



## COUNTY OF HUMBOLDT

AGENDA ITEM NO.

**C-13**

For the meeting of: February 7, 2017

Date: January 13, 2017

To: Board of Supervisors

From: Connie Beck, Director *CB*  
Department of Health and Human Services

Subject: First Amendment to the Professional Services Agreement with McKinleyville Community Collaborative

### RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve, and authorize the Chair to execute, three (3) originals of the first amendment to the professional services agreement with the McKinleyville Community Collaborative which increases the maximum amount payable for administrative capacity building by \$22,340.00; and
2. Direct the Clerk of the Board to return two (2) executed originals of the attached first amendment to the Department of Health and Human Services (DHHS) – Contract Unit for forwarding to DHHS – Administration.

### SOURCE OF FUNDING:

Social Services Fund 1160

Prepared by Laurel Johnson, AAI

CAO Approval *E. C. H. 12/6/16*

REVIEW:

Auditor *ALM*

County Counsel *HY*

Human Resources *DB*

Other

TYPE OF ITEM:

☒ Consent  
☐ Departmental  
☐ Public Hearing  
☐ Other

PREVIOUS ACTION/REFERRAL:

Board Order No. C-13

Meeting of: June 28, 2016

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**

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

Ayes *Sundberg, Fennell, Bass, Bahn, Wilson*  
Nays  
Abstain  
Absent

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

Dated: *Feb. 7, 2017*

By: *Kathy Hayes*  
Kathy Hayes, Clerk of the Board

## DISCUSSION:

On June 28, 2016 (item C-13), the Board approved the execution of the current agreement with McKinleyville Community Collaborative, also known as the McKinleyville Family Resource Center (MFRC) to build administrative capacity in preparation for the opening of The Center at McKinleyville, formerly known as the McKinleyville Regional Service Center. Intensive implementation activities are underway to prepare an evaluation plan and a staff orientation and training plan and work closely with DHHS to effectively co-locate MFRC and DHHS staff.

Case management is critical to the family strengthening activities provided at the MFRC and currently the chief operating officer is responsible for supervising the case managers and also performing many tasks associated with implementation of The Center at McKinleyville. The addition of a lead case manager will ensure that the MFRC can continue to provide robust family strengthening services while allowing the chief operating office to better prepare the MFRC to partner with the county around decentralization of services and co-location of MFRC and DHHS services.

## FINANCIAL IMPACT:

The first amendment to the McKinleyville Community Collaborative Professional Services Agreement will increase the maximum amount payable to One Hundred Thirty-Two Thousand Three Hundred and Forty dollars (\$132,340). This agreement resides in fund 1160, budget unit 511 – Social Services which has sufficient appropriation to accommodate the additional contract expenditure of Twenty-two Thousand Three Hundred and Forty dollars (\$22,340) through the remainder of the agreement (June 30, 2017). There is no impact to the county's General Fund.

Approving this agreement will support the Board's Strategic Framework by providing for and maintaining infrastructure and create opportunities for improved safety and health of our clients while supporting business and workforce development.

## OTHER AGENCY INVOLVEMENT:

None

## ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to approve the agreement; however, DHHS – Administration does not recommend this alternative because of the need for the MFRC to provide both family strengthening services and prepare for implementation of The Center at McKinleyville.

## ATTACHMENTS:

Attachment 1: First Amendment to Professional Services Agreement with McKinleyville Community Collaborative for FY 2016-17 (3 originals)

Attachment 2: McKinleyville Community Collaborative contract for FY 2016-17

**FIRST AMENDMENT  
PROFESSIONAL SERVICES AGREEMENT  
BY AND BETWEEN  
COUNTY OF HUMBOLDT  
AND  
MCKINLEYVILLE COMMUNITY COLLABORATIVE**

This First Amendment to the Professional Services Agreement to enhance building administrative capacity dated June 28, 2016, by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and McKinleyville Community Collaborative, a California non-profit corporation, hereinafter referred to as "CONTRACTOR," is entered into this 7<sup>th</sup> day of Feb., 2017.

