

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
BOARD ACTION SUMMARY

DEPT: Community Services Agency

BOARD AGENDA #:                      \*B-3

AGENDA DATE: May 24, 2016

**SUBJECT:**

Approval of Agreements for the Community Services Agency for Fiscal Year 2016-2017 for the Provision of CalWORKs, Adult, Child and Family and Ancillary Social Services

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**BOARD ACTION AS FOLLOWS:**

No. 2016-261

On motion of Supervisor Chiesa , Seconded by Supervisor Withrow  
and approved by the following vote,

Ayes: Supervisors: O'Brien, Chiesa, Withrow, DeMartini, and Chairman Monteith

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1)  Approved as recommended

2)  Denied

3)  Approved as amended

4)  Other:

MOTION:

ATTEST: Elizabeth A. King  
ELIZABETH A. KING, Clerk of the Board of Supervisors

File No.

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
AGENDA ITEM**

DEPT: Community Services Agency  
Urgent  Routine

BOARD AGENDA #: \*B-3

AGENDA DATE: May 24, 2016

CEO CONCURRENCE: phk

4/5 Vote Required: Yes  No

**SUBJECT:**

Approval of Agreements for the Community Services Agency for Fiscal Year 2016-2017 for the Provision of CalWORKs, Adult, Child and Family and Ancillary Social Services

**STAFF RECOMMENDATIONS:**

1. Approve the agreements with service providers for the Community Services Agency effective July 1, 2016 for Fiscal Year 2016-2017 as reflected in this agenda item.
2. Authorize the Community Services Agency Director, or her designee, to sign the agreements for Fiscal Year 2016-2017 as reflected in this agenda item.
3. Authorize the Community Services Agency Director, or her designee, to negotiate and sign amendments to all agreements discussed in this agenda item, as Attachment A, to add services and payment for services up to \$75,000 per agreement, budget permitting, throughout Fiscal Year 2016-2017.
4. Authorize the Community Services Agency Director, or her designee, to negotiate and sign amendments to all agreements discussed in this agenda item, as Attachment B, to add services and payment for services up to \$25,000 per agreement, budget permitting, throughout Fiscal Year 2016-2017.

**DISCUSSION:**

The Community Services Agency (CSA) relies on many partner agencies for the provision of CalWORKs, Adult, Child and Family and ancillary social services to Stanislaus County residents. These agencies provide services to individuals and families receiving Temporary Aid to Needy Families (TANF)/California Work Opportunities and Responsibility for Kids (CalWORKs), Child Welfare services, Adult services and support for business operations. These individuals and agencies provide a wide range of contracted services: court ordered client evaluations and treatment; Independent Living Skills Program; emergency supportive services for adult clients; and to provide administrative and operating services in support of numerous CSA mandated programs. In most cases, individuals and agencies are selected through a competitive process, which takes into account specific expertise, as well as cost efficiency. Agreements are renewed based on a demonstrated ability to deliver required outcomes effectively, along with the availability of funding. All applicable provider agreements will continue to be reviewed and competitive bids will be sought periodically consistent with Board of Supervisors' and Chapter 23-621 of the Management and Office Procedures of the State of California Health and Human Services Agency Department of Social Services direction.

## Approval of Agreements for the Community Services Agency for Fiscal Year 2016-2017 for the Provision of CalWORKs, Adult, Child and Family and Ancillary Social Services

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CSA experiences occasional unanticipated funding opportunities and increases in the utilization of services throughout the year. On many occasions, this additional funding is time sensitive. For this reason, the Agency requests authorization for the Community Services Agency Director, or her designee, to negotiate and execute amendments, when necessary, up to \$75,000 to agreements listed in Attachment A of this agenda without further action by the Board of Supervisors, throughout Fiscal Year 2016–2017.

Attachment A includes those agreements that have a cumulative value that exceeds \$100,000 for the period beginning July 1, 2014 through June 30, 2017, as required in Contract Reporting Policy Number One, originally approved by the Board on January 24, 2006 and modified by the Board on March 22, 2011.

