



AGENDA ITEM NO.
C-20

COUNTY OF HUMBOLDT

For the meeting of: August 15, 2017

Date: July 19, 2017

To: Board of Supervisors

From: Connie Beck, Director *[Signature]*
Department of Health and Human Services – Children and Family Services

Subject: Professional Services Agreement with California Youth Connection Regarding the provision of Consultation and Technical Support Services pertaining to implementation of Humboldt County Transition Age Youth Collaboration for Fiscal Year 2017-2018

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve, and authorize the Chair of the Board to execute, **the** attached professional services agreement with California Youth Connection regarding the provision of consultation and technical support services pertaining to implementation of Humboldt County Transition Age Youth Collaboration for fiscal year 2017-2018; and
2. Direct the Clerk of the Board to return two (2) fully executed original copies of the attached professional services agreement to the Department of Health and Human Services – Contract Unit for further processing.

SOURCE OF FUNDING:

Mental Health Fund

DISCUSSION:

Since the inception of the Humboldt County Transition Age Youth Collaboration (“HCTAYC”) seven (7) years ago, California Youth Connection (“CYC”) and its Y.O.U.T.H. Training Project (“YTP”) have been

Prepared by Windy Scott, Staff Services Analyst I

CAO Approval *[Signature]*

REVIEW:	Auditor <i>[Signature]</i>	County Counsel <i>Sm</i>	Personnel	Risk Manager <i>KKG</i>	Other
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TYPE OF ITEM:

XX Consent

Departmental

Public Hearing

Other

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Wilson* Seconded by Supervisor *Sundberg*

Ayes *Wilson, Sundberg, Bass, Bohn, Fennell*

Nays

Abstain

Absent

PREVIOUS ACTION/REFERRAL:

Board Order No. G-2, C-6, C-8, C-8, -C6, C-18, C-16, C-32, C-9

Meeting of: 3/24/09, 1/26/10, 1/4/11, 12/13/11, 9/18/12, 2/26/13, 7/1/14, 6/23/15, 8/16/16

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

Dated: August 15, 2017

By: *[Signature]*
Kathy Hayes, Clerk of the Board

important community partners for the Humboldt County Department of Health and Human Services' ("DHHS") efforts to support transition age youth, including foster youth. CYC has partnered with DHHS in coordination, development, training and consultation regarding the services provided to transition aged and foster youth in Humboldt County and the State of California. CYC and YTP's collaboration with DHHS through HCTAYC has increased the number of youth engaged in the policy improvement process, reaching foster and former foster youth, homeless youth, youth with mental health needs, youth in juvenile justice settings, and other youth in Humboldt County. Youth-informed policies and programs lead to better outcomes for youth as they transition into successful adulthood, such as improved housing stability, completion of high school or the equivalent thereof, obtaining employment and physical and mental health maintenance. Such outcomes for youth lead to more cost effective systems over time.

The attached professional services agreement with CYC will continue to facilitate the collaboration between DHHS, local transition aged youth, CYC and YTP, with CYC and YTP coaching and supporting specific HCTAYC activities that impact policy and program development both locally and at a statewide level. This ongoing relationship also provides linkage to state conferences and policy forums that effect youth.

The technical assistance coaching regarding the development and implementation of local policy issues, education and outreach campaigns focused on improving the experience of being a transition aged and/or foster youth in Humboldt County will continue. The partnership between CYC, YTP and HCTAYC will continue to provide enhanced youth leadership, advocacy skills, youth empowerment and policy development.

Therefore, staff recommends that the Board approve, and authorize the Chair to execute the attached professional services agreement with CYC regarding the provision of consultation and technical support services pertaining to implementation of the Humboldt County Transition Age Youth Collaboration for fiscal year 2017-2018.

This contract is being presented to the Board of Supervisors after the term start date of June 30, 2017. The reason for the request to execute a retroactive contract is due to the contractor's delay in meeting the Counties insurance requirements.

FINANCIAL IMPACT:

Funding for the attached professional services agreement with CYC is made available through Mental Health Services Act Prevention and Early Intervention ("MHSA-PEI") revenues received by DHHS – Mental Health. The MHSA-PEI Transition Age Youth Advocacy Program is approved by the California Oversight and Accountability Commission.

The attached professional services agreement with CYC has a maximum amount payable of Two Hundred Seven Thousand Four Hundred Eighteen Dollars (\$207,418.00) for FY 2017-2018. Fifty-Five Thousand One Hundred Forty-Eight Dollars (\$55,148.00) of the above-referenced amount is designated for Local CYC Chapter Support services. Expenditures related to the attached professional services agreement are included in the proposed 2017-2018 fiscal year budget for Mental Health Services Act 1170-477. Approval of the attached professional services agreement with CYC will not impact the Humboldt County General Fund.

The recommended action supports the Board's Strategic Framework by protecting vulnerable populations, creating opportunities for improved safety and health and facilitating public/private partnerships to solve problems.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

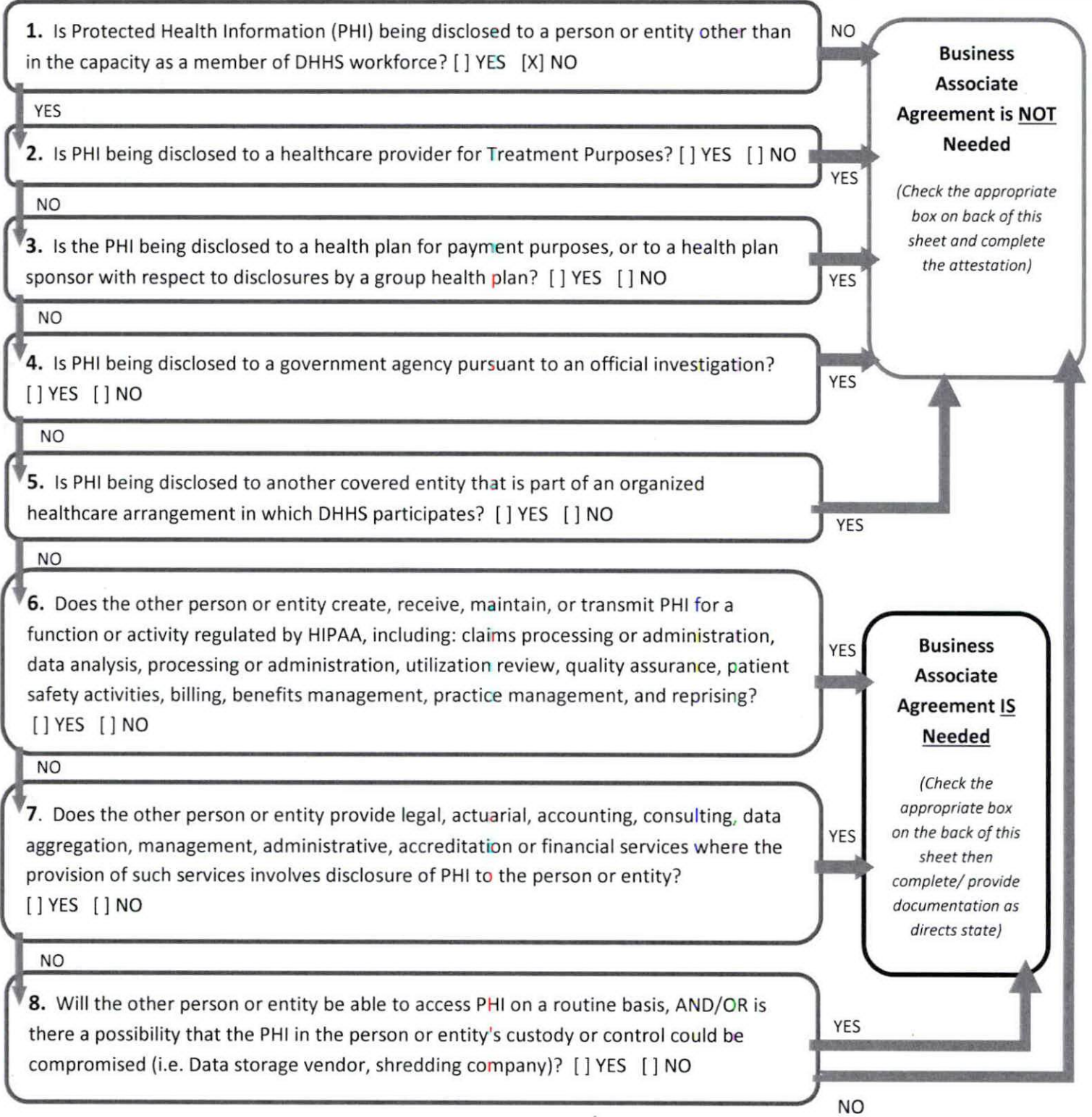
The Board could choose not to approve the attached professional services agreement with CYC regarding the provision of consultation and technical support services pertaining to implementation of the Humboldt County Transition Age Youth Collaboration. This alternative is not recommended since DHHS – Children and Family Services does not have qualified staff to perform the services that will be provided thereunder.

ATTACHMENTS:

1. Professional Services Agreement with California Youth Connection for Fiscal Year 2017-2018 (three (3) originals)

HIPAA/HITECH-BUSINESS ASSOCIATE DECISION TOOL

Person Completing this Form: Jamie Monroe	Date: 7/31/17
For: <input type="checkbox"/> DHHS <input type="checkbox"/> MH <input type="checkbox"/> PH <input type="checkbox"/> SS <input checked="" type="checkbox"/> C&FS	Contractor: California Youth Connection
Contract: <input checked="" type="checkbox"/> New <input type="checkbox"/> Modified <input type="checkbox"/> Renewal	Contract Term: FY 17-18
Directions: Complete this tool for all contracts. Follow the arrows to your decision checking the box with your answer along the way. Complete the attestation on the back of this sheet (page 2).	





**HIPAA/HITECH-BUSINESS ASSOCIATE DECISION TOOL
CERTIFICATION/ATTESTATION AND SIGNATURE**

ATTESTATION

The contractor is **NOT A BUSINESS ASSOCIATE** *(Proceed to signatures)*

It has been determined the contractor is a **BUSINESS ASSOCIATE**

The appropriate exhibit and contract language will be included with the contract.

Note: Program will work with the DHHS Contract Unit and County Counsel for most appropriate language to use in given situation as not all situations will be the same. DHHS Contract Unit and County Counsel will work with DHHS Privacy Unit when needed.

Provide the following to be attached to this BA tool:

Name and Contact information of **person** responsible for conducting investigation and reporting possible HIPAA breach. *(Contractor shall inform DHHS of change in responsible person or provide an interim contact for the duration of the contract in the event the responsible person no longer performs such duties.)*

Name (Please Print)

Phone Number

E-Mail

Name and Contact information of **person** responsible for notifying DHHS of possible HIPAA breach and completion/determination of incident. *(Contractor shall inform DHHS of change in responsible person or provide an interim contact for the duration of the contract in the event the responsible person no longer performs such duties.)*

Name (Please Print)

Phone Number

E-Mail

SIGNATURES

Signatures attest to full completion of this Business Associates Decision Tool and attachment of required documentation.

Program Contract Analyst (Signature/Date):

Wendy Scott 7/31/17

Senior Program Manager (Signature/Date):

Contract Coordinator (Signature/Date):

Wendy Scott 7/31/17

Director/Deputy Director (Signature/Date):

Comments:

ROUTING

Program Contract File Contract Coordinator DHHS Privacy Officer Contractor Database / Contract Unit

Contract # (if known):

Covered Entity includes but is not limited to the following definitions:

Covered entities are defined in the HIPAA rules as (1) health plans, (2) health care clearinghouses, and (3) health care providers who transmit any health information in connection with transactions for which HHS has adopted standards. Generally, these transactions concern billing and payment for services or insurance coverage.

