

BOARD CONTRACT # BC 07-112

CONTRACT TO PROVIDE CHILD WELFARE SERVICES OUTCOME PROJECT ACTIVITIES

Santa Barbara County-Department of Social Services

**Second Amendment
Effective 3/1/08**

This is the second amendment to the Agreement for Services between the **County of Santa Barbara** (COUNTY) and **Community Action Commission** (CONTRACTOR), for the continued provision of Child Welfare Services Outcome Project Activities pursuant to Section 4 of the Agreement for Services of Independent Contractor of the current contract.

The COUNTY has approved this two-year contract renewal to provide Home Connection Finder (HCF) Services to assist in locating appropriate relatives or family friends that may be able to provide a safe, stable, and supportive home for children needing out-of-home placement.

This amended contract incorporates the terms and conditions set forth in the existing contract numbered BC# 07-112, approved by the County Board of Supervisors on January 16, 2007 with the following exceptions:

Exhibit A is amended as follows:

STATEMENT OF WORK

BACKGROUND is replaced as follows:

This funding allows DSS to contract with Community Action Commission to provide one Placement Assistant Staff (PAS) per region and one Placement Search Assistant (PSA) for all regions.

SUMMARY OF ACTIVITIES is amended to include the following language:

CONTRACTOR will provide a culturally sensitive Placement Search Assistant (PSA) to address a much needed service in Santa Barbara County. To foster a communication/referral process, CAC/PSA staff will be co-located with CWS Staff.

The PSA will be charged with:

- Assisting in locating a stable placement for children who are in Shelter Care beds on a county wide basis in compliance with Santa Barbara County CWS policy.
- Assisting in locating appropriate foster homes or group homes that may be able to provide a safe, stable and supportive environment for children in need of placement.
- Maintaining confidentiality of all information.

Target Population:

1. Children entering Emergency Shelter Care.
2. Children who require foster home placement.
3. Children who require group home placement.

REFERRAL PROCESS AND CONTRACTOR'S DUTIES

1. CWS Central Intake Unit (CIU) supervisor will provide PSA with a list of Santa Barbara County licensed foster homes and Foster Family Agencies (FFA's) who have collaborated with Santa Barbara County CWS, as well as a list of Group Homes.
2. CWS Social Worker will inform CWS CIU supervisor of a placement search request via fax or e-mail of a Search Request Form. CIU supervisor will confirm receipt of the Search Request Form to caseworker upon receipt. CIU supervisor will review the request for completeness and then fax or e-mail Search Request Form on the child(ren) to the fax number or e-mail address provided by CAC/PSA. CIU supervisor will keep a log of all placement requests.
3. PSA will acknowledge receipt of search request via e-mail to CIU supervisor and initiate a comprehensive search within 24 hours of receipt of the referral.
4. Foster Home Placement Searches: PSA or agency representative will report to assigned Social Worker via e-mail, with a carbon copy to the Social Worker's supervisor and CIU supervisor, daily on children in Emergency Shelter Care (ESC) longer than fourteen days; two to three times a week on children in ESC less than fourteen days; and once a week for all other children. In these e-mails the PSA will update the Social Worker on his/her activities and progress/results. The PSA will also respond to inquiries by Social Worker immediately or before the end of work day in which inquiry was made. The e-mails will contain information regarding foster home facilities contacted, openings, contact persons and phone number/fax numbers for potential placements.
5. Group Home Placement Searches: PSA or agency representative will report to assigned Social Worker via e-mail, with a carbon copy to the Social Worker's supervisor and CIU supervisor, daily with group home searches. The PSA will update on his/her activities and progress/results. The PSA will also respond to inquiries by the Social Worker immediately or before the end of work day in which the inquiry was made. The e-mails will contain information regarding group home facilities contacted, openings, contact persons and phone number/fax numbers for potential placements. Should the PSA exhaust all known group home placement options within the State, the PSA will advise the assigned Social Worker.
6. Social Worker will follow-up with contacting identified foster home or group home facilities, providing information requested, arranging placement interview/visit and arranging transportation and placement.
7. There will be an ongoing exchange of information between the PSA and Social Worker as to any information received, and by the PSA and CIU supervisor regarding changes in caseload assignments. Search activities will be concluded when the PSA is notified by the assigned caseworker that a suitable placement has been identified and made.

