

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: 8/16/02
Department Name: Alcohol, Drug & Mental Health
Department No.: 5250
Agenda Date: 9/10/02
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: James L. Broderick, Ph.D., Director
Alcohol, Drug and Mental Health Services

STAFF CONTACT: Carrie Topliffe, Assistant Director - Administration
805-681-4092

SUBJECT: Contractor on Payroll - Alcohol, Drug & Mental Health Services.

Recommendation(s):

That the Board of Supervisors:

- A. Approve and execute a contract for the AB 2034 project management and housing development services with Carolyn Grace Briggs as a contractor-on-payroll for the contract period of September 16, 2002 through June 30, 2003, and a maximum cost of \$66,111, funded by AB2034 Grant funds.
- B. Authorize the Director of Alcohol, Drug and Mental Health Services to approve amendments to the proposed contract, providing that any such amendments do not exceed ten percent (10%) of the contract's total contract value.

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with Goal No. 2. A Safe and Healthy Community in Which to Live, Work, and Visit.

Executive Summary and Discussion:

On November 28, 2000, your Board approved the acceptance of the AB 2034 Grant Award for Homeless Services to ADMHS from the State Department of Mental Health (DMH) in the amount of \$4,562,500 for Fiscal Years 2000-2003. Included in the grant funding, and approved in concept by your Board, is the addition of a Housing Coordinator/Project Manager position. The Housing Coordinator/Project Manager will oversee the grant funded program and concomitant housing development. ADMHS has selected Carolyn Grace Briggs to fill that position as a contractor-on-payroll. Ms. Briggs will provide oversight for the contracted services of the AB 2034 Grant Award while ensuring compliance with state mandated grant

requirements. She will also serve as Housing Coordinator for the Department, leading efforts to: develop and implement appropriate housing resources that will provide a continuum of care and stability for persons with psychiatric disabilities; coordinate efforts with other agencies and providers to acquire funds leading to additional housing stock available for clients of the Department, and provide staff training on housing related issues.

Mandates and Service Levels:

Alcohol, Drug & Mental Health Services are mandated by Welfare and Institutions Code, Section 5600. The acceptance of the AB 2034 Grant mandates a Project Manager/Housing Coordinator to insure program start-up, implementation and compliance with the funded model and stated evaluation criteria and to develop appropriate housing resources for the severely mentally ill within the community.

Fiscal and Facilities Impacts:

The proposed action has no impact on facilities. There is no requirement for General fund dollars.

The proposed contract allows for Ms. Briggs to provide up to 1640 hours of service for the remainder of this fiscal year at rate of \$33.00 per hour and a contract maximum of \$56,249, including Medical Insurance Premium Reimbursement. As a .75 FTE contractor-on-payroll, Ms. Briggs is eligible to receive pro-rated benefits such as paid leave and retirement benefits, the cost of which is not included in her hourly rate. Therefore, while the actual contract maximum value is \$56,249, the action requested is for the maximum County cost of \$66,111, which includes County benefit contribution of \$9,862. This contract is fully funded by the AB 2034 Grant and is included in the Recommended Budget 2002/03 Budget Line Item 3665– Intergovernmental Revenue – State, page D-136. The expenditure is allocated in the Program 4985 – AB 2034 Homeless Grant, page D-136, Adult Mental Health Programs. Depending on the fiscal situation in the department at the conclusion of the Grant, June 30, 2003, there will be a termination or reassignment of this position.

Special Instructions:

Please send the fully executed second original contract and signature page, and one (1) copy of the Minute Order to:

Alcohol, Drug and Mental Health Services
Attn: Brandy Tulloh, Contracts Manager
300 North San Antonio Road
Santa Barbara, CA 93110

Concurrence:

Auditor-Controller
County Counsel