Health Plan – With certain exceptions, an individual or group plan that provides or pays the cost of medical care (as defined in section 2791(a)(2) of the PHS Act, 42 U.S.C. 300gg-91(a)(2)). The law specifically includes many types of organizations and government programs as health plans.

Health Care Clearinghouse – A public or private entity, including a billing service, repricing company, community health management information system or community health information system, and “value-added” networks and switches that either process or facilitate the processing of health information received from another entity in a nonstandard format or containing nonstandard data content into standard data elements or a standard transaction, or receive a standard transaction from another entity and process or facilitate the processing of health information into a nonstandard format or nonstandard data content for the receiving entity.

Health Care Provider – A provider of services (as defined in section 1861(u) of the Act, 42 U.S.C. 1395x(u)), a provider of medical or health services (as defined in section 1861(s) of the Act, 42 U.S.C. 1395x(s)), and any other person or organization who furnishes, bills, or is paid for health care in the normal course of business.

Health Care – Care, services, or supplies related to the health of an individual, including (1) preventive, diagnostic, therapeutic, rehabilitative, maintenance, or palliative care, and counseling, service, assessment, or procedure with respect to the physical or mental condition, or functional status, of an individual that affects the structure or function of the body; and (2) sale or dispensing of a drug, device, equipment, or other item in accordance with a prescription.



Children & Family Services
Administrative Offices
2440 6th Street, Eureka, CA 95501
phone: (707) 476-4700 | fax: (707) 445-6254

July 24, 2017

Haydée Cuza, EdD
California Youth Connection
1611 Telegraph Ave, Suite 1100
Oakland, CA 94612

Dear Ms. Cuza

To avoid a potential gap in services, This Letter of Intent is provided to set forth the intent of the Humboldt County Department of Health and Human Services – Children and Family Services to contract with California Youth Connection to provide consultation and technical support services regarding implementation of the Humboldt County Transition Aged Youth Collaboration (“HCTAYC”) project, while the parties complete the pending contract.

The full scope of work (Exhibit A) is attached and outlines in detail all work approved for the contract term. Services covered commence on July 1, 2017 and will continue until June 30, 2018.

The services provided by California Youth Connection will include, but are not limited to: general coaching and advisement services, training services, on-site staffing and management services, HCTAYC Youth Advisory Board supervision and support services, California Mental Health Advocates for Children and Youth (“CMHACY”) supervision and support services, local California Youth Connection Chapter support services, project development services and event planning and coordination services. It is anticipated that a formal agreement will be in effect within 90 days of execution of this letter.

The schedule of rates for California Youth Connection for fiscal year 2017-2018 is attached (Exhibit B) for a total agreement cost that will not exceed \$207,418.00 for the term. The schedule of rates outlines in detail all cost associated with the approved work for the contract term.

Please sign this Letter of Intent and return the original to Windy Scott, Staff Services Analyst, at Childrens and Family Services – Administration, 2440 6th Street, Eureka, California, 95501.

Mental Health
phone: (707) 268-2990
fax: (707) 476-4049

Public Health
phone: (707) 445-6200
fax: (707) 445-6097

Social Services
phone: (707) 476-4700
fax: (707) 441-2096



If you have any questions or need further information about the agreement process, please contact Windy Scott at (707) 388-6690 or by email at wscott@co.humboldt.ca.us.

Sincerely,

Humboldt County Department of Health and Human Services Director



DHHS Director or designee, Date



EXHIBIT A
SCOPE OF SERVICES
California Youth Connection
For Fiscal Year 2017-2018

CONTRACTOR shall provide the following consultation and technical support services regarding implementation of the Humboldt County Transition Aged Youth Collaboration (“HCTAYC”) project:

1. Y.O.U.T.H. TRAINING PROJECT SERVICES:

A. General Coaching and Advisement Services. CONTRACTOR, in conjunction with Y.O.U.T.H. Training Project (“YTP”) staff, shall provide five (5) to twenty-five (25) hours of coaching and advisement services to COUNTY personnel per month, with a total of no more than one hundred eighty (180) hours per year. The coaching and advisement services provided pursuant to the terms and conditions of this Agreement shall include, without limitation, all of the following:

1. Historical consultation;
2. Program development;
3. Leadership development;
4. Youth development consultation;
5. Fiscal management and planning; and
6. Local policy recommendation coaching related to local policy development, research and youth engagement in the recommendation process.

B. Training Services. CONTRACTOR, in conjunction with YTP staff, shall hold at least four (4) on-site training events per fiscal year. The training services provided to local youth and COUNTY personnel pursuant to the terms and conditions of this Agreement shall include, without limitation, all of the following:

1. Provision of one (1) YTP training per year for COUNTY personnel, community providers and HCTAY staff;
2. Provision of one (1) local Annual Leadership Institute for up to eight (8) youth participants;
3. Provision of one (1) HCTAY Youth Advisory Board retreat with a focus on either policy recommendation or curriculum development;
4. Provision of one (1) additional event which may include, as agreed upon with COUNTY personnel, instruction regarding workshop design, planning and preparation and youth mentoring; and
5. Provision of original and duplicate training materials.

C. On-Site Staffing and Management Services. CONTRACTOR, in conjunction with YTP staff, shall manage and facilitate on-site HCTAYC youth participation in a digital storytelling

workshop. The on-site staffing and management services provided pursuant to the terms and conditions of this Agreement shall include, without limitation, all of the following:

1. Provision of on-site management, supervision and support, including, without limitation, coaching, consultation and leadership development, of the digital storytelling process for up to ten (10) youth participants;
2. Provision of monthly pre-event meetings, or phone conferences, with the Deputy Director of the Humboldt County Department of Health and Human Services Children and Family Services Mental Health, or a designee thereof, to ensure appropriate selection and supervision of youth participants;
3. Provision of up to forty (40) hours of staff support, instruction, general staffing, event planning, crisis intervention and supervision during the digital storytelling process. Staffing shall include one (1) adult staff member for every three (3) youth participants, including CONTRACTOR's Director of Training. COUNTY and YTP staff will share supervision of youth participants based on relationships already formed. COUNTY staff will take the lead and COUNTY policies will prevail in the event of conflict between agency policies; and
4. Assistance in contracting with the Center for Digital Storytelling to provide instruction and post production services.

D. HCTAYC Youth Advisory Board Supervision and Support Services. CONTRACTOR, in conjunction with YTP staff, shall provide supervision and support services pertaining to retreats and training events for the HCTAYC Youth Advisory Board. Such supervision and support services provided pursuant to the terms and conditions of this Agreement shall include, without limitation, all of the following:

1. Provision of supervision, support and guidance for up to three (3) youth participants at two (2) YTP Wellness Retreats;
2. Provision of supervision, support and guidance for up to two (2) youth participants and one (1) COUNTY staff member at the YTP Leadership Training in Oakland; and
3. Provision of supervision, support and guidance for youth participants at other statewide youth leadership, advocacy, and recognition events.

E. California Mental Health Advocates for Children and Youth ("CMHACY") Supervision and Support Services. CONTRACTOR shall provide the following supervision and support services pertaining to the CMHACY conferences:

1. Provision of supervision, support and guidance for up to ten (10) HCTAYC youth participants at the annual CMHACY conference or other identified conference. If COUNTY staff are attending the conference for professional development purposes, CONTRACTOR will take the lead in supervision while COUNTY staff are engaged in learning; and
2. Provision of transportation to off-site events in the evenings and off hours of the conference.

2. **LOCAL CALIFORNIA YOUTH CONNECTION CHAPTER SUPPORT SERVICES:**

A. **Support Services.** CONTRACTOR shall provide the following support services to the local California Youth Connection ("CYC") chapter located in Humboldt County:

1. Assistance with developing and implementing a new member recruitment plan;
2. Assistance with developing and implementing an orientation process for new members;
3. Attendance at regularly scheduled local CYC chapter meetings on a quarterly basis;
4. Provision of coaching and advisement services that are designed to help local CYC chapter members identify local issues and strategies regarding advocacy, recruitment and retention;
5. Provision of technical and strategic support;
6. Provision of policy and legislative training and support;
7. Assistance with ensuring that there is consistent partnering with the local CYC chapter and any and all CYC sub-chapters.

B. **Project Development Services.** CONTRACTOR shall provide the following project development services to the local CYC chapter located in Humboldt County:

1. Provision of one (1) local CYC Youth Planning Day per year that focusses on youth engagement, local CYC chapter policies, chapter strengths and potential improvements and identification of needed trainings and other supports.
2. Provision of two (2) phone conferences with HCTAYC staff per year to coordinate and support opportunities for CYC local chapter members to participate in statewide advocacy.
3. Attendance at quarterly meetings with CYC chapter members, HCTAYC staff members, the Independent Life Skills ("ILS") supervisor and CYC adult supporters;
4. Consultation with the HCTAYC supervisor regarding meetings with non-county entities within Humboldt County to ensure a collaborative approach to community engagement (any trip that does not include such consultation will not be compensated by COUNTY);
5. Consultation with COUNTY personnel to ensure that all meetings required hereunder are scheduled at least one (1) month in advance;
6. Consultation with COUNTY personnel regarding transportation, food and other meeting logistics.
7. Provision of summaries for each meeting within one (1) month thereafter (any trip that does not include such summaries will not be compensated by COUNTY).

C. **Event Planning and Coordination Services.** CONTRACTOR, in conjunction with YTP staff, shall provide the following planning and coordination services pertaining to retreats and training events for the local CYC chapter located in Humboldt County:

1. Provision of support, planning, coordination and guidance services, at least six (6) weeks in advance, to ensure that the local CYC chapter successfully registers, and makes appropriate travel plans for, up to six (6) youth participants and two (2) adult supporters at the Day at the Capitol Conference;
2. Provision of support, planning, coordination and guidance services, at least six (6) weeks in advance, to ensure that the local CYC chapter successfully registers, and makes appropriate travel plans for, up to six (6) youth participants and two (2) adult supporters at the Summer Leadership Conference;
3. Provision of support, planning, coordination and guidance services, at least four (4) weeks in advance, to ensure that the local CYC chapter successfully registers, and makes appropriate travel plans for, up to two (2) chapter members and one (1) adult supporter or COUNTY staff member at the Legislature Shadow Day Conference; and
4. Provision of support, planning, coordination and guidance services, at least six (6) weeks in advance, to ensure that the local CYC chapter successfully registers, and makes appropriate travel plans for, up to two (2) chapter members and one (1) adult supporter at the Quarterly CYC Advisory Meetings.

