

MEMORANDUM
PLACER COUNTY HEALTH AND HUMAN SERVICES
Administrative Services

TO: Honorable Board of Supervisors

FROM: Jeffrey S. Brown, M.P.H., M.S.W., Director of Health and Human Services
Rebecca Mellott, Director of HHS Administrative Services

DATE: June 2, 2015

SUBJECT: Two Resolutions authorizing the Director of Health and Human Services to execute specified and other agreements.

ACTION REQUESTED:

1. Adopt a Resolution authorizing the Director of Health and Human Services to execute identified agreements pursuant to the terms contained in the Resolution (HHS Annual Contract Resolution).
2. Adopt a Resolution authorizing the Director of Health and Human Services to submit applications, execute revenue contracts, and execute non-monetary cooperative agreements all pursuant to the terms contained in the Resolution (HHS Revenue and Cooperative Agreement Resolution).

BACKGROUND:

The Health and Human Services Department administers nearly 300 contractual agreements, with the majority requiring Board of Supervisors approval. In prior years, each contract was submitted individually for Board approval which created a significant workload on the part of HHS, County Counsel, CEO, and the Board of Supervisors. To address this issue, a single Resolution was implemented to minimize County workload while allowing for the negotiation and approval of dozens of agreements with oversight from CEO, County Counsel, and Risk Management.

The single Resolution process has been a time-saving arrangement first approved by your Board on October 23, 2001, and has been successfully utilized over the past 14 years. It is estimated that \$30,000 in staff time will be saved by approving these 46 agreements in one Board action. However, approval of this Resolution in no way obligates the County to move forward with any individual contract agreement should funding or other circumstances change.

To facilitate the continued use of this resolution practice it has become necessary to divide the single resolution into two resolutions, one focused on expenditure contracts and one focused on revenue and non-monetary agreements.

These agreements provide a variety of vital and often mandated services to the community and residents, including veterinary services, AIDS/HIV counseling services, inpatient psychiatric services, medical services, and adoption planning services. The following criteria were used to select these expenditure agreements:

- Recurring agreements with an annual contract amount of less than \$400,000 each.
- Agreements which were originally approved as stand-alone items by the Board of Supervisors.
- Agreements to be executed with effective beginning dates during FY 2015-16.
- Agreements that do not currently require a competitive bid/proposal process.

The Annual Contract Resolution, which identifies specific expenditure contracts to renew, is structured the same as this portion of the combined "Super Reso" in the past. It provides for a potential change of no more than 10 percent on expenditure agreements to allow for possible changes in normal operational costs within the existing scope of services. The Revenue and Cooperative Agreement Resolution, which is also structured the same as its portion of the past combined resolution, would authorize the department to submit applications, execute revenue contracts, and accept grant funding of less than \$400,000, and execute non-monetary cooperative agreements such as Memoranda of Understanding, in order to expedite the acceptance of funding and operational agreements between the Department of Health and Human Services and other entities. Both resolutions provide that the execution of any agreement is subject to prior approval by CEO, Risk Management, and County Counsel.

FISCAL IMPACT:

All listed contracts in the Annual Contract Resolution are included in the Department's FY 2015-16 Requested Budget. These 44 agreements are for expenditures with a current total of \$3,721,636, and will be funded through multiple sources, to include \$2,250,178 from Federal and State funding, \$271,214 through private payers and specified Trust funds, and \$1,200,243 in County General Fund contributions. Expenditure agreements executed as a result of this Resolution will remain within a 10 percent increase of the prior term's annual amount, and are contingent upon available funding.

Attachments:

HHS Annual Contract Resolution with attached Matrix Listing Contracts to be renewed
HHS Revenue and Cooperative Agreement Resolution

**Before the Board of Supervisors
County of Placer, State of California**

In the matter of:

Resolution No: _____

**Delegating signature authority to the Director of Health
and Human Services for specified contracts (HHS Annual
Contract Resolution)**

Ord. No.: _____

First Reading: _____

The following Resolution was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chair, Board of Supervisors

Attest: _____
Clerk of said Board

BE IT HEREBY RESOLVED that the Board of Supervisors of the County of Placer, State of California, adopts this resolution authorizing the Director or Assistant Director of the Department of Health and Human Services, with express concurrence of the CEO or designee, County Counsel, and Risk Management, to enter into and execute the contractual agreements identified on the attached Matrix on behalf of the County of Placer, Department of Health and Human Services.

