

**AMENDMENT TO BOARD OF SUPERVISORS
AGREEMENT NO. 18-130**

This Amendment to BOS Agreement No. 18-130 is entered into this 7th day of May, 2019, by and between the COUNTY OF MENDOCINO, a political subdivision of the State of California, hereinafter referred to as "COUNTY" and **Redwood Community Services, Inc.**, hereinafter referred to as "CONTRACTOR".

WHEREAS, BOS Agreement No. 18-130 was entered into on September 12, 2018; 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, it is the desire of CONTRACTOR and COUNTY to increase the amount set out in the original BOS Agreement No. 18-130, from \$140,000 to \$165,000; and

WHEREAS, it is the desire of CONTRACTOR and COUNTY to replace the Definition of Services (Exhibit A), the Payment Terms (Exhibit B), and Attachment A set out in the original BOS Agreement No. 18-130; and

WHEREAS, COUNTY desires to retain CONTRACTOR for its inland shelter and day center services for the homeless.

NOW, THEREFORE, we agree as follows:

1. **Amount of Agreement:** The amount set out in the original BOS Agreement No. 18-130 will be changed from \$140,000 to \$165,000.
2. **Definition of Services:** The Definition of Services, Exhibit A, set out in the original BOS Agreement No. 18-130 has been altered and a new Exhibit A is attached herein.
3. **Payment Terms:** The Payment Terms, Exhibit B, set out in the original BOS Agreement No. 18-130 has been altered and a new Exhibit B is attached herein.
4. **Attachment A:** The Attachment A, Invoice, set out in the original BOS Agreement No. 18-130 has been altered and a new Attachment A is attached herein.

All other terms and conditions of BOS Agreement No. 18-130 shall remain in full force and effect.

IN WITNESS WHEREOF

DEPARTMENT FISCAL REVIEW:

By: Bekkie Emery
Bekkie Emery, HHS Assistant Director/ Social
Services Director

Date: 3/30/19

Budgeted: ☒ Yes ☐ No

Budget Unit: 5190

Line Item: 86-3112

Org/Object Code: GR

Grant: ☐ Yes ☒ No

Grant No.:

COUNTY OF MENDOCINO

By: Carre Brown
CARRE Brown, Chair
BOARD OF SUPERVISORS

Date: MAY 08 2019

ATTEST:

CARMEL J. ANGELO, Clerk of said Board

By: Karla VanHagen
Deputy
MAY 08 2019

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: Karla VanHagen
Deputy
MAY 08 2019

INSURANCE REVIEW:

By: Carmel Angelo
Risk Management

Date: 4/16/19

CONTRACTOR/COMPANY NAME

By: Dan Anderson
Dan Anderson, Executive Director

Date: 4/16/19

NAME AND ADDRESS OF CONTRACTOR:

Redwood Community Services, Inc.

P.O. Box 2077

Ukiah, CA 95482

707-467-2010

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: Charlotte Scott
Deputy

Date: 4-9-19

EXECUTIVE OFFICE/FISCAL REVIEW:

By: Darcie Antle
Deputy CEO

Date: 4/16/19

Signatory Authority: \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; **\$50,001+ Board of Supervisors**

Exception to Bid Process Required/Completed ☒ 18-318

Mendocino County Business License: Valid ☐

Exempt Pursuant to MCC Section: _____

EXHIBIT A

DEFINITION OF SERVICES

- I. CONTRACTOR shall provide the following services at the Day Center/Shelter located at 1045 S. State St. Ukiah, with an anticipated opening date of October 1, 2018:

A. DAY CENTER

1. Operate a Day Center specifically to address the needs of individuals and families experiencing and/or at risk of homelessness. This Center shall be open 7 days per week 9:00am to 6:00pm.
2. Provide assistance and services to the Homeless:
 - i. Local phone access, mail delivery, and other amenities to benefit the homeless;
 - ii. Shower facilities;
 - iii. Laundry facilities.
3. Collaborate with partners to provide on-site services aimed at engagement and progress toward permanent sustainable housing and personal wellbeing.
4. Collaborate with partners for homelessness off-site outreach with the goal of engagement in available services.
5. Work with individuals and families who are not from Mendocino County, to encourage them to be in the community that will best support their recovery from homelessness.

B. SHELTER ACTIVITIES

1. Shelter Services:
 - i. House homeless individuals in emergency shelter or provide motel or camping vouchers as appropriate;
 - ii. Provide motel vouchers as necessary to shelter families with children under the age of 16, or severely disabled individuals who would be prioritized for shelter, but for whom the facility is not appropriate:
 - a. Link these families and individuals to additional services, care and case-management within 48 hours of initial contact;
 1. Families will be required to apply for CalWORKs homeless assistance no later than the first full business day following entry into the shelter.
 - i. Motel stays will only continue for those families that provide a denial notice from Social Services past the first full business day following entry into the shelter.

EXHIBIT A – PAGE 2

DEFINITION OF SERVICES

2. Severely disabled individuals will be referred to Adult and Aging Services for additional case management support.
 - iii. Maximize utilization of all shelter beds, as practicable. If shelter beds are not fully utilized, the parties will renegotiate the payment terms.
2. Each individual must have an Individualized Housing Plan established with the Day Center staff within the first seven days from initial admission.
3. Provide extensive case management, tracking and reporting of individual's progress towards stabilization and permanent housing. A case manager will provide services to individuals or families struggling with homelessness, mental health, substance, family welfare, educational, employment related, or life skills issues and develop a case plan to include goals of safe and stable permanent housing.
4. Individuals must actively participate in carrying out their Individualized Housing Plan; if they choose not to they are limited to a maximum of 4 days and 4 bed nights per quarter, depending on bed availability.

C. COORDINATE WITH OTHER AGENCIES

1. Collect, input and use required Homeless Management Information System (HMIS) information and Coordinated Entry (CE) documentation and process for determining priority and providing appropriate services to individuals, as approved by the Mendocino County Homeless Services Continuum of Care (MCHSCoC).
 - i. Complete in-take forms including HMIS required components and enter into the HMIS within the first 24 hours of contact with individual.
 - a. Complete VI-SPDAT, or other MCHSCoC approved assessment tool, attached to individual's electronic file and enter (for each individual) information into the CE System, within 72 hours of initial contact.
2. Maintain active membership and participate in the MCHSCoC meetings and all recommended trainings.

D. OTHER CONTRACTOR CONDITIONS AND RESPONSIBILITIES

1. Develop and maintain policies and procedures that address:
 - i. Eligibility criteria for occupancy, discharge and their uniform application;

EXHIBIT A – PAGE 3

DEFINITION OF SERVICES

- ii. The rights and dignity of individuals to the fair and unbiased application of house rules, second chances and grievances;
 - iii. Require that persons served under this Agreement shall observe the house rules of the shelter facility and may be required to leave the facility if they do not observe the rules;
 - iv. The right to refuse emergency shelter services to any person(s) exhibiting bizarre or abusive behavior or with a history of same behavior.
2. Maintain the facility in a safe and sanitary condition to meet all applicable codes and licensing regulations.
3. Maintain an incident log that accurately documents all incidents regardless of type including those involving building and grounds, animals, neighbors, staff, and individuals.
4. Allow logs to be made available for review by local law enforcement when responding to an incident at the site.
5. Provide accurate outgoing voicemail information during hours when staff is not on site.
6. Allow partner agencies scheduled access to the facility to offer appropriate services such as vaccinations, basic medical assessments, information about pertinent programs, etc.
7. Recruit and maintain a staff that is appropriately trained for services and other outreach activities.
8. Maintain confidentiality of client files.
9. Write at least two Press Releases each contract year, incorporating the collaboration efforts in this contract between the CONTRACTOR and COUNTY, ensuring that both parties are recognized for their efforts:
 - i. Press releases will be submitted to
HHSA_Media@mendocinocounty.org before December 1, 2018 and before March 1, 2019.

E. REPORTING

1. Submit the following reports with invoice (Attachment A):
 - i. Report 2: Day Center Participant Count.
 - ii. Report 1: Client Bed Night Count:
 - a. Itemize number of persons receiving or denied services;
 - b. Motel vouchers;
 - c. Denied shelter.

EXHIBIT – PAGE 4

DEFINITION OF SERVICES

- iii. Report 3: Description of Capacity Building Efforts:
 - a. Document efforts undertaken to increase the capacity to provide services.

II. COUNTY shall:

- A. Provide HMIS Lead staff as trainer and support for collection of data required for reporting purposes.
- B. Provide payment according to the criteria of the invoice/reports (Attachment A) and the attached Budget. (Exhibit B)
- C. Appoint a representative of Health and Human Services Agency to act as a liaison with the CONTRACTOR for housing and homelessness related services.

[END OF DEFINITION OF SERVICES]

EXHIBIT B

PAYMENT TERMS

COUNTY will pay CONTRACTOR (Redwood Community Services, Inc.) as per the following instructions:

- A. For satisfactory provision of services as defined in the Description of Services.
- B. CONTRACTOR's first invoice will be submitted no later than September 30, 2018 in the amount of \$35,000 for staff recruitment, training and collaboration with partner agencies for the shelter opening and will invoice monthly thereafter.

Services	Cost Per Month	Maximum Dollars Per Year
First Invoice		
Staff recruitment, training and collaboration with partner agencies for shelter opening (September 30, 2018)		\$35,000
Remaining Invoices (October 2018 through June 2019)		
Day Center	\$7,916.67	\$71,250
Shelter Services	\$3,750.00	\$33,750
Motel Costs	Actual Expenses	\$25,000
CONTRACT TOTAL		\$165,000

- C. Services furnished under this Agreement must be made in accordance with the cost basis stipulated herein:
 - 1. Neither expenditure nor obligation shall be incurred in excess of the authorized cost;
 - 2. Not to exceed the maximum amount stipulated in this Agreement;
 - 3. Any such unauthorized expenditure shall be borne by CONTRACTOR.
- D. Upon submission of claims and reports using the Health and Human Services Agency provided electronic invoice; facsimile provided herein (Attachment A):
 - 1. By the 15th day of the following month for all services provided to clients in the previous month;
 - 2. Invoices submitted 90 days after the service is provided must be accompanied by a letter to the County Executive Office by explaining the reason for the lateness of the invoice;
 - 3. County Administrator will determine whether to approve or disapprove payment of late invoice;
 - 4. COUNTY shall not approve payment of funds until CONTRACTOR has filed all reports required under this Agreement.
- E. This is a one-time project and CONTRACTOR should make no assumption of continued funding from the COUNTY for this purpose at the end of this contract period.

EXHIBIT B – PAGE 2

PAYMENT TERMS

Payments under this Agreement shall not exceed One Hundred Sixty-Five Thousand Dollars (\$165,000) for the term of this Agreement.

[END OF PAYMENT TERMS

ATTACHMENT A INVOICE

Redwood Community Service – VENDOR # 1709
2018-2019 CONTRACT NUMBER: _____
BUDGET UNIT: # 5190 - ACCOUNT STRING: 86-3112 – ORG/OBJ: GR

Vendor

Send to

REDWOOD COMMUNITY SERVICES P.O. Box 2077 Ukiah, CA 95482	Debbie Worra, Sr. Program Specialist Mendocino County Health & Human Services Agency Adult and Aging Services P.O. Box 839, Ukiah, CA 95482 Phone: (707) 463-7883 or by email: worrad@mendocinocounty.org
Invoice for the Period	Total Amount of Invoice \$

STAFF RECRUITMENT, TRAINING, and COLLABORATION Payable at beginning of Contract: \$35,000	\$35,000.00
INLAND SHELTER Contract: \$33,750 Payable Monthly (October through June): \$3,750.00	\$3,750.00
DAY CENTER Contract: \$71,250 Payable Monthly (October through June): \$7,916.67	\$7,916.67
MOTEL COSTS Payable based on actual expense not to exceed \$25,000	

I Hereby Certify The Services Described Above Have Been Performed and No Prior Claim Has Been Presented for Said Services. _____ Date _____ Camille Schraeder, Executive Director REDWOOD COMMUNITY SERVICES	I Hereby Certify The Services Described Above Were Necessary for Use By the Department. _____ Date _____ Kelsey Rivera, Deputy Director ADULT AND AGING SERVICES
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