EXHIBIT B
SCHEDULE OF RATES
California Youth Connection
For Fiscal Year 2017-2018

CALIFORNIA YOUTH CONNECTION PROGRAM BUDGET - 2017-2018*		
LINE NO.	DESCRIPTION	BUDGET
	General Coaching/Advisement:	
1	- \$150 per hour for 5 to 25 hours/month, up to 180 hours/year	\$27,000
	Trainings/Workshops/Retreats:	
2	Training Director face-to-face work days \$1250/day x 2 days x 4 trainings	\$10,000
3	Additional Staff face-to-face work days \$750/day x 2 days x 4 trainings	\$6,000
	Digital Storytelling Project	
4	- Center for Digital Storytelling contract	\$12,000
5	- Expenses for lodging, food, team building, self-care activities for YTP staff and 10 Humboldt youth participants	\$20,000
	- \$75 per hour for up to 160 hours/year including:	
6	Minimum 40 hours/year on site instruction, event planning, supervision	\$3,000
7	Maximum 120 hours/year operating and management support	\$9,000
	HCTAYC YAB Participation in YTP Events	
8	- 2 YTP Wellness Retreats for 3 youth: Registration + Costs	\$6,000
9	- YTP Leadership Training for 2 youth and 1 staff	\$2,000
10	- Other events	\$7,000
	CMHACY (or Other Conference) Support	
11	- Includes supervision time and expenses for team-building, self-care activities, local transportation	\$6,000
	Travel - CYC	
12	- Training Director travel - \$600/day x 2 days x 4 events	\$4,800
13	- Additional Staff - \$500/day x 2 days x 4 events	\$4,000
	Other Expenses	
14	Includes postage, printing, supplies, 2 laptop computers	\$8,416
15	LOCAL CYC CHAPTER SUPPORT	\$55,148
	Subtotal	\$180,364
16	Indirect Costs (15%)	\$27,054
	Total	\$207,418

*CONTRACTOR may shift up to 10% of budgeted amounts between other budget categories without prior written approval by COUNTY.

LOCAL CALIFORNIA YOUTH CONNECTION CHAPTER SUPPORT BUDGET – 2017-2018*	
Description	Budget
COLLABORATION	
CYC Northern Region Manager @ 20%/year	\$11,400
Executive Director @ 5%/year	\$6,350
Employee Benefits (25%)	\$4,438
Professional Special Projects	\$700
CONFERENCES	\$10,000
Includes registration, local transportation, lodging and meals	
- Day at the Capitol (up to 8 youth)	
- Summer Leadership Conference (up to 8 youth)	
- Legislature Shadow Day (up to 2 youth)	
- 4 CYC Advisory Board Meetings	
- Chapter meeting meals and special expenses	
TRAVEL	\$19,000
Includes registration, transportation, meals and lodging expenses for youth at:	
- 2 State-wide conferences	
- 2 Legislative Committee Meetings	
- Regional Trainings/CYC Board Meetings/Supporter Trainings	
OTHER EXPENSES	
Includes postage, printing, supplies, phone	\$2,760
Promotional materials	\$500
Total	\$55,148

*CONTRACTOR may shift up to 10% of budgeted amounts between other budget categories without prior written approval by COUNTY.

**PROFESSIONAL SERVICES AGREEMENT
BY AND BETWEEN
COUNTY OF HUMBOLDT
AND
CALIFORNIA YOUTH CONNECTION
FOR FISCAL YEAR 2017-2018**

This Agreement, entered into this 15th day of August, 2017, by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and California Youth Connection, a California non-profit corporation, hereinafter referred to as "CONTRACTOR," is made upon the following considerations:

WHEREAS, COUNTY, by and through its Department of Health and Human Services – Children and Family Services Mental Health ("DHHS – Children and Family Services"), desires to retain a qualified professional organization to provide consultation and technical support services regarding implementation of the Humboldt County Transition Age Youth Collaboration project; and

WHEREAS, such work involves the performance of professional, expert and technical services of a temporary and occasional character; and

WHEREAS, COUNTY has no employees available to perform such services and is unable to hire employees for the performance thereof for the temporary period; and

WHEREAS, CONTRACTOR represents that it is specially trained, skilled, experienced and competent to perform the special services required by COUNTY.

NOW THEREFORE, the parties hereto mutually agree as follows:

1. DESCRIPTION OF SERVICES:

CONTRACTOR agrees to furnish the services described in Exhibit A – Scope of Services, which is attached hereto and incorporated herein by reference. In providing such services, CONTRACTOR agrees to fully cooperate with the DHHS – Children and Family Services Deputy Director, or a designee thereof, hereinafter referred to as "Deputy Director."

2. TERM:

This Agreement shall begin on July 1, 2017 and shall remain in full force and effect until June 30, 2018, unless sooner terminated as provided herein.

3. TERMINATION:

A. Breach of Contract. If, in the opinion of COUNTY, CONTRACTOR fails to adequately perform the services required hereunder within the time limits specified herein, or otherwise fails to comply with the terms of this Agreement, or violates any ordinance, regulation or other law applicable to its performance herein, COUNTY may terminate this Agreement immediately, upon notice.

B. Without Cause. COUNTY may terminate this Agreement without cause upon thirty (30) days advance written notice to CONTRACTOR. Such notice shall state the effective date of the termination.

- C. Insufficient Funding. COUNTY's obligations under this Agreement are contingent upon the availability of local, state and/or federal funds. In the event such funding is reduced or eliminated, COUNTY shall, at its sole discretion, determine whether this Agreement shall be terminated. COUNTY shall provide CONTRACTOR seven (7) days advance written notice of its intent to terminate this Agreement due to insufficient funding.
- D. Compensation Upon Termination. In the event of any termination of this Agreement, CONTRACTOR shall be entitled to compensation for uncompensated services rendered hereunder through and including the effective date of termination. However, this provision shall not limit or reduce any damages owed to COUNTY due to a breach of this Agreement by CONTRACTOR.

4. COMPENSATION:

- A. Maximum Amount Payable. The maximum amount payable by COUNTY for services rendered, and costs and expenses incurred, pursuant to the terms and conditions of this Agreement is Two Hundred Seven Thousand Four Hundred Eighteen Dollars (\$207,418.00). CONTRACTOR agrees to perform all services required by this Agreement for an amount not to exceed such maximum dollar amount. However, if local, state or federal funding or allowance rates are reduced or eliminated, COUNTY may, by amendment, reduce the maximum amount payable for services provided hereunder, or terminate this Agreement as provided herein.
- B. Schedule of Rates. The specific rates and costs applicable to this Agreement are set forth in Exhibit B – Schedule of Rates, which is attached hereto and incorporated herein by reference.
- C. Additional Services. Any additional services not otherwise provided for herein, shall not be provided by CONTRACTOR, or compensated by COUNTY, without written authorization by COUNTY. All unauthorized costs and expenses incurred above the maximum payable amount set forth herein shall be the responsibility of CONTRACTOR. CONTRACTOR shall notify COUNTY in writing, at least six weeks prior to the date upon which CONTRACTOR estimates that the maximum payable amount will be reached.

5. PAYMENT:

CONTRACTOR shall submit to COUNTY monthly invoices itemizing all services rendered, and costs and expenses incurred, pursuant to the terms and conditions of this Agreement by the tenth (10th) day of each month. CONTRACTOR may shift up to ten percent (10%) of budgeted amounts between other budget categories without prior written approval by COUNTY. Invoices shall be in a format approved by the Deputy Director and the Humboldt County Auditor-Controller, and shall include the date that each service was provided, the total number of service hours provided per day, the total cost per day and the total cost for the month. Payment for services rendered, and costs and expenses incurred, pursuant to the terms and conditions of this Agreement shall be made within thirty (30) days of receipt of approved invoices. All invoices submitted by CONTRACTOR shall be sent to COUNTY at the following address:

COUNTY: Humboldt County DHHS – Mental Health
Attention: Financial Services
507 F Street
Eureka, California 95501

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6. NOTICES:

Any and all notices required to be given pursuant to the terms of this Agreement shall be in writing and either served personally or sent by certified mail, return receipt requested, to the respective addresses set forth below. Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

COUNTY: Humboldt County DHHS – Children and Family Services
Attention: Deputy Director
2440 6th Street
Eureka, California 95501

CONTRACTOR: California Youth Connection
Attention: Haydée Cuza
1611 Telegraph Ave, Suite 1100
Oakland, California 94612

7. REPORTS:

- A. General Reporting. CONTRACTOR agrees to provide COUNTY with any and all reports that may be required by local, state and/or federal agencies for compliance with this Agreement. Reports shall be submitted no later than fifteen (15) days after the end of each calendar quarter using the format required by the State of California as appropriate.
- B. Y.O.U.T.H. Training Project Service Reports. CONTRACTOR shall provide COUNTY with Y.O.U.T.H. Training Project (“YTP”) Service Reports on a quarterly basis. All YTP Service Reports provided pursuant to the terms and conditions of this Agreement shall be prepared using Exhibit C – Y.O.U.T.H. Training Project Service Report Form, which is attached hereto and incorporated herein by reference.
- C. Local California Youth Connection Chapter Support Services Reports. CONTRACTOR shall provide COUNTY with Local California Youth Connection Chapter (“CYC”) Support Services Reports on a quarterly basis. All Local CYC Chapter Support Services Reports provided pursuant to the terms and conditions of this Agreement shall be prepared using Exhibit D – Local CYC Chapter Support Services Report Form, which is attached hereto and incorporated herein by reference.
- D. Final Cost Report. If applicable to a specific local, state or federal funding source covered by this Agreement, CONTRACTOR shall submit an unaudited Final Cost Report summarizing all costs incurred pursuant to the terms and conditions of this Agreement, no later than ninety (90) days following the close of the fiscal year, in accordance with all applicable local, state and federal laws, regulations and guidelines.

8. AUDIT AND RETENTION OF PERFORMANCE RECORDS:

- A. Maintenance of Records. CONTRACTOR shall maintain books, records, documents, and other evidence of CONTRACTOR’s accounting procedures and practices, sufficient to properly reflect all direct and indirect costs of whatever nature claimed to have been incurred in the performance of this Agreement, including, without limitation, any matching costs and expenses. The foregoing constitutes “records” for the purpose of this provision.

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- B. Government Access to Records and Facilities. CONTRACTOR's facility or office, or such part thereof as may be engaged in the performance of this Agreement, and its records shall be subject at all reasonable times to inspection, audit and reproduction by COUNTY, the California Department of Health Care Services ("DHCS"), the California Department of General Services, the Bureau of State Audits, or their designated representatives, including, without limitation, the Comptroller General of the United States, and any other duly authorized local, state or federal agencies.
- C. General Examination and Audit. CONTRACTOR agrees that COUNTY, DHCS, the California Department of General Services, the Bureau of State Audits, or their designated representatives, including the Comptroller General of the United States, and any other duly authorized local, state or federal agencies, shall have the right to review and copy any records and supporting documentation pertaining to the performance of this Agreement. CONTRACTOR agrees to allow COUNTY, DHCS and any other duly authorized local, state or federal agencies access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.
- D. Examination and Audit by the California State Auditor. Pursuant to California Government Code Section 8546.7, CONTRACTOR shall be subject to the examination and audit of the California State Auditor for a period of three (3) years after final payment under this Agreement. CONTRACTOR shall hold COUNTY harmless for any liability resulting from said audit.
- E. Preservation of Records. CONTRACTOR shall preserve and make available its records for a period of three (3) years from the date of final payment under this Agreement, and for such longer period, if any, as is required by applicable statute, by any other provision of this Agreement or by subparagraphs 1 or 2 below.
1. If this Agreement is completely or partially terminated, the records relating to the terminated services shall be preserved and made available for a period of three (3) years from the date of any resulting final settlement.
 2. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the three (3) year period, the records shall be retained until completion of the action and resolution of all issues which arise there from, or until the end of the regular three (3) year period, whichever is later.
- F. Legal Compliance. CONTRACTOR shall comply with the above-referenced requirements and be aware of the penalties for violations of fraud and for obstruction of investigation as set forth in Section 10115.10 of the California Public Contract Code, if applicable.
- G. Record Storage and Reproduction. CONTRACTOR may, at its discretion, following receipt of final payment under this Agreement, reduce its accounts, books and records related to this Agreement to microfilm, computer disk, CD ROM, DVD or other data storage medium. Upon request by a designated representative of COUNTY, DHCS or any other duly authorized local, state or federal agencies to inspect, audit or obtain copies of said records, CONTRACTOR must supply or make available applicable devices, hardware and/or software necessary to view, copy and/or print said records. Applicable devices may include, but are not limited to, microfilm readers and microfilm printers.

