

**AMENDMENT TO COUNTY OF MENDOCINO  
STANDARD SERVICES AGREEMENT NO. SS-S16-067 PA NO. 17-28**

This Amendment to Agreement No. SS-S16-067 PA No. 17-28 is entered into this 18 day of JULY, 2017, by and between the COUNTY OF MENDOCINO, a political subdivision of the State of California, hereinafter referred to as "COUNTY" and **Mendocino Coast Hospitality Center**, hereinafter referred to as "CONTRACTOR".

WHEREAS, Agreement No. SS-S16-067 PA No. 17-28 was entered into on August 17, 2016; and

WHEREAS, upon execution of this document by the Chair of the Mendocino County Board of Supervisors and CONTRACTOR, this document will become part of the aforementioned contract and shall be incorporated therein; and

WHEREAS, CONTRACTOR will provide training materials, employment opportunities and the monitoring of participants in the development of job skills and history for future employment.

NOW, THEREFORE, we agree as follows:

**Amount of agreement:** The amount set out in the original Agreement No. SS-S16-067 PA No. 17-28 will be changed from \$49,000 to \$75,000.

**Scope of work:** The Scope of Work set out in the original Agreement No. SS-S16-067 PA No. 17-28 has been altered and a new Scope of Work, Exhibit A, is attached herein.

**Payment Terms:** The Payment Terms, Exhibit B, set out in the original Agreement No. SS-S16-067 PA No. 17-28 has been altered and a new Exhibit B is attached herein.

**Expected outcome of amendment:** CONTRACTOR will continue to expand work options for CalWORKS Job Services participants in the coastal area. Additional funds will cover expenses related to the 2015-16 contract which expired before an amendment could be put in place.

All other terms and conditions of Agreement No. SS-S16-067 PA No. 17-28 shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

COUNTY OF MENDOCINO  
HEALTH AND HUMAN SERVICES AGENCY:

By: [Signature]  
Anne Molgaard, HHSO Chief Operations Officer

Date: 5/7/17

Budgeted:  Yes  No

Budget Unit: 5010

Line Item: 86-3138

Org/Object Code: SSJSCON

Grant:  Yes  No

Grant No.:

COUNTY OF MENDOCINO

By: [Signature]  
JOHN MCCOWEN, Chair  
BOARD OF SUPERVISORS  
Date: JUL 18 2017

ATTEST:

CARMEL J. ANGELO, Clerk of said Board

By: [Signature] Date: JUL 18 2017  
Deputy

I hereby certify that according to the provisions of Government Code Section 25103, delivery of this document has been made.

CARMEL J. ANGELO, Clerk of said Board

By: [Signature] Date: JUL 18 2017  
Deputy

INSURANCE REVIEW:

By: [Signature]  
ALAN D. FLORA, Risk Manager  
Date: 5-12-17

CONTRACTOR/ COMPANY NAME

By: [Signature]  
Signature  
Printed Name: Anna Shaw

Title: Executive Director

Date: 6/18/17

NAME AND ADDRESS OF CONTRACTOR:

Mendocino Coast Hospitality Center  
PO Box 2168  
Fort Bragg, CA 95437  
707-961-0172  
anna@mendocinochc.org

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

KATHARINE L. ELLIOTT, County Counsel

By: [Signature]  
Deputy

Date: 5/8/17

FISCAL REVIEW:

By: [Signature]  
Deputy CEO/Fiscal

Date: 5-12-17

EXECUTIVE OFFICE REVIEW:

APPROVAL RECOMMENDED

By: [Signature]  
CARMEL J. ANGELO, Chief Executive Officer  
Date: 5-12-17

Signatory Authority: \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; \$50,001+ Board of Supervisors  
Exception to Bid Process Required/Completed  # 17-127

## EXHIBIT A

### DEFINITION OF SERVICES

CONTRACTOR shall provide the following services:

- A. Implementation of the approved 2015-16 Training Plan to engage Welfare to Work participants.
- B. The implemented comprehensive and cohesive training will include: modules, expected goals and outcomes to further develop employment skills. Skills should include: interactive engagement, tracking, appropriate training of programs and databases to complete the required duties, and accountability.
- C. The training will be used to engage participants and teach necessary desired employable skills including, but not limited to: clerical office skills, bookkeeping, customer service, delivery, janitorial, supervision and transportation.
- D. Ensure all participants are currently active in Welfare to Work Activities through approved participant referrals received from the Employment Services Representatives with the CalWORKs Job Services.
- E. All participants will receive the following training engagement criteria:
  1. A paid minimum of 20 hours and not to exceed 35 hours of on the job employment training per week.
  2. Wages at current minimum wage level or above based on experience and applicable duties for the work provided.
  3. Training on the skills necessary to obtain employment as described in the participants approved employment plan.
- F. Services will be provided at the various sites under the CONTRACTOR's direction as applicable.
- G. Services will last for a period not to exceed six months per participant. Engagement services will be monitored monthly and submitted to the Employment Services Representative to be included in the participant's Engagement Activity report.
- H. CONTRACTOR will monitor active participants for successes and failures, as well as areas to improve or change. Monitoring will include:
  1. Monthly status reports of engagement hours.
  2. Quarterly reports of job skills attained by all participants.
  3. Number of successful participants.
  4. Identified barriers to success of participants.

**EXHIBIT A – PAGE 2**

**DEFINITION OF SERVICES**

5. Data collected will be submitted to:

Mendocino County HHSA  
CalWORKs Job Services  
Attn: Elaine Chan  
P.O. Box 8508  
Ukiah, CA 95482  
(707) 467-5514

- I. CONTRACTOR will supply all necessary tools to provide trainings that would remain with the CONTRACTOR, such as computers, phones, fax machines etc.

COUNTY shall provide the following services:

- A. Provide active participant with items necessary to engage in employment at no cost to the CONTRACTOR, including but not limited to: necessary work attire, such as special boots, protective clothing, or other items necessary to engage in employment.
- B. Provide referrals to CONTRACTOR of screened active participants to engage in the approved Training Plan in compliance with the Expanded Subsidized Employment.
- C. Incentive payments to CONTRACTOR of a one-time payment per active participant upon completion of six months Expanded Subsidized Employment of \$1,000.00.

[END OF DEFINITION OF SERVICES]

## EXHIBIT B

### PAYMENT TERMS

COUNTY will pay CONTRACTOR as per the following instructions:

ITEM	COST
Participant Wage Costs up to four participants: (Average wage \$12.25 per hour, average 27 hours per week allowable loaded wage offset of 17.65%) 1. Hired Participant Wages first three months (100% reimbursed) 2. Hired Participant Wages second three months (50% reimbursed by the CONTRACTOR)	\$20,200 \$10,100
Other Expenses 1. Supervision – monitoring and supervision of active ESE participants, including training for positions. The recording and reporting of participant's progress 2. Incentives – One-time payment for maintaining an ESE participant in full 6 months of employment \$1000 per participant	\$14,700 \$ 4,000
Additional Cost of Wages and Supervision related to 2015-16 contract	\$26,000
TOTAL	\$75,000

A. COUNTY payments shall be made to:

Mendocino Coast Hospitality Center  
PO Box 2168  
Fort Bragg, CA 95437

B. CONTRACTOR shall send invoices to:

Mendocino County HHSA  
CalWORKs Job Services  
Attn: Elaine Chan  
P.O. Box 8508  
Ukiah, CA 95482

C. Submission of claims and reports will comply as follows:

- a. By the twentieth day of the following month for all services provided to clients in the previous month;
- b. Invoices submitted 90 days after the service is provided must be accompanied by a letter to the County Executive Office explaining the reason for the lateness;
- c. County Administrator will determine whether to approve or disapprove payment of late invoice;
- d. COUNTY shall not approve payment of funds until CONTRACTOR has filed all reports required under this Agreement.

D. This is an Annual Agreement and does not guarantee renewal in future years.

Payments under this Agreement shall not exceed Seventy-Five Thousand Dollars (\$75,000) for the term of this Agreement.

[END OF PAYMENT TERMS]