

**Attachment A –
Events Enterprises FY 2024-26
Board Contract
First Amendment**

Board Contract # 24-184

**FIRST AMENDMENT TO THE AGREEMENT FOR
SERVICES OF
INDEPENDENT CONTRACTOR**

BETWEEN

COUNTY OF SANTA BARBARA

AND

EVENTS ENTERPRISES, INC.

FOR

**PLANNING AND EVENT COORDINATION
SERVICES**

**FIRST AMENDMENT TO THE AGREEMENT
FOR SERVICES OF INDEPENDENT CONTRACTOR**

THIS FIRST AMENDMENT to the Agreement for Services of Independent Contractor, **BC No. 24-184**, is made by and between the County of Santa Barbara (County or Department), a political subdivision of the State of California, and **Events Enterprises, Inc.** (Contractor), a California Professional Corporation with a principal address at P.O. Box 1550, Folsom, CA, 95763, for the continued provision of services specified herein (hereafter, First Amendment).

WHEREAS, Contractor represents that it is specially trained, skilled, experienced, and competent to perform the special services required by County, and County desires to retain the services of Contractor pursuant to the terms, covenants, and conditions herein set forth; and

WHEREAS, in November 2024, County and Contractor (collectively, the parties) entered into an Agreement for Services of Independent Contractor, BC No. 24-184, for the provision of planning and overall event coordination of the Southern Counties Regional Partnership (SCRP) 2025 and 2026 Conferences and SCRP Strategic Planning Session 2025 for a total maximum contract amount not to exceed \$647,850, inclusive of \$323,925 per fiscal year (FY), for the period of July 1, 2024, through June 30, 2026, (hereafter, Agreement); and

WHEREAS, the parties wish to make certain changes to the Agreement through this First Amendment to update certain standard terms and conditions in compliance with state requirements or to clarify the obligations of the parties, add an additional statement of work for the SCRCP Peer Conference 2026 (Exhibit A-3), and increase the contract amount by \$200,000 for a revised, total maximum contract amount not to exceed **\$847,850**, inclusive of \$323,925 for FY 2024-25 and \$523,925 for FY 2025-26 (Exhibits B and B-1), with no change to the contract term of July 1, 2024, through June 30, 2026.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

I. Delete Section 8, Debarment and Suspension, of the Standard Terms and Conditions of the Agreement, and replace it with the following:

8. DEBARMENT AND SUSPENSION.

Contractor certifies to County that it and its employees and principals are not debarred, suspended, or otherwise excluded from or ineligible for participation in federal, state, or county government contracts. Contractor certifies that it shall not contract with a subcontractor that is so debarred or suspended.

II. Delete Section 10, Conflict of Interest, of the Standard Terms and Conditions of the Agreement, and replace it with the following:

10. CONFLICT OF INTEREST.

Contractor covenants that Contractor presently has no employment or interest and shall not acquire any employment or interest, direct or indirect, including any interest in any business, property, or source of income, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. Contractor further covenants that in the performance of this Agreement, no person having any such interest shall

be employed by Contractor. Contractor must promptly disclose to County, in writing, any potential conflict of interest. County retains the right to waive a conflict of interest disclosed by Contractor if County determines it to be immaterial, and such waiver is only effective if provided by County to Contractor in writing.

III. Delete Section 19, Termination, Subsection A, By County, Subsection 2, For Nonappropriation of Funds; and Subsection C, Upon Termination, of the Standard Terms and Conditions of the Agreement, and replace them with the following:

19. TERMINATION.

A. By County.

2. **For Nonappropriation of Funds.** Notwithstanding any other provision of this Agreement, in the event that no funds or insufficient funds are appropriated or budgeted by federal, state or County governments, or funds are not otherwise available for payments in the fiscal year(s) covered by the term of this Agreement, then County will notify Contractor of such occurrence and County may terminate or suspend this Agreement in whole or in part, with or without a prior notice period. Subsequent to termination of this Agreement under this provision, County shall have no obligation to make payments with regard to the remainder of the term.