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9. MONITORING:

CONTRACTOR agrees that COUNTY and any other duly authorized local, state or federal agencies, including, without limitation, DHCS, have the right to monitor all activities related to this Agreement, including the right to review and monitor CONTRACTOR's records, programs or procedures, at any time, as well as the overall operation of CONTRACTOR's programs in order to ensure compliance with the terms and conditions of this Agreement. CONTRACTOR will cooperate with a corrective action plan, if deficiencies in CONTRACTOR's records, programs or procedures are identified by COUNTY or any other duly authorized local, state or federal agencies. However, COUNTY is not responsible, and shall not be held accountable, for overseeing or evaluating the adequacy of the results of services performed by CONTRACTOR pursuant to the terms and conditions of this Agreement.

10. CONFIDENTIAL INFORMATION:

A. Legal Compliance. CONTRACTOR hereby agrees to protect all confidential records and client confidentiality in conformance with any and all applicable local, state and federal laws and regulations, including, but not limited to: California Welfare and Institutions Code Sections 827, 5328, 10850 and 14100.2; California Health & Safety Code Sections 1280.15 and 1280.18; the California Information Practices Act of 1977; the California Confidentiality of Medical Information Act ("CMIA"); the United States Health Information Technology and Clinical Health Act ("HITECH Act"); the United States Health Information Portability and Accountability Act of 1996 ("HIPAA") and any current and future implementing regulations promulgated thereunder, including, without limitation, the Federal Privacy Regulations contained in Title 45 of the Code of Federal Regulations ("C.F.R.") Parts 160 and 164, the Federal Security Standards contained in 45 C.F.R. Parts 160, 162 and 164 and the Federal Standards for Electronic Transactions contained in 45 C.F.R. Parts 160 and 162; 42 C.F.R. Sections 431.300, et seq.; and 45 C.F.R. Section 205.50, all as may be amended from time to time. CONTRACTOR further agrees to comply with any and all applicable privacy, security, and confidentiality requirements contained in the Mental Health Performance Agreement (State Standard Agreement No. 16-93113) that COUNTY has with DHCS, which are incorporated herein by reference and made a part hereof as if set forth in full.

B. Continuing Compliance with Confidentiality Laws. COUNTY and CONTRACTOR acknowledge that local, state and federal laws, regulations, standards and contractual requirements pertaining to confidentiality, electronic data security and privacy are rapidly evolving and that amendment of this Agreement may be required to ensure compliance with such developments. Each party agrees to promptly enter into negotiations concerning an amendment to this Agreement embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the CMIA and any other applicable local, state and federal laws, regulations, standards or contractual requirements.

11. DISCLOSURE AND SECURITY REQUIREMENTS:

A. Definitions. For purposes of this provision, the following definitions shall apply:

1. Public Information. As used herein, the term "Public Information" shall include, without limitation, any information that is not exempt from disclosure under the provisions of the California Public Records Act (Government Code Sections 6250, et seq.) or any other applicable local, state or federal laws or regulations.
2. Exempt Information. As used herein, the term "Exempt Information" shall include, without limitation, any information that is exempt from disclosure under the provisions of

the California Public Records Act (Government Code Sections 6250, et seq.) or any other applicable local, state or federal laws or regulations.

3. Sensitive Information. As used herein, the term “Sensitive Information” shall include, without limitation, any information that requires special precautions to protect from unauthorized use, access, disclosure, modification, loss or deletion. Sensitive Information may be either Public Information or Exempt Information. It is information that requires a higher than normal assurance of accuracy and completeness. Thus, the key factor for Sensitive Information is that of integrity. Typically, Sensitive Information includes records of an agency’s financial transactions and regulatory actions.
 4. Personal Information. As used herein, the term “Personal Information” shall include, without limitation, any information that identifies or describes an individual, including, but not limited to, their name, physical description, home address, home telephone number, education, financial matters and medical or employment history. It is DHCS’ policy to consider all information about individuals private unless such information is determined to be a public record. This information must be protected from inappropriate access, use or disclosure and must be made accessible to data subjects upon request.
 5. Personally Identifiable Information. As used herein, the term “Personally Identifiable Information” shall include, without limitation, any information which can be used to distinguish or trace an individual’s identity, such as their social security number, driver license number, identification card number, financial account number or other identifying number, symbol or particular assigned to the individual, including, but not limited to, finger prints, voice prints and photographs (California Civil Code Sections 1798.29 and 1798.82).
 6. Protected Health Information. As used herein, the term “Protected Health Information” shall include, without limitation, individually identifiable health information that is transmitted by electronic media, maintained in electronic media or is transmitted or maintained in any other form or medium, as defined by the HIPAA Standards for Privacy of Individually Identifiable Health Information, as codified at 45 C.F.R. Parts 160 and 164, and the Federal Security Standards contained in 45 C.F.R. Parts 160 and 164, all as may be amended from time to time.
- B. Nondisclosure of Identifying Information. In connection with the execution of this Agreement, CONTRACTOR shall protect from unauthorized disclosure the names and other identifying information, including Personal Information (“PI”), Personally Identifiable Information (“PII”), Sensitive Information and Exempt Information (referred to collectively as “PSEI”), concerning persons either receiving services pursuant to this Agreement or persons whose PSEI becomes available to CONTRACTOR or is disclosed to CONTRACTOR as a result of services performed under this Agreement, except for statistical information not identifying any such person.
1. Unauthorized Disclosures of Identifying Information. CONTRACTOR shall not disclose, except as otherwise specifically permitted by this Agreement or authorized by the client, any PSEI to anyone other than COUNTY or DHCS without prior written authorization from COUNTY or the DHCS Program Contract Manager, except if disclosure is required by local, state or federal law.
 2. Use of Identifying Information. CONTRACTOR shall not use any PSEI for any purpose other than carrying out CONTRACTOR’s duties and obligations under this Agreement.

3. Notification of Requests for Identifying Information. CONTRACTOR shall promptly transmit to COUNTY all requests for disclosure of any PSEI not emanating from a client, patient or person whose PSEI becomes available to CONTRACTOR or is disclosed to CONTRACTOR as a result of services performed under this Agreement.
- C. Nondisclosure of Protected Health Information. In connection with the execution of this Agreement, CONTRACTOR shall protect from unauthorized disclosure any and all Protected Health Information (“PHI”) concerning persons either receiving services pursuant to this Agreement or persons whose PHI becomes available to CONTRACTOR or is disclosed to CONTRACTOR as a result of services performed under this Agreement.
1. Use and Disclosure of Protected Health Information. CONTRACTOR shall not use or disclose PHI in any manner that would constitute a breach of this Agreement or a violation of any applicable local, state or federal laws, regulations, rules or standards.
 2. Minimum Use and Disclosure of Protected Health Information. CONTRACTOR shall use or disclose only the minimum amount of PHI necessary to accomplish the intended purpose of this Agreement.
 3. Compliance with Legal Standards Pertaining to Protected Health Information. CONTRACTOR shall only use, store, disclose or access PHI in compliance with this Agreement and all applicable local, state and federal laws, regulations, rules and standards.
 4. Downloading Protected Health Information. CONTRACTOR shall not download PHI to any personal device, including, but not limited to, flash drives, cell phones, iPads or tablets without the prior written approval of COUNTY.
 5. Maintenance and Preservation of Disclosure Records. CONTRACTOR agrees to timely prepare accurate and complete performance records relating to the use and disclosure of PHI transmitted pursuant to this Agreement, and to maintain and preserve said records for at least three (3) years from the date of expiration or termination of this Agreement, except that if any litigation, claim, negotiation, audit or other action is pending, the records shall be retained until completion and resolution of all issues arising there from.
 6. Accounting Requirements. CONTRACTOR shall comply with the accounting requirements of 45 C.F.R. Section 164.528 and any associated regulations or informal guidance issued by the United States Department of Health and Human Services – Office of Civil Rights, all as may be amended from time to time.
- D. Security Incidents and Suspected Breaches of Confidential Information. If CONTRACTOR has reason to believe that PSEI or PHI transmitted pursuant to this Agreement may have been accessed, disclosed or acquired in breach of the terms and conditions set forth herein, CONTRACTOR shall immediately take all actions necessary to preserve forensic evidence and to identify, mitigate and remediate the cause of the suspected breach. Such actions include, but are not limited to, the following:
1. Reporting Breaches of Confidential Information. CONTRACTOR shall notify COUNTY immediately, by telephone call and e-mail or fax, upon the discovery of a breach of PSEI or PHI in electronic media or in any other media, if the PSEI or PHI was, or is reasonably believed to have been, accessed or acquired by an unauthorized person.

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2. Reporting Suspected Security Incidents. CONTRACTOR shall notify COUNTY, by telephone call and e-mail or fax, within twenty-four (24) hours after discovering any other suspected security incident, intrusion, loss or unauthorized use or disclosure of PSEI or PHI in violation of this Agreement or any applicable local, state or federal law.
 - a. Discovery of Breaches and Security Incidents. For purposes of this Agreement, a breach of, or security incident involving, PSEI or PHI shall be treated as discovered by CONTRACTOR as of the first day on which such breach is known, or by exercising reasonable diligence would have been known, to CONTRACTOR or any person, other than the person committing the suspected breach, who is an employee, officer or other agent of CONTRACTOR.
3. Reporting Suspected Breaches and Security Incidents to Affected Individuals. To the extent deemed warranted, CONTRACTOR shall provide notice to any and all individuals affected by the suspected breach of, or security incident involving, PSEI or PHI. CONTRACTOR shall pay the full costs associated with notifying the impacted individuals, which may include, but are not limited to, the costs to retain an outside consulting firm to undertake the notification effort. In addition, CONTRACTOR shall consult with COUNTY regarding the steps required to notify impacted individuals and any other persons, media outlets or governmental agencies, and must supply COUNTY with the following information:
 - a. Description of Suspected Breach or Security Incident. A brief description of the circumstances surrounding the suspected breach of, or security incident involving, PSEI or PHI, including, without limitation, the date of occurrence and discovery thereof, if known.
 - b. Description of the Information Involved. A description of the types of unsecured PSEI or PHI that were involved in the suspected breach or security incident, including, but not limited to, the full name, social security number, date of birth, home address, account number or disability code of all affected third parties.
 - c. Description of Remedial Actions. A brief description of the actions being taken by CONTRACTOR to remediate the breach of, or security incident involving, PSEI or PHI, mitigate losses and protect against any further breaches or security incidents.
4. Investigation of Suspected Breaches and Security Incidents. CONTRACTOR shall immediately investigate any and all suspected breaches of, or security incidents involving, PSEI or PHI. Within seventy-two (72) hours of the discovery of such suspected breach or security incident, CONTRACTOR shall submit an updated "Privacy Incident Report" containing the applicable information to the extent known at that time.
5. Remediation of Breaches and Security Incidents. Upon discovery of a breach of, or security incident involving, PSEI or PHI, CONTRACTOR shall:
 - a. Corrective Action. Take prompt corrective action to mitigate any risks or damages involved with the breach or security incident and to protect the operating environment.
 - b. Legal Compliance. Take any action pertaining to such breach or security incident required by any and all applicable local, state and federal laws and regulations.