BE IT FURTHER RESOLVED, that the Director's authority to enter into these contracts is subject to the following: (A) All contracts to be included on the attached Matrix are routine agreements which are, effectively, renewals of reoccurring contracts which were previously approved by action of the Board on its regular agenda; (B) The attached Matrix identifies the prior agreement's final, total contract amount; (C) Contract provisions should be consistent with the prior agreement's purpose, subject matter, and scope of work; (D) The contract may be entered into with the party identified on the attached Matrix and/or that party's successor in interest; (E) Each contract should include a contract term that is not longer than two years; (F) Each contract should include a maximum contract amount that is no greater than the total of the "contract amount" identified on the attached Matrix plus 10 percent, and no greater

than \$400,000 annually; (G) The Director may enter into amendments to these contracts as long as the total of all amendments do not increase the maximum contract amount by more than an additional 10 percent of the amount authorized in the previous subparagraph, and any amendments are consistent with the current agreement's subject matter and scope of work; (H) The Director may continue to enter into amendments to contracts executed under prior HHS Annual Contract Resolutions as long as the total of all amendments do not increase the maximum contract amount more than what was originally authorized in that prior Resolution; (I) This resolution is not intended to guarantee a contract, particular provision, or amendment to any party.

BE IT FURTHER RESOLVED, that this resolution supersedes any prior HHS Annual Contract Resolutions, and the authority delegated to the Director of HHS under any such resolution has therefore expired.