C. Upon Expiration or Termination. Upon expiration or termination of this Agreement, Contractor shall deliver to County all data, estimates, graphs, summaries, reports, and all other property, records, documents or papers as may have been accumulated or produced by Contractor in performing this Agreement, whether completed or in process, except such items as County may, by written permission, permit Contractor to retain. Notwithstanding any other payment provision of this Agreement, County shall pay Contractor for satisfactory services performed to the date of termination to include a prorated amount of compensation due hereunder less payments, if any, previously made. In no event shall Contractor be paid an amount in excess of the full price under this Agreement nor for profit on unperformed portions of service. Contractor shall furnish to County such financial information as in the judgment of County is necessary to determine the reasonable value of the services rendered by Contractor. In the event of a dispute as to the reasonable value of the services rendered by Contractor, the decision of County shall be final. The foregoing is cumulative and shall not affect any right or remedy which County may have in law or equity.

IV. Delete Section 26, Entire Agreement and Amendment, of the Standard Terms and Conditions of the Agreement, and replace it with the following:

26. ENTIRE AGREEMENT AND AMENDMENT.

In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this

Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreements, course of conduct, waiver or estoppel. Requests for changes to the terms and conditions of this Agreement after April 1 of the fiscal year for which the change would be applicable shall not be considered. All requests for changes shall be in writing. Changes shall be made by an amendment pursuant to this section. Notwithstanding any other provision of this Agreement, any amendments or modifications that do not materially change the terms of this Agreement (such as changes to the Designated Representative or Contractor's address for purposes of Notice) or that are authorized by the County of Santa Barbara Board of Supervisors may be approved by the Director of the Department of Behavioral Wellness or designee in writing and shall constitute an amendment or modification of this Agreement upon execution by the Director of the Department of Behavioral Wellness or designee.

V. Delete Section 28, Compliance with Law, of the Standard Terms and Conditions of the Agreement, and replace it with the following:

28. COMPLIANCE WITH LAW.

Contractor shall, at its sole cost and expense, comply with all federal, state, and local ordinances; statutes; regulations; orders including, but not limited to, executive orders, court orders, and health officer orders; policies; guidance; bulletins; information notices; and letters including, but not limited to, those issued by the California Office of Statewide Health Planning and Development (OSHPD) and the California Department of Health Care Access and Information (HCAI) now in force or which may hereafter be in force with regard to this Agreement. The judgment of any court of competent jurisdiction, or the admission of Contractor in any action or proceeding against Contractor, whether County is a party thereto or not, that Contractor has violated any such ordinance, statute, regulation, order, policy, guidance, bulletin, information notice, and/or letter shall be conclusive of that fact as between Contractor and County.

VI. Add Exhibit A-3, Statement of Work: Southern Counties Regional Partnerships Peer Conference 2026, to the Agreement as follows:

**EXHIBIT A-3
STATEMENT OF WORK:
SOUTHERN COUNTIES REGIONAL PARTNERSHIPS PEER CONFERENCE 2026**

- 1. PERFORMANCE.** Events Enterprises, Inc. (Contractor), a certified, full-service meeting planner, shall provide overall event coordination for Santa Barbara County Department of Behavioral Wellness (Behavioral Wellness), on behalf of the Southern Counties Regional Partnerships (SCRIP), for the SCRIP Peer Conference 2026. Contractor shall:
 - A.** Have the background, training, work experience, accreditation, licenses, and supervision necessary for the performance of services in a manner of, and according to the standards observed by, a practitioner of the same profession and in keeping with all pertinent Federal, State, and County laws; and
 - B.** Warrant that said accreditation and licensing information furnished to County is

complete and accurate and notify County promptly of any changes in this information.

2. OBJECTIVES.

A. Acting as an independent contractor in a consulting capacity and as authorized agent for Behavioral Wellness and SCRP, Contractor shall:

1. Create a strategic event plan;
2. Develop event concept;
3. Coordinate event logistics;
4. Implement event plan to ensure a well-managed conference/meeting; and
5. Ensure the conference furthers the goals of SCRP.

3. GOALS.

A. Strengthen and expand the public mental health workforce by increasing awareness, recruitment, and retention of diverse, qualified professionals equipped to serve individuals with severe mental illness.

B. Enhance the skills, knowledge, and capacity of California's incumbent public mental health workforce through peer-informed training, collaboration, and shared best practices that reflect the state's diverse and evolving needs.

C. Foster a strong statewide, regional, and local infrastructure for public mental health workforce development by promoting partnerships, peer networking, and coordinated strategies across systems.

4. SERVICES. Contractor shall provide the following services:

A. Logistics planning:

1. Attendance goal is 150 participants;
2. Schedule one (1) mid-week days; and
3. Conference date to be determined.

B. Event Coordination Services:

1. Event Coordinator.
 - i. Designate one (1) key person as the single point of contact.
2. Communication.
 - i. Send regular email reports containing status updates to Behavioral Wellness and SCRP designated staff;
 - ii. Attend one (1) pre-event meeting at the location to discuss:
 - a. Contracts;
 - b. Food and beverage;
 - c. Location set-up/requirements;
 - d. Parking;

- e. Floor plan;
 - f. Rental equipment; and
 - g. Grounds requirements.
- iii. Continue to communicate with key contacts and vendors throughout the project.
- 3. Budget Development.
 - i. Research and negotiate costs based on event requirements;
 - ii. Provide Behavioral Wellness and SCRCP with a detailed budget for event expenses; and
 - iii. Communicate any changes to committee for approval throughout the project.
- 4. Financial Management.
 - i. Work with Behavioral Wellness and SCRCP to develop a system for approval and processing of all vendor invoices and payments:
 - a. Submit all contracts and invoices to Behavioral Wellness and SCRCP designated staff for approval.
 - ii. Ensure vendors adhere to budgets and timelines;
 - iii. Submit all monthly financial reports to Behavioral Wellness and SCRCP for review; and
 - iv. Work within the budget approved by Behavioral Wellness and SCRCP for the conference.
- 5. Timeline.
 - i. Submit timeline to Behavioral Wellness and SCRCP for all event logistics to include:
 - a. Dates for development of electronic invitations, agenda, contents determined by SCRCP conference planning committee; and
 - b. Deadlines for lodging, food and beverage, speaker travel, vendor confirmations, payments and deposits.
- 6. Theme.
 - i. Provide Behavioral Wellness and SCRCP with options for conference theme, which will be consistent on all event materials with the theme to be decided by SCRCP conference planning committee.
- 7. Committee Coordination and Meetings.
 - i. Delegate and follow-up with committee members who are responsible for assigned tasks;
 - ii. Schedule and coordinate planning committee meetings; and
 - iii. Compile and distribute meeting notices, materials, agendas and minutes.
- 8. Location-Site Research.

- i. Handle all aspects of site selection in collaboration with Behavioral Wellness and SCRP designated staff;
 - ii. Negotiate contracts for accommodations, meeting rooms and meals;
 - iii. Review attrition walk clause, cancellation and arbitration fees, indemnification and tax-factoring procedures;
 - iv. Establish a master account with location for conference expenses; and
 - v. Submit a timeline of items due (final signing deadline, deposits, etc).
9. Location.
- i. Handle all facility logistics and planning needs:
 - a. Work with venue to provide facility and area maps, air and ground transportation, and parking instructions.
 - ii. Provide all materials and equipment needed:
 - a. Coordinate set-up of rooms, all audio-visual equipment, directional signs, placement of any marketing materials and banners.
 - iii. Determine and plan for any special needs or requirements to include:
 - a. Electrical hook-ups, disabilities, or security.
 - iv. Create a floor plan for all meeting spaces:
 - a. Includes registration area, food and beverage stations, room set-up and audio- visual equipment.
10. Website.
- i. Design, implement, update, and maintain a registration page website to:
 - a. Reflect conference theme and be user friendly;
 - b. Load customized online registration page on secure server and link to Behavioral Wellness and SCRP website:
 - i. Work with Behavioral Wellness and SCRP website staff to place logo on Behavioral Wellness and SCRP homepage that will link to registration page; and
 - ii. Provide attendees with ability to register electronically for inclusion in the attendee database.
 - c. Provide monthly reports on registration status.
11. Attendee Invitations Save the Date Announcements, Database, and Confirmations.
- i. Work with Behavioral Wellness and SCRP to develop content of the registration invitation and save the date announcement:
 - a. Hotel and meal information, registration procedures, and general conference agenda will be included on invitation.
 - ii. Send confirmation notices to each attendee, to include:

- a. Overnight accommodation reservation number, general travel and meeting location information.

12. Program and Script.

- i. Work with Behavioral Wellness and SCRP to prepare program script;
- ii. Distribute script to all speakers and committee members;
- iii. Hire a graphic designer and printer to produce conference agenda;
- iv. Program will include:
 - a. Agenda of the day's activities;
 - b. Information sheet to include:
 - i. Proper attire, food, pick-up and drop-off times, etc.

13. Identification.

- i. Provide name badge options for Behavioral Wellness and SCRP staff;
- ii. Purchase holders;
- iii. Print badges which will include name, county and title; and
- iv. Assemble one name badge per attendee.

14. Signage.

- i. Determine program's signage needs;
- ii. Obtain estimates for signage options; and
- iii. Coordinate production and transportation signage to meeting location.

15. Meeting Materials.

- i. Work with Behavioral Wellness and SCRP to determine appropriate, unique branded conference materials for each attendee;
- ii. Arrange and confirm transport of these items to the venue; and

16. Transportation.

- i. Provide directional, transportation, and parking information on the conference website (use of public transportation will be encouraged).

17. Rooming List.

- i. Coordinate all lodging details for attendees;
- ii. Compile, update and submit a rooming list to the location prior to the due date;
- iii. Submit updated lists weekly; and
- iv. Create a rooming list to serve as:
 - a. The master participant list; and
 - b. Confirmation of arrivals at the conference.

18. Equipment/Audio Visual.

- i. Negotiate and confirm fees for any equipment needed, to include:
 - a. Tables, chairs, linens, easels, electrical hook-ups, staging, PA system, audio-visual.
- ii. Negotiate, contract, review, and finalize all audio-visual logistics for the conference:
 - a. Confirm and accommodate audio visual needs of speakers and participants for general assembly, breakout sessions and general sessions; and
 - b. Provide an on-site technician who will be available throughout the conference to ensure quality visual and sound.

19. Food and Beverage.

- i. Coordinate menu with event location:
 - a. Breakfasts;
 - b. AM/PM breaks;
 - c. Luncheons; and
 - d. Evening reception.
- ii. Develop room set-up plans and confirm banquet event orders; and
- iii. Provide for dietary restrictions:
 - a. Dietary restriction feedback to be given at registration; and
 - b. Work with venue to ensure dietary needs are met.

20. Conference Evaluations.

- i. Distribute an evaluation form to attendees at conclusion of conference, collect forms and give to Behavioral Wellness and SCRP staff.

21. On-Site Registration.

- i. Organize registration area for efficiency;
- ii. Provide each attendee with a name badge, program and unique branded conference material;
- iii. Provide a name badge printer for printing of last-minute badges or name changes; and
- iv. Prepare registration area no later than one (1) hour before the conference begins.

22. Speakers' Conference Needs and Travel and Accommodation Arrangements.

- i. Work with Behavioral Wellness and SCRP to contact and finalize logistics for conference speakers;
- ii. Develop and collect a speaker needs questionnaire;
- iii. Review speaker contracts and requirements;

- iv. Ensure on-stage needs of speakers are addressed;
- v. Reimburse speakers for approved expenses and honorariums;
- vi. Ensure rooms are set up with needed equipment per staff instructions;
- vii. Provide each speaker with information to arrange travel for themselves; and
- viii. Block and manage rooms for speakers.