6. Cooperation with COUNTY's Remediation Efforts. Upon discovery of a breach of, or security incident involving, PSEI or PHI, CONTRACTOR shall give highest priority to immediately mitigating and remediating the breach or security incident, and shall devote such resources as may be required to accomplish that goal. In addition, CONTRACTOR shall cooperate with COUNTY's mitigation and remediation efforts, including, without limitation, providing any and all information necessary to enable COUNTY to fully understand the nature and scope of the breach or security incident, including, but not limited to, identification of each individual whose unsecured PHI may have been improperly accessed, acquired or disclosed. In the event that CONTRACTOR's assistance is required to reinstall software, such assistance shall be provided at no cost to COUNTY and in accordance with COUNTY's policies and standards.
 7. Remediation Report. CONTRACTOR shall provide to COUNTY a written report of the investigation of a breach of, or security incident involving, PSEI or PHI within ten (10) business days of the discovery of such breach or security incident. The report shall include, without limitation, the information specified above, as well as a full, detailed corrective action plan, including information on measures that were taken to remediate and/or contain the breach or security incident.
- E. Safeguarding Confidential Information. CONTRACTOR shall implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of all PSEI and PHI related to the services provided pursuant to the terms and conditions of this Agreement, including, without limitation, electronic PSEI and PHI that CONTRACTOR creates, receives, maintains, uses or transmits on behalf of COUNTY. CONTRACTOR shall develop and maintain a written information privacy and security program that includes administrative, technical and physical safeguards appropriate to the size and complexity of CONTRACTOR's operations and the nature and scope of its activities; including, at a minimum, the following safeguards:
1. Personnel Controls. By executing this Agreement, CONTRACTOR, for itself, and its assignees and successors in interest, agrees as follows:
 - a. Employee Training. All workforce members who assist in the performance of functions or activities on behalf of CONTRACTOR, or access or disclose PSEI or PHI, must complete information privacy and security training, at least annually, at their own expense. Each workforce member who receives information privacy and security training must sign a certification indicating the member's name and the date on which the training was completed. These certifications must be retained for a period of six (6) years following expiration or termination of this Agreement.
 - b. Employee Discipline. Appropriate sanctions must be applied against workforce members who fail to comply with the privacy policies and procedures or any of the privacy, security and confidentiality requirements contained herein, including termination of employment where appropriate.
 - c. Confidentiality Statement. All persons that will be working with PHI, PI or PII must sign a confidentiality statement that includes, at a minimum, General Use, Security and Privacy Safeguards, Unacceptable Use and Enforcement Policies. The statement must be signed by the workforce member prior to gaining access to PHI, PI or PII. The statement must be renewed annually. CONTRACTOR shall retain each person's written confidentiality statement for inspection for a period of six (6) years following expiration or termination of this Agreement.

- d. Background Check. Before a member of the workforce may access PHI, PI or PII, a thorough background check of that worker must be conducted, with evaluation of the results to assure that there is no indication that the worker may present a risk to the security or integrity of confidential data or a risk for theft or misuse of confidential data. CONTRACTOR shall retain each workforce member's background check documentation for a period of three (3) years following expiration or termination of this Agreement.
2. Technical Security Controls. By executing this Agreement, CONTRACTOR, for itself, and its assignees and successors in interest, agrees as follows:
 - a. Workstation and Laptop Encryption. All workstations and laptops that process and/or store PHI, PI or PII either directly or temporarily must be encrypted using a FIPS 140-2 certified algorithm which is 128bit or higher, such as Advanced Encryption Standard ("AES"). The encryption solution must be full disk unless approved by the DHCS – Information Security Office.
 - b. Server Security. Servers containing unencrypted PHI, PI or PII must have sufficient administrative, physical, and technical controls in place to protect that data, based upon a risk assessment/system security review.
 - c. Minimum Necessary. Only the minimum necessary amount of PHI, PI or PII required to perform necessary business functions may be copied, downloaded or exported.
 - d. Removable Media Devices. All electronic files that contain PHI, PI or PII data must be encrypted when stored on any removable media or portable device, including, without limitation, USB thumb drives, floppies, CD/DVD, Blackberry, backup tapes, etc. Encryption must be a FIPS 140-2 certified algorithm which is 128bit or higher, such as AES.
 - e. Antivirus Software. All workstations, laptops and other systems that process and/or store PHI, PI or PII must install and actively use a comprehensive anti-virus software solution with automatic updates scheduled at least daily.
 - f. Patch Management. All workstations, laptops and other systems that process and/or store PHI, PI or PII must have critical security patches applied, with system reboot if necessary. There must be a documented patch management process which determines installation timeframe based on risk assessment and vendor recommendations. At a maximum, all applicable patches must be installed within thirty (30) days of vendor release. Applications and systems that cannot be patched within the required time frame due to significant operational reasons must have compensatory controls implemented to minimize risk until the patches can be installed. Applications and systems that cannot be patched must have compensatory controls implemented to minimize risk, where possible.
 - g. User Identification and Password Controls. All users must be issued a unique user name for accessing PHI, PI or PII. Usernames must be promptly disabled, deleted or the password changed upon the transfer or termination of an employee with knowledge of the password, at maximum within twenty-four (24) hours. Passwords are not to be shared. Passwords must be at least eight (8) characters and must be a

non-dictionary word. Passwords must not be stored in readable format on the computer. Passwords must be changed at least every ninety (90) days, preferably every sixty (60) days. Passwords must be changed if revealed or compromised. Passwords must be composed of characters from at least three of the following four groups from the standard keyboard:

- Upper case letters (A-Z);
- Lower case letters (a-z);
- Arabic numerals (0-9);
- Non-alphanumeric characters (punctuation symbols).

- h. Data Destruction. When no longer needed, all PHI, PI or PII must be wiped using the Gutmann or United States Department of Defense (“DOD”) 5220.22-M (7 Pass) standard or by degaussing. Media may also be physically destroyed in accordance with NIST Special Publication 800-88. Other methods require prior written permission of the DHCS – Information Security Office.
 - i. System Timeout. The system providing access to PHI, PI or PII must provide an automatic timeout, requiring re-authentication of the user session after no more than twenty (20) minutes of inactivity.
 - j. Warning Banners. All systems providing access to PHI, PI or PII must display a warning banner stating that data is confidential, systems are logged and system use is for business purposes only by authorized users. Users must be directed to log off the system if they do not agree with these requirements.
 - k. System Logging. The system must maintain an automated audit trail which can identify the user or system process which initiates a request for PHI, PI or PII or alters PHI, PI or PII. The audit trail must be date and time stamped, must log both successful and failed accesses, must be read only and must be restricted to authorized users. If PHI, PI or PII is stored in a database, database logging functionality must be enabled. Audit trail data must be archived for at least three (3) years after occurrence.
 - l. Access Controls. The system providing access to PHI, PI or PII must use role based access controls for all user authentications, enforcing the principle of least privilege.
 - m. Transmission Encryption. All data transmissions of PHI, PI or PII outside the secure internal network must be encrypted using a FIPS 140-2 certified algorithm which is 128bit or higher, such as AES. Encryption can be end to end at the network level, or the data files containing PHI can be encrypted. This requirement pertains to any type of PHI, PI or PII in motion such as website access, file transfer and E-Mail.
 - n. Intrusion Detection. All systems involved in accessing, holding, transporting and protecting PHI, PI or PII that are accessible via the internet must be protected by a comprehensive intrusion detection and prevention solution.
3. Audit Controls. By executing this Agreement, CONTRACTOR, for itself, and its assignees and successors in interest, agrees as follows:
 - a. System Security Review. CONTRACTOR must ensure audit control mechanisms that record and examine system activity are in place. All systems processing and/or

storing PHI, PI or PII must have at least an annual system risk assessment/security review which provides assurance that administrative, physical and technical controls are functioning effectively and providing adequate levels of protection. Reviews should include vulnerability scanning tools.

- b. Log Reviews. All systems processing and/or storing PHI, PI or PII must have a routine procedure in place to review system logs for unauthorized access.
 - c. Change Control. All systems processing and/or storing PHI, PI or PII must have a documented change control procedure that ensures separation of duties and protects the confidentiality, integrity and availability of data.
4. Business Continuity and Disaster Recovery Controls. By executing this Agreement, CONTRACTOR, for itself, and its assignees and successors in interest, agrees as follows:
- a. Emergency Mode Operation Plan. CONTRACTOR must establish a documented plan to enable continuation of critical business processes and protection of the security of PHI, PI or PII held in an electronic format in the event of an emergency. Emergency means any circumstance or situation that causes normal computer operations to become unavailable for use in performing the work required under this Agreement for more than twenty-four (24) hours.
 - b. Data Backup Plan. CONTRACTOR must have established documented procedures to backup PHI to maintain retrievable exact copies of PHI, PI or PII. The plan must include a regular schedule for making backups, storing backups offsite, an inventory of backup media and an estimate of the amount of time needed to restore PHI, PI or PII should it be lost. At a minimum, the schedule must be a weekly full backup and monthly offsite storage of data.
5. Paper Document Controls. By executing this Agreement, CONTRACTOR, for itself, and its assignees and successors in interest, agrees as follows:
- a. Supervision of Data. PHI, PI or PII in paper form shall not be left unattended at any time, unless it is locked in a file cabinet, file room, desk or office. Unattended means that information is not being observed by an employee authorized to access the information. PHI, PI or PII in paper form shall not be left unattended at any time in vehicles or planes and shall not be checked in baggage on commercial airplanes.
 - b. Escorting Visitors. Visitors to areas where PHI, PI or PII is contained shall be escorted, and PHI, PI or PII shall be kept out of sight while visitors are in the area.
 - c. Confidential Destruction. PHI, PI or PII must be disposed of through confidential means, such as cross cut shredding and pulverizing.
 - d. Removal of Data. Only the minimum necessary amount of PHI, PI or PII may be removed from the premises of CONTRACTOR except with express written permission from COUNTY. PHI, PI or PII shall not be considered "removed from the premises," if it is only being transported from one of CONTRACTOR's locations to another of CONTRACTOR's locations.
 - e. Faxing. Faxes containing PHI, PI or PII shall not be left unattended and fax machines shall be in secure areas. Faxes shall contain a confidentiality statement notifying

persons receiving faxes in error to destroy them. Fax numbers shall be verified with the intended recipient before sending the fax.

- f. Mailings. Mailings containing PHI, PI or PII shall be sealed and secured from damage or inappropriate viewing of such PHI, PI or PII to the extent possible. Mailings which include five hundred (500) or more individually identifiable records of PHI or PI in a single package shall be sent using a tracked mailing method which includes verification of delivery and receipt, unless the prior written permission to use another method is obtained.

12. NON-DISCRIMINATION COMPLIANCE:

- A. Professional Services and Employment. In connection with the execution of this Agreement, CONTRACTOR, and its subcontractors, shall not unlawfully discriminate in the provision of professional services or against any employee or applicant for employment because of race, religion or religious creed, color, age (over forty (40) years of age), sex (including gender identity and expression, pregnancy, childbirth and related medical conditions), sexual orientation (including heterosexuality, homosexuality and bisexuality), national origin, ancestry, marital status, medical condition (including cancer and genetic characteristics), mental or physical disability (including HIV status and AIDS), political affiliation, military service, denial of family care leave or any other classifications protected by local, state or federal laws or regulations. Nothing herein shall be construed to require the employment of unqualified persons.
- B. Compliance with Anti-Discrimination Laws. CONTRACTOR further assures that it, and its subcontractors, will abide by the applicable provisions of: Title VI and Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Food Stamp Act of 1977; Title II of the Americans with Disabilities Act of 1990; the California Fair Employment and Housing Act; California Civil Code Sections 51, et seq.; California Government Code Sections 4450, et seq.; California Welfare and Institutions Code Section 10000; Division 21 of the California Department of Social Services Manual of Policies and Procedures; United States Executive Order 11246, as amended and supplemented by United States Order 11375 and 41 C.F.R. Part 60; and any other applicable local, state and/or federal laws and regulations, all as may be amended from time to time. The applicable regulations of the California Fair Employment and Housing Commission implementing California Government Code Section 12990, set forth in Chapter 5, Division 4 of Title 2 of the California Code of Regulations are incorporated into this Agreement by reference and made a part hereof as if set forth in full.
- C. Notification to Labor Unions and/or Workers' Representatives. CONTRACTOR shall send written notice of its obligations under the provisions herein to each labor union or representative of workers with which it has a collective bargaining agreement, or other contract or understanding, and shall post copies of such notice in conspicuous places available to employees and applicants for employment.