Any amendments to these agreements will be identified in the Contracts Summary of subsequent quarterly financial reports to the Board of Supervisors.

In addition, County departments are required to provide a quarterly report to the Board of Supervisors for any agreement entered into, where the compensation exceeds \$50,000 but does not exceed \$100,000, and the contract has not been previously approved by the Board of Supervisors. Attachment B identifies these agreements.

The Agency requests authorization of the Community Services Agency Director, or her designee, to negotiate and execute amendments, when necessary, up to \$25,000 to all agreements listed in Attachment B of this agenda item without further action by the Board of Supervisors, throughout Fiscal Year 2016 – 2017. Any amendments to these agreements will be identified in the Contracts Summary of subsequent quarterly financial reports to the Board of Supervisors.

The total amount of contracts over \$100,000 cumulatively, to be approved by the Board of Supervisors through this agenda item is \$10,207,579 for Fiscal Year 2016-2017. The total amount of contracts over \$50,000 cumulatively but under \$100,000 for Fiscal Year 2016–2017 is \$222,076. The total for all proposed agreements is \$10,429,655. It is essential that the agreements in this agenda item be fully executed before July 1, 2016 to avoid disruption of critical services to the residents of Stanislaus County.

### **POLICY ISSUE:**

The Board of Supervisors' approval on these agreements is being requested because on January 24, 2006, Board Item #2006-58, the Board approved policies regarding the approval and reporting of contracts and agreements. Policy #1 states that Departments are required to obtain approval by the Board of Supervisors for any contract or agreement where the cumulative compensation exceeds \$100,000. Attachment A identifies these agreements. Policy # 2 states that Departments are required to provide a quarterly report to the Board of Supervisors for any new contract or agreement, contract extension, or amendment entered into during the quarter where the compensation exceeds \$50,000 and the contract or agreement has not been previously approved by the Board of Supervisors. Attachment B identifies these agreements.

Approval of Agreements for the Community Services Agency for Fiscal Year 2016-2017 for the Provision of CalWORKs, Adult, Child and Family and Ancillary Social Services

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**FISCAL IMPACT:**

The CSA Proposed Budget for Fiscal Year 2016-2017 includes \$10,429,655 million for the administration of and the contracted services identified in Attachment A and Attachment B of this agenda item. For the two contracts that extend beyond June 30, 2017, appropriations and estimated revenue for the remainder of these contracts will be included in the Agency's subsequent budget submission. There is no additional impact to the County's General Fund.

<b>Cost of recommended action:</b>		\$ 10,429,655
<b>Source(s) of Funding:</b>		
Federal	3,152,484	
State	5,491,831	
Realignment	1,725,004	
Partner Match - Sheriff's Office	31,145	
CSA Existing County Match	29,191	
<b>Funding Total:</b>	\$ 10,429,655	
<b>Net Cost to County General Fund</b>		\$ -

<b>Fiscal Year:</b>	2016/2017
<b>Budget Adjustment/Appropriations needed:</b>	<b>No</b>

**BOARD OF SUPERVISORS' PRIORITY:**

The recommended actions support the Board of Supervisors' priorities of a Healthy Community, Effective Partnerships and Efficient Delivery of Public Services by meeting the community need for critical social services that improve the well-being, safety, and self-sufficiency of adults and children in our community.

**STAFFING IMPACT:**

Existing Community Services Agency staff is available to support these agreements at current service levels. In the future, should the service level demand increase, the Agency will analyze available options and return to the Board of Supervisors for consideration of any necessary staffing changes.

