropriate justification to the Purchasing Agent and, if required, the funder. Attachment A includes information on when the next procurement is due.

Human Services Department Agreements
For FY 2016-17, the Human Services Department will execute a total of 53 contracts for a total of $22,407,943. A summary of the contracts is listed below by division. Since it is possible for an agency to have multiple contracts, Attachment B organizes contract totals by provider.

Economic Assistance (EA) Division ($253,658)
The Economic Assistance Division of the Human Services Department provides assistance to obtain medical care for low income families through the Medi-Cal program, food through the CalFresh (formerly Food Stamps) program and General Assistance to disabled or low income and unemployed individuals. It also staffs the Service Center to accept calls and inquiries regarding the Affordable Care Act.

- Redwood Community Health Coalition ($43,850) – six month contract to provide outreach to the community and assist with CalFresh applications. However, Redwood Community Health Coalition has applied for a State grant to provide CalFresh outreach, if awarded funds from the State, this contract will be unnecessary and will not be executed.

- Volunteer Center of Sonoma County ($209,808) – one year contract to provide outreach and assistance with applications for CalFresh, Affordable Care Act, and for tax assistance preparation scheduling.

Employment & Training (E&T) Division ($3,293,934)
The Employment & Training Division oversees SonomaWORKS, and Job Link and youth programs funded by the Workforce Innovation & Opportunity Act. The SonomaWORKS program is designed to help those receiving cash assistance get training, support and help in overcoming barriers that prevent them from obtaining a job in order to go off cash assistance and progressing to self-sufficiency. The Workforce Innovation & Opportunity Act provides funding for job search, job training and Job Link services.

- Community Child Care Council ($40,000) – one year contract to administer child care support services for eligible clients who are receiving training services at Sonoma County Job Link.

- Sonoma County Youth Ecology Corps (26,335) – One contract for 2 years with Laguna de Santa Rosa Foundation to fund additional clean-up of the Laguna de Santa Rosa with grant funding received from California Department of Resources, Recycling and Recovery (CalRecycle). The grant funding received includes HSD funds for a SCYEC crew to perform the work, as well as funds for the Laguna Foundation.

- SonomaWORKS Client Services ($2,521,616) - Four Contracts, each for 1 year, including Catholic Charities ($120,000), Goodwill Industries of the Redwood Empire ($1,964,000), Sonoma County Junior College ($230,000) and Young Women’s Christian Association ($52,068) to provide services to CalWORKs clients to obtain and retain employment, and overcome barriers that lead to self-sufficiency. Additionally, there are two contracts including Catholic Charities ($385,548) and the Community Development Commission ($85,283) to provide housing support assistance.
to SonomaWORKS clients experiencing housing instability.

- Legal Aid of Sonoma County ($125,500) – one year agreement to provide legal referrals for clients engaged in services at the Employment & Training and Child Welfare Divisions. Services include workshops on resolving or addressing specific legal issues, pro-bono assistance, referrals to additional legal services for SonomaWORKS families ($65,500), and family services for caretakers seeking guardianship of foster children in child welfare ($60,000).

Family, Youth & Children’s (FY&C) Division ($14,672,727)
The Family, Youth & Children’s Division ensures the safety and well-being of children and youth by providing families with the resources they need to prevent the removal of their children or assist in the return of their children to the home, provide support and care of children in foster care, and support the safety of children in our community.

- Child Abuse Prevention Services ($558,631) is designed to provide programs that educate our community about child abuse prevention and are funded by various sources including 2011 Protective Services Account (Realignment), Promoting Safe & Stable Families (PSSF), Child Abuse Prevention, Intervention & Treatment (CAPIT), Community Based Child Abuse Prevention (CBCAP), County Children’s Trust Fund. Three contracts, as noted below, will utilize specialized funding from the County Children’s Trust Fund which is generated through specialized Vehicle License Fees and private donations. The Board of Supervisors is formally designated as the oversight body for these funds with the Children’s Trust Fund Commission serving as an advisory body and the Human Services Department administering the contracts.
  - Child Abuse Prevention Services contracts are for one year and include Committee on the Shelterless ($70,000, funded in part with Children’s Trust funds), California Parenting Institute ($329,000 and $66,811 both funded in part by Children’s Trust Funds) for family support and parent education, and Social Advocates for Youth ($92,820) for family therapy services.

