

SANTA BARBARA COUNTY BOARD AGENDA LETTER



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

Agenda Number:
Prepared on: 7/8/03
Department Name: Children & Families Commission
Department No.: 990
Agenda Date: 7/22/03
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Naomi Schwartz, Chair
Children and Families Commission, First Five of Santa Barbara County

STAFF CONTACT: Pat Wheatley, 8085

SUBJECT: Revised Children & Families Commission Contracts

Recommendation(s):

That the Board of Supervisors:
Review and approve the form and standard terms of the Children & Families Commission Contracts.

Alignment with Board Strategic Plan:

The Children & Families Commission is aligned with Strategic Goal 7, community that fosters the wellbeing of families and children.

Executive Summary and Discussion:

The Children and Families Commission of Santa Barbara County has revised the standard terms of its contract to provide more clarity and detail based upon on lessons learn through actual experience of awarding contracts. Listed below are the revisions:

1. Add First Five to Commission name and logo
2. **Page 3, No 18c.** Add language, all Faith Based organizations must comply with the Faith Based Policy adopted by the Commission.
3. **Page 5, No. 27** Add language, there will be no payment for service or expenditures prior to execution of this contract.
4. **Page 7, Exhibit A-1** Add language, **a. 2nd paragraph**, Contractor may provide services up to the child's sixth birthday unless the child enters elementary school prior to that time. Any exceptions need to be presented to the Contract Support committee. **b. 5th paragraph**, software system WIND 3.0 and Contractor must comply with the Financial Penalty Policy adopted by the Commission. Contractor will maintain computer capacity stated during application process for WIND reporting. **c. 7th paragraph**, all materials representing the Commission will be submitted to the Commission.

5. **Exhibit B, A. add language**, there will be no payment for service or expenditures prior to execution of this contract. **B.** Contractor must comply with the Financial Penalty Policy adopted by the Commission. **C.** Contractor will maintain adequate records to substantiate invoice for reimbursement. In cases where the contract included one or more subcontractors, the Contractor is responsible for the accuracy of the subcontractor claims, and verification of documentation submitted in Contractor's invoice.

Santa Barbara County Code, Chapter 41, Section 12, provides that "Each recipient of funds other than a County agency or department shall enter into a contract with the Commission. The Commission may enter into contracts for joint ventures with the County and other public or private entities. The Board of Supervisors shall review the form and standard terms of Commission contracts. All Commission contracts shall provide that the contractor's sole remedy is against the Commission and Trust Funds, and that the contractor will not seek damages, specific performance, or other relief from the County or its agencies or employees." The Commission form contract contains these provisions and other standard contract terms. The form contract is attached.

Contracts are being prepared to begin July 1st. This is an important opportunity to make a significant impact on the needs of young children and their families.

Mandates and Service Levels:

No change in programs or service levels.

Funding of the Children & Families Commission must be directed to the comprehensive needs of children age 0-5 and their families.

Fiscal and Facilities Impacts:

N/A

Note: Please forward copy of minute order to Children and Families Commission, 1 East Anapamu Street, Ste 200, Santa Barbara.

Copies to:

County Counsel

Risk Management

Auditor-Controller