WHEREAS, COUNTY through its Department of Health and Human Services – Social Services ("DHHS – Social Services"), desired to retain the services of CONTRACTOR to enhance administrative capacity building; and

WHEREAS, on June 28, 2016, COUNTY and CONTRACTOR entered into an Agreement for the provision said services ("Professional Services Agreement"); and

WHEREAS, the parties now desire to amend the Professional Services Agreement to increase the maximum amount payable set forth therein and modify the scope of services provided thereunder in order to ensure sufficient staffing for program objectives;

NOW THEREFORE, the parties mutually agree as follows:

1. Section 4. COMPENSATION of the Professional Services Agreement is hereby amended to read as follow:

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 One Hundred Thirty-Two Thousand Three Hundred Forty Dollars (\$132,340.00). 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 dollar amount set forth herein shall be the responsibility of CONTRACTOR. CONTRACTOR shall notify COUNTY, in writing, at least six (6) weeks prior to the date upon which CONTRACTOR estimates that the maximum dollar amount will be reached.

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2. The Agreement is hereby amended to delete Exhibit A – Scope of Services and replace it in its entirety with the modified Exhibit A – Scope of Services that is attached hereto and incorporated herein by reference. The modified Exhibit A – Scope of Services attached hereto shall supersede any and all prior versions thereof.
3. The Agreement is hereby amended to delete Exhibit B – Schedule of Rates and replace it in its entirety with the modified Exhibit B - Schedule of Rates that is attached hereto and incorporated herein by reference. The modified Exhibit B - Schedule of Rates attached hereto shall supersede any and all prior versions thereof.
4. Except as modified herein, the Professional Services Agreement executed on June 28, 2016 shall remain in full force and effect. In the event of a conflict between the provisions of this First Amendment and the original Professional Services Agreement, the provisions of this First Amendment shall govern.

[Signatures on Following Page]



IN WITNESS WHEREOF, the parties have entered into this Agreement as of the date first 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.

**MCKINLEYVILLE COMMUNITY COLLABORATIVE:**

By: 

Date: 1-9-17

Name: Lesley Frisbee

Title: Board President

By: 

Date: 1-10-17

Name: JEFF BROWN

Title: BOARD MEMBER

**COUNTY OF HUMBOLDT:**

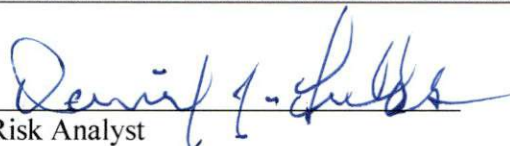
By: 

Date: 2/7/17

Virginia Bass

Chair, Humboldt County Board of Supervisors

**INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:**

By:   
Risk Analyst

Date: 4/12/17

**LIST OF EXHIBITS:**

Exhibit A – Scope of Services

Exhibit B – Schedule of Rates

**EXHIBIT A**  
**SCOPE OF SERVICES**  
McKinleyville Community Collaborative  
July 1, 2016 – June 30, 2017

1. **SERVICES:**

The purpose of this capacity building contract is to strengthen McKinleyville Community Collaborative, a Family Resource Center (FRC) to continue to meet the following three objectives:

- 1) Prepare the FRC to partner with COUNTY around decentralization of services and co-location of FRC and the Department of Health and Human Services (DHHS) services.
- 2) Prepare the FRC to engage in regional planning and coordination of family strengthening services.
- 3) Develop a stable infrastructure (board, staff, systems, and programs) to ensure the long term stability of family strengthening services provided by McKinleyville FRC and provide a foundation for objectives 1 and 2.

2. **SCHEDULE OF DELIVERABLES & REPORTING REQUIREMENTS:**

All tasks under this scope of work fall under one of the three stated objectives.

