



MEMORANDUM
HEALTH AND HUMAN SERVICES
CHILDREN'S SYSTEM OF CARE
County of Placer

TO: Board of Supervisors

DATE: April 5, 2016

FROM: Jeffrey S. Brown, M.P.H., M.S.W., Director of Health and Human Services

SUBJECT: Contract Amendment for Sierra Forever Families

ACTION REQUESTED

1. Approve the first amendment to contract CN005763 with Sierra Forever Families to provide expanded services recruiting and retaining resource families, to increase the total compensation by \$34,500 for a revised aggregate amount of \$84,000 from July 1, 2015 through June 30, 2016 and authorize the Director of Health and Human Services to sign the resulting amendment and subsequent amendments not to exceed 10 percent of the total contract amount, consistent with the subject matter and scope of work.

BACKGROUND

Children's System of Care has contracted with Sierra Forever Families for a Foster Parent Liaison position for many years. This person is available to personally assist and support resource families and bridge any gaps between the resource family and the department. This person also provides training, coordinates child care activities for resource family training, and represents the Placer Kids Collaborative in public and private settings. The service has proved to be highly successful in increasing placement stability and has primarily been available to licensed foster parents.

Placer County Children's System of Care was awarded funds by California Department of Social Services, to recruit, retain and support foster parents, resource families and relative caregivers. These funds are intended to supplement an existing service, not supplant or begin a new service. The use of the additional awarded funds will be for a part time position to mainly focus and support our relative and non-related extended family member (NREFM) resource families to provide that additional support for that population of families.

FISCAL IMPACT

Expenditures of \$84,000 are included in the Department's FY15-16 Final Budget. The contract amount of \$84,000 reflects an increase of \$34,500 from the existing contract and funding is provided by \$84,000 of State and Federal funds. No county funds are required.

ATTACHMENTS

Contract Amendment

PLACER COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
CONTRACT AMENDMENT

Contract No.: CN005736-A

Begins: July 1, 2015

Administering Agency: Children's System of Care

Ends: June 30, 2016

Description: First amendment to this contract with Sierra Forever Families to increase compensation by \$34,500 for a revised total of \$84,000.

WHEREAS, County of Placer (COUNTY) has contracted with Sierra Forever Families (CONTRACTOR) to provide support to foster/adoptive families, act as a liaison between the Placer County Children's System of Care and Sierra Forever Families social workers and the families, and to represent the Placer Kids collaborative in the community at a variety of community and service groups, and

WHEREAS, COUNTY has determined that the need for these services has increased since this Agreement was originally developed; and

WHEREAS, it is necessary to modify the current agreement in order to allocate additional funds,

NOW, THEREFORE, IT IS AGREED BY BOTH PARTIES THAT, EFFECTIVE FEBRUARY 1, 2016 the following amendment is made to the original contract, additions are shown in bold, deletions are shown in strike-through:

1. Section 3, Compensation, is hereby amended as follows:
 3. COMPENSATION: COUNTY shall pay CONTRACTOR at a rate of \$43.27 per hour as full payment for all services set forth in Section 1, Scope of Services, not to exceed ~~Forty-Five Thousand Dollars~~ **Seventy-Six Thousand, Five Hundred Thousand Dollars** (~~\$45,000.00~~**\$76,500**) for this service. This rate shall be inclusive of all CONTRACTOR costs, including, but not limited to travel, transportation, lodging, meals, supplies, and incidental expenses. **An additional \$3,000 will be available for family resources as outlined in Exhibit A-1. This expense shall be billed to the COUNTY on a separate invoice from that of Liaison or childcare services.** Additionally, CONTRACTOR will subcontract for the provision of child care providers, and shall reimburse child care providers, as arranged by Liaison, for purposes of providing child care to support foster parents receiving training, at the rate of \$12.00/hour, not to exceed \$4,500.00 for this service. This expense shall be billed to the COUNTY on a separate invoice from that of the Liaison services. COUNTY shall pay CONTRACTOR for a total contractual obligation that shall not exceed ~~Forty-Nine Thousand Five Hundred Dollars~~ **Eighty-Four Thousand Dollars** (~~\$49,500.00~~**\$84,000**) over the contract period. CONTRACTOR shall provide invoices to the COUNTY on a monthly basis, within 30 days of the close of each calendar month. COUNTY will review, approve, and pay all valid invoices within 30 days of receipt.

All components of compensation billed to COUNTY will be calculated in accordance with the Office of Management and Budget (OMB) Super Circular. Invoices for payment shall be submitted to the following address, and shall include the contract number indicated on the first page of this Agreement, the CONTRACTOR name and remittance address, and all additional specific information indicated herein:

Placer County HHS Fiscal
Attn: Accounts Payable
3091 County Center Drive, Suite 290
Auburn, CA 95603
Email: HHSPayables@placer.ca.gov

Purchase of cash equivalents including, but not limited to, gift cards and cash stipends shall require the CONTRACTOR to submit a full accounting of the distribution of such cash equivalents to the individual recipients on a quarterly basis throughout the term of this Agreement, including recipient name, signature, amount, date of distribution, the form of distribution (i.e. cash stipend or gift card) and the merchant name if the distribution is in the form of a gift card or comparable instrument. All cash equivalents that are purchased but not distributed prior to the expiration or termination of this Agreement shall be surrendered to the COUNTY, and any balance that is not reconciled shall be refunded by CONTRACTOR to the COUNTY within 30 days.