Division	Contractor	Description of Services	Prior Term and Funding Level Information			Exemption to Solicitation/ RFP/RFQ	Funding Source Information for Expenditure Agreements				
			Start Date	End Date	Contract Amount		Federal	State	Specified Trust Funds/ Client Fees	Realignment	County General Fund
22390 Animal Services	Peterson, Roberta Lynn, D.V.M.	Veterinary Services	07/01/14	06/30/15	\$71,500.00	1.3(a) Prof. Services			26%		74%
42760 Public Health	Sierra Foothills AIDS Foundation	AIDS/HIV Counseling, Case Management, and full continuum of care for patients with HIV (Ryan White)	07/01/14	06/30/15	\$163,799.00	1.3(1) Sole Source	75%			25%	
42930 ASOC	Behavioral Healthcare Corp. (BHC)	BHC Sierra Vista Hospital/Acute Inpatient Psychiatric Services	07/01/13	06/30/15	\$220,000.00	1.3(a) Prof. Services				40%	60%
42930 ASOC	CF Merced Behavioral, LLC	Locked Psychiatric Skilled Nursing Facility Services	07/01/13	06/30/15	\$352,000.00	1.3(a) Prof. Services				40%	60%
42930 ASOC	Crisis Intervention Services, Inc. (Tahoe SAFE)	Domestic Violence Counseling, Shelter & Support for Lake Tahoe Area	07/01/14	06/30/15	\$18,035.00	1.3(1) Sole Source			100%		
42930 ASOC	First Responder EMS-Sacramento, Inc.	Non-Emergency Ambulance Transportation of 5150 Clients	07/01/14	06/30/15	\$68,000.00	1.3(a) Prof. Services					100%
42930 ASOC	Helios Healthcare, LLC	Comprehensive Treatment Services Including 24-Hr Skilled Nursing Care and Neurobehavioral Rehabilitation Programming in a Locked Setting	11/19/13	06/30/15	\$125,000.00	1.3(1) Sole Source				40%	60%
42930 ASOC	MLN Consulting Services, Inc.	Monitoring and Review of Drinking Driver and Drug Diversion Programs	01/01/14	06/30/15	\$48,375.00	7/12/11 RFQ by ASOC			100%		
42930 ASOC	Rajappa, Muniyapla T., M.D.	Psychiatry Services	07/01/14	06/30/15	\$49,500.00	1.3(a) Prof. Services			100%		
42930 ASOC	Stand Up Placer, Inc.	Domestic Violence Counseling, Shelter and Support Services in Placer County	07/01/14	06/30/15	\$42,082.00	1.3(1) Sole Source			100%		
42930 ASOC	Sugden, Steven G., M.D.	On-Call Psychiatry Services	10/01/14	06/30/15	\$49,500.00	1.3(a) Prof. Services			100%		
42930 ASOC	Thull, Lynn	Development of Request for Proposals for Inmate Healthcare Services	07/01/14	06/30/15	\$24,200.00	1.3(a) Prof. Services					100%
42930 ASOC	Wallace, Gina (Taylor's Residence)	Board and Care	07/01/13	06/30/15	\$68,636.00	1.3(a) Prof. Services				40%	60%
42950 Medical Clinics	Chapa-De Indian Health Program, Inc.	Medical Staffing Services	07/01/14	06/30/15	\$210,000.00	1.3(a) Prof. Services	42%	2%	4%	0%	52%
42950 Medical Clinics	Chapa-De Indian Health Program, Inc.	Primary Care Medical Home and Mental Health Services	01/01/14	06/30/15	\$80,000.00	RFP 10016	42%	2%	4%	0%	52%
42950 Medical Clinics	Chapa-De Indian Health Program, Inc.	Dental Services for MCSP Program	01/01/14	06/30/15	\$40,000.00	RFP 10016	42%	2%	4%	0%	52%
42950 Medical Clinics	Gathering Inn, The	Homeless Interim Care Services	07/01/14	06/30/15	\$5,000.00	1.3(a) Prof. Services	42%	2%	4%	0%	52%
42950 Medical Clinics	HFS Consultants	Rural Health Clinic Consulting	07/01/14	06/30/15	\$10,000.00	1.3(a) Prof. Services	42%	2%	4%	0%	52%
42950 Medical Clinics	Tahoe Forest Hospital District	Mid-Level Practitioner for Kings Beach Clinic	07/01/14	06/30/15	\$30,000.00	1.3(a) Prof. Services	42%	2%	4%	0%	52%
42950 Medical Clinics	WellSpace Health	Primary Care Medical Home Services and Mental Health Services	01/01/14	06/30/15	\$40,000.00	1.3(a) Prof. Services	42%	2%	4%	0%	52%
42970 CSOC	KidsPeace Corporation	Residential Care, Psychiatric Hospitalization, and Educational Services	12/14/14	06/30/15	\$264,000.00	1.3(1) Sole Source				40%	60%
42970 CSOC	Lighthouse Counseling & Family Resource Center	Differential Response Early Intervention Services	07/01/14	06/30/15	\$72,000.00	1.3(a) Prof. Services				80%	20%
42970 CSOC	McCormack, Jo A.	CWS Grievance Hearing Officer and Animal Services Hearing Officer services	07/01/13	06/30/15	\$25,000.00	1.3(a) Prof. Services				64%	36%
42970 CSOC	North Tahoe Family Resource Center	Differential Response Early Intervention Services	07/01/14	06/30/15	\$52,000.00	1.3(a) Prof. Services				80%	20%
42970 CSOC	Sierra Forever Families	EPSDT Mental Health Services for Adoptive and Guardianship Children and Families	07/01/14	06/30/15	\$196,235.00	RFP 12-02_1	50%			50%	
42970 CSOC	Sierra Forever Families	Placer Kids Collaborative Liaison Services	07/01/14	06/30/15	\$45,000.00	1.3(a) Prof. Services	100%				
42970 CSOC	St. Helena Hospital, Inc.	Acute Inpatient Psychiatric Svcs for Children and Adolescents	07/01/13	06/30/15	\$66,000.00	1.3(a) Prof. Services				40%	60%
42970 CSOC	Sutter Health Sacramento Sierra Region	Acute Inpatient Psychiatric Services	07/01/13	06/30/15	\$100,000.00	1.3(a) Prof. Services				40%	60%
42970 CSOC	Tahoe Truckee Community Foundation (TTCF)	Operation of the Tahoe Truckee Child Abuse Prevention Council	07/01/13	06/30/15	\$28,532.00	1.3(1) Sole Source			100%		
42970 CSOC	Unity Care Group, Inc.	Independent Living Program Services	07/01/14	06/30/15	\$222,496.00	RFP from 2008	55%			45%	