13. NUCLEAR FREE HUMBOLDT COUNTY ORDINANCE COMPLIANCE:

CONTRACTOR certifies by its signature below that it is not a Nuclear Weapons Contractor, in that CONTRACTOR is not knowingly or intentionally engaged in the research, development, production or testing of nuclear warheads, nuclear weapons systems or nuclear weapons components as defined by the Nuclear Free Humboldt County Ordinance. CONTRACTOR agrees to notify COUNTY immediately if it becomes a Nuclear Weapons Contractor as defined above. COUNTY may immediately terminate this Agreement if it determines that the foregoing certification is false or if

CONTRACTOR subsequently becomes a Nuclear Weapons Contractor.

14. DRUG FREE WORKPLACE CERTIFICATION:

By executing this Agreement, CONTRACTOR certifies that it will comply with the requirements of the Drug-Free Workplace Act of 1990 (California Government Code Sections 8350, et seq.), and will provide a drug-free workplace by doing all of the following:

- A. Drug-Free Policy Statement. Publish, as required by California Government Code Section 8355(a)(1), a Drug-Free Policy Statement which notifies employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited, and specifies the actions to be taken against employees for violations.
- B. Drug-Free Awareness Program. Establish, as required by California Government Code Section 8355(a)(2), a Drug-Free Awareness Program which informs employees about the following:
 - 1. The dangers of drug abuse in the workplace;
 - 2. CONTRACTOR's policy of maintaining a drug-free workplace;
 - 3. Any available counseling, rehabilitation and employee assistance programs; and
 - 4. Penalties that may be imposed upon employees for drug abuse violations.
- C. Drug-Free Employment Agreement: Ensure, as required by California Government Code Section 8355(a)(3), that every employee who provides services pursuant to the terms and conditions of this Agreement will:
 - 1. Receive a copy of CONTRACTOR's Drug-Free Policy Statement; and
 - 2. Agree to abide by the terms of CONTRACTOR's Drug-Free Policy as a condition of employment.
- D. Effect of Non-Compliance. Failure to comply with the above-referenced requirements may result in suspension of payments under this Agreement, and/or termination thereof, and CONTRACTOR may be ineligible for award of future contracts if COUNTY determines that the foregoing certification is false or if CONTRACTOR violates the certification by failing to carry out the above-referenced requirements.

15. INDEMNIFICATION:

- A. Hold Harmless, Defense and Indemnification. CONTRACTOR shall hold harmless, defend and indemnify COUNTY and its agents officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages and liabilities of any kind or nature, including, without limitation, attorney's fees and other costs of litigation, arising out of, or in connection with, CONTRACTOR's negligent performance of, or failure to comply with, any of the duties and/or obligations contained herein, except such loss or damage which was caused by the sole negligence or willful misconduct of COUNTY.
- B. Effect of Insurance. Acceptance of insurance, if required by this Agreement, does not relieve CONTRACTOR from liability under this provision. This provision shall apply to all claims for damages related to the services performed by CONTRACTOR pursuant to the terms and

conditions of this Agreement regardless if any insurance is applicable or not. The insurance policy limits set forth herein shall not act as a limitation upon the amount of indemnification or defense to be provided by CONTRACTOR hereunder.

16. INSURANCE REQUIREMENTS:

This Agreement shall not be executed by COUNTY, and CONTRACTOR is not entitled to any rights hereunder, unless certificates of insurance, or other proof that the following provisions have been complied with, are filed with the Clerk of the Humboldt County Board of Supervisors.

A. General Insurance Requirements. Without limiting CONTRACTOR's indemnification obligations provided for herein, CONTRACTOR shall, and shall require that all subcontractors hereunder, take out and maintain, throughout the entire period of this Agreement, and any extended term thereof, the following policies of insurance, placed with insurers authorized to do business in the State of California with a current A.M. Best's rating of no less than A: VII or its equivalent against personal injury, death and property damage which may arise from, or in connection with, the activities of CONTRACTOR, its agents, officers, directors, employees, licensees, invitees, assignees or subcontractors:

1. Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence form CG 0001), in an amount of Two Million Dollars (\$2,000,000.00) per occurrence for any one (1) incident, including, but not limited to, personal injury, death and property damage. If a general aggregate limit is used, such limit shall apply separately hereto or shall be twice the required occurrence limit.
2. Automobile/Motor Liability Insurance with a limit of liability not less than One Million Dollars (\$1,000,000.00) combined single limit coverage. Such insurance shall include coverage of all owned, hired and non-owned vehicles. Said coverage shall be at least as broad as Insurance Service Offices Form Code 1 (any auto).
3. Workers' Compensation Insurance, as required by the Labor Code of the State of California, with statutory limits, and Employers Liability Insurance with a limit of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease. Said policy shall contain, or be endorsed to contain, a waiver of subrogation against COUNTY, its agents, officers, officials, employees and volunteers.

B. Special Insurance Requirements. Said policies shall, unless otherwise specified herein, be endorsed with the following provisions:

1. The Comprehensive or Commercial General Liability Policy shall provide that COUNTY, its agents, officers, officials, employees and volunteers, are covered as additional insured for liability arising out of the operations performed by or on behalf of CONTRACTOR. The coverage shall contain no special limitations on the scope of protection afforded to COUNTY, its agents, officers, officials, employees and volunteers. Said policy shall also contain a provision stating that such coverage:
 - a. Includes contractual liability.
 - b. Does not contain exclusions as to loss or damage to property caused by explosion or resulting from collapse of buildings or structures or damage to property underground, commonly referred to as "XCU Hazards."

- c. Is the primary insurance with regard to COUNTY.
 - d. Does not contain a pro-rata, excess only and/or escape clause.
 - e. Contains a cross liability, severability of interest or separation of insured's clause.
2. The above-referenced policies shall not be canceled, non-renewed or materially reduced in coverage without thirty (30) days prior written notice being provided to COUNTY in accordance with the notice provisions set forth herein. It is further understood that CONTRACTOR shall not terminate such coverage until COUNTY receives adequate proof that equal or better insurance has been secured.
 3. The inclusion of more than one insured shall not operate to impair the rights of one (1) insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one (1) insured shall not operate to increase the limits of the insurer's liability.
 4. For claims related to this Agreement, CONTRACTOR's insurance is the primary coverage to COUNTY, and any insurance or self-insurance programs maintained thereby are excess to CONTRACTOR's insurance and will not be used to contribute therewith.
 5. Any failure to comply with the provisions of this Agreement, including breach of warranties, shall not affect coverage provided to COUNTY.
 6. CONTRACTOR shall furnish COUNTY with certificates and original endorsements effecting the required coverage prior to execution of this Agreement. The endorsements shall be on forms approved by the Humboldt County Risk Manager or County Counsel. Any deductible or self-insured retention over One Hundred Thousand Dollars (\$100,000.00) shall be disclosed to, and approved by, COUNTY. If CONTRACTOR does not keep all required policies in full force and effect, COUNTY may, in addition to other remedies under this Agreement, take out the necessary insurance, and CONTRACTOR agrees to pay the cost thereof. COUNTY is also hereby authorized with the discretion to deduct the cost of said insurance from the monies owed to CONTRACTOR under this Agreement.
 7. COUNTY is to be notified immediately if twenty-five percent (25%) or more of any required insurance aggregate limit is encumbered, and CONTRACTOR shall be required to purchase additional coverage to meet the above-referenced aggregate limits.
- C. Insurance Notices. Any and all insurance notices required to be given pursuant to the terms of this Agreement shall be sent to the addresses set forth below in accordance with the notice provisions described herein.

COUNTY: County of Humboldt
Attention: Risk Management
825 Fifth Street, Room 131
Eureka, California 95501

CONTRACTOR: California Youth Connection
Attention: Haydee Cuza
1611 Telegraph Ave, Suite 1100

17. RELATIONSHIP OF PARTIES:

It is understood that this Agreement is by and between two independent entities and is not intended to, and shall not be construed to, create the relationship of agents, servant, employee, partnership, joint venture or any other similar association. Both parties further agree that CONTRACTOR shall not be entitled to any benefits to which COUNTY employees are entitled, including, but not limited to, overtime, retirement benefits, leave benefits or workers' compensation.

18. COMPLIANCE WITH LAWS AND LICENSURE REQUIREMENTS:

- A. Legal Compliance. CONTRACTOR agrees to comply with any and all local, state and federal laws, regulations, policies and procedures applicable to the services provided pursuant to the terms and conditions of this Agreement, including, but not limited to, the applicable local System of Care provisions set forth in Exhibit E – Local System of Care, which is attached hereto and incorporated herein by reference.
- B. Humboldt County Mental Health Performance Agreement. CONTRACTOR agrees to comply with all provisions applicable to subcontractors in the Mental Health Performance Agreement (State Standard Agreement No. 16-93113) that COUNTY has with DHCS, which are incorporated herein by reference and made a part hereof as if set forth in full. The above-referenced agreement can be obtained online at the following address: <http://humboldt.legistar.com/gateway.aspx?M=F&ID=c469180d-dcf8-4627-ae05-1c9fdca06082.pdf>.
- C. Licensure Requirements. CONTRACTOR agrees to comply with any and all local, state and federal licensure, certification and accreditation standards applicable to the services provided pursuant to the terms and conditions of this Agreement.

19. REFERENCE TO LAWS AND RULES:

In the event any law, regulation, policy, procedure, standard or contractual obligation referred to in this Agreement is amended during the term hereof, the parties agree to comply with the amended provision as of the effective date of such amendment.

20. PROVISIONS REQUIRED BY LAW:

This Agreement is subject to any additional local, state and federal restrictions, limitations or conditions that may affect the provisions, terms or funding of this Agreement. This Agreement shall be read and enforced as though all legally required provisions are included herein, and if for any reason any such provision is not included, or is not correctly stated, the parties agree to amend the pertinent section to make such insertion or correction.

21. PROTOCOLS:

Both parties agree that the inclusion of additional protocols may be required to make this Agreement specific. All such protocols shall be negotiated, determined and agreed upon by both parties.

22. SEVERABILITY:

If any provision of this Agreement, or any portion thereof, is found by any court of competent

jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

23. ASSIGNMENT:

Neither party shall delegate its duties or assign its rights hereunder, either in whole or in part, without the other party's prior written consent. Any assignment by CONTRACTOR in violation of this provision shall be void, and shall be cause for immediate termination of this Agreement. This provision shall not be applicable to service agreements or other arrangements usually or customarily entered into by the parties to obtain supplies, technical support or professional services.

24. AGREEMENT SHALL BIND SUCCESSORS:

All provisions of this Agreement shall be fully binding upon, and inure to the benefit of, the parties and to each of their heirs, executors, administrators, successors and permitted assigns.