2. Exhibit A, Scope of Services, is hereby amended as shown in Exhibit A-1, REVISED Scope of Services, attached hereto and incorporated herein by this reference.
3. All other terms and conditions of the original contract shall remain unchanged, and in full force and effect.

// Signatures on the following page

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this amendment as of the effective date indicated above.

SIERRA FOREVER FAMILIES
("CONTRACTOR")*

COUNTY OF PLACER
("COUNTY")

Bob H
Signature

Jeffrey S. Brown, Director,
Department of Health and Human Services

Bob Herne
Print Name

Date: _____

Chair of the Board, President, or
 Vice President

[Signature]
Twylla Abrahamson, Acting Client Services
Director, Children's System of Care

Date: 3/11/16

Date: 3/14/16

[Signature]
Signature

Approved as to Form:
Office of Placer County Counsel

[Signature]
Print Name

Secretary, Asst. Secretary,
 Chief Financial Officer, or Asst. Treasurer

Date: _____

Date: 3.11.16

EXHIBITS:
Exhibit A-1 - Revised Scope of Work

*Contract amendment must have two signatures, one in each of the two categories of corporate offices indicated above. Check the box indicating the corporate office of the signing party. The same person may sign the contract twice if that person holds an office in each of the two categories. (California Corporations Code § 313) One signature will suffice, if the corporation's board of directors has passed a resolution that gives one person authority to sign. A copy of the most recent resolution must be sent with the signed contract amendment, even if it is the same as the previous year.

REVISED SCOPE OF SERVICES

Background

The Placer Kids collaboration, a joint operation between COUNTY and CONTRACTOR, utilizes a foster parent liaison employed by CONTRACTOR to provide support to ~~foster/adoptive~~ resource families (e.g., foster, adoptive, relatives, and non-related extended family members), act as a liaison between the Placer County Children's System of Care and Sierra Forever Families social workers and the families, and to represent the Placer Kids collaborative in the community at a variety of community and service groups. In addition, the liaison facilitates a bi-weekly support group, meets with prospective resource families to help them understand the process, facilitates Parent Resources for Information, Development and Education (PRIDE) training and plays a supportive role in the planning and execution of the annual November Adoption Day event and the annual May Foster/Adoptive Appreciation Family Picnic. This individual acts as the liaison for the Placer County Foster Adopt Kinship Association.

Scope of Services

CONTRACTOR shall employ and supervise a Placer Kids collaboration foster parent liaison(s) to perform the following duties:

Facilitate the resource/adoptive parent support group twice a month, based upon need in respective areas. Groups will focus on pre- and post-adoption issues based upon the needs of the participants and based on respective locations.

Act as liaison between COUNTY social work staff, CONTRACTOR social work staff, and resource/adoptive parents. Said functions shall include, but will not be limited to: attempting to resolve misunderstandings and assisting each party in understanding the roles and responsibilities of the other, assisting in the completion in the Special Care Increment when indicated through the child's needs and/or behaviors, and supporting ~~foster parents~~ resource families in the completion of other paperwork for which the COUNTY or CONTRACTOR may have a need.

Specialized focus on relatives and non-related extended family members to assist and support them in the process of becoming and maintaining as a resource family. Such supports could include: providing the family with information, connections to community resources, mentoring, and linking families to other resource families.

Attend and participate in Placer Kids meetings to include the monthly recruitment and support meeting, as scheduled, the bi-annual FFA convening meeting, as scheduled, and the monthly Placer Kids meeting.

Actively participate in the Placer Kids collaboration resource/adoptive parent family recruitment team.

Attend County Rocklin and Auburn employee team and business meetings on an intermittent basis to maintain presence and familiarity with social work staff. Liaison will coordinate this attendance with COUNTY Program Manager.

Meet individually with potential resource/adoptive ~~parents~~ families to offer support and education. Be able to exercise flexibility in work hours to meet needs of resource ~~parents~~ families, to include after-hours or weekend work.

Manage the scheduling and administrative work, in conjunction with subcontractor, related to childcare for Placer Kids collaboration trainings, support groups, and other related ~~foster parent~~ resource family trainings Assist and support child care providers in the accurate completion of the billing/invoices and submit to Sierra Forever Families. Perform public speaking related to Placer Kids collaboration for community and service groups.

Facilitate bi-monthly ~~foster parent~~ **resource family** (PRIDE) training.

Act as the liaison for the Placer County Foster Adopt Kinship Association and COUNTY.

Provide facilitation and support for the Placer Kids collaboration annual Adoption Day and Resource/Adoptive picnic events.

Provide resources to families, up to \$3,000, to support placement or maintain placement. Such resources include, but are not limited to, clothes, appropriate beds, bedding, groceries, car seats, stroller, etc.