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Division	Contractor	Description of Services	Prior Term and Funding Level Information			Exemption to Solicitation/ RFP/RFQ	Funding Source Information for Expenditure Agreements				
			Start Date	End Date	Contract Amount		Federal	State	Specified Trust Funds/ Client Fees	Realignment	County General Fund
42970 CSOC	WellSpace Health	Suicide Prevention Hotline	07/01/14	06/30/15	\$12,000.00	1.3(1) Sole Source				80%	20%
53070 Human Services	Advocates for Mentally Ill Housing, Inc. (AMIH)	Education, Enrollment and Retention Assistance	07/01/14	06/30/15	\$13,847.00	RFP 10280, 8/20/13	50.00%	50.00%			
53070 Human Services	California State Assoc of Counties (CSAC)	WCDS (CalWIN) Systems Management	07/01/14	06/30/15	\$95,220.00	1.3(e)(1) Govmt Agency	50.00%	46.00%			4.00%
53070 Human Services	Community College Foundation, The (CCF)	Paid Work Experience (WEX) and Paid Internship for Placer County Welfare to Work Participants	07/01/14	06/30/15	\$388,016.00	1.3(1) Sole Source	50.00%	46.00%			4.00%
53070 Human Services	Gathering Inn, The	Education, Enrollment, and Retention Assistance	07/01/14	06/30/15	\$15,000.00	1.3(1) Sole Source	50.00%	46.00%			4.00%
53070 Human Services	KidsFirst	Education, Enrollment and Retention Assistance	07/01/14	06/30/15	\$45,039.00	RFP 10280	50.00%	50.00%			
53070 Human Services	Lighthouse Counseling & Family Resource Center	Education, Enrollment and Retention Assistance	07/01/14	06/30/15	\$85,550.00	RFP 10280	50.00%	50.00%			
53070 Human Services	Lighthouse Counseling & Family Resource Center	Collaboration and Support Services for WIC	07/01/14	06/30/15	\$13,200.00	1.3(a) Prof. Services	50.00%	50.00%			
53070 Human Services	North Tahoe Family Resource Center	Education, Enrollment and Retention Assistance	07/01/14	06/30/15	\$66,441.00	RFP 10280	90.00%	5.00%			5.00%
53071 Human Services	Placer Food Bank	Education, Enrollment and Retention Assistance	01/01/15	12/30/15	\$50,000.00	1.3(1) Sole Source	50.00%	35.00%			15.00%
53070 Human Services	Placer People of Faith Together	Education, Enrollment and Retention Assistance	07/01/14	06/30/15	\$71,754.00	RFP 10280	50.00%	50.00%			
53070 Human Services	Salvation Army, The	Winter Homeless Voucher Program	10/01/14	04/30/15	\$55,000.00	1.3(1) Sole Source					100.00%
53070 Human Services	Stand Up Placer, Inc.	Education, Enrollment and Retention Assistance	07/01/14	06/30/15	\$14,079.00	RFP 10280	50.00%	50.00%			
53070 Human Services	Tahoe Truckee Community Foundation (TTCF)	Collaboration and Support Services for Human Services Programs	07/01/14	06/30/15	\$9,600.00	1.3(1) Sole Source	50.00%	50.00%			
					\$3,721,636.00		\$1,023,088.95	\$384,845.11	\$271,214.00	\$842,244.85	\$1,200,243.09

31010

**Before the Board of Supervisors
County of Placer, State of California**

In the matter of:

Delegating signature authority to the Director of Health and Human Services to execute HHS Revenue and Cooperative Agreements (HHS Revenue and Cooperative Agreement Resolution)

Resolution No: _____

Ord. No.: _____

First Reading: _____

The following Resolution was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chair, Board of Supervisors

Attest: _____
Clerk of said Board

BE IT HEREBY RESOLVED that the Board of Supervisors of the County of Placer, State of California, adopts this resolution authorizing the Director or Assistant Director of the Department of Health and Human Services, with express concurrence of the CEO or designee, County Counsel, and Risk Management, to take the following actions on behalf of the County of Placer, Department of Health and Human Services: (1) Execute and submit applications for grant and revenue funds involving annual amounts under \$400,000, and to accept those funds for a term of up to three years; (2) Execute and submit applications for grant and revenue funds involving annual amounts of \$400,000 and over, where the submission does not obligate the County to accept the grant; (3) Approve and execute revenue agreements involving annual amounts under \$400,000 for a term of up to three years; (4) Approve and execute non-monetary cooperative agreements for a term of up to three years.

