



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 6, 2023
Placement: Administrative
Estimated Time:
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, Director of Children & Adult Networks
(805) 681-4678
SUBJECT: Agreement with Martha Yopez for Contractor on Payroll/Cuyama Family
Resource Center Coordinator

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management, Human Resources

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 an Agreement Martha Yopez for Services of Contractor on Payroll as the Cuyama Valley Family Resource Center Coordinator for a total contract amount not to exceed \$95,062 for the period of July 1, 2023 through June 30, 2024; and
- b) Determine that the activity is not a "Project" subject to California Environmental Quality Act (CEQA) review per CEQA Guideline Section 15378(b)(5), since the activity is an organizational or administrative activity of government that will not result in direct or indirect physical changes in the environment.

Summary Text:

This item is on the agenda in order to approve the agreement with Martha Yopez for services of Contractor on Payroll as the Cuyama Valley Family Resource Center Coordinator (FRC Coordinator) for a total contract amount not to exceed \$95,062 for the period of July 1, 2023 through June 30, 2024. As the FRC Coordinator, Martha Yopez provides case management, information, referral, and family support education to families in the greater Cuyama Valley. She also works to develop 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 Cuyama Valley Family Resource Center (FRC) and the FRC Coordinator. First 5 Commission will contribute \$65,500 to fund this Agreement. 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 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 Services.

Performance Measure:

Service Delivery	2022/2023 Base Line	2023/2024 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 2022/2023 Base Line.
Collaboration & Service Increase	Through collaboration with other agencies, the FRC provides 12 types of services on a regularly scheduled basis to all eligible families requesting assistance in the Cuyama Valley area (see Cuyama Family Resource Center Services).	Retain and manage 12 types of services that will be available to eligible families. The number of collaborative partners may fluctuate depending on funding and need. The FRC will formalize agreements with collaborative partners through MOUs when deemed necessary.
Coordination & Leadership Development	The FRC Coordinator: Contributes to the development of written policies and procedures that guide the operations of the FRC. Attends Cuyama Valley FRC Board meetings and provides Spanish interpretation as needed.	Continue to support the executive lead and FRC Board in development of written policies and procedures. Provide Community Leadership training annually and when needed. Participate in training as needed to facilitate family support services such as food assistance, home

	Coordinates annual Community Leadership classes and projects.	visitation, and health insurance enrollment / retention.
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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: Select_Budgeted

Fiscal Analysis:

Funding Sources	FY 2023-24:	Annualized On-going Cost:	Total One-Time Project Cost
General Fund	\$ 29,562.00		\$ 29,562.00
State			
Federal			
Fees			
Other:	\$ 65,500.00		\$ 65,500.00
Total	\$ 95,062.00	\$ -	\$ 95,062.00

Narrative:

The cost of the Contractor on Payroll position is approximately \$95,062 annually (including benefits and \$2,300 for miscellaneous non-labor program expenses) and will be funded from a \$65,500 grant from the First 5 Commission and \$29,562 in local funds. Appropriations, revenue and local funds for this Agreement have been included in the DSS Fiscal Year 2023/2024 Recommended Budget.

Key Contract Risks:

The risk assessment worksheet has been completed and found this contract to be low risk.

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 Tricia Beebe
2125 S. Centerpointe Parkway, 3rd Floor
Santa Maria, CA 93455
tbeebe@countyofsb.org

Please also email one (1) fully-executed COP Agreement, as well as one (1) copy of the minute order, to Tracy Rogers, Workforce Planning Analyst, Human Resources Department at trogers@countyofsb.org.

Attachments:

- Attachment 1 – Agreement for Services of Contractor on Payroll 2023-2024 – M. Yopez COP

Authored by:

Barbara Finch, Director of Children & Adult Networks

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Tricia Beebe, Contracts Coordinator