



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 18, 2024  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**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 Gonzalez for Contractor on Payroll/Cuyama Family Resource Center Coordinator

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**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 with Martha Gonzalez for Services of Contractor on Payroll as the Cuyama Valley Family Resource Center Coordinator for a total contract amount not to exceed \$99,554.47 for the period of July 1, 2024 through June 30, 2025; 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 Gonzalez for services of Contractor on Payroll as the Cuyama Valley Family Resource Center Coordinator (FRC Coordinator) for a total contract amount not to exceed \$95,507.43 for the period of July 1, 2024 through June 30, 2025. As the FRC Coordinator, Martha Gonzalez 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 Gonzalez, 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.

**Contract Renewals and Performance Outcomes:**

The FRC Coordinator participates in meetings and activities of the Network of Family Resource Centers, including ongoing training opportunities, and implementation of motivation-drive practices using the Goal4 It! model. Goal4 It! is an intentional process used in family support programs to help individuals choose and pursue meaningful goals while strengthening executive function and enhancing supportive relationships. Drawing on evidence from behavioral science, neuropsychology, and social science research, Goal4 It! provides tools and strategies that lead to improved outcomes for children and families.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>FY 2024-25:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund	\$ 44,108.47		\$ 44,108.47
State			
Federal			
Fees			
Other:	\$ 55,446.00		\$ 55,446.00
<b>Total</b>	<b>\$ 99,554.47</b>	<b>\$ -</b>	<b>\$ 99,554.47</b>

Narrative:

The cost of the Contractor on Payroll position is approximately \$99,554 annually (including benefits and \$2,300 for miscellaneous non-labor program expenses) and will be funded from a \$55,446 grant from the First 5 Commission and \$44,108 in local General Fund dollars. Appropriations, revenue and local funds for this Agreement have been included in the DSS Fiscal Year 2024/2025 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, 3<sup>rd</sup> Floor

Santa Maria, CA 93455

[tbeebe@countyofsb.org](mailto: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](mailto:trogers@countyofsb.org).

**Attachments:**

1. Attachment 1 – Agreement for Services of Contractor on Payroll – Martha Gonzalez

**Authored by:**

Barbara Finch, Director of Children & Adult Networks

Tricia Beebe, Procurement and Compliance Supervisor