



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Social Services
Department No.: 044
For Agenda Of: 06/16/15
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Daniel Nielson, Social Services Director
Director(s) (805) 346- 7101
Contact Info: Barbara Finch, Kids Network Coordinator
(805) 681-4678

SUBJECT: Contractor on Payroll/Cuyama Family Resource Center Coordinator

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute the Agreement for Services of Contractor on Payroll with Martha Yepez as the Cuyama Valley Family Resource Center Coordinator for a total contract amount not to exceed \$78,757.74 for the period of July 1, 2015 through June 30, 2016.(the "Agreement")(Attachment 1); and
- b) Determine that the execution of the Agreement is exempt from the California Environmental Quality Act (CEQA) pursuant to the CEQA Guidelines Section 15061 (b) (3), finding that the execution of the Agreement is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment, the activities are not subject to CEQA.

Summary Text:

This item is on the agenda in order to approve the agreement with Martha Yepez. As the Family Resource Center Coordinator, Martha Yepez, provides professionally-based case management, information, referral, and family support education to families in the greater Cuyama Valley. She also works on developing resources and services for families and children in New Cuyama.

Operations of the center and the coordinator are supported by the Department of Social Services and First 5 Santa Barbara. First 5 funds have been renewed for Fiscal Year 15/16. This Agreement contains a clause that allows for termination for any reason by the County with 30 days notice.

Background:

In July of 2006, the Department of Social Services agreed to take on the development and operation of a Family Resource Center (FRC) in the Cuyama Valley with some financial support by the Santa Barbara County First 5 Commission. Martha Yopez, who had been providing services to Cuyama families under the auspices of Catholic Charities, was retained by the Department of Social Services as the Family Resource Center Coordinator to take the lead in establishing a community-based family resource center.

The center became fully operational in March of 2007. As the number of residents in need of these services has increased over the past few years to an average of 150 residents per month, a larger facility to accommodate these services was needed. The FRC was relocated to a County facility located at 4689 Highway 166, unit B in New Cuyama.

The current set-up, with the Department of Social Services providing management and operational support and retaining the Coordinator position as a Contractor on Payroll, functions well to provide the needed services and allows the County the most flexibility in the management and support of the program and this position as listed in Attachment 2, Cuyama Family Resource Center Table of Services.

Performance Measure:

Service Delivery	2014-2015 Base Line	2015-2016 Target
Provide Case Management, Linkages and Referrals, Health Advocacy and Parenting Education & Support	630 adults and children receive case management, food pantry services, health insurance enrollment assistance, parenting classes, health education classes and other family support services	Maintain or increase number of clients served (duplicated count)
Collaboration & Service Increase	Through collaboration with other agencies, the Family Resource Center provides 11 types of services on a regularly scheduled basis to all families requesting assistance in the Cuyama area (see attached service table)	Retain 11 types of services that will be available to families. The number of collaborative partners will fluctuate depending on funding and need. The Cuyama Valley Family Resource Center (FRC) will formalize agreements with MOU's when required.
Coordination & Leadership Development	<p>The FRC Coordinator:</p> <p>Contributes to the development of written policies and procedures that guide the operations of the FRC</p> <p>Attends Board meetings and provides Spanish translation as needed</p> <p>Coordinates annual Community Leadership classes and projects</p>	<p>Continue to support the Executive Lead and FRC Board in development of written policies and procedures and completion of the 5 year strategic plan</p> <p>Provide Community Leadership training annually or as needed</p> <p>Participate in additional Certified Application Assistor training as needed to facilitate health insurance enrollment and retention</p>

In addition to the Performance Measures listed above, the Family Resource Center Coordinator and the Family Resource Center services participate in the First 5 Commission’s comprehensive evaluation and progress measurement process through Grant Evaluation Management System (GEMS), a computer-based performance tracking tool.

Fiscal and Facilities Impacts:

Budgeted: Yes **Fiscal Analysis:**

<u>Funding Sources</u>	<u>FY2015/16 Cost</u>	<u>Total One-Time Project Cost</u>	<u>FY2015/16 Total Cost</u>
General Fund	\$ 29,770.74	\$ -	\$ 29,770.74
State			\$ -
Federal			\$ -
Fees			\$ -
Other:	\$ 48,987.00	\$ -	\$ 48,987.00
Total	\$ 78,757.74	\$ -	\$ 78,757.74

Narrative:

The cost of the Contract on Payroll position is approximately \$78,757.74 annually and will be funded from a \$48,987 grant from the Children and Families Commission and \$29,770.74 in local funds. Appropriations, revenue and local funds for this Agreement have been included under the Social Programs Division, Kids Network sub-division of the Department’s FY 2015/16 requested budget.

Key Contract Risks: The risk assessment worksheet has been completed. DSS has had a positive and productive relationship with Martha Yopez. DSS is confident of Martha Yopez’s abilities to continue as the Family Resource Center Coordinator through June 2016.

Staffing Impacts:

Legal Positions:
0

FTEs:
1

Special Instructions:

Please send one (1) fully executed copy of the contract and minute order to:

Department of Social Services
Attn: Contracts Coordinator, 3rd Floor
2125 S. Centerpointe Parkway
Santa Maria, CA 93455

Attachments:

1. Agreement for Services of Contractor on Payroll.
2. Cuyama Family Resource Center Table of Services

Authored by:

Barbara Finch

cc:

ATTACHMENT 2

CUYAMA FAMILY RESOURCE CENTER SERVICES PROVIDED FY 15/16

Type of Service	Description	Entity	# of Families/ Children to be served
Case management	Evaluate, coordinate, and monitor services to meet the needs of children and families	Cuyama Valley Family Resource Center	10 families case managed
Pantry	Food distribution 2 times a month	Catholic Charities	70 families
Mobile Food Pantry	Food baskets once a month On the third Wednesday of the month	Santa Maria Food Bank	60-90 families
Community Leadership Classes	Community members develop leadership skills through planning and implementation of community service projects	Cuyama Valley Family Resource Center	10-12 individuals
Education Classes	Classes on parenting, child abuse prevention, education, health & nutrition and other relevant topics	CALM, Other entities willing to come out to Cuyama	15-20 families
Health Insurance Application Assistance	Help individuals and families apply for appropriate health insurance and/or complete annual renewals for health care coverage through Healthy Kids, Medi-Cal and the Covered California Health Care Exchange	Cuyama Valley Family Resource Center	5-10 Healthy Kids 15-20 Medi-Cal 5 Covered CA
Dental Services for Children	Children receive various dental services free-of-charge, including sealants and treatment as needed	DART (Health Linkages)	10 children
Toys for Tots (Christmas)	Children will receive a toy for Christmas	United States Marine Corp.	100 children
Health Fair	Community members receive screening for diabetes, asthma, height & weight, hearing & vision, as well as dental	Community Health Clinics and various community entities	Approx. 50-100 families / yearly
Cuyama Youth4Change	Developing youth leadership and civic engagement for teens in Cuyama. Creating community service projects	Future Leaders of America with funding from Fund for SB and Towbes	10 students, ages 13-15
Linkages and Referrals	Support in identifying and accessing services, including transportation and translation as needed	Cuyama Valley Family Resource Center with other entities	30-50 families