<b>Activities for Objective 1</b>	<b>Timeline</b>	<b>Responsible Person/Position</b>	<b>Documentation of work performed</b>
<b>Continue Relationship with Cowell Foundation</b>  Report on Current grants at Cowell Site Visit.	July 2016	Executive Director (E.D.)	Report, Site Visit
<b>Continue implementation of "The Center at McKinleyville"</b>  Organize and facilitate implementation process for The Center at McKinleyville.	July 2016 - June 2017	E.D.	Written Agreements, Planning Documents
Prepare FRC staff for participating in integrated services.	July 2016 – June 2017	Chief Operations Office (C.O.O), Lead Case Manager	Report Narrative
<b>Activities for Objective 2</b>	<b>Timeline</b>	<b>Responsible Person/Position</b>	<b>Documentation of work performed</b>
<b>Arcata FRC Start Up</b>  Continue to support the Arcata FRC development with an emphasis on quality services, stability, and accessibility to families.	July 2016- June 2017	C.O.O. and Lead Case Manager	Report Narratives

<b>Regional Trainings</b>  Continue to ensure that regional trainings are held at rotating FRC sites for the Northern Region (McKinleyville, Arcata, Blue Lake, and Manila FRC).	July 2016 - June 2017	C.O.O.	Report Narratives, Sign in Sheets
<b>Community Partnership</b>  Continue to build and strengthen relationships with community partners including schools, playgroups, and other local service agencies	January 2017-June 2017	C.O.O.	Report Naratives
<b>Family Strengthening Services</b>  Deliver high quality family strengthening services in a way that will carry over to integrated services at The Center at McKinleyville	January 2017-June 2017	Lead Case Manager	Report Narratives, Family Development Matrix Data
<b>Activities for Objective 3</b>	<b>Timeline</b>	<b>Responsible Person/Position</b>	<b>Documentation of work performed</b>
<b>Administrative Capacity Building</b>  Improve accounting practices for efficiency, and cost savings.  Develop written policies and procedures for fiscal practices.  Execute team participates in leadership development training.  Board Recruitment.  Update Budget for 2016-2017 fiscal year.  Conduct Audit.	July 2016 – June 2017  July 2016- Dec 2016  July 2016 – March 2017  July 2016 – June 2017  March – May 2017  Fall 2016	Grants and Fundraising Manager  Grants and Fundraising Manager  C.O.O., Grants and Fundraising Manager  E.D., Board  Grants and Fundraising Manager  Grants and Fundraising	Report Narrative  Report Narrative, New Policies and Procedure  Report Narrative  Report Narrative, New Board Members  New Budget, Report Narrative  Audit Report

<b>Implement Standards of Quality for Family Strengthening and Support</b>  Ensure that staff participating in implementation of the Center at McKinleyville are familiar with the Standards  Provide Standards Training for FRC Network	July 2016-June 2017	Manager, E.D., Auditor  C.O.O.	Report Narrative
	Fall 2016	C.O.O.	Report Narrative

CONTRACTOR shall provide all the documentation of work performed, as listed in the previous table, with all report narratives to DHHS no later than June 30, 2017. CONTRACTOR will provide originals of the reports to the DHHS Director at 507 F Street Eureka, CA 95501 and will email scanned copies of the reports to the DHHS-Contract Unit at: [DHHS-ContractUnit@all.co.humboldt.ca.us](mailto:DHHS-ContractUnit@all.co.humboldt.ca.us).

4. ACCEPTANCE CRITERIA:

- 1) CONTRACTOR partners with the county around decentralization of services and co-location.
- 2) CONTRACTOR engages in regional planning and coordination of family strengthening services.
- 3) CONTRACTOR develops a stable infrastructure (board, staff, systems, programs) to ensure long term stability of family strengthening services provided by McKinleyville FRC.

6. PLACE OF PERFORMANCE:

McKinleyville Family Resource Center

7. COUNTY RESPONSIBILITIES:

COUNTY will partner with CONTRACTOR around decentralization of services and co-location of the McKinleyville FRC and DHHS services.



**EXHIBIT B**  
**SCHEDULE OF RATES**  
McKinleyville Community Collaborative  
July 1, 2016 – June 30, 2017

1. **RATE OF COMPENSATION:**

The maximum amount payable by COUNTY for services rendered, and costs and expenses incurred, pursuant to the terms and conditions of this Agreement is One Hundred Thirty-Two Thousand Three Hundred Forty Dollars (\$132,340.00). 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. CONTRACTOR agrees that all costs incurred above the maximum compensation cap will be the responsibility of the CONTRACTOR. Under no circumstances shall the maximum compensation cap exceed the amount of One Hundred Thirty-Two Thousand Three Hundred Forty Dollars (\$132,340.00).

