



Agenda Date: 4/5/2005
Agenda Placement: 6D

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Shelli Brobst for Randolph F. Snowden - Director
Health & Human Services
REPORT BY: Shelli Brobst, Contracts Analyst, 253-4720
SUBJECT: Renewal Agreements with COPE Family Center, Inc.

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign the following agreements with COPE Family Center, Inc.:

1. Amendment No. 1 to Agreement No. 2731 decreasing the amount by \$5,000 for a new maximum of \$22,000, incorporating agency-wide changes to the General Terms and Conditions, and revising the scope of work and budget to provide child abuse prevention services for Fiscal Year 2004-2005;
2. Amendment No. 2 to Agreement No. 3724 decreasing the amount by \$20,384 for a new maximum of \$171,079, incorporating agency-wide changes to the General Terms and Conditions, and revising the scope of work and budget to provide services under the Family Preservation and Support Program for Fiscal Year 2004-2005; and
3. Renewal of Agreement No. 6264 for a maximum of \$9,984 for the term July 1, 2004 through June 30, 2005 to provide guardianship services.

EXECUTIVE SUMMARY

These agreements fund services provided by COPE Family Center including:

- | Child Abuse Prevention Council Coordinator for the community-based Child Abuse Prevention Council
- | Parenting classes
- | Home visitor services
- | Emergency assistance/child care services
- | Legal assistance
- | Assistance in establishing guardianship and
- | Referrals.

The two amendments incorporate agency-wide changes to the General Terms and Conditions, revise the scope of

work, decrease the maximum dollar amount, and revise the budget for Fiscal Year 2004-2005. The renewal agreement establishes services for Fiscal Year 2004-2005.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Social Services
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes
Future fiscal impact:	Although the agreements terminate June 30, 2005, the agreements contain an automatic renewal, which allows the County the option to continue these services into the next fiscal year.
Consequences if not approved:	The County will be in violation of accreditation standards and best practice guidelines of a state mandate concerning the Child Abuse Prevention Council, and revenue funds will not be drawn down from the Children's Trust Fund.
Additional Information:	<p>Agreement No. 2731 is a contract involving the Child Abuse Prevention Council, which is a state-mandated entity. It is operated in Napa by the COPE Family Center. One hundred percent of the funding comes from the Children's Trust Fund through AB2994.</p> <p>Agreement No. 3724 provides services funded by the Child Welfare Services (CWS) allocation. COPE is the sole provider of services to children and families experiencing difficulties. These services help keep children safe from abuse and neglect and include parent education, home visitation, and emergency assistance.</p> <p>Although Agreement No. 6264 is a discretionary service, COPE Family Center acts as a pass-through of funds to assist children and families in the guardianship process. In August 2004 the Mental Health board reviewed and approved the application of COPE to continue provision of these services.</p>

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

Agreement No. 2731

The Child Abuse Prevention Council (CAPC) has operated in Napa County for more than 20 years. CAPC's primary function is to facilitate cooperative community-wide child protective efforts. CAPC has a steering committee with

12 members and a general council with 30 child welfare service agencies and community members. CAPC is run by COPE Family Center and its Board of Directors, which gives it full non-profit status. CAPC sets annual priorities based upon the current needs and trends identified by Napa County and the California State Office of Child Abuse Prevention. CAPC also pursues funding from other sources, including its own fundraising activities.

This agreement funds a Child Abuse Prevention Council Coordinator for CAPC. The amendment incorporates agency-wide changes to the General Terms and Conditions, revises the scope of work to state specific objectives and activities that will promote the defined outcome/goals, decreases the maximum dollar amount to reflect available funding, and revises the budget for Fiscal Year 2004-2005 to reflect reduced funding.

By direction of the Board of Supervisors, the Mental Health Board is responsible for receiving and approving applications for the use of Children's Trust Fund monies on an annual basis. In August 2004 the Mental Health Board reviewed and approved the use of funds for this agreement.

Agreement No. 3724

This agreement provides services under the Family Preservation Program, which is designed to assist families experiencing a variety of difficulties, with the goal of helping keep children safe from abuse and neglect. Under this 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 the Family Resource Center. The amendment incorporates agency-wide changes to the General Terms and Conditions, revises the scope of work to terminate supervised visiting services held at the Health and Human Services Agency, decreases the maximum dollar amount, and revises the budget for Fiscal Year 2004-2005 to reflect reduced services.

Agreement No. 6264

This agreement assists abused and neglected children to obtain safety and shelter, achieve permanency and stability in their living situations, avoid placement in foster care, and maintain family relationships by assisting family members to become guardians. The services provided under this agreement include legal assistance to families and others who seek to establish guardianship of abused and neglected children. Assistance includes information about the guardianship process including the rights and responsibilities of the guardian, help in preparing all of the legal forms needed to establish guardianship, and referral to community-based agencies that assist kinship families. This agreement is budgeted at the same level as in Fiscal Year 2003-2004.

By direction of the Board of Supervisors, the Mental Health Board is responsible for receiving and approving applications for the use of Children's Trust Fund monies on an annual basis. In August 2004 the Mental Health Board reviewed and approved the use of funds for this agreement. The agreement was subsequently delayed for a significant period of time until potential conflict of interest issues were researched and resolved.

The department has an executed Business Associate agreement on file with this provider.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Meegan Condon