25. WAIVER OF DEFAULT:

The waiver by either party of any breach or violation of any requirement of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement. In no event shall any payment by COUNTY constitute a waiver of any breach of this Agreement or any default which may then exist on the part of CONTRACTOR. Nor shall such payment impair or prejudice any remedy available to COUNTY with respect to the breach or default. COUNTY shall have the right to demand repayment of, and CONTRACTOR shall promptly refund, any funds disbursed to CONTRACTOR, which in the judgment of COUNTY were not expended in accordance with the terms of this Agreement.

26. NON-LIABILITY OF COUNTY OFFICIALS AND EMPLOYEES:

No official or employee of COUNTY shall be personally liable for any default or liability under this Agreement.

27. STANDARD OF PRACTICE:

CONTRACTOR warrants that it has the degree of learning and skill ordinarily possessed by reputable professionals practicing in similar localities in the same profession and under similar circumstances. CONTRACTOR's duty is to exercise such care, skill and diligence as professionals engaged in the same profession ordinarily exercise under like circumstances.

28. AMENDMENT:

This Agreement may be amended at any time during the term of this Agreement upon the mutual consent of both parties. No addition to, or alteration of, the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto.

29. JURISDICTION AND VENUE:

This Agreement shall be construed in accordance with the laws of the State of California and COUNTY's contractual obligations under the Mental Health Performance Agreement (State Standard Agreement No. 16-93113) that COUNTY has with DHCS. Any dispute relating hereto, shall be litigated in the State of California and venue shall lie in the County of Humboldt unless transferred by court order pursuant to California Code of Civil Procedure Sections 394 or 395.

30. ADVERTISING AND MEDIA RELEASE:

All informational material related to this Agreement shall receive approval from COUNTY prior to being used as advertising or released to the media, including, but not limited to, television, radio, newspapers and internet. CONTRACTOR shall inform COUNTY of all requests for interviews by the media related to this Agreement before such interviews take place; and COUNTY shall be entitled to have a representative present at such interviews. All notices required by this provision shall be given to the Deputy Director.

31. SUBCONTRACTS:

CONTRACTOR shall obtain prior written approval from COUNTY before subcontracting any of the services to be provided hereunder. Any and all subcontracts shall be subject to all applicable terms and conditions of this Agreement, including, without limitation, the licensing, certification, privacy, security and confidentiality requirements set forth herein. CONTRACTOR shall remain legally responsible for the performance of all terms and conditions of this Agreement, including work performed by third parties under subcontracts, whether approved by COUNTY or not.

32. ATTORNEYS' FEES:

If either party shall commence any legal action or proceeding, including an action for declaratory relief, against the other by reason of the alleged failure of the other to perform or keep any provision of this Agreement to be performed or kept, the party prevailing in said action or proceeding shall be entitled to recover court costs and reasonable attorneys' fees, including the reasonable value of services rendered by the Humboldt County Counsel's Office, to be fixed by the court, and such recovery shall include court costs and attorneys' fees on appeal, if applicable. As used herein, "prevailing party" means the party who dismisses an action or proceeding in exchange for payment of substantially all sums allegedly due, performance of provisions allegedly breached, or other considerations substantially equal to the relief sought by said party, as well as the party in whose favor final judgment is rendered.

33. SURVIVAL:

The duties and obligations of the parties set forth in Section 3(D) – Compensation Upon Termination, Section 8 – Audit and Retention of Performance Records, Section 10 – Confidential Information, Section 11 – Disclosure and Security Requirements and Section 15 – Indemnification shall survive the expiration or termination of this Agreement.

34. CONFLICTING TERMS OR CONDITIONS:

In the event of any conflict in the terms or conditions set forth in any other agreements in place between the parties hereto and the terms and conditions set forth in this Agreement, the terms and conditions set forth herein shall have priority.

35. INTERPRETATION:

This Agreement, as well as its individual provisions, shall be deemed to have been prepared equally by both of the parties hereto, and shall not be construed or interpreted more favorably for one party on the basis that the other party prepared it.

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36. INDEPENDENT CONSTRUCTION:

The titles of the sections, subsections and paragraphs set forth in this Agreement are inserted for convenience of reference only, and shall be disregarded in construing or interpreting any of the provisions of this Agreement.

37. FORCE MAJEURE:

Neither party hereto shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control of such party and without fault or negligence of such party. Such events shall include, without limitation, acts of God, strikes, lockouts, riots, acts of war, epidemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism or other disasters, whether or not similar to the foregoing.

38. ENTIRE AGREEMENT:

This Agreement contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either of the parties hereto. In addition, this Agreement shall supersede in its entirety any and all prior agreements, promises, representations, understandings and negotiations of the parties, whether oral or written, concerning the same subject matter. Any and all acts which may have already been consummated pursuant to the terms of this Agreement are hereby ratified.

39. AUTHORITY TO EXECUTE:

Each person executing this Agreement represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of this Agreement and the performance of such party's obligations hereunder have been duly authorized.


[Signatures on Following Page]

IN WITNESS WHEREOF, the parties have entered into this Agreement 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.

CALIFORNIA YOUTH CONNECTION:

By: 
Name: Heidi Caza S.D.
Title: Executive Director

Date: July 27, 2017

By: 
Name: Jason Bryant
Title: Board President


Date: July 25, 2017

COUNTY OF HUMBOLDT:

By: 
Chair, Humboldt County Board of Supervisors

Date: 8/15/17

INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:

By: 
Risk Management

Date: 8/11/17

LIST OF EXHIBITS:

- Exhibit A – Scope of Services
- Exhibit B – Schedule of Rates
- Exhibit C – Y.O.U.T.H. Training Project Service Report Form
- Exhibit D – Local CYC Chapter Support Services Report Form
- Exhibit E – Local System of Care

EXHIBIT A
SCOPE OF SERVICES
California Youth Connection
For Fiscal Year 2017-2018

CONTRACTOR shall provide the following consultation and technical support services regarding implementation of the Humboldt County Transition Aged Youth Collaboration (“HCTAYC”) project:

1. **Y.O.U.T.H. TRAINING PROJECT SERVICES:**

A. **General Coaching and Advisement Services.** CONTRACTOR, in conjunction with Y.O.U.T.H. Training Project (“YTP”) staff, shall provide five (5) to twenty-five (25) hours of coaching and advisement services to COUNTY personnel per month, with a total of no more than one hundred eighty (180) hours per year. The coaching and advisement services provided pursuant to the terms and conditions of this Agreement shall include, without limitation, all of the following:

1. Historical consultation;
2. Program development;
3. Leadership development;
4. Youth development consultation;
5. Fiscal management and planning; and
6. Local policy recommendation coaching related to local policy development, research and youth engagement in the recommendation process.

B. **Training Services.** CONTRACTOR, in conjunction with YTP staff, shall hold at least four (4) on-site training events per fiscal year. The training services provided to local youth and COUNTY personnel pursuant to the terms and conditions of this Agreement shall include, without limitation, all of the following:

1. Provision of one (1) YTP training per year for COUNTY personnel, community providers and HCTAY staff;
2. Provision of one (1) local Annual Leadership Institute for up to eight (8) youth participants;
3. Provision of one (1) HCTAY Youth Advisory Board retreat with a focus on either policy recommendation or curriculum development;
4. Provision of one (1) additional event which may include, as agreed upon with COUNTY personnel, instruction regarding workshop design, planning and preparation and youth mentoring; and
5. Provision of original and duplicate training materials.

C. **On-Site Staffing and Management Services.** CONTRACTOR, in conjunction with YTP staff, shall manage and facilitate on-site HCTAYC youth participation in a digital storytelling workshop. The on-site staffing and management services provided pursuant to the terms and

conditions of this Agreement shall include, without limitation, all of the following:

1. Provision of on-site management, supervision and support, including, without limitation, coaching, consultation and leadership development, of the digital storytelling process for up to ten (10) youth participants;
2. Provision of monthly pre-event meetings, or phone conferences, with the Deputy Director of the Humboldt County Department of Health and Human Services Children and Family Services Mental Health, or a designee thereof, to ensure appropriate selection and supervision of youth participants;
3. Provision of up to forty (40) hours of staff support, instruction, general staffing, event planning, crisis intervention and supervision during the digital storytelling process. Staffing shall include one (1) adult staff member for every three (3) youth participants, including CONTRACTOR's Director of Training. COUNTY and YTP staff will share supervision of youth participants based on relationships already formed. COUNTY staff will take the lead and COUNTY policies will prevail in the event of conflict between agency policies; and
4. Assistance in contracting with the Center for Digital Storytelling to provide instruction and post production services.

D. HCTAYC Youth Advisory Board Supervision and Support Services. CONTRACTOR, in conjunction with YTP staff, shall provide supervision and support services pertaining to retreats and training events for the HCTAYC Youth Advisory Board. Such supervision and support services provided pursuant to the terms and conditions of this Agreement shall include, without limitation, all of the following:

1. Provision of supervision, support and guidance for up to three (3) youth participants at two (2) YTP Wellness Retreats;
2. Provision of supervision, support and guidance for up to two (2) youth participants and one (1) COUNTY staff member at the YTP Leadership Training in Oakland; and
3. Provision of supervision, support and guidance for youth participants at other statewide youth leadership, advocacy, and recognition events.

E. California Mental Health Advocates for Children and Youth ("CMHACY") Supervision and Support Services. CONTRACTOR shall provide the following supervision and support services pertaining to the CMHACY conferences:

1. Provision of supervision, support and guidance for up to ten (10) HCTAYC youth participants at the annual CMHACY conference or other identified conference. If COUNTY staff are attending the conference for professional development purposes, CONTRACTOR will take the lead in supervision while COUNTY staff are engaged in learning; and
2. Provision of transportation to off-site events in the evenings and off hours of the conference.

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2. **LOCAL CALIFORNIA YOUTH CONNECTION CHAPTER SUPPORT SERVICES:**

A. **Support Services.** CONTRACTOR shall provide the following support services to the local California Youth Connection (“CYC”) chapter located in Humboldt County:

1. Assistance with developing and implementing a new member recruitment plan;
2. Assistance with developing and implementing an orientation process for new members;
3. Attendance at regularly scheduled local CYC chapter meetings on a quarterly basis;
4. Provision of coaching and advisement services that are designed to help local CYC chapter members identify local issues and strategies regarding advocacy, recruitment and retention;
5. Provision of technical and strategic support;
6. Provision of policy and legislative training and support;
7. Assistance with ensuring that there is consistent partnering with the local CYC chapter and any and all CYC sub-chapters.

B. **Project Development Services.** CONTRACTOR shall provide the following project development services to the local CYC chapter located in Humboldt County:

1. Provision of one (1) local CYC Youth Planning Day per year that focusses on youth engagement, local CYC chapter policies, chapter strengths and potential improvements and identification of needed trainings and other supports.
2. Provision of two (2) phone conferences with HCTAYC staff per year to coordinate and support opportunities for CYC local chapter members to participate in statewide advocacy.
3. Attendance at quarterly meetings with CYC chapter members, HCTAYC staff members, the Independent Life Skills (“ILS”) supervisor and CYC adult supporters;
4. Consultation with the HCTAYC supervisor regarding meetings with non-county entities within Humboldt County to ensure a collaborative approach to community engagement (any trip that does not include such consultation will not be compensated by COUNTY);
5. Consultation with COUNTY personnel to ensure that all meetings required hereunder are scheduled at least one (1) month in advance;
6. Consultation with COUNTY personnel regarding transportation, food and other meeting logistics.
7. Provision of summaries for each meeting within one (1) month thereafter (any trip that does not include such summaries will not be compensated by COUNTY).