CONTRACTOR shall submit to COUNTY quarterly invoices itemizing all services rendered, and costs and expenses incurred, pursuant to the terms and conditions of this Agreement. Payment for services rendered and costs and expenses incurred will be made within thirty (30) days after the receipt of approved invoices. All invoices submitted by CONTRACTOR shall be sent to COUNTY at the following address:

COUNTY: Humboldt County DHHS – Social Services  
Attention: Leslie Abbott  
507 F Street  
Eureka, CA 95501

2. **EXPENSES:**

				<b>Total</b>
<b>Budget Sections</b>				
	<b>A. Personnel Expense</b>			<b>122,340</b>
	<b>B. Administrative Expense</b>			<b>10,000</b>
			<b>Total Budgeted</b>	<b>132,340</b>
	<b>A. Personnel Expense</b>			
		Executive Director	FTE 100%	38,556
		Chief Operations Officer	FTE 41%	21,500
		Grants Manager	FTE 37%	19,475
		Lead Case Manager	FTE 100%	20,096
		Benefits @ 18%		15,392
		Health Insurance		4,667
		Employee Retirement Savings Plan		2,654
			<b>Total Personnel Expense</b>	<b>122,340</b>
	<b>B. Administrative Expense</b>			
		Audit		10,000
			<b>Total Admin. Expense</b>	<b>10,000</b>



## COUNTY OF HUMBOLDT

AGENDA ITEM NO.


**C-13**

For the meeting of: June 28, 2016

Date: April 26, 2016

To: Board of Supervisors

 From: Connie Beck, Director  
 Department of Health and Human Services


 For Connie Beck  
 6/9/16

 Subject: Agreement with McKinleyville Community Collaborative to Enhance Building  
 Administrative Capacity for Fiscal Year 2016-17
RECOMMENDATION(S):

That the Board of Supervisors:

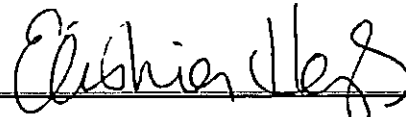
1. Approves the agreement with McKinleyville Community Collaborative to enhance building administrative capacity for fiscal year 2016-17;
2. Authorizes the Chair of the Board to execute three (3) originals of the agreement; and
3. Directs the Clerk of the Board to return two (2) executed originals of the agreement to the Department of Health and Human Services (DHHS)-Contract Unit for transmittal to DHHS-Administration.

SOURCE OF FUNDING:

Social Services Fund 1160

Prepared by: Alisha Davey, DHHS Staff Services Analyst

CAO Approval



REVIEW:

Auditor



County Counsel



Human Resources



Other

TYPE OF ITEM:

☒ Consent  
☐ Departmental  
☐ Public Hearing  
☐ Other

PREVIOUS ACTION/REFERRAL:

Board Order No. C-23

Meeting of: 6/23/15

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor

Seconded by Supervisor

 Ayes: Sundberg, Fennell, Lovelace, Bohn, Bass  
 Nays  
 Absent

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

Dated: June 28, 2016

By:

Kathy Hayes, Clerk of the Board

## DISCUSSION:

In June 2012, local county leaders and community partners came together to form a planning team for the McKinleyville Regional Service Center project now known as the Center at McKinleyville. The planning team has completed the exploration and planning stages of the project and is now working on implementing the planning stage. They are also working on an evaluation plan, and staff orientation and training plan for new staff that will be located at the Center.

On June 23, 2015 (item C-23), the Board approved the current agreement with McKinleyville Community Collaborative for a term of July 1, 2015 through June 30, 2016. DHHS desires to renew administrative capacity building services with the McKinleyville Community Collaborative for fiscal year 2016-2017. The purpose of this agreement is to continue strengthening the McKinleyville Community Collaborative Family Resource Center (FRC) in order to continue to meet the following three objectives:

1. Prepare the McKinleyville Community Collaborative (FRC) to partner with the county around decentralization of services and co-location of FRC and DHHS services;
2. Prepare the FRC to engage in regional planning and coordination of family strengthening services; and
3. Develop a stable infrastructure (board, staff, systems, and programs) to ensure the long term stability of family strengthening services provided by McKinleyville FRC to better serve the Northern region of Humboldt County.