**CONTACT PERSON:**

Kathryn M. Harwell, Director (209) 558-2500

**ATTACHMENT(S):**

Attachment A

Attachment B

**ATTACHMENT A**

**2016-2017  
Contract Summary Sheet  
Community Services Agency  
Contracts over \$100,000**

**Attachment A**  
Board Date 5/24/16

Department	Budget Unit	Contractor	Brief Description of Service Provided or Position Held	Previous Contractual Amount(s) for 7/1/14 - 6/30/16	Proposed Contract Amount	Cumulative Contract Total
Community Services Agency	Services & Support	Adolescence's Last Resort dba The Last Resort	Adolescent Residential Substance Abuse Treatment	\$132,736 6/24/14-6/30/16	\$132,736 7/1/16-6/30/18	\$265,472
Community Services Agency	Services & Support	AspiraNet Inc.	Family Resource Center	\$65,541 7/1/14-6/30/15  \$65,541 7/1/15-6/30/16	\$65,541 7/1/16-6/30/17	\$196,623
Community Services Agency	Services & Support	AspiraNet Inc.	Independent Living Skills Program and Youth Center	\$329,711 5/1/15-6/30/16	\$277,462 7/1/16-6/30/17	\$607,173
Community Services Agency	Services & Support	California Department of Education	Stage 3 Child Care	\$1,292,897 7/1/14-6/30/15 \$1,478,746 7/1/15-6/30/16	\$1,626,621 7/1/16-6/30/17	\$4,398,264
Community Services Agency	Services & Support	California Department of Education	Stage 2 Child Care	\$3,928,973 7/1/14-6/30/15 \$4,131,083 7/1/15-6/30/16	\$4,544,191 7/1/16-6/30/17	\$12,604,247
Community Services Agency	Services & Support	California Department of Health Care Services	Medi-Cal Outreach and Enrollment Grant Services	\$344,573 3/12/14-12/31/16	\$350,000 1/1/17-12/31/19	\$694,573
Community Services Agency	Services & Support	Catholic Council for the Spanish Speaking of the Stockton Diocese dba El Concilio	MediCal Outreach and Enrollment Services	\$344,573 2/1/15-6/30/16	\$253,143 7/1/16-6/30/17	\$597,716

**2016-2017  
Contract Summary Sheet  
Community Services Agency  
Contracts over \$100,000**

**Attachment A**  
Board Date 5/24/16

<b>Department</b>	<b>Budget Unit</b>	<b>Contractor</b>	<b>Brief Description of Service Provided or Position Held</b>	<b>Previous Contractual Amount(s) for 7/1/14 - 6/30/16</b>	<b>Proposed Contract Amount</b>	<b>Cumulative Contract Total</b>
Community Services Agency	Services & Support	Center for Human Services	Family Resource Center - Eastside	\$50,496 7/1/14-6/30/15  \$50,496 7/1/15-6/30/16	\$50,496 7/1/16-6/30/17	\$151,488
Community Services Agency	Services & Support	Center for Human Services	Family Resource Center - Ceres	\$59,207 7/1/14-6/30/15  \$59,207 7/1/15-6/30/16	\$59,207 7/1/16-6/30/17	\$177,621
Community Services Agency	Services & Support	Center for Human Services	Family Resource Center - Westside	\$55,644 7/1/14-6/30/15 \$55,644 7/1/15-6/30/16	\$55,644 7/1/16-6/30/17	\$166,932
Community Services Agency	Services & Support	Community Housing and Shelter	Emergency Shelter Administration Fee	\$42,351 7/1/14-6/30/15 \$42,351 7/1/15-6/30/16	\$42,351 7/1/16-6/30/17	\$127,053
Community Services Agency	Services & Support	Community Housing and Shelter	Housing and Shelter Assistance Services	\$44,000 4/1/15-6/30/15 \$44,000 7/1/15-6/30/16	\$44,000 7/1/16-6/30/17	\$132,000
Community Services Agency	Services & Support	Exemplar Human Services, LLC	Automation Support for Outcome Analysis	\$1,143,000 2/1/14-6/30/16	\$610,000 7/1/16-6/30/17	\$1,753,000
Community Services Agency	Services & Support	Nirvana	Substance Abuse Treatment and Counseling Services	\$578,000 7/1/14-6/30/15 \$578,000 7/1/15-6/30/16	\$578,000 7/1/16-6/30/17	\$1,734,000
Community Services Agency	Services & Support	Parent Resource Center	Family Resource Center	\$127,395 7/1/14-6/30/15 \$127,395 7/1/15-6/30/16	\$127,395 7/1/16-6/30/17	\$382,185

**2016-2017  
Contract Summary Sheet  
Community Services Agency  
Contracts over \$100,000**

**Attachment A**  
Board Date 5/24/16

Department	Budget Unit	Contractor	Brief Description of Service Provided or Position Held	Previous Contractual Amount(s) for 7/1/14 - 6/30/16	Proposed Contract Amount	Cumulative Contract Total
Community Services Agency	Services & Support	San Bernardino County - CIV	JPA Administrative Fee	\$30,000 7/1/14-6/30/15 \$42,442 7/1/15-6/30/16	\$42,442 7/1/16-6/30/17	\$114,884
Community Services Agency	Services & Support	Sierra Vista Child and Family Services	Counseling	\$625,000 7/1/14-6/30/15 \$625,000 7/1/15-6/30/16	\$625,000 7/1/16-6/30/17	\$1,875,000
Community Services Agency	Services & Support	Sierra Vista Child and Family Services	Family Resource Center-Hughson	\$37,926 7/1/14-6/30/15 \$37,926 7/1/15-6/30/16	\$37,926 7/1/16-6/30/17	\$113,778
Community Services Agency	Services & Support	Sierra Vista Child and Family Services	Family Resource Center-North	\$103,791 7/1/14-6/30/15 \$103,791 7/1/15-6/30/16	\$103,791 7/1/16-6/30/17	\$311,373
Community Services Agency	Services & Support	Stanislaus Family Justice Center Foundation	Facility Fees	\$201,632 7/1/14-6/30/15 \$207,633 7/1/15-6/30/16	\$207,633 7/1/16-6/30/17	\$616,898
Community Services Agency	Services & Support	University of California Davis	Staff Training - Generic	\$ 79,000 7/1/14-6/30/15 \$ 39,500 7/1/15-6/30/16	\$39,500 7/1/16-6/30/17	\$158,000
Community Services Agency	Services & Support	Without Permission	Human Trafficking Education Services	\$106,322 3/1/15-6/30/16	\$80,000 7/1/16-6/30/17	\$186,322
Community Services Agency	Services & Support	Yosemite Community College District	WtW Technical Training	\$225,369 7/1/14-6/30/15 \$225,369 7/1/15-6/30/16	\$254,500 7/1/16-6/30/17	\$705,238



**ATTACHMENT B**

**FY 2016-2017  
 Contract Summary Sheet  
 Community Services Agency  
 Contracts Between \$50,000 and \$100,000**

**Attachment B**  
 Board Date 5/24/16

Department	Budget Unit	Contractor	Brief Description of Service Provided or Position Held	Previous Contractual Amount(s) 7/1/14-6/30/16	Proposed Contract Amount 7/1/16-6/30/17	Cumulative Contract Total
Community Services Agency	Services & Support	4 U I SIGN, LLC	Sign Language Services	\$26,401 7/1/14-6/30/15 \$25,000 7/1/15-6/30/16	\$20,000 7/1/16-6/30/17	\$71,401
Community Services Agency	Services & Support	Alkhas, Odette	PSC- Translation and Language Interpretation Services	\$27,144 7/1/14-6/30/15 \$27,144 7/1/15-6/30/16	\$27,144 7/1/16-6/30/17	\$81,432
Community Services Agency	Services & Support	Cunningham, Hidemi	PSC- Translation and Language Interpretation Services	\$27,144 9/2/14-6/30/15 \$27,144 7/1/15-6/30/16	\$27,144 7/1/16-6/30/17	\$81,432
Community Services Agency	Services & Support	Eilia, Anoeil	PSC- Translation and Language Interpretation Services	\$27,144 10/15/14-6/30/15 \$27,144 7/1/15-6/30/16	\$27,144 7/1/16-6/30/17	\$81,432
Community Services Agency	Services & Support	Hagopian, Serop	PSC- Translation and Language Interpretation Services	\$27,144 7/1/14-6/30/15 \$27,144 7/1/15-6/30/16	\$27,144 7/1/16-6/30/17	\$81,432
Community Services Agency	Services & Support	Johnson, Debra	Sexual Abuse Treatment Services	N/A	\$64,000 7/1/16-6/30/17	\$64,000
Community Services Agency	Services & Support	Lilliput Children's Services	Specialty Camp for Post Adoption Families	\$27,132 4/1/15-12/31/15 \$29,500 5/1/16-12/31/16	\$29,500 4/1/17-12/31/17	\$86,132