REPORTING REQUIREMENTS

CONTRACTOR will submit a monthly detailed report which includes the following:

1. Number of new children referred each month for placement search by CWS.
2. Number of searches concluded during each month:
 - a. Number of searches successfully removing a child from shelter care within fourteen days.
 - b. Number of searches that were successful in locating a foster home or group home placement for the child.
3. Status regarding each of the Performance Outcome Measures listed below.

PERFORMANCE OUTCOMES

1. Within 24 hours of receiving the referral 100% of PSA searches will be initiated.
2. Within 30 days of receiving the referral 100% of PSA searches will be completed.
3. 100% of PSA searches will result in appropriate placement within fourteen days of child entering Emergency Shelter Care.
4. 100% of PSA searches will result in locating an appropriate placement for the child.

Exhibit B is amended as follows:

- A. For CONTRACTOR services to be rendered under this contract, CONTRACTOR shall be paid an amount, including cost reimbursements of \$86,625 for FY 2006/2007; \$120,632 for 2007/2008; and \$165,632 for FY 2008/2009.

Exhibit B1 is amended and replaced as follows:

Line Item Budget

Community Action Commission of Santa Barbara
FY07/08

A. SALARIES AND EMPLOYEE BENEFITS

1) Salaries - List each position to be funded by this award.

Position(s)	Full-Time Equivalent (FTE)¹	Budget for Contract Term
Direct Service Positions		
Home/Connections Finder (Case Manager/Educator)	2	\$63,980
Placement Search Assistant	25%	7,458
Administrative Positions		
Program Director	5%	\$ 3,392
Sub-Total Salaries:		\$74,830

¹ FTE = Amount of time employee works on this program. State as a percentage based upon a 40 hour work week.

2) Employee Benefits

	Budget for Contract Term
Direct Service Staff	
Home/Connections Finder (Case Manager/Educator)	\$ 10,397
Home/Connections Finder (Case Manager/Educator)	\$ 10,397
Placement Search Assistant	2,424
Administrative Staff	
Program Director	\$ 1,102
	\$
Sub-Total Employee Benefits	\$ 24,320
Percentage Benefits	32.5%
TOTAL SALARIES AND EMPLOYEE BENEFITS	\$99,150

B. SERVICES AND SUPPLIES

1) Services - List any consultant(s) or contract services

Name of Consultant(s)/Contract Services	Budget for Contract Term
Independent Audit	
Consultant – Training	\$
Sub-Total Services	\$

2) Supplies

Item	Budget for Contract Term
Office Expense*	\$373
Printing*	\$207
Collection of Background Information*	\$ 1,500
Program Activities*	\$ 350
Telephone*	\$ 1,800
Mileage* Local @ .445 cents per mile/Out of Town Travel	\$ 5,350
Other* Training	\$
Sub-Total Supplies	\$9,580
TOTAL SERVICES AND SUPPLIES	\$9,580

*Detail provided in Budget Narrative

C. OPERATING EXPENSES

Item*	Budget for Contract Term
Facility Lease/Rental	\$
Equipment Lease/Rental*	\$
Furnishings*	\$
Utilities	\$-0-
Insurance	\$145
Other*	\$-0-
Training for Staff, postage, meeting, transportation, other supplies	\$2,305
Indirect Cost (8.5% of all costs)	\$9,452
Total Operating Expenses	\$11,902
GRAND TOTAL LINE ITEM BUDGET	\$120,632
Minus Revenue	-0-
TOTAL BEING REQUESTED	\$120,632

*Detail Provided in Budget Narrative.

BUDGET NARRATIVE

Name of Applicant Agency: **Community Action Commission of Santa Barbara County**

TITLE	FTE	HOURLY RATE
Home /Connections Finder (Case Manager/Educator)	2	\$15.38
Duties: Assist in locating appropriate relatives and family friends that may be able to provide a safe, stable and supportive environment for the dependent or ward. They will assist in locating both relative and Non-Related Extended Family Member (NREFM) homes.		
Minimum Qualifications: B.A. degree in Psychology, Social Work, Human Services or related field or a minimum of one year in working with low-income families (With focus on parents); other life experiences will also be considered. Fluency in Spanish required. Knowledge of principles of case management, social work, human development.		

