

MEMORANDUM
PLACER COUNTY HEALTH AND HUMAN SERVICES
Human Services Division

TO: Honorable Board of Supervisors

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

DATE: July 22, 2014

SUBJECT: Use Agreement with Tahoe Truckee Community Foundation to Co-Locate Human Services Programs at the Newly Opened Community House

ACTION REQUESTED:

1. Approve a full service use agreement with Tahoe Truckee Community Foundation in the amount of \$9,600 (no net County cost) from July 1, 2014 through June 30, 2015 to co-locate Human Services programs including the Women, Infants and Children (WIC), CalFresh, Medi-Cal and CalWORKs programs at the newly opened Community House to better serve the needs of Placer County residents in the Tahoe region, and authorize the Director of Health and Human Services to sign the agreement and subsequent amendments up to 10 percent of the total contract amount, consistent with the agreement's subject matter and scope of work.

BACKGROUND:

The Tahoe Truckee Community Foundation (TTCF) recently opened its Community House, a renovated motel in Kings Beach, to provide a comprehensive array of assistance at one location. At the Community House, TTCF is integrating programs and services for families and individuals seeking local resources, such as the North Tahoe Family Resource Center, Project MANA (Making Adequate Nutrition Accessible) and Tahoe SAFE Alliance.

Human Services is requesting Board approval of the full service use agreement with TTCF for a dedicated office for up to two staff. One WIC/CalFresh staff would be fully stationed at the Community House. A second desk area will be used by Medi-Cal and CalWORKs staff as well as other Health and Human Services staff on a rotational basis. TTCF would provide office space for program along with a shared access to the reception area, receptionist assistance, lunch room, conference room, and utilities such as gas, electric, water and sewer, garbage, internet, phone, snow removal, janitorial services, landscaping, property management and maintenance, semi-annual carpet cleaning, and quarterly window washing.

For July 1, 2014 through June 30, 2015 the costs are estimated to include \$6,000 for building occupancy and \$3,600 for utilities. This amount is \$5,122 less than the annual cost of the current Kings Beach space occupied by the WIC program.

FISCAL IMPACT:

This contract is fully funded with Federal and State funds, and no County General Funds are required. These services are funded in the Department's FY 2014-15 Proposed Budget.

This contract is on file with the Clerk of the Board for review.

