



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: Community Services
Department
Department No.: 057
For Agenda Of: November 7, 2023
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department George Chapjian, Community Services Director (805) 568-2467
Director(s) Joe Dzvonic, Deputy Director (805) 568-3523
Contact Info: Laurie Baker, Grants & Program Manager (805) 568-3521

SUBJECT: Approval and Execution of a Third Amendment to Agreement with Friendship Adult Day Care Center, Inc. to Amend the Budget.

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair of the Board of Supervisors to execute a Third Amendment to the Human Services General Fund Agreement with Friendship Adult Day Care Center, Inc. (Attachment A) to amend the Budget to add a new Budget line item for "Salaries and Benefits."
- b) Determine that the recommended actions are not the approval of a project that is subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15378(b)(4), finding that the actions are not a project as they are the creation of government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant impact on the environment, and direct staff to file a Notice of Exemption.

Summary Text: The recommended Board action would approve and authorize the Chair of the Board of Supervisors to execute a Third Amendment to the Human Services General Fund (HSGF) Agreement with Friendship Adult Day Care Center, Inc. (Attachment A) to amend the Budget to revise the budget to move all funds from the line item Supply Costs to Salaries and Benefits, which will cover staff costs associated with the operation of the Adult Day Care Program

Background: On May 3, 2022, the Board of Supervisors approved 31 Human Services General Fund (HSGF) 3-year grants, one for each of FYs 2022-2023, 2023-2024, and 2024-2025, subject to annual Board appropriations. One such grant was to the Friendship Adult Day Care Center, Inc. for \$17,000 for operation of its Adult Day Program serving seniors with dementia (Grant). On August 16, 2022, the Board of Supervisors approved the execution of the Agreement with Friendship Adult Day Care Center, Inc. memorializing the Grant (Agreement), which took effect on July 1, 2022.

On June 27, 2023, the Board approved a First Amendment to the Friendship Adult Day Care Center, Inc. Agreement to change the budget line items from “supply cost” to “salaries and benefits”. The Board must approve new budget line items.

On July 12, 2023, the Community Services Director approved a Second Amendment, as authorized by the Board, to extend the terms of all HSGF Agreements, including the Agreement, for a 2nd term. The Second Amendment to the Friendship Adult Day Care Center, Inc. Agreement inadvertently reverted the budget line items to those in the original Agreement; therefore, the recommended action is to approve the Third Amendment to change the budget line items from “supply cost” to “salaries and benefits.” This action will not change the total amount of program funding provided by the County.

Fiscal and Facilities Impacts:

Budgeted: Yes

Approval of the Third Amendment to the Friendship Center will have no fiscal impact as the funds are already budgeted through the Human Services General Fund (HSGF) grant.

Narrative:

Execution of the Third Amendment with Friendship Adult Day Care Center, Inc. will revise the line item budget of the program and will not increase its overall funding.

Key Contract Risks: HCD will make payments to the grantee on a reimbursement basis, and to receive payments the grantee must provide documentation that supports eligible expenditures that are consistent with the contract scope of work and budget. If the grantee does not meet performance measures, the County may withhold funds or terminate the contract.

Staffing Impacts: N/A

Special Instructions:

1. Please return one copy of the Minute Order to Marjorie Klotthor at mklotthor@countyofsb.org.
2. Please execute two originals of the Third Amendment (Attachment A) and return one executed copy to Marjorie Klotthor at mklotthor@countyofsb.org, Ext. 85313.
3. Please retain one executed original of the Third Amendment for COB records.

Attachments:

A: Third Amendment to Agreement with Friendship Adult Day Care Center, Inc.

Authored by:

Marjorie Klotthor, Housing Program Specialist II