Therefore, DHHS recommends that the Board approves the agreement with McKinleyville Community Collaborative to enhance building administrative capacity for fiscal year 2016-17.

## FINANCIAL IMPACT:

The expense associated with the McKinleyville Community Collaborative Agreement has been included in the proposed fiscal year 2016-17 Budget in the amount of One Hundred-Ten Thousand Dollars (\$110,000.00) in Fund 1160, Budget Unit 511. There is no impact to the county's General Fund.

Approving this agreement will support the Board's Strategic Framework by providing for and maintaining infrastructure and create opportunities for improved safety and health of our clients while supporting business and workforce development.

## OTHER AGENCY INVOLVEMENT:

McKinleyville Municipal Advisory, McKinleyville Community Service District, and Cowell Foundation

## ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the agreement; however this alternative is not recommended because this demonstration project is essential in the development of decentralized services in close cooperation with the community it will serve. Lessons learned will be essential for the development of other decentralized Regional Service Centers in Eastern and Southern geographic locations in Humboldt County.

## ATTACHMENTS:

1. Agreement with McKinleyville Community Collaborative to Enhance Building Administrative Capacity for Fiscal Year 2016-17 (3 originals)

**PROFESSIONAL SERVICES AGREEMENT  
BY AND BETWEEN  
COUNTY OF HUMBOLDT  
AND  
MCKINLEYVILLE COMMUNITY COLLABORATIVE**

This Agreement, entered into this 28<sup>th</sup> day of June, 2016, by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and McKinleyville Community Collaborative, 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 – Social Services ("DHHS – Social Services"), desires to retain the services of CONTRACTOR to enhance administrative capacity building; 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 has represented that it is qualified to perform such services.

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 – Social Services Director or designee thereof, hereinafter referred to as "Director."

2. TERM:

This Agreement shall begin on July 1, 2016 and shall remain in full force and effect until June 30, 2017, 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 such termination. However, this provision shall not limit or reduce any damages owing to COUNTY resulting from 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 One Hundred Ten Thousand Dollars (\$110,000.00). 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 dollar amount set forth herein shall be the responsibility of CONTRACTOR. CONTRACTOR shall notify COUNTY, in writing, at least six (6) weeks prior to the date upon which CONTRACTOR estimates that the maximum dollar amount will be reached.

5. PAYMENT:

CONTRACTOR shall submit to COUNTY quarterly invoices itemizing all services rendered, and costs and expenses incurred, pursuant to the terms and conditions of this Agreement. Invoices shall be in a format approved by, and shall include backup documentation as specified by, Director and the Humboldt County Auditor-Controller. CONTRACTOR shall submit a final invoice for payment within thirty (30) days following the expiration or termination date of this Agreement. Payment for services rendered and costs and expenses incurred will be made within thirty (30) days after the receipt of approved invoices. All invoices submitted by CONTRACTOR shall be sent to COUNTY at the following address:

COUNTY: Humboldt County DHHS – Social Services  
Attention: Leslie Abbott  
507 F Street  
Eureka, CA 95501

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 – Social Services  
Attention: Stephanie Weldon  
929 Koster Street  
Eureka, CA 95501

CONTRACTOR: McKinleyville Family Resource Center  
Attention: Hillarie Beyer  
PO Box 2668  
McKinleyville, CA 95519

7. REPORTS:

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.