- Wraparound Services – A two year contract with Seneca Family of Agencies ($10,368,000) to provide wraparound services for up to 80 families each year whose child is at risk of going to a high level group home placement or stepping down from a high level group home placement. Wraparound offers an array of services and support to families, including parenting support and skill development, coaching, school support, respite in and out of the home all in support of families staying together. The Wraparound program is targeted to high-risk youth who are in high level group home placement or at risk of high level placement. A high level group home placement is the highest placement option for those youth who are unable to reside in a family-type setting due to the severity of their behavioral or other issues. Wraparound uses foster care funding that would normally pay for a youth to reside in a high level group home which costs $8,935 to $10,130 per month per youth, and instead directs the funds to a service provider.

- Older Foster Youth and Emancipated Youth Services ($1,485,000) – Two contracts, each for 2 years, with TLC Family Services for the Transitional Housing Plus Program ($960,000) to assist older youth getting ready to transition out of the foster care system and a two contract with V.O.I.C.E.S. Sonoma ($524,500) to provide the Independent Living Services Program for foster and emancipated youth age 16 to 24.

- Client Support Services ($1,499,100) – Six contracts, each for one year, except where noted, that offer support and individualized services to families involved in the child welfare system
including 2 contracts with California Parenting Institute for visitation, resource assistance and parenting support ($620,000), as well as Parent Mentoring program ($300,000), Drug Abuse Alternatives Center ($100,000 for two years) to provide substance abuse treatment services, Interfaith Shelter Network ($390,000) to provide temporary housing for families and assistance to help them secure permanent housing, Rodolfo Rodriguez ($50,000 for two years) to provide therapy services to children and families involved in child welfare, and Verity ($39,100) for advocacy and case management services for families referred by the Redwood Children’s Center and law enforcement.

- Staff training and Caretakers training and support ($762,496) - Three contracts including Lilliput Children’s Services ($610,000 total for two years) for case management and support to relative caretakers, California State University Fresno Foundation ($112,496 for one year) to provide staff training through the Bay Area Academy, and Sonoma County Junior College ($40,000 for one year) to provide training to foster and relative caretakers.

**Adult & Aging (A&A) Division ($2,756,821)**

The Adult & Aging Division works with individuals and the community to ensure the safety and well-being of vulnerable adults by providing protective and supportive social services to older adults, veterans, and persons with disabilities.

- Older Adult Collaborative Program ($162,949) - Provides services for one year with funding received through the Mental Health Services Act for the prevention and early intervention services through four contracts, including Community & Family Service Agency ($64,089), Council on Aging Services for Seniors ($40,157), Jewish Family & Children Services ($25,498) and Petaluma People Services Center ($33,205).

- Services to Seniors ($275,000) – Five fee-for-service contracts, each for 2 years, for various social services to support seniors to stay in their homes including Brabetz ($50,000) for in-home care and related services, Council on Aging Services for Seniors ($50,000) for social and related services, Janelle Macrae ($50,000) for massage and related services, Petaluma Health Care District ($75,000) for Lifeline emergency response system, and Community & Family Service Agency ($50,000) for therapeutic counseling services.

- One contract for six months with Catholic Charities ($60,000) to support homeless veterans with housing and case management support residing at the Palms Inn.

- Area Agency on Aging (AAA) Program ($2,258,872) – AAA contracts with community partners to provide senior services, such as adult day care, Alzheimer’s day care, case management, legal services, transportation, ombudsman, congregate and home-delivered meals, caregiver support and respite, medication management and the health insurance counseling and advocacy program.

