



**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: January 23, 2024
Placement: Administrative
Estimated Tme: N/A
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: Heather Gardner, Social Services Operations Support and Special
Projects Manager, (805) 346-8264
Kelly Hubbard, Office of Emergency Management Director
(805) 681-5526

DocuSigned by:
Daniel Nielson
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SUBJECT: Second Amendment to the Agreement with Community Action Commission of Santa Barbara County dba CommUnify for 211 Helpline Service

County Counsel Concurrence:

As to form: Yes

Auditor-Controller Concurrence:

As to form: Yes

Other Concurrence: Risk Management, Office of
Emergency Management

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve, ratify and authorize the Chair to execute the Second Amendment to the Agreement with Community Action Commission of Santa Barbara County dba CommUnify, a local vendor, to provide the 211 Helpline Service and Disaster Services for Fiscal Year 2023/2024 for a total contract amount not to exceed \$236,333 for the period from 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 Second Amendment to the Agreement with Community Action Commission of Santa Barbara County dba CommUnify (CommUnify) to provide the 211 Helpline Service, to amend the Statement of Work, Payment Arrangements, Exhibit D - 211 Helpline Services: Disaster Activation Services & Terms, and incorporate the 211 Helpline Communication and Disaster Activation Process flowchart, for Fiscal Year (FY) 2023/2024 for a total contract amount not to exceed \$236,333, for the period from July 1, 2023 through June 30, 2024. The budget and performance measures remain the same as noted in original agreement.

Background:

The 211 Helpline Service (211) is a resource connecting individuals to critical health and human services. These services include, but are not limited to, information and referral to counseling, food assistance, domestic violence services, health care, senior services, legal assistance, and housing. The 211 program operates as a free resource on behalf of all county residents 24 hours a day, seven days a week, in over 150 languages.

The 211 Helpline Service also provides disaster response and recovery public information to the Santa Barbara County community at large. Since 2016, the 211 Helpline has supported multiple disasters within the county, including wildfires, floods, and the COVID-19 pandemic. As the County responded to the COVID-19 pandemic, there was a six-fold increase in the number of county residents in need of support from 211 Helpline Service, compared to FY 2018/2019. As a result, the Santa Barbara County Board of Supervisors approved an agreement between the County Office of Emergency Management (OEM) and CommUnify on September 20, 2020 to provide additional funding for the COVID-19 related information and referral calls that ended on December 31, 2021. On March 1, 2022, the Board of Supervisors approved an extension of this agreement that was transitioned to the Public Health Department for the COVID-19 related information and referral calls for the January 1, 2022 through June 30, 2022 time period.

This Second Amendment includes emergency and disaster-related response and recovery agreement enhancements developed in collaboration with the OEM, the Department of Social Services (DSS), and CommUnify:

1. Adoption of the 211 Helpline Communication and Disaster Activation Process flowchart that outlines communications, coordination, and decision points for disaster activations and non-activation events.
2. Revised EXHIBIT D - 211 Helpline Services: Disaster Activation Services & Terms that expand on disaster activation and deactivation processes, documentation and invoicing requirements, and negotiated rates for handled calls, tele-interpretation, and telephony services.
3. Contingency funding for authorized 211 disaster activations not to exceed \$25,000 during the contract term. These funds will be utilized to reimburse 211 for services delivered in accordance with Revised EXHIBIT D stipulations and upon receipt of necessary documentation.

Approval of this Second Amendment before your Board will allow the continued partnership between Santa Barbara County and CommUnify to provide critical services to our community.

FY 2023/2024

211 Helpline Budget (DSS I & R)	
Direct Program Costs	
Total Salaries & Benefits	\$89,612.68
Technology Expenses	
Interface call center	\$94,420.00
Icarol 211 database subscription	\$5,671.20
AIRS dues	\$180.00
211 CA dues	\$900.00
Mission web website management & updates	\$1,250.00
Total Technology Cost	\$102,421.20
Basic Overhead	
Communications	\$300.00
Mileage	\$800.00
Training and Conference	\$1,680.00
Office Supplies	\$153.89
Printing and Outreach	\$195.00
Postage/Mailing	\$70.16
Insurance	\$200.00
Equipment Lease	\$600.00
Rent & Utilities	\$3,725.00
Total Basic Overhead	\$7,724.05
Expenditures	
Subtotal Program Expenses	\$199,757.93
Indirect Costs	\$20,575.07
Total 211 Helpline Expenses:	\$220,333.00

Revenues	County	Outside Entity	Total 211 Helpline (County and Outside Entity)
County of Santa Barbara			
Housing and Community Development	\$30,000.00		
Behavioral Wellness	\$18,400.00		
First 5 Santa Barbara County	\$15,000.00		
Social Services	\$25,568.00		
Public Health	\$10,000.00		
General Fund Contribution	\$108,800.00		
City of Carpinteria	\$3,565.00		
City of Santa Barbara-Human Services Grant**		\$9,000.00	
Total Secured Contributions	\$211,333.00	\$9,000.00	\$220,333.00
Disaster Activation Contingency Fund ***	\$25,000		\$25,000
Total County Cost*	\$236,333		
Total 211 Helpline Costs			\$245,333.00

** City of Santa Barbara pays \$9,000 directly to CONTRACTOR to help fund 211.

*** Disaster Activation Contingency Fund will be charged to EOC Activation Fund under the General Fund. Disaster Activation Services will only be expended per terms of Revised EXHIBIT D, and not considered billable under annual contract terms.

**City of Santa Barbara pays \$9,000 directly to CommUnify to help fund 211 Helpline. Therefore, the total budget for CommUnify to run 211 Helpline is \$220,333..

***The Disaster Activation Contingency Fund of \$25,000 will come from the County General Fund and the 211 Helpline Costs and Disaster Contingency Fund costs combined is not to exceed total county costs of \$236,333.

Performance Measure:

CommUnify will track and provide quarterly updates on the following performance measures.

1. Maintain iCarol database information to be current, or less than one (1) year old.
2. Maintain the Uptime of 211 website at a minimum of 90 percent to remain accessible and provide referrals.
3. Information and referral text messages shall be provided to at least 10 percent of callers.
4. Strive to attain the monthly service level goal of a response time of no more than 60 seconds Average Seconds to Answer (ASA), as stated in CommUnify’s agreement with Interface.

Contract Renewals and Performance Outcomes:

CommUnify has met the required performance measures outlined in the Agreement for FY 2022/23 and those outlined in the Agreement since 2014.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>
General Fund	\$108,800
State	\$12,784
Federal	\$12,784
Operating Transfers	\$73,400
Other: Grants Private Agencies	\$3,565
Other: General County Programs (Contingency Fund)	\$25,000
Total	\$236,333

Narrative: Approval and execution of this Second Amendment will result in total contract expenditures of no more than \$236,333. This contract will be funded by 46% General Fund, 31% Operating Transfers from other county departments, 5% federal, 5% state, 2% Contribution from City of Carpinteria, and 11% from the Disaster Activation Contingency Fund. Appropriations and associated funding of \$211,333 for FY 2023/2024 are included in the DSS, Social Services fund Recommended Budget.

Appropriations and associated funding of \$25,000 is from the Disaster Activation Contingency Fund and will be funded with General Fund in General County Programs - Department 990. Contingency funds will remain in General County Programs. Should an incident incur 211 disaster activation costs, the County plans to pursue reimbursement of any eligible costs through the Federal Emergency Management Agency (FEMA) and California Disaster Assistance Act (CDAA). However, not all incidents will meet FEMA and CDAA approval thresholds. The County will be required to reimburse CommUnify for services requested by the County and for which they submit appropriate documentation, regardless of whether FEMA and CDAA reimbursement is available or in the event County cost recovery efforts are

unsuccessful. Any costs recouped through state and federal sources will be directed to reimburse the General Fund.

Key Contract Risks: The risk assessment worksheet has been completed and has determined that CommUnify is a medium risk vendor.

Staffing Impacts:

Legal Positions:
0

FTEs:
0

Special Instructions:

Please scan, email and send one (1) duplicate original Amendment to the Agreement, and a copy of the minute order to:

DSS Contracts Unit
C/O Nereida Zarate
2125 S. Centerpointe Parkway, 3rd Floor
Santa Maria, CA 93455
nzarate@countyofsb.org

Santa Barbara County Office of Emergency Management
C/O Kendall Johnston
4408 Cathedral Oaks Rd
Santa Barbara, CA 93110
kejohnston@countyofsb.org

Attachments:

1. Attachment 1 - Second Amendment to the Agreement with CommUnify – 211 Helpline Service FY 23/24

Authored by:

Heather Gardner, Operations Support and Special Projects Manager
Nereida Zarate, Department Business Specialist/Contracts Coordinator
Yaneris Muñiz, OEM Emergency Manager