TITLE	FTE	HOURLY RATE
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<i>Program Director</i>	1	\$32.62
Duties: Responsible for planning, directing, organizing and managing program. Director monitors program operations, activities, services and staff consistent with federal and state regulations and CAC's policies and procedures.		
Minimum Qualifications: B.A. degree in Psychology, Counseling, Education, Administration or related field. Masters Degree preferred. Minimum 5 years of progressively responsible management experience in family development. Two years direct experience in managing government funded programs. Experience supervising personnel is desirable.		

<i>TITLE</i>	FTE	<i>HOURLY RATE</i>
<i>Placement Search Assistant</i>	25%	\$14.34
Duties: Responsible for planning, developing, implementing, and coordinating the Child Abuse Prevention Program. Provides case management, coordination of referral, parenting groups, program presentations, and individual follow-up services in collaboration with multi-disciplinary team approach.		
Minimum Qualifications: Bachelor's degree plus two years of experience in Human Services field (Minimum one year supervisory experience preferred). Demonstrated experience working with multi-agency and multi-disciplinary approach to client services. Demonstrated skills/ability relevant to case management.		

Office Expense:

To cover the costs of pencils, pens, paper, file folders, printer cartridges and other office supplies needed to accomplish the goals of the contract.

Program Activities and Collection of Background Information:

Printing of material for the program in English and Spanish; Collection of background information in searching for a possible placement for the child; Program activities used to bring the possible placement and the child together; Expenses for US Search and other avenues to do background checks and comprehensive searches to locate relatives for placement of the children; Any other tools needed to make the search successful in placing the child.

Telephone:

This is for cell phones for each of the Home Connections Finder staff as well as a portion of the land phone cost.

Mileage:

This is for the staff as they travel through the county, and at times out of county, to meet with possible placement candidates for the child and perform other duties required of the position. Local travel is at .445 cents per mile.

Supplies-Other:

Equipment-Lease/Rental:

Furnishings:

Operating Expenses-Other:

Insurance in the amount of \$144. The agency and program will pick up the additional cost of insurance required.

Other Cost:

Postage, advertising for staff, meeting expenses, transportation, other supplies, computer services, and miscellaneous costs that may arise during the performance of this contract.

EXHIBIT B-1

Line Item Budget

Community Action Commission of Santa Barbara
FY08/09

D. SALARIES AND EMPLOYEE BENEFITS

1) Salaries - List each position to be funded by this award.

Position(s)	Full-Time Equivalent (FTE)¹	Budget for Contract Term
Direct Service Positions		
Home/Connections Finder (Case Manager/Educator)	2	\$66,560
Administrative Positions		
Program Director	5%	\$ 3,853
Placement Search Assistant	1	\$29,830
Sub-Total Salaries:		\$100,243

¹ FTE = Amount of time employee works on this program. State as a percentage based upon a 40 hour work week.

2) Employee Benefits

	Budget for Contract Term
Direct Service Staff	
Home/Connections Finder (Case Manager/Educator)	\$ 10,899
Home/Connections Finder (Case Manager/Educator)	\$ 10,899
Administrative Staff	
Program Director	\$ 1,262
Program Administrative	\$9,769
Sub-Total Employee Benefits	\$ 32,829
Percentage Benefits	32.75%
TOTAL SALARIES AND EMPLOYEE BENEFITS	\$133,072

E. SERVICES AND SUPPLIES

1) Services - List any consultant(s) or contract services

Name of Consultant(s)/Contract Services	Budget for Contract Term
Independent Audit	
Consultant – Training	\$ 2,500
Sub-Total Services	\$2,500

2) Supplies

Item	Budget for Contract Term
Office Expense*	\$ 450
Printing*	\$ 250
Collection of Background Information*	\$ 1,000
Program Activities*	\$1,500
Telephone*	\$ 2,800
Mileage* Local @ .485 cents per mile/Out of Town Travel	\$6,090
Other* Training	\$ 500
Sub-Total Supplies	\$12,590
TOTAL SERVICES AND SUPPLIES	\$15,090

*Detail provided in Budget Narrative

F. OPERATING EXPENSES

<i>Item*</i>	Budget for Contract Term
Facility Lease/Rental	\$ 500
Equipment Lease/Rental*	\$ 100
Furnishings*	\$1,000
Utilities	\$-0-
Insurance	\$144
Other*	\$-0-
Training for Staff, postage, meeting, transportation, other supplies, Advertising	\$2,763
Indirect Cost (8.5% of all costs)	\$12,963
Total Operating Expenses	\$17,470
GRAND TOTAL LINE ITEM BUDGET	\$165,632
Minus Revenue	-0-
TOTAL BEING REQUESTED	\$165,632

*Detail Provided in Budget Narrative.

BUDGET NARRATIVE

Name of Applicant Agency: **Community Action Commission of Santa Barbara County**

<i>TITLE</i>	<i>FTE</i>	<i>HOURLY RATE</i>
Home /Connections Finder (Case Manager/Educator)	2	\$15.90
Duties: Assist in locating appropriate relatives and family friends that may be able to provide a safe, stable and supportive environment for the dependent or ward. They will assist in locating both relative and Non-Related Extended Family Member (NREFM) homes.		
Minimum Qualifications: B.A. degree in Psychology, Social Work, Human Services or related field or a minimum of one year in working with low-income families (With focus on parents); other life experiences will also be considered. Fluency in Spanish required. Knowledge of principles of case management, social work, human development.		

<i>TITLE</i>	<i>FTE</i>	<i>HOURLY RATE</i>
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<i>Program Director</i>	1	\$32.62
Duties: Responsible for planning, directing, organizing and managing program. Director monitors program operations, activities, services and staff consistent with federal and state regulations and CAC's policies and procedures.		
Minimum Qualifications: B.A. degree in Psychology, Counseling, Education, Administration or related field. Masters Degree preferred. Minimum 5 years of progressively responsible management experience in family development. Two years direct experience in managing government funded programs. Experience supervising personnel is desirable.		

<i>TITLE</i>	FTE	<i>HOURLY RATE</i>
<i>Program Coordinator</i>	42%	\$19.09
Duties: Responsible for planning, developing, implementing, and coordinating the Child Abuse Prevention Program. Provides case management, coordination of referral, parenting groups, program presentations, and individual follow-up services in collaboration with multi-disciplinary team approach.		
Minimum Qualifications: Bachelor's degree plus two years of experience in Human Services field (Minimum one year supervisory experience preferred). Demonstrated experience working with multi-agency and multi-disciplinary approach to client services. Demonstrated skills/ability relevant to case management.		

Office Expense:

To cover the costs of pencils, pens, paper, file folders, printer cartridges and other office supplies needed to accomplish the goals of the contract.

Program Activities and Collection of Background Information:

Printing of material for the program in English and Spanish; Collection of background information in searching for a possible placement for the child; Program activities used to bring the possible placement and the child together; Expenses for US Search and other avenues to do background checks and comprehensive searches to locate relatives for placement of the children; Any other tools needed to make the search successful in placing the child.

Telephone:

This is for cell phones for each of the Home/Connections Finder staff as well as a portion of the land phone cost.

Mileage:

This is for the staff as they travel through the county, and at times out of county, to meet with possible placement candidates for the child and perform other duties required of the position. . Local travel is at .445 cents per mile.

Supplies-Other:

Consultant expense for training of the staff in the amount of \$2,500 and training supplies, travel, meeting expense and other items involved with training in the amount of \$2,500.

Equipment-Lease/Rental:

Facility Lease in the amount of \$500. Equipment Lease/Rental cost in the amount of \$100.

Furnishings:

Furnishings cost in the amount of \$1,000 to cover the cost of additional equipment/work stations for the three additional staff.

Operating Expenses-Other:

Insurance in the amount of \$144. The agency and program will pick up the additional cost of insurance required.

Other Cost:

Postage, advertising for staff, meeting expenses, transportation, other supplies, computer services, and miscellaneous costs that may arise during the performance of this contract.

IN WITNESS WHEREOF, this First Amendment to the Contract has been executed by parties hereto upon this date first above written.

CONTRACTOR:

By _____
**Fran Foreman, Executive Director
Community Action Commission**

Date _____

Taxpayer ID Number: On-File

ATTEST:

COUNTY OF SANTA BARBARA:

MICHAEL F. BROWN

By _____
Chair, Board of Supervisors

By _____
Clerk of the Board

APPROVED AS TO FORM:
Daniel J. Wallace
County Counsel

APPROVED AS TO INSURANCE:
RAY AROMATORIO

By _____
Deputy County Counsel

By: _____
Risk Program Administrator

APPROVED AS TO ACCOUNTING FORM:
ROBERT W. GEIS
Auditor-Controller

By _____