8. RECORD RETENTION AND INSPECTION:

- A. Maintenance and Preservation of Records. CONTRACTOR agrees to timely prepare accurate and complete financial, performance and payroll records, documents and other evidence relating to the services provided hereunder, and to maintain and preserve said records for at least three (3) years from the date of final payment under 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 therefrom. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the services provided hereunder.
- B. Inspection of Records. Pursuant to California Government Code Section 8546.7, all records, documents, conditions and activities of CONTRACTOR, and its subcontractors, related to the services provided hereunder, shall be subject to the examination and audit of the California State Auditor and any other duly authorized agents of the State of California for a period of three (3) years after final payment under this Agreement. CONTRACTOR hereby agrees to make all such records available during normal business hours to inspection, audit and reproduction by COUNTY and any duly authorized local, state and/or federal agencies. CONTRACTOR further agrees to allow interviews of any of its employees who might reasonably have information related to such records by COUNTY and any duly authorized local, state and/or federal agencies. All examinations and audits conducted hereunder shall be strictly confined to those matters connected with the performance of this Agreement, including, but not limited to, the costs of administering this Agreement.
- C. Audit Costs. In the event of an audit exception or exceptions, the party responsible for not meeting the program requirements shall be responsible for the deficiency and for the cost of the audit. If the allowable expenditures cannot be determined because CONTRACTOR's documentation is nonexistent or inadequate, according to generally accepted accounting practices, the questionable cost shall be disallowed by COUNTY.

9. MONITORING:

CONTRACTOR agrees that COUNTY has the right to monitor all activities related to this Agreement, including, without limitation, 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. However, COUNTY is not responsible, and will not be held accountable, for overseeing or evaluating the adequacy of the results of services performed by CONTRACTOR pursuant to the terms of this Agreement.

10. CONFIDENTIAL INFORMATION:

- A. Disclosure of Confidential Information. In the performance of this Agreement, CONTRACTOR may receive information that is confidential under local, state or federal law. CONTRACTOR hereby agrees to protect all confidential information in conformance with any and all applicable local, state and federal laws, regulations, policies, procedures and standards, including, but not limited to: Division 19 of the California Department of Social Services Manual of Policies and Procedures – Confidentiality of Information; California Welfare and Institutions Code Sections 827, 5328, 10850 and 14100.2; California Health and 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 for Economic and Clinical Health Act ("HITECH Act"); the United States Health Insurance 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, all as may be amended from time to time.
- B. Continuing Compliance with Confidentiality Laws. The parties acknowledge that federal and state confidentiality laws 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 or regulations.

11. NON-DISCRIMINATION COMPLIANCE:

- A. Nondiscriminatory Delivery of Social Services. In connection with the execution of this Agreement, CONTRACTOR, and its subcontractors, shall not unlawfully discriminate in the administration of public assistance and social services programs. CONTRACTOR hereby assures that no person shall be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving local, state or federal financial assistance 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 or any other classifications protected by local, state or federal laws or regulations. COUNTY reserves the right to monitor the CONTRACTOR's provision of services in order to ensure compliance with the requirements of this section.
- B. 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.

- C. 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.

12. 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.

13. DRUG-FREE WORKPLACE:

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 hereunder 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 Noncompliance. 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.

14. 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 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.

15. 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 sufficient 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 One Million Dollars (\$1,000,000.00) per occurrence for any one 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 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 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, its agents, officers, officials, employees and volunteers.
  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  
Attn: Risk Management  
825 Fifth Street, Room 131  
Eureka, California 95501

CONTRACTOR: McKinleyville Family Resource Center  
Attention: Hillarie Beyer, Executive Director  
PO Box 2668  
McKinleyville, CA 95519

16. RELATIONSHIP OF PARTIES:

It is understood that this is an Agreement by and between two (2) independent contractors and is not intended to, and shall not be construed to, create the relationship of agent, 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. CONTRACTOR shall be solely responsible for the acts or omissions of its agents, officers, employees, assignees and subcontractors.

17. COMPLIANCE WITH APPLICABLE LAWS AND LICENSURE REQUIREMENTS:

CONTRACTOR agrees to comply with any and all local, state and federal laws, regulations, policies and procedures applicable to the services covered by this Agreement. CONTRACTOR further

agrees to comply with any and all applicable local, state and federal licensure and certification requirements.

18. 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.

19. REFERENCE TO LAWS AND RULES:

In the event any law, regulation, policy or procedure 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. PROTOCOLS:

Both parties recognize 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 Director and CONTRACTOR.

21. 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.

