



Agenda Date: 11/20/2007  
Agenda Placement: 6F

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

---

**TO:** Board of Supervisors  
**FROM:** Alice Hughey for Randolph F. Snowden - Director  
Health & Human Services  
**REPORT BY:** Shelli Brobst, Contracts Analyst, 253-4720  
**SUBJECT:** Amendment No. 5 to Agreement 3724 with COPE Family Center, Inc.

---

### **RECOMMENDATION**

Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 5 to Agreement No. 3724 with Cope Family Center, Inc., increasing the amount by \$32,788 for a new maximum of \$175,811, revising the Scope of Work to include supervised court-ordered visitation, and revising the contractor's budget to reflect payment for these additional services and other increased costs for Fiscal Year 2007-2008.

### **EXECUTIVE SUMMARY**

Under the current agreement, Cope Family Center offers parenting classes, home visitor services, emergency assistance, child care services and referrals. Approval of the recommended amendment will revise the Scope of Work to include supervised Court-ordered visitation. The contract maximum will also be increased to reimburse the contractor for both the additional supervised Court-ordered visitation services and the increased costs of providing Community Based Child Abuse Prevention (CBCAP) services.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Social Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of the requested action is discretionary in that there is no mandate for this contractor to provide these services. However, approval of the recommended amendment will enable the Agency to pay for supervised Court-ordered visits and for the increased costs of providing Community

---

	Based Child Abuse Prevention (CBCAP) services in Fiscal Year 2007-2008.
Is the general fund affected?	Yes
Future fiscal impact:	Although the agreement terminates June 30, 2008, it contains an automatic renewal, which allows the County the option to continue these services into the next fiscal year. Appropriations will be budgeted accordingly.
Consequences if not approved:	Occasionally, due to HHSa staffing vacancies, HHSa staff are unable to provide Court-ordered supervised visits. Approval of the recommended amendment will allow Cope to provide these services when needed. This portion of the contract will be funded by savings in budgeted extra help (funded by the Child Welfare Services allocation). If the requested amendment is not approved, these visits may not occur in times of HHSa staffing shortages. Additionally, if the amendment is not approved, the increased Fiscal Year 2007-2008 Community Based Child Abuse Prevention (CBCAP) funding will not be fully expended and will revert to the State, and Cope will not be reimbursed for the increased cost of providing these services in Fiscal Year 2007-2008.
Additional Information:	The CWS allocation contains a mandated County General Fund share. This action will enable HHSa to shift a portion of allocated County General Funds from staffing costs to contractor expenditures but does not result in an increase in County General Fund.

## **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

## **BACKGROUND AND DISCUSSION**

A Request for Proposals conducted four years ago and subsequent Board action awarded Cope Family Center (Cope) Agreement No. 3724, which is designed to help keep children safe from abuse and neglect and serve families experiencing a variety of difficulties. Funding for this agreement comes from four State allocations: Child Abuse Prevention, Intervention, and Treatment (CAPIT), Promoting Safe and Stable Families (PSSF), Community Based Child Abuse Prevention (CBCAP), and the Child Welfare Services allocation. Under the current agreement, Cope provides classes in parenting for parents of infants and toddlers, home visitor services, and emergency assistance/child care services for families receiving family reunification services from the County. Cope also coordinates referrals to at-risk families who call or come in to Cope's Family Resource Center.

Approval of the recommended amendment will add supervised Court-ordered visitation to the Scope of Work. Families in reunification are required by the Court to have supervised family visits to further their reunification. These visits take place during business hours, after hours and on weekends. The visit supervisor ensures that the visits are productive, that the parent adheres to any Court or Agency requirements for the visits, and takes notes that can be used by staff to help in the reunification of families. Visit supervisors are specifically trained to conduct these visits. Cope also will help to schedule visits, as needed. Cope has successfully provided this service for HHSa in the past; however, this service was removed from the agreement when the total Child Welfare Services funding was reduced. Cope will now provide these services only if HHSa has insufficient staff to perform these duties. An increase in State Community Based Child Abuse Prevention (CBCAP) funding will also allow HHSa to

reimburse the contractor for the increased costs of providing Community Based Child Abuse Prevention (CBCAP) services in Fiscal Year 2007-2008, including salaries and benefits, consulting and professional services (parent educators), and program insurance.

Cope Family Center is not a health care provider for purposes of HIPAA. There is no protected health information by or to the vendor under this agreement.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita