



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: June 5, 2018  
Placement: Administrative  
Estimated Time:  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

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**TO:** Board of Supervisors

**FROM:** Department Daniel Nielson, Social Services Director  
Director(s) (805) 346- 7101  
Contact Info: Barbara Finch, Director of Children & Adult Networks  
(805) 681-4678

**SUBJECT:** Agreement with Martha Yopez for Contractor on Payroll/Cuyama Family  
Resource Center Coordinator

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**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 to execute the Agreement for Services of Contractor on Payroll with Martha Yopez as the Cuyama Valley Family Resource Center Coordinator for a total contract amount not to exceed \$91,970 for the period of July 1, 2018 through June 30, 2019; 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 Yopez for Contractor on Payroll/Cuyama Family Resource Center Coordinator (FRC Coordinator). As the FRC Coordinator Martha Yopez 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.

Through this Agreement, the Department of Social Services (DSS) and Santa Barbara County First 5 Commission (First 5 Commission) support the operations of the Family Resource Center (FRC) and the FRC Coordinator. First 5 Commission has approved funding for this contract in the amount of \$50,835 for Fiscal Year 2018/2019. The County may terminate this Agreement for any reason with 30 days notice.

**Background:**

In July of 2006, DSS agreed to take on the development and operation of the FRC in the Cuyama Valley with some financial support from the First 5 Commission. Martha Yopez, who had been providing services to Cuyama families under the auspices of Catholic Charities, was retained by DSS as the FRC Coordinator to take the lead in establishing a community-based FRC.

The FRC became fully operational in March of 2007 and now serves an average of 150 residents per month. The FRC is located at the County facility at 4689 Highway 166, Unit B, in New Cuyama.

The current arrangement, with DSS providing management and operational support and retaining the FRC Coordinator position as a Contractor on Payroll, functions well to provide the needed services. This arrangement also allows the County the most flexibility in the management and support of the program and this position as listed in Attachment 1, Cuyama Family Resource Center Table of Services (FRC Services).

**Performance Measure:**

Service Delivery	2017-2018 Base Line	2018-2019 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) for the same services offered in the 2017-2018 Base Line.
Collaboration & Service Increase	Through collaboration with other agencies, the FRC provides 12 types of services on a regularly scheduled basis to all families requesting assistance in the Cuyama Valley area (see Attachment 1).	Retain 12 types of services (FRC Services) that will be available to families. The number of collaborative partners may fluctuate depending on funding and need. The Cuyama Valley Family Resource Center will formalize agreements with collaborative partners through MOU's when deemed necessary.
Coordination & Leadership Development	The FRC Coordinator: Contributes to the development of written policies and procedures that guide the	Continue to support the Executive Lead and FRC Board in development of written policies and procedures.

	<p>operations of the FRC.</p> <p>Attends Cuyama Valley Family Resource Center Board meetings and provides Spanish translation as needed.</p> <p>Coordinates annual Community Leadership classes and projects.</p>	<p>Provide Community Leadership training annually and when needed.</p> <p>Participate in additional Certified Application Assistor training as needed to facilitate health insurance enrollment and retention.</p>
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In addition to the Performance Measures listed above, the FRC Coordinator and the FRC participate in the First 5 Commission’s comprehensive evaluation and progress measurement process through the use of two computer-based performance tracking tools, Vertical Change and the Family Development Matrix.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<u>Funding Sources</u>	<u>FY18-19 Cost</u>	<u>Annualized On-going Cost:</u>	<u>Total FY18-19 Cost</u>
General Fund	\$ 41,135.00		\$ 41,135.00
State			
Federal			
Fees			
Other:	\$ 50,835.00		\$ 50,835.00
<b>Total</b>	\$ 91,970.00	\$ -	\$ 91,970.00

**Narrative:**

The cost of the Contractor on Payroll position includes salary of \$54,308.80, benefits of \$35,361.69, and miscellaneous expenses of \$2,300 for an approximate total of \$91,970 annually, and will be funded from a \$50,835 grant from the First 5 Commission and \$41,135 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 DSS’ FY 2018/2019 Recommended Budget.

**Key Contract Risks:**

The risk assessment worksheet has been completed and found this contract to be low risk. DSS is confident of Martha Yopez’s abilities to continue as the FRC Coordinator through June 2019.

**Staffing Impacts:**

**Legal Positions:**  
0

**FTEs:**  
1

**Special Instructions:**

Please scan, email and send one (1) duplicate original Agreement, and a copy of the minute order to:  
 DSS Contracts Unit  
 C/O Emma Duncan, [e.duncan@sbcsocialser.org](mailto:e.duncan@sbcsocialser.org)  
 Contracts Coordinator

!BoardLetter2006.dot v 1106c

2125 S. Centerpointe Parkway, 3<sup>rd</sup> Floor  
Santa Maria, CA 93455

**Attachments:**

1. Cuyama Family Resource Center Table of Services
2. Agreement for Services of Contractor on Payroll 2018/2019 – M. Yepez COP

**Authored by:**

Barbara Finch, Director of Children & Adult Networks  
Emma Duncan, Contracts Coordinator