**COUNTY OF STANISLAUS  
COMMUNITY SERVICES AGENCY  
AGREEMENT TO PROVIDE  
PERFORMANCE OUTCOME REPORT SERVICES  
JULY 1, 2016 THROUGH JUNE 30, 2017**

It is hereby mutually agreed between the County of Stanislaus, Community Services Agency, (hereinafter referred to as "County") and **EXEMPLAR HUMAN SERVICES, LLC** (hereinafter referred to as "Contractor") that the Agreement entered into on July 1 2016, for the provision of performance outcome report services is hereby amended as follows:

WHEREAS additional services are needed; and

WHEREAS the need for additional services requires additional funds and the Agreement maximum is being increased by \$279,996 from \$280,000 to \$559,996; and

WHEREAS Paragraph 18. AMENDMENT provides for the amendment of the Agreement by mutual written consent of the parties.

**FIRST:** EXHIBIT A., I. SCOPE OF WORK:, G. is hereby deleted and replaced with the following:

G. Deliverables:

1. Contractor will refine the data mining and statistical analysis completed in FY 2015/2016 to specifications given by CSA program staff.
2. Contractor will use the refined data mining and statistical analysis specifications to begin implementation of predictive model to help determine what factors enable and prevent successful employment outcomes in County work participation rates; Contractor will incorporate Online CalWORKs Appraisal Tool (OCAT) and Workforce Innovation and Opportunity Act (WIOA) data in the statistical analysis as they become available to be used.
3. Contractor will assist County Management in developing a business model which incorporates the use of the predictive model and statistical analysis.
4. Contractor shall convert the results of the analytical and statistical models on a bi-weekly basis to customer-specific intelligent alerts for prioritization and action by County staff.
5. Contractor shall continue to track WTW participants to determine if targeted WTW approach produces positive employment outcomes for the participants. Tracked results and outcomes will be shared with County Management.
6. Contractor shall consult monthly in person or by conference call as needed with County Management for the implementation of the analytical tools as they are developed to assist key strategic County initiatives.

7. Contractor shall complete and submit all deliverables to County Management as outlined in the following schedule:

Deliverable	Start Date	Completion Date
G1: Refining of data mining and statistical analysis completed in FY 15/16 to CSA specifications	7/01/16	03/31/17
G2: Begin implementation of predictive model	7/01/16	12/31/16
G3. Develop business model that incorporates the use of the predictive model and statistical analysis.	7/01/16	05/31/17
G4: Conversion of the results of the analytical and statistical models on a bi-weekly to customer-specific intelligent alerts for prioritization and action by County staff.	7/01/16	12/31/16
G5. Implementation of Analytical Tools.	7/01/16	12/31/16
G6. Track WtW participants to determine if targeted WtW approach produces positive employment outcomes for participants. Results and outcomes will be shared with County Management.	7/01/16	On-Going Results & Outcomes Report Due Date 06/30/17

**SECOND:** EXHIBIT A, III. COMPENSATION: is hereby deleted and replaced with the following:

**I. COMPENSATION:**

Contractor shall be compensated for the services provided under this Agreement as follows:

**A. Costs:**

The maximum amount of this Agreement for the period July 1, 2016 through June 30, 2017, shall not exceed \$559,996.

