



Agenda Date: 6/27/2006  
Agenda Placement: 6G

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Shelli Brobst for Randy Snowden - Director  
Health & Human Services  
**REPORT BY:** Shelli Brobst, Contracts Analyst, 253-4720  
**SUBJECT:** Amendment No. 1 to Agreement No. 3851 with Family Services of the North Bay, Inc.

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### **RECOMMENDATION**

Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 3851 with Family Services of the North Bay, Inc., increasing the amount by \$5,644 for a new maximum of \$146,744, incorporating agency-wide changes to the General Terms and Conditions, contract monitoring procedures, quality assurance activities, and performance measures into the contractor's agreement, and revising the budget for the contractor to provide services for the Satellite Housing Program.

### **EXECUTIVE SUMMARY**

The Satellite Housing Program provides a supported independent living arrangement for mental health consumers who have a history of a disabling psychiatric impairment. Approval of the requested amendment will incorporate agency-wide changes to the General Terms and Conditions (insurance, HIPAA, and County policies) and revise the Scope of Work to incorporate contract monitoring procedures, quality assurance activities, and performance measures. The requested amendment will also increase the maximum amount and revise the annual budget to reflect the contractor's staffing and operating costs for Fiscal Year 2006-2007.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Mental Health
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This action is discretionary in that it is funded by Realignment and County General Funds earmarked for a variety of mental health activities. Approval of

this requested amendment will allow the Mental Health Division to continue paying Family Services of the North Bay for the provision of supportive services to Napa County clients who would otherwise be unable to maintain independent housing in the community and would likely require more expensive mental health services.

- Is the general fund affected? Yes
- Future fiscal impact: Although the agreement terminates June 30, 2007, the agreement contains an automatic renewal provision, which allows the County the option to continue these services in the following fiscal year. Appropriations will be budgeted accordingly.
- Consequences if not approved: If this amendment is not approved, the contractor will not have sufficient funding to continue providing services at the same level, which would likely put some current clients at risk of requiring more expensive levels of care.
- Additional Information: This contractor has provided the same level of services for three fiscal years with the same level of funding from the County. They have been able to supplement the program with fundraising revenues during the past three years. In order to retain staff and provide the same level of care to County clients, a cost of living adjustment is necessary for the contractor to keep pace with comparable local staff salaries and benefits.

### **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**

The Satellite Housing Program, operated by Family Services of the North Bay, is a community-based, transitional housing program that provides housing and individualized support services to mentally ill adults with the goal of preventing a return to a more restrictive living environment, while encouraging and assisting clients to move towards more independent living arrangements. This agreement ensures that a minimum of 16 individuals will be housed, at any one time, in one of the three houses the contractor operates. The purpose of the requested action is to increase the contract maximum to provide for a cost of living increase for the contractor's staff. The requested action also amends the contract language to include additional requirements for contract monitoring procedures, quality assurance activities, and performance outcomes.

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

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita