

**AMENDMENT TO BOARD OF SUPERVISORS
AGREEMENT NO. 18-155**

This Amendment to BOS Agreement No. 18-155 is entered into this 19th day of May, 2020, 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, BOS Agreement No. 18-155 was entered into on April 1, 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 maximum amount set out in original BOS Agreement No. 18-155, from \$99,568 to \$143,486; and

WHEREAS, it is the desire of CONTRACTOR and COUNTY to extend the termination date set out in original BOS Agreement No. 18-155, from September 30, 2019 to September 29, 2020; and

WHEREAS, it is the desire of CONTRACTOR and COUNTY to update General Terms and Conditions as set out in original BOS Agreement No. 18-155 to include current County contact information; and

WHEREAS, it is the desire of CONTRACTOR and COUNTY to update Exhibit A, Definition of Services as set out in original BOS Agreement No. 18-155 to include additional services to those experiencing homelessness on the Mendocino Coast; and

WHEREAS, it is the desire of CONTRACTOR and COUNTY to update Exhibit B, Payment Terms as set out in original BOS Agreement No. 18-155 to include payment terms for updated services, add a third service year, and update invoice requirements.

NOW, THEREFORE, we agree as follows:

1. The maximum amount set out in original BOS Agreement No. 18-155 will be increased from \$99,568 to \$143,486.
2. The termination date set out in original BOS Agreement No. 18-155 will be extended from September 30, 2019 to September 29, 2020.
3. The General Terms and Conditions has been altered and a new Page 7 is attached herein.

4. The Exhibit A, Definition of Services has been altered and a new Exhibit A is attached herein.
5. The Exhibit B, Payment Terms has been altered and a new Exhibit B is attached herein.

All other terms and conditions of BOS Agreement No. 18-155 shall remain in full force and effect.

IN WITNESS WHEREOF

DEPARTMENT FISCAL REVIEW:

By: [Signature]
Jenine Miller, Psy.D., HHSA Assistant Director
Behavioral Health Director

Date: 3/12/20

Budgeted: ☒ Yes ☐ No
Budget Unit: 0444
Line Item: 86-2189
Org/Object Code: WY
Grant: ☒ Yes ☐ No
Grant No.: 1H79TI080488-03

COUNTY OF MENDOCINO

By: [Signature]
JOHN HASCHAK, Chair
BOARD OF SUPERVISORS

Date: MAY 20 2020

ATTEST:

CARMEL J. ANGELO, Clerk of said Board

By: [Signature]
Deputy
MAY 20 2020

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]
Deputy
MAY 20 2020

INSURANCE REVIEW:

By: [Signature]
Risk Management

Date: 3/30/2020

CONTRACTOR/COMPANY NAME

By: [Signature]
Carla Harris, Executive Director
Date: 4/12/20

NAME AND ADDRESS OF CONTRACTOR:

Mendocino Coast Hospitality Center
101 North Franklin Street
Fort Bragg, CA 95437
707-961-0172
carla@mendocinohc.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:

CHRISTIAN M. CURTIS,
Acting County Counsel

By: [Signature]
Deputy

Date: 3/30/2020

EXECUTIVE OFFICE/FISCAL REVIEW:

By: [Signature]
Deputy CEO

Date: 3/30/2020

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

Exception to Bid Process Required/Completed ☒ 20-67

Mendocino County Business License: Valid ☐

Exempt Pursuant to MCC Section: _____

GENERAL TERMS AND CONDITIONS – Page 7

Addresses for purpose of giving notice are as follows:

To COUNTY: COUNTY OF MENDOCINO
HHS Behavioral Health and Recovery Services
1120 South Dora Street
Ukiah, CA 95482
Attn: Dustin Thompson

To CONTRACTOR: Mendocino Coast Hospitality Center
PO Box 2168
Fort Bragg, CA 95437
Attn: Paul Davis

Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities, messenger, or overnight delivery service.

Any party may change its address or facsimile number by giving the other party notice of the change in any manner permitted by this Agreement.