Service Dates	Service Description	Maximum Amount	Frequency
July 1, 2016 to June 30, 2017			
	Operational Alerts & Triggers – up to a maximum of six hundred (600) users per month	\$30,000/ (\$360,000 maximum)	Per month for 12 months
	Increasing WtW Work Participation Rates: (By providing Scope of Work Deliverables F 1-6)	\$16,666 (\$183,326 total)	Per month for 11 months
		\$16,670 (\$199,996 combined maximum)	1 month

**B. Contractor shall make no charge to the recipient and shall collect no share of cost.**

- C. This Agreement shall be effective July 1, 2016, through June 30, 2017.
- D. Contractor agrees that the costs to be charged to County for contracted services for the term of this Agreement includes all allowable Contractor costs, both indirect and direct, relative to this Agreement.
- E. Costs must comply with Federal grant reform and uniform guidance in Title 2, Code of Federal Regulation (CFR) Part 200 – Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. The changes included in Title 2, CFR 200 supersede and streamline requirements from several Office of Management and Budget (OMB) Circulars. The circulars included are A-21, A-50, A-87, A-102, A-110, A-122 and A-133. All equipment purchased by Contractor must be depreciated in accordance with 45 CFR 95.705. All equipment, materials, supplies or property of any kind purchased from funds reimbursed or furnished by County under the terms of this Agreement shall be fully consumed or aged out in the course of the Agreement/program. County reserves the right to physically reclaim any/all such property at the conclusion of the Agreement in accordance with 45 Code 30,0of Federal Regulations, Part 74, Administration of Grants.
- F. County shall not be required to purchase any definite amount of services nor does County guarantee to Contractor any minimum amount of funds or hours.
- G. Invoices:
1. Invoices shall be submitted to:

Stanislaus County Community Services Agency  
Attention: Accounts Payable Supervisor, E2A  
P.O. Box 42  
Modesto, CA 95353-0042  
(209) 558-2217
  2. Invoice shall include the following: type and date of service, number of units of service billed, service rate, client name and total due.
  3. To ensure compliance with Federal and State regulations, County may require additional supporting documentation or clarification of claimed expenses as follows:
    - a. County Accounts Payable staff shall notify Contractor to obtain necessary additional documentation or clarification.
    - b. Contractor shall respond within seventy-two (72) hours with required additional documentation or clarification to avoid disallowances/partial payment of invoice.
    - c. All invoices containing expenses that need additional documentation or clarification not provided to County within seventy-two (72) hours of request shall have those expenses disallowed and only the allowed expenses shall be paid.
    - d. Contractor may resubmit disallowed expenses as a supplemental invoice only and must be accompanied by required documentation.

H. Payments:

1. If the conditions set forth in this Agreement are met County shall pay, on or before the thirtieth (30th) day after receipt of the invoice, the sum of money claimed by the approved invoice, (less any credit due County for adjustments of prior invoices). If the conditions are not met, County shall pay when the necessary processing is completed.
2. County shall not pay for unauthorized services rendered by Contractor or for the claimed services which County monitoring shows have not been provided as authorized.
3. County retains the right to withhold payment on disputed claims.
4. Final payment under Agreement may be held until a termination audit is completed or until receipt of Contractor's annual narrative report.

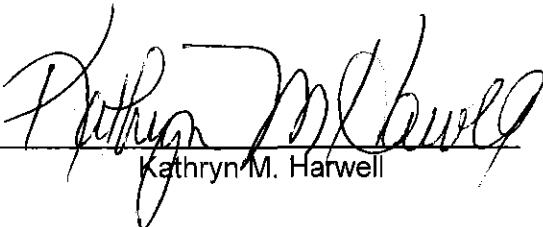
**THIRD:** All references made to this Agreement terminating on December 31, 2016, are hereby deleted and replaced with June 30, 2017.

**All other terms and conditions of the Agreement shall remain in full force and effect.**

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This Agreement has been signed by the parties or their duly authorized representatives to be effective as of the date referenced on the first page.

**COUNTY OF STANISLAUS  
COMMUNITY SERVICES AGENCY**

By:   
Kathryn M. Harwell

Title: Director

Dated: 12/21/14

**EXEMPLAR HUMAN SERVICES, LLC**

By:   
Andrew Bush

Title: Principal

Dated: 16 Dec. 2016

**APPROVED AS TO FORM:  
COUNTY COUNSEL  
JOHN P. DOERING**

By: 

Title: Deputy County Counsel

Dated: 12/14/16

**COUNTY OF STANISLAUS**

Approved per BOS Item #: 2016-261

Dated: May 24, 2016