It is usual for the California Department of Aging to modify funding during each fiscal year for existing senior services. When those additional funds are allocated to the Sonoma County Area Agency on Aging, it is imperative that there be flexibility to modify contract funding to service providers expeditiously in order to assure continuity of services. The AAA requests authorization for the Director of the Human Services Department to amend and execute future contracts (listed below) to accept unanticipated revenues, also known as “one-time-only” funding that does not increase the amount of the contract by more than $25,000 from the original contract amount.
Each contract is for one year.

- Catholic Charities ($74,250) for the provision of the Alzheimer’s Day Care program and transportation services.
- Council on Aging Services for Seniors ($964,198) for adult day care, congregate and home delivered meals and case management services.
- Legal Aid of Sonoma County ($48,000) for legal assistance and referral services for seniors.
- North Coast Opportunities ($190,000) for Family Caregiver Support Program to provide support and respite services for the family caregivers.
- Petaluma Health Center ($50,000) for Geropsychological services for Adult Protective Services clients.
- Petaluma People Services ($180,966) for case management services, delivery of meals, congregate meals, transportation services and adult day care.
- Sebastopol Area Senior Center ($45,250) for the provision of transportation and mobility services for adults age 60 or older to attend medical and social appointments.
- Senior Advocacy Services ($706,208) provides advocacy services through the Ombudsman and HICAP programs for seniors over age 60 in long term care facilities, and support regarding health insurance and Medicare application.

Office of the Director (OOD) Division ($1,430,803)

- Four contracts with the University of California Davis ($307,508) for one year to provide staff training for continuing education units and for child welfare and adult protective services staff, and other training services to Human Services staff.
- A three year contract between California State Association of Counties (CSAC) ($747,245) on behalf of the 18 County CalWIN Consortium for the management of the CalWIN Client Data System.
- One contract for one year with Lilliput Children’s Services ($90,000) to provide Clinical Supervision of social workers at both Child and Adult Protective Services.
- One contract for one year with Community Child Care Council ($286,050) to provide training and coaching services to early childhood educators as part of the Road to Early Achievement and Development of Youth (READY) project funded by First 5.

Human Services Department Amendment (Additional funding of $32,000 for a new total $417,548)

- One contract with Catholic Charities adding $32,000 to the current year 2015/16 agreement to increase support to CalWORKS clients experiencing housing instability resulting in a new total of $417,548

Prior Board Actions:

The Board of Supervisors has annually approved funding and service agreements for the programs included in this item.
June 16, 2015 - Board of Supervisors approved $17,420,152 in funding for Human Service Department agreements.
June 10, 2014 – Board of Supervisors approved $16,409,581 in funding for Human Service Department
Strategic Plan Alignment  Goal 1: Safe, Healthy, and Caring Community

These agreements are strategic investments in prevention-focused policies and interventions that reduce poverty, increase equal opportunity for quality education and employment, and increase healthy community environments.

### Fiscal Summary - FY 15-16

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<td><strong>Total Sources</strong></td>
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**Narrative Explanation of Fiscal Impacts (If Required):**

Two contracts will have an impact on current year 2015/16 expenditures: $8,203 in funding for the Laguna de Santa Rosa Foundation and an additional $32,000 in CalWORKs funding for Catholic Charities for housing support to CalWORKs clients.

Funding amounts for the other contracts are included in the Human Services Department’s proposed FY 2016-17 budget. The twelve different funding sources used to finance these contracts are summarized in Attachment C.

### Staffing Impacts

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<th>Position Title (Payroll Classification)</th>
<th>Monthly Salary Range (A – I Step)</th>
<th>Additions (Number)</th>
<th>Deletions (Number)</th>
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**Narrative Explanation of Staffing Impacts (If Required):**

N/A

**Attachments:**

Attachment A – Human Services Dept Agreements
Attachment B – Human Services Dept Agreements by Provider
Attachment C – Human Services Dept Agreements by Funding Source

**Related Items “On File” with the Clerk of the Board:**