22. ASSIGNMENT:

Neither party shall delegate its duties nor 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 CONTRACTOR to obtain supplies, technical support or professional services.

23. 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.

24. 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 any 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.

25. 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.

26. 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.

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. TITLE TO INFORMATION AND DOCUMENTS:

It is understood that any and all documents, information and reports concerning the subject matter of this Agreement prepared and/or submitted by CONTRACTOR shall become the property of COUNTY. However, CONTRACTOR may retain copies of such documents and information for its records. In the event of termination of this Agreement, for any reason whatsoever, CONTRACTOR shall promptly turn over all information, writings and documents pertaining to the services provided hereunder to COUNTY without exception or reservation.

29. JURISDICTION AND VENUE:

This Agreement shall be construed in accordance with the laws of the State of California. Any dispute arising hereunder, or 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 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 will be subject to all applicable terms and conditions of this Agreement, including, without limitation, the licensing, certification, privacy, security and confidentiality requirements provided 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 – Record Retention and Inspection, Section 10 – Confidential Information and Section 14 – 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.

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,

whether oral or written, concerning the same subject matter. Any and all acts which may have already been consummated pursuant to the terms and conditions 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 date first 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.

**MCKINLEYVILLE COMMUNITY COLLABORATIVE:**

By: Jeff Brach

Date: 6/9/16

Name: JEFF BRACH

Title: BOARD TREASURER

By: Lesley Frisbee

Date: 6/9/16

Name: Lesley Frisbee

Title: Board President

**COUNTY OF HUMBOLDT:**

By: Mark Lovelace

Date: 6/28/16

Mark Lovelace  
Chair, Humboldt County Board of Supervisors

**INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:**

By: Rhonda  
Risk Analyst

Date: 6/13/16

**LIST OF EXHIBITS:**

Exhibit A – Scope of Services  
Exhibit B – Schedule of Rates

**EXHIBIT A**  
**SCOPE OF SERVICES**  
 McKinleyville Community Collaborative  
 July 1, 2016 – June 30, 2017

1. **SERVICES:**

The purpose of this capacity building contract is to strengthen McKinleyville Community Collaborative, a Family Resource Center(FRC) to continue to meet the following three objectives:

- 1) Prepare the FRC to partner with COUNTY around decentralization of services and co-location of FRC and the Department of Health and Human Services (DHHS) services.
- 2) Prepare the FRC to engage in regional planning and coordination of family strengthening services.
- 3) Develop a stable infrastructure (board, staff, systems, and programs) to ensure the long term stability of family strengthening services provided by McKinleyville FRC and provide a foundation for objectives 1 and 2.

2. **SCHEDULE OF DELIVERABLES & REPORTING REQUIREMENTS:**

All tasks under this scope of work fall under one of the three stated objectives.

<b>Activities for Objective 1</b>	<b>Timeline</b>	<b>Responsible Person/Position</b>	<b>Documentation of work performed</b>
<b>Continue Relationship with Cowell Foundation</b>			
Report on Current grants at Cowell Site Visit.	July 2016	Executive Director (E.D.)	Report, Site Visit
<b>Continue implementation of "The Center at McKinleyville"</b>			
Organize and facilitate implementation process for The Center at McKinleyville.	July 2016 - June 2017	E.D.	Written Agreements, Planning Documents
Prepare FRC staff for participating in integrated services.	July 2016 – June 2017	Chief Operations Office (C.O.O)	Report Narrative
<b>Activities for Objective 2</b>	<b>Timeline</b>	<b>Responsible Person/Position</b>	<b>Documentation of work performed</b>
<b>Arcata FRC Start Up</b>			
Continue to support the Arcata FRC development with an emphasis on quality services, stability, and accessibility to families.	July 2016- June 2017	C.O.O.	Report Narratives