C. **Event Planning and Coordination Services.** CONTRACTOR, in conjunction with YTP staff, shall provide the following planning and coordination services pertaining to retreats and training events for the local CYC chapter located in Humboldt County:

1. Provision of support, planning, coordination and guidance services, at least six (6) weeks in advance, to ensure that the local CYC chapter successfully registers, and makes appropriate travel plans for, up to six (6) youth participants and two (2) adult supporters at the Day at the Capitol Conference;
2. Provision of support, planning, coordination and guidance services, at least six (6) weeks in advance, to ensure that the local CYC chapter successfully registers, and makes appropriate travel plans for, up to six (6) youth participants and two (2) adult supporters at the Summer Leadership Conference;
3. Provision of support, planning, coordination and guidance services, at least four (4) weeks in advance, to ensure that the local CYC chapter successfully registers, and makes appropriate travel plans for, up to two (2) chapter members and one (1) adult supporter or COUNTY staff member at the Legislature Shadow Day Conference; and
4. Provision of support, planning, coordination and guidance services, at least six (6) weeks in advance, to ensure that the local CYC chapter successfully registers, and makes appropriate travel plans for, up to two (2) chapter members and one (1) adult supporter at the Quarterly CYC Advisory Meetings.

EXHIBIT B
SCHEDULE OF RATES
California Youth Connection
For Fiscal Year 2017-2018

CALIFORNIA YOUTH CONNECTION PROGRAM BUDGET – 2017-2018*		
LINE NO.	DESCRIPTION	BUDGET
	General Coaching/Advisement:	
1	- \$150 per hour for 5 to 25 hours/month, up to 180 hours/year	\$27,000
	Trainings/Workshops/Retreats:	
2	Training Director face-to-face work days \$1250/day x 2 days x 4 trainings	\$10,000
3	Additional Staff face-to-face work days \$750/day x 2 days x 4 trainings	\$6,000
	Digital Storytelling Project	
4	- Center for Digital Storytelling contract	\$12,000
5	- Expenses for lodging, food, team building, self-care activities for YTP staff and 10 Humboldt youth participants	\$20,000
	- \$75 per hour for up to 160 hours/year including:	
6	Minimum 40 hours/year on site instruction, event planning, supervision	\$3,000
7	Maximum 120 hours/year operating and management support	\$9,000
	HCTAYC YAB Participation in YTP Events	
8	- 2 YTP Wellness Retreats for 3 youth: Registration + Costs	\$6,000
9	- YTP Leadership Training for 2 youth and 1 staff	\$2,000
10	- Other events	\$7,000
	CMHACY (or Other Conference) Support	
11	- Includes supervision time and expenses for team-building, self-care activities, local transportation	\$6,000
	Travel - CYC	
12	- Training Director travel - \$600/day x 2 days x 4 events	\$4,800
13	- Additional Staff - \$500/day x 2 days x 4 events	\$4,000
	Other Expenses	
14	Includes postage, printing, supplies, 2 laptop computers	\$8,416
15	LOCAL CYC CHAPTER SUPPORT	\$55,148
	Subtotal	\$180,364
16	Indirect Costs (15%)	\$27,054
	Total	\$207,418

*CONTRACTOR may shift up to 10% of budgeted amounts between other budget categories without prior written approval by COUNTY.

LOCAL CALIFORNIA YOUTH CONNECTION CHAPTER SUPPORT BUDGET – 2017-2018*	
Description	Budget
COLLABORATION	
CYC Northern Region Manager @ 20%/year	\$11,400
Executive Director @ 5%/year	\$6,350
Employee Benefits (25%)	\$4,438
Professional Special Projects	\$700
CONFERENCES	\$10,000
Includes registration, local transportation, lodging and meals	
- Day at the Capitol (up to 8 youth)	
- Summer Leadership Conference (up to 8 youth)	
- Legislature Shadow Day (up to 2 youth)	
- 4 CYC Advisory Board Meetings	
- Chapter meeting meals and special expenses	
TRAVEL	\$19,000
Includes registration, transportation, meals and lodging expenses for youth at:	
- 2 State-wide conferences	
- 2 Legislative Committee Meetings	
- Regional Trainings/CYC Board Meetings/Supporter Trainings	
OTHER EXPENSES	
Includes postage, printing, supplies, phone	\$2,760
Promotional materials	\$500
Total	\$55,148

*CONTRACTOR may shift up to 10% of budgeted amounts between other budget categories without prior written approval by COUNTY.

EXHIBIT C
Y.O.U.T.H. TRAINING PROJECT SERVICE REPORT FORM
 California Youth Connection
 For Fiscal Year 2017-2018



California Youth Collaborative
Y.O.U.T.H. Training Project
Director of Training
Reporting Month: _____
Supporting Invoice # _____

1 General Coaching/Advisement

a. What historical consultation did you provide?	Date Prov- ided	Total Hours
b. How did you support program development?		
c. What youth development consultation did you provide?		
d. How did you assist in fiscal management and planning?		
e. How did you support policy recommendation coaching?		
f. How did you assist in staff leadership development?		

2 Trainings/Workshops/Retreats

Summarize work done to provide a training, workshop or retreat. Include the number of travel days, the number of days of the event, youth who attended, title of the event, the number of YTP staff who participated, and event agenda.

Date
Provided
Total
Hours

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3 Digital Storytelling/Conference Support

Summarize work done to provide support for Digital Storytelling, CMHACY or other conference. Include the title of the event, number of travel days, the number of days of the event, youth who attended, the number of YTP staff who participated, and event agenda.

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4 Additional Scope of Work Activities

Describe any additional activities conducted during the report period.

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Signed _____ Date _____

EXHIBIT D
LOCAL CYC CHAPTER SUPPORT SERVICES REPORT FORM

California Youth Connection
 For Fiscal Year 2017-2018



California Youth Collaborative
Northern Region Coordinator
 Reporting Month: _____
 Supporting Invoice # _____

1 CYC Local Chapter Support

- | | Date
Prov-
ided | Total
Hours |
|---|-----------------------|----------------|
| a. How did you assist the local CYC Chapter develop and implement an orientation process for new members? | | |
| b. Describe your quarterly visit to Humboldt. Include the number of days in the area, the number and titles of meetings attended. | | |
| c. How did you coach local CYC members to identify local issues and strategies regarding advocacy, recruitment and retention? | | |
| d. What technical and strategic support did you provide to the local CYC Chapter? | | |
| e. What policy and legislative training and support did you provide? | | |
| f. How did you assist in partnering the local CYC Chapter and any sub-chapters? | | |

2 Collaboration

Summarize work done to consult and coordinate with HCTAYC, ILS, and CYC Adult Supporters.

Date
Provid-
ided Total
Hours

--	--	--

3 Conferences

Summarize work done to provide support for Day at the Capitol, Summer Leadership Conference, Legislative Shadow Day, and/or Quarterly CYC Advisory Meetings. Include the title of the event, number of travel days, the number of days of the event, youth who attended, the number of CYC Local Chapter Adult Supports who participated, and event agenda.

--	--	--

4 Additional Scope of Work Activities

Describe any additional activities conducted during the report period.

--	--	--

Signed _____ Date _____

EXHIBIT E
LOCAL SYSTEM OF CARE
California Youth Connection
For Fiscal Year 2017-2018

Child services are part of the local System of Care (SOC), therefore CONTRACTOR will operate within all applicable principles of the local SOC:

1. Providing effective, community-based services and supports for children and their families which coordinate with other systems to address their emotional, social, educational, and physical needs, including traditional and nontraditional services as well as natural and informal supports.
2. Provide individualized services in accordance with the unique potentials and needs of each child and family, guided by a strengths-based planning process and an individualized service plan developed in true partnership with the child and family.
3. Ensure that services and supports include evidence-informed, promising practices, and/or interventions supported by practice-based evidence, as agreed upon with COUNTY, to ensure the effectiveness of services and to improve outcomes for children and their families. This includes selecting, training, and implementing practices with fidelity and tracking of outcomes associated with intervention using a standardized outcome measurement tool(s).
4. Deliver services and supports within the least restrictive, most normative environments that are clinically appropriate.
5. Ensure that families, other caregivers, and youth are full partners in all aspects of the planning and delivery of their own services. CONTRACTOR is also encouraged to include family and youth voice in development and implementation of policies and procedures that govern care for children and youth in their organization.
6. Ensure that services are well coordinated with other child-serving agencies with which the child/family may be involved to assure integrated care management.
7. Practice and/or engage with care management at the service level to ensure that multiple services are delivered in a coordinated and therapeutic manner and that children and their families can move through the system of services in accordance with their changing needs.
8. Provide developmentally appropriate mental health services and supports that promote optimal social-emotional outcomes for young children and their families in their homes and community settings when the CONTRACTOR serves children zero (0) to five (5) years of age.
9. Provide developmentally appropriate services and supports to facilitate the transition of youth eighteen (18) to twenty-one (21) years of age to adulthood and to the transition age youth and adult service systems as needed.
10. Encourage participation in local mental health promotion, prevention, and early identification and intervention opportunities.
11. Incorporate continuous accountability and quality improvement mechanisms to track, monitor, and manage the quality, effectiveness, and outcomes at the program level, practice level, and child and family level.
12. Protect the rights of children and families and promote effective advocacy efforts.

13. Provide services and supports without regard to race, religion, national origin, gender, gender expression, sexual orientation, physical disability, socio-economic status, geography, language, immigration status, or other characteristics, and ensure that services are sensitive and responsive to these differences.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/29/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER SelectSolutions Insurance Services 1350 Carlback Avenue Suite 100 Walnut Creek CA 94596	CONTACT NAME: Lydia Castro PHONE (A/C, No, Ext): (866) 500-6359 FAX (A/C, No): (925) 951-0077 E-MAIL ADDRESS: lydiac@selectsolutionsins.com
	INSURER(S) AFFORDING COVERAGE
INSURED California Youth Connection 1611 Telegraph Avenue, Suite 1100 Oakland CA 94612	INSURER A: Philadelphia Indemnity Insurance
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES **CERTIFICATE NUMBER:** 16-17 BOP UM **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY					
A	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>	PHPK1566015	12/17/2016	12/17/2017	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 Sexual Abuse or Molestation \$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						
<input checked="" type="checkbox"/>	AUTOMOBILE LIABILITY					
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	PHPK1566015	12/17/2016	12/17/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
<input checked="" type="checkbox"/>	UMBRELLA LIAB	<input checked="" type="checkbox"/>				
A	<input checked="" type="checkbox"/> EXCESS LIAB	<input type="checkbox"/>				
	DED <input checked="" type="checkbox"/>	RETENTION \$ 10,000	PHUB560492	12/17/2016	12/17/2017	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

COUNTY, its agents, officers, officials, employees and volunteers are included as Additional Insureds on General Liability policy.

CERTIFICATE HOLDER Humboldt County Health and human services 604 F St. Eureka, CA 95501	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Leticia Trevino/NORJA <i>Leticia Trevino</i>



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/7/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

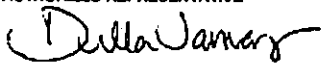
PRODUCER Barbary Insurance Brokerage 230 California Street, Suite 700 San Francisco CA 94111	CONTACT NAME: Della January	
	PHONE (A/C No., Ext): 415-788-4700	FAX (A/C No.): 415-788-4701
E-MAIL ADDRESS: Della@barbaryinsurance.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Oak River Insurance Co		
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED	CYCCA-1	CERTIFICATE NUMBER: 832743808	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	CAWC713165	8/16/2016	8/16/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Proof of Insurance

CERTIFICATE HOLDER Humboldt County Department of Health and Human Services 507 F Street Eureka CA 95501	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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