23. Permits.

- i. Submit any permit or insurance requirements to Behavioral Wellness and SCRP; and
- ii. Ensure that each vendor submits required insurance certificate to the event location.

24. Shipments and Storage. Contractor shall arrange for:

- i. Shipment of all meeting materials to the location
- ii. Receipt and storage of meeting materials with the event location; and
- iii. Support in assembling and displaying these materials.

25. Continuing Education Credits (CEC).

- i. Work with Behavioral Wellness and SCRP to process CECs and submit completed forms to the appropriate associations.

26. On-Site Staffing.

- i. Three (3) staff members to monitor the conference and attend to every detail;
- ii. Same three (3) staff members will be available throughout the conference and for any “last minute” needs from attendees; and
- iii. Provide a supply box with miscellaneous items– office supplies, hardware, first-aid kit.

27. On-Site Confirmations.

- i. Arrive with staff at location prior to start of conference; and
- ii. Conduct final confirmation interviews with all key site personnel and vendors to ensure all arrangements have been made and all materials are in place.

28. Follow-Up Report.

- i. Provide an event summary after the conference including:
 - a. Final event income/expense report;
 - b. Attendance data;
 - c. Participant’s evaluations;
 - d. Highlights; and
 - e. A critique with suggestions for the next event.
- ii. Additional Reports.

- a. Upon Behavioral Wellness' request, Contractor shall make additional reports or provide other documentation or data as required by County concerning Contractor's activities as they affect the services hereunder. Behavioral Wellness will be specific as to the nature of information requested and allow thirty (30) days for Contractor to respond.
5. **Audits.** Contractor agrees that the California Department of Health Care Access and Information (HCAI), the California Department of General Services, the California State Auditor, or their designated representatives shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three years after the final payment, unless a longer period of records retention is stipulated by the State. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement.
6. **Non-Discrimination Clause** (See Cal. Code Regs., title 2, section 11105):
 - A. During the performance of this Agreement, Contractor and its subcontractors shall not deny the Agreement's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.
 - B. Contractor and its subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code, §§11135-11139.5), and any regulations or standards adopted by HCAI to implement such article.
 - C. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and Department of Health Care Access and Information (HCAI) upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or HCAI shall require to ascertain compliance with this clause.
 - D. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other

agreement.

E. Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this Agreement.

VII. Delete Section 1, Contract Maximum Value, of Exhibit B, General Financial Provisions of the Agreement, and replace it with the following:

1. Contract Maximum Value. For Contractor services to be rendered under this Agreement, Contractor shall be paid at the rates specified in the Schedule of Rates (Exhibit B-1), with a total contract maximum amount, including cost reimbursements, not to exceed **\$847,850 for FY 2024-26**. Notwithstanding any other provision of this Agreement, in no event shall County pay Contractor more than this total contract maximum amount for Contractor's performance hereunder without a properly executed amendment.

VIII. Delete Section 2, Payment for Services, First Paragraph, of Exhibit B, General Financial Provisions of the Agreement, and replace it with the following:

2. Payment for Services: Payment for services and/or reimbursement of costs shall be made upon Contractor's satisfactory performance, based upon the scope and methodology contained in EXHIBITS A-1, A-2, and A-3 as determined by County.