11. USE OF COUNTY PROPERTY: CONTRACTOR shall not use COUNTY property (including equipment, instruments and supplies) or personnel for any purpose other than in the performance of his/her obligations under this Agreement.
12. EQUAL EMPLOYMENT OPPORTUNITY PRACTICES PROVISIONS: CONTRACTOR certifies that it will comply with all Federal, State, and local laws, rules and regulations pertaining to nondiscrimination in employment.
 - a. CONTRACTOR shall, in all solicitations or advertisements for applicants for employment placed as a result of this Agreement, state that it is an "Equal Opportunity Employer" or that all qualified applicants will receive consideration for employment without regard to their race, creed, color, pregnancy, disability, sex, sexual orientation, gender identity, ancestry, national origin, age, religion, Veteran's status, political affiliation, or any other factor prohibited by law.
 - b. CONTRACTOR shall, if requested to so do by the COUNTY, certify that it has not, in the performance of this Agreement, engaged in any unlawful discrimination.
 - c. If requested to do so by the COUNTY, CONTRACTOR shall provide the COUNTY with access to copies of all of its records pertaining or relating to

EXHIBIT A

DEFINITION OF SERVICES

I. Mendocino Coast Hospitality Center, CONTRACTOR shall:

1. Provide intensive care management and coordinated development of integrated individual service plans. CONTRACTOR shall:

- A. Support recovery through integrated Mental Health and Substance Use Disorder (SUD) treatment:
 - i. As part of the integrated team, provide a .1 FTE Mental Health Clinician to:
 - a. Conduct assessments
 - b. Develop treatment plans
 - c. Co-facilitate treatment groups
 - d. Provide direct one on one services
- B. Support self-sufficiency by providing intensive care management, including access to primary health care and wrap-around support.
 - i. Work with Health & Human Services Agency (HHS), Behavioral Health Services and Redwood Community Services to provide integrated, tiered care management to all participants.
 - ii. Hire, train and maintain 1.0 FTE care manager to provide paraprofessional support services to Finding Home (FH) Adult and Transition Age Youth participants on the coast, which includes care management, mental health support and an array of ancillary and wraparound support services.
 - iii. Ensure service coordination, referral and follow-up.
 - iv. Wrap-around support services will be planned and delivered to meet individual client needs and may include funding for transportation (bus passes), childcare, clothing, special training or classes, or other activities that will support client success in the program.
 - v. Client incentives may be used to provide clients with gift cards (not to exceed \$20 at a time and up to 4 incentives per participant) to motivate participants in the program and data collection.
- C. Care Management services will include:
 - i. Individualized Orientation to the program.
 - ii. Comprehensive assessment of basic needs, using the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT).
 - iii. Referrals for COD screening.
 - iv. Advocacy for, follow up, and monitoring of services extended through other providers.
 - v. Benefits counseling, eligibility determination, and application assistance.
 - vi. Advocacy for and linkage with housing resources.
 - vii. Attention to cultural, linguistic, and age-appropriate approaches.
 - viii. Planning for self-managed approach to wellness.

EXHIBIT A – PAGE 2

DEFINITION OF SERVICES

- D. Increase access to permanent housing through the use of the Mendocino County Homeless Services Continuum of Care (CoC) Coordinated Entry System (CE).
 - i. Complete a VI-SPDAT assessment for all participants.
 - ii. Enter all participants into the CoC Homeless Management Information System (HMIS) and the Substance Abuse and Mental Health Services Administration's online system.
 - iii. Enroll all clients in the CE system.
 - iv. Seek separate funding to increase available housing.
 - E. Build and develop the capacity of Finding Home staff, partners and service delivery system.
 - i. Ensure that all staff working with FH clients participates in at least 12 hours of professional development trainings each year of grant funding.
 - ii. Ensure that all FH direct service providers participate in or provide proof of successful completion of, required training and professional development activities.
 - iii. Solicit and document client input on services and outcomes.
 - iv. Work with the CoC and HMIS lead staff member to upgrade and maximize the usefulness of the HMIS.
 - v. Participate in coordination meetings.
 - vi. Ensure accurate and timely reporting of data (monthly, quarterly and annually) within 20 days of the end of the reporting period.
2. Provide reporting:
- A. Conduct intake, 6 months post-intake and discharge interviews using required data collection tools as identified in the below Government Performance and Results Act (GRPA) measures table.
 - B. Collect monthly, quarterly and annual data for reporting as identified in the training with the HHSA Lead HMIS staff trainer.
 - C. Ensure that staff responsible for reporting data, participate in a half day collection, tools and invoicing training prior to the submission of the first invoice for services.
 - D. