



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-20

For the meeting of: December 13, 2016

Date: November 4, 2016

To: Board of Supervisors

From: Connie Beck, Director *SN*  
Department of Health and Human Services- Social Services

Subject: Amendment to the Agreement with Redwood Community Action Agency to Provide Housing and Support Services to Eligible Families

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approves and authorizes the Chair to sign three (3) originals of the Amendment to the Agreement with Redwood Community Action Agency – Parents and Children in Transition Program (Attachment 1) extending the Agreement through March 31, 2017; and
2. Directs the Clerk of the Board to return two (2) executed originals of the Agreement to the Department of Health and Human Services (DHHS) - Contract Unit for forwarding to DHHS- Social Services.

SOURCE OF FUNDING:

Social Services Fund 1160

DISCUSSION:

On January 19, 2016 (item C-13), the Board approved the execution of the Agreement between DHHS and Redwood Community Action Agency (RCAA) to provide housing and intensive support services to high risk DHHS engaged families through the Parents and Children in Transition (PACT) Program. To date, twenty (20) families have been served by the Program and five (5) families have obtained permanent

Prepared by Jarod Proffitt, Staff Services Analyst I

CAO Approval *E. C. ...*

REVIEW:	Auditor <i>MSM</i>	County Counsel <i>HJ</i>	Personnel	Risk Manager <i>KW</i>	Other
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TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**  
 Upon motion of Supervisor *Fennell* Seconded by Supervisor *Bass*

Ayes *Sundberg, Fennell, Lorelace, Bohn, Bass*

Nays

Abstain

Absent

PREVIOUS ACTION/REFERRAL:

Board Order No. C-13

Meeting of: 01/19/16

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *Dec. 13, 2016*  
By: *Kathy Hayes*  
Kathy Hayes, Clerk of the Board

housing.

The current agreement with RCAA for PACT services is set to expire on December 31, 2016. Due to program changes both parties anticipate lengthy negotiations regarding a restructured renewal agreement, DHHS-Social Services has requested that RCAA amend their current agreement to extend the term through March 31, 2017. The increase of Seventy Two Thousand, Seven Hundred Forty-Seven Dollars (\$72,747.00) to the agreement cap will allow RCAA to continue providing PACT services at current levels for three additional months until a new agreement can be negotiated. DHHS therefore recommends the Board approves the amendment to the agreement with RCAA to continue administering the PACT Program until the renewed agreement is finalized.

FINANCIAL IMPACT:

The maximum cost of the agreement is Three Hundred Sixty Three Thousand, Seven Hundred Thirty-Five Dollars (\$363,735.00), an increase of Seventy Two Thousand, Seven Hundred Forty-Seven Dollars (\$72,747.00), and has been included in the approved budget for fiscal year 2016-17 in Fund 1160; Budget Unit 505. There is no impact on the County General Fund.

The services provided under this agreement supports the Board's Strategic Framework by protecting vulnerable populations and creating opportunities for improved safety and health.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve and execute this agreement; however, DHHS-Social Services does not recommend this alternative because currently sheltered families would be at extremely high risk of regaining homeless status and experiencing an increased risk of family instability.

ATTACHMENTS:

Attachment 1: amendment to agreement with Redwood Community Action Agency – Parents and Children in Transition Program for FY 2016-17 (3 originals)

**FIRST AMENDMENT  
PARENTS AND CHILDREN IN TRANSITION PROGRAM  
BY AND BETWEEN  
COUNTY OF HUMBOLDT  
AND  
REDWOOD COMMUNITY ACTION AGENCY  
FOR FISCAL YEARS 2015-2016 THROUGH 2016-2017**

This First Amendment to the Parents and Children in Transition Program dated January 19, 2016, by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and Redwood Community Action Agency, a California non-profit, hereinafter referred to as "CONTRACTOR," is entered into this 13<sup>th</sup> day of December, 2016.

WHEREAS, through its Department of Health and Human Services - Social Services, desired to provide housing and intensive support services to families in need of close supervision that are engaged with DHHS programs; and

WHEREAS, on January 19, 2016 COUNTY and Redwood Community Action Agency entered into a Parents and Children in Transition Program ("PACT") for housing and support services for DHHS families; and

WHEREAS, the parties now desire to amend certain provisions of the PACT to extend the terms of the Agreement by a period of three (3) months and increase the maximum amount payable thereunder while negotiating terms of full Agreement renewal;

NOW THEREFORE, the parties mutually agree as follows:

1. Section 4 - Term is hereby amended to read as follows:

This Agreement shall commence upon January 1, 2016 and terminate on March 31, 2017.

2. Section 5 – Compensation is hereby amended to read as follows:

CONTRACTOR agrees that the total maximum compensation for services and costs under this Agreement shall be Three Hundred Sixty Three Thousand, Seven Hundred Thirty Five Dollars (\$363,735.00). The CONTRACTOR agrees to perform all services required by this Agreement for an amount not to exceed such maximum dollar amount.

3. The Parent and Children in Transition Program Agreement is hereby amended to delete Exhibit B – Budget, and replace it in its entirety with the modified Exhibit B – Budget that is attached hereto and incorporated herein by reference. The modified Budget Terms attached hereto shall supersede any and all prior versions thereof as of the effective date of this First Amendment.
4. Except as modified herein, the PACT executed on January 19, 2016 shall remain in full force and effect. In the event of a conflict between the provisions of this First Amendment and the original PACT, the provisions of this First Amendment shall govern.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties have entered into this First Amendment as of the first date written above.

**TWO SIGNATURES ARE REQUIRED FOR CORPORATIONS:**

- (1) CHAIRPERSON OF THE BOARD, PRESIDENT, OR VICE PRESIDENT; AND
- (2) SECRETARY, ASSISTANT SECRETARY, CHIEF FINANCIAL OFFICER OR TREASURER.

**REDWOOD COMMUNITY ACTION AGENCY:**

By: Val Martinez

Date: 11/15/16

Name: Val Martinez

Title: Executive Director

By: Don Cline

Date: 11/15/16

Name: Don Cline

Title: Finance Director

**COUNTY OF HUMBOLDT:**

By: Mark Lovelace

Date: 12/13/16

Mark Lovelace  
Chair, Humboldt County Board of Supervisors

**INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:**

By: R. K. Gaudin  
Risk Management

Date: 11/17/14

**LIST OF EXHIBITS:**

Exhibit B - Budget

**EXHIBIT B  
BUDGET**

**FOR THE AGREEMENT  
WITH REDWOOD COMMUNITY ACTION AGENCY  
FOR PARENTS AND CHILDREN IN TRANSITION (PACT)  
For 2015-16**

<b>Salaries and Benefits (8.60)</b>	
Family Support Specialist	
Family Case Manager	
Operations Manager	
Benefits-SSI,SUI,WC,FICA, Accrued Vacation, Health Ins.	
<b>Salaries and Benefits Total:</b>	<b>277,110</b>
<b>Operating Expenses- (Safe Haven, 9th St. Annex, Second Step &amp; Bridge House)</b>	
PG&E	
Water/Sewer	
Trash/Recycling	
Terminix pest control	
Fire inspection & extinguisher maintenance	
Plumbing service, existing problems at California & 9th St.	
Repair service, existing washer/dryer problems at G St.	
Security locks for perimeter gates on all properties	
Bulk trash disposal	
Building repairs and maintenance	
Rent for 2nd Step (934 G St. @ \$1150 mo.	
Utilities for 2nd Step (934 G St. @ \$1150 mo.	
<b>Total</b>	<b>29,444</b>
<b>Transportation</b>	
Vehicle registrations	
Vehicle fuel	
Mileage reimbursement	
Automobile insurance	
<b>Total</b>	<b>3,589</b>
<b>Insurance</b>	
Liability insurance	
Business owners insurance	
<b>Total</b>	<b>8,699</b>
<b>Program Equipment &amp; Supplies</b>	
Drug testing supplies	
Office supplies	
New washers & dryers for California & 9th St.	
Food for cooking classes	
Trac phones and minutes	
<b>Total</b>	<b>1,120</b>
<b>Office Space (904 G Street)</b>	
Printing /copier/fax/scan	
Rent @ \$300 per month	
Utilities/janitorial	
Communications/phone/internet service	

	<b>Total</b>	<b>3,071</b>
<b>Professional Services</b>		
RCAA Administration Fee @ 12.6%		<b>40,702</b>
	<b>Grand Total</b>	<b>363,735</b>