IX. Delete Exhibit B-1 – MHS, Schedule of Rates and Contract Maximum of the Agreement, and replace it with the following:

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EXHIBIT B-1 SCHEDULE OF RATES AND CONTRACT MAXIMUM FOLLOWS

EXHIBIT B-1

SCHEDULE OF RATES AND CONTRACT MAXIMUM

(Applicable to program(s) described in Exhibit(s) A-1 – A-3)

Fiscal year 2024-2026	Strategic Planning 2024	SCRP Conference 2025	SCRP Conference 2026	Peer Conference 2026	TOTAL
ESTIMATES					
Hotel Accommodations	\$8,500	\$70,000	\$80,000	\$30,000	\$188,500
Meeting Rooms	\$2,000	\$0	\$0	\$0	\$2,000
Food and Beverage	\$11,000	\$90,000	\$98,000	\$60,000	\$259,000
Audio Visual	\$500	\$24,000	\$28,000	\$24,000	\$76,500
Honorariums	\$8,500	\$34,500	\$34,500	\$25,000	\$102,500
Speaker Expenses	\$500	\$3,000	\$3,500	\$1,500	\$8,500
Printed Materials	\$50	\$2,000	\$2,200	\$1,000	\$5,250
Signage	\$0	\$0	\$0	\$0	\$0
Name Badges	\$0	\$400	\$400	\$400	\$1,200
Promotional Items	\$900	\$5,000	\$5,500	\$3,000	\$14,400
Registration Website	\$0	\$1,500	\$1,700	\$1,500	\$4,700
Decoration	\$50	\$6,000	\$6,400	\$4,000	\$16,450
Gratuity	\$100	\$700	\$700	\$500	\$2,000
Miscellaneous	\$0	\$100	\$100	\$100	\$300
Staff Expenses	\$500	\$2,500	\$2,800	\$2,500	\$8,300
Parking	\$500	\$2,500	\$2,500	\$2,500	\$8,000
Contingency	\$250	\$2,000	\$2,000	\$2,000	\$6,250
Coordinator Fee	\$15,000	\$42,000	\$45,000	\$42,000	\$144,000
Total	\$48,350	\$286,200	\$313,300	\$200,000	\$847,850

- X. Effectiveness.** The terms and provisions set forth in this First Amendment shall modify and supersede all inconsistent terms and provisions set forth in the Agreement. The terms and provisions of the Agreement, except as expressly modified and superseded by this First Amendment, are ratified and confirmed and shall continue in full force and effect and shall continue to be legal, valid, binding, and enforceable obligations of the parties.
- XI. Execution of Counterparts.** This First Amendment may be executed in any number of counterparts, and each of such counterparts shall for all purposes be deemed to be an original, and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

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SIGNATURE PAGE FOLLOWS

SIGNATURE PAGE

First Amendment to the Agreement for Services of Independent Contractor between the **County of Santa Barbara** and **Events Enterprises, Inc.**

IN WITNESS WHEREOF, the parties have executed this First Amendment to be effective as of the date executed by COUNTY.

COUNTY OF SANTA BARBARA:

By: _____
BOB NELSON, CHAIR
BOARD OF SUPERVISORS

Date: _____

ATTEST:

MONA MIYASATO
COUNTY EXECUTIVE OFFICER
CLERK OF THE BOARD

By: _____
Deputy Clerk

Date: _____

CONTRACTOR:

EVENTS ENTERPRISES, INC.

By: Signed by:
Heather Tanfani

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Authorized Representative

Name: Heather Tanfani

Title: Heather Tanfani, President

Date: 2/25/2026

APPROVED AS TO FORM:

RACHEL VAN MULLEM
COUNTY COUNSEL

By: Signed by:
Bo Bai

48A232DEFFD3406...
Deputy County Counsel

APPROVED AS TO ACCOUNTING FORM:

BETSY M. SCHAFFER, CPA
AUDITOR-CONTROLLER

By: Signed by:
James Munro

02BA147EF0A84DE...
Deputy

RECOMMENDED FOR APPROVAL:

ANTONETTE NAVARRO, LMFT,
DIRECTOR
DEPARTMENT OF BEHAVIORAL
WELLNESS

By: DocuSigned by:
Antonette "Toni" Navarro

2095C5A16FE1474...
Director

APPROVED AS TO FORM:

MARISA KAHN, LIABILITY & INSURANCE
MANAGER
DEPARTMENT OF RISK MANAGEMENT

By: Signed by:
Marisa Kahn

0F54F5066F0641A...
Liability & Insurance Manager