<b>Regional Trainings</b>			
Continue to ensure that regional trainings are held at rotating FRC sites for the Northern Region (McKinleyville, Arcata, Blue Lake, and Manila FRC).	July 2016 - June 2017	C.O.O.	Report Narratives, Sign in Sheets
<b>Activities for Objective 3</b>	<b>Timeline</b>	<b>Responsible Person/Position</b>	<b>Documentation of work performed</b>
<b>Administrative Capacity Building</b>			
Improve accounting practices for efficiency, and cost savings.	July 2016 – June 2017	Grants and Fundraising Manager	Report Narrative
Develop written policies and procedures for fiscal practices.	July 2016- Dec 2016	Grants and Fundraising Manager	Report Narrative, New Policies and Procedure
Execute team participates in leadership development training.	July 2016 – March 2017	C.O.O., Grants and Fundraising Manager	Report Narrative
Board Recruitment.	July 2016 – June 2017	E.D., Board	Report Narrative, New Board Members
Update Budget for 2016-2017 fiscal year.	March – May 2017	Grants and Fundraising Manager	New Budget, Report Narrative
Conduct Audit.	Fall 2016	Grants and Fundraising Manager, E.D., Auditor	Audit Report
<b>Implement Standards of Quality for Family Strengthening and Support</b>			
Ensure that staff participating in implementation of the Center at McKinleyville are familiar with the Standards	July 2016- June 2017	C.O.O.	Report Narrative
Provide Standards Training for FRC Network	Fall 2016	C.O.O.	Report Narrative

CONTRACTOR shall provide all the documentation of work performed, as listed in the previous table, with all report narratives to DHHS no later than June 30, 2017. CONTRACTOR will provide originals of the reports to the DHHS Director at 507 F Street Eureka, CA 95501 and will email scanned copies of the reports to the DHHS-Contract Unit at: [DHHS-ContractUnit@all.co.humboldt.ca.us](mailto:DHHS-ContractUnit@all.co.humboldt.ca.us).

4. ACCEPTANCE CRITERIA:

- 1) CONTRACTOR partners with the county around decentralization of services and co-location.
- 2) CONTRACTOR engages in regional planning and coordination of family strengthening services.
- 3) CONTRACTOR develops a stable infrastructure (board, staff, systems, programs) to ensure long term stability of family strengthening services provided by McKinleyville FRC.

6. PLACE OF PERFORMANCE:

McKinleyville Family Resource Center

7. COUNTY RESPONSIBILITIES:

COUNTY will partner with CONTRACTOR around decentralization of services and co-location of the McKinleyville FRC and DHHS services.

**EXHIBIT B**  
**SCHEDULE OF RATES**  
McKinleyville Community Collaborative  
July 1, 2016 – June 30, 2017

**1. RATE OF COMPENSATION:**

The maximum amount payable by COUNTY for services rendered, and costs and expenses incurred, pursuant to the terms and conditions of this Agreement is One Hundred Ten Thousand Dollars (\$110,000.00). 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. CONTRACTOR agrees that all costs incurred above the maximum compensation cap will be the responsibility of the CONTRACTOR. Under no circumstances shall the maximum compensation cap exceed the amount of One Hundred Ten Thousand Dollars (\$110,000.00).

CONTRACTOR shall submit to COUNTY quarterly invoices itemizing all services rendered, and costs and expenses incurred, pursuant to the terms and conditions of this Agreement. Payment for services rendered and costs and expenses incurred will be made within thirty (30) days after the receipt of approved invoices. All invoices submitted by CONTRACTOR shall be sent to COUNTY at the following address:

COUNTY: Humboldt County DHHS – Social Services  
Attention: Leslie Abbott  
507 F Street  
Eureka, CA 95501

**2. EXPENSES:**

				<b>Total</b>
<b>Budget Sections</b>				
	<b>A. Personnel Expense</b>			<b>100,000</b>
	<b>B. Administrative Expense</b>			<b>10,000</b>
			<b>Total Budgeted</b>	<b>110,000</b>
	<b>A. Personnel Expense</b>			
		Executive Director	FTE 100%	38,556
		Chief Operations Officer	FTE 41%	21,500
		Grants Manager	FTE 37%	19,475
		Benefits @ 18%		14,316
		Health Insurance		3,767
		Employee Retirement Savings Plan		2,386
			<b>Total Personnel Expense</b>	<b>100,000</b>
	<b>B. Administrative Expense</b>			
		Audit		10,000
			<b>Total Admin. Expense</b>	<b>10,000</b>