



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: Community Services
Department
Department No.: 057
For Agenda Of: June 27, 2023
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department George Chapjian, Community Services Director (805) 568-2467
Director(s)
Contact Info: Laurie Baker, Grants & Program Manager (805) 568-3521

SUBJECT: Approval and Execution of a First Amendment to Agreement with Friendship Adult Day Care Center, Inc. to amend the budget.

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair of the Board of Supervisors to execute a First Amendment to the Human Services General Fund Agreement with Friendship Adult Day Care Center, Inc. (Attachment A) to amend the budget to add a new budget line item for "Salaries and Benefits".
- b) Determine that the recommended actions are not the approval of a project that is subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15378(b)(4), finding that the actions are not a project as they are the creation of government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant impact on the environment, and direct staff to file a Notice of Exemption.

Summary Text: The recommended Board action would approve and authorize the Chair of the Board of Supervisors to execute a First Amendment to the Human Services General Fund (HSGF) Agreement with Friendship Adult Day Care Center, Inc. (Attachment A) to amend the Budget to add a line item for Salaries and Benefits.

Background: The FY 2022 County budget included \$960,000 in general fund dollars to award for three consecutive years (contingent upon continued appropriation by your Board for the next two fiscal years) to non-profit organizations to assist with general operating expenses. FY 2022 was the first year of the 3-year grant cycle. On March 4, 2022, the County Human Services Commission's Allocations Committee (Committee) met to make funding recommendations for your Board's consideration. This followed the Committee's review and scoring of applications and hearing applicant presentations the day prior.

On May 3, 2022, the Board of Supervisors considered the Committee's recommendations and approved funding to thirty-one (31) organizations for FYs 2022-2023, 2023-2024, and 2024-2025, subject to annual Board appropriations. One organization was Friendship Adult Day Care Center, Inc. which was awarded \$17,000 (annually) for operation of its Adult Day Program serving seniors with dementia. On August 16, 2022, the Board of Supervisors approved the execution of the Agreement, which was effective on July 1, 2022.

Friendship Adult Day Care Center has requested that the County approve a change in the budget to allow the use of the HSGF grant funding for salaries and benefits instead of supplies costs. As such a budget line item was not included in the original Agreement approved and executed by the Board, the Recommended Action is to approve the new budget line item and include it in the Agreement via the First Amendment.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

There is no fiscal impact at this time.

Narrative:

Execution of the First Amendment with Friendship Adult Day Care Center, Inc. allows for the addition of a new Budget line item, Salaries and Benefits. Execution of the Amendment will not increase the funding award to the Contractor.

Key Contract Risks: The Housing and Community Development (HCD) Division of the Community Services Department will make payments to the grantee on a reimbursement basis, and to receive payment the grantee must provide documentation that supports eligible expenditures that are consistent with the contract scope of work and budget. If the grantee does not meet performance measures, the County may withhold funds or terminate the contract.

Staffing Impacts: N/A

Special Instructions:

1. Please return one copy of the Minute Order to Marjorie Klotthor at mklotthor@countyofsb.org.

2. Please execute two originals of the Amendment (Attachment A) and return one executed copy to Marjorie Klotthor at mklotthor@countyofsb.org, Ext. 85313.
3. Please retain one executed original of the First Amendment for COB records.

Attachments:

A: First Amendment to Agreement with Friendship Adult Day Care Center, Inc.

Authored by:

Marjorie Klotthor, Housing Program Specialist II