



# COUNTY OF HUMBOLDT

For the meeting of: 1/25/2022

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File #: 22-68

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**To:** Board of Supervisors

**From:** DHHS: Social Services

**Agenda Section:** Consent

**SUBJECT:**

Memorandum of Understanding with Redwood Community Action Agency Regarding Payment of the Costs and Expenses Associated with the Provision of Administrative Services that are Designed to Assist with the Implementation and Operation of the AmeriCorps Program in Humboldt County

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve, and authorize the Chair of the Board to execute, the attached memorandum of understanding with Redwood Community Action Agency regarding payment of the costs and expenses associated with the provision of administrative services that are designed to assist with the implementation and operation of the AmeriCorps Program in Humboldt County in an amount not to exceed Twenty-One Thousand Six Hundred Twenty-Four Dollars and Twenty-Three Cents (\$21,624.23) for the Period of August 1, 2021 through September 30, 2021;
2. Authorize the Department of Health and Human Services - Child Welfare Services Director, or a designee thereof, to execute any and all subsequent amendments to the attached memorandum of understanding with Redwood Community Action Agency, after review and approval by County Counsel, Risk Management and the County Administrative Office; and
3. Direct Clerk of the Board to return one (1) fully executed original copy of the attached memorandum of understanding with Redwood Community Action Agency to the Department of Health and Human Services - Contract Unit for further processing.

**SOURCE OF FUNDING:**

Social Services Fund (1160)

**DISCUSSION:**

On April 9, 2019 (Item C-7), the Humboldt County Board of Supervisors (“Board”) approved the professional services agreement with Redwood Community Action Agency regarding the provision of administrative services that are designed to assist with the implementation and operation of the AmeriCorps Program in Humboldt County for the period of October 1, 2018 through September 30, 2019. On September 17, 2019, the Humboldt County Department of Health and Human Services - Child Welfare Services (“DHHS - Child Welfare Services”) and Redwood Community Action Agency agreed to extend the term of the professional services agreement to September 30, 2020. On October

22, 2019 (Item C-13), the Board approved the first amendment to the professional services agreement with Redwood Community Action Agency, which increased the maximum amount payable thereunder due to an increased need for AmeriCorps services within Humboldt County. On September 14, 2020, DHHS - Child Welfare Services and Redwood Community Action Agency agreed to once again extend the term of the professional services agreement to September 30, 2021.

Due to the COVID-19 pandemic, and other circumstances beyond Redwood Community Action Agency's control, the costs and expenses incurred pursuant to the professional services agreement during the period of August 1, 2021 through September 30, 2021, while not exceeding the applicable compensation limit, did not exactly match the budgeted amounts set forth therein. The attached memorandum of understanding with Redwood Community Action Agency will allow for payment of the costs and expenses associated with the administrative services provided by Redwood Action Agency pursuant to the terms and conditions of the professional services agreement during the period of August 1, 2021 through September 30, 2021.

Accordingly, DHHS - Child Welfare Services recommends that the Board approve, and authorize the Chair of the Board to execute, the attached memorandum of understanding with Redwood Community Action Agency regarding payment of the costs and expenses associated with the provision of administrative services that are designed to assist with the implementation and operation of the AmeriCorps Program in Humboldt County during the Period of August 1, 2021 through September 30, 2021. It is also recommended that the Board authorize the DHHS - Child Welfare Services Director, or a designee thereof, to execute any and all subsequent amendments to the attached memorandum of understanding with Redwood Community Action Agency, after review and approval by County Counsel, Risk Management and the County Administrative Office, in order to avoid any delays in the payment of the costs and expenses associated with the provision of administrative services that are designed to assist with implementation and operation of the AmeriCorps Program in Humboldt County.

FINANCIAL IMPACT:

The attached memorandum of understanding with Redwood Community Action Agency has a maximum amount payable of Twenty-One Thousand Six Hundred Twenty-Four Dollars and Twenty-Three Cents (\$21,624.23) for the period of August 1, 2021 through September 30, 2021. Expenditure appropriations related to the attached memorandum of understanding with Redwood Community Action Agency have been included in the approved fiscal year 2021-2022 budget for DHHS - Child Welfare Services budget unit 1160-508. As a result, approval of the attached memorandum of understanding with Redwood Community Action Agency will not impact the Humboldt County General Fund.

STRATEGIC FRAMEWORK:

The recommended actions support the Board of Supervisors' Strategic Framework by protecting vulnerable populations, creating opportunities for improved safety and health and providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the attached memorandum of understanding with Redwood Community Action Agency regarding payment of the costs and expenses associated with the provision of administrative services that are designed to assist with implementation and operation of the AmeriCorps Program in Humboldt County. However, this alternative is not recommended as it would not allow DHHS - Child Welfare Services to pay Redwood Community Action Agency for administrative services provided during the period of August 1, 2021, through September 30, 2021.

ATTACHMENTS:

1. Memorandum of Understanding with Redwood Community Action Agency Regarding Payment of the Costs and Expenses Associated with the Provision of Administrative Services that are Designed to Assist with the Implementation and Operation of the AmeriCorps Program in Humboldt County
2. Professional Services Agreement with Redwood Community Action Agency Regarding the Provision of Administrative Services that are Designed to Assist with the Implementation and Operation of the AmeriCorps Program in Humboldt County Dated April 9, 2019
3. Letter of Extension Dated September 17, 2019
4. First Amendment to the Professional Services Agreement with Redwood Community Action Agency Regarding the Provision of Administrative Services that are Designed to Assist with the Implementation and Operation of the AmeriCorps Program in Humboldt County Dated April 9, 2019
5. Letter of Extension Dated September 14, 2020

PREVIOUS ACTION/REFERRAL:

Board Order No.: C-7; C-13

Meeting of: 4/9/2019; 10/22/2019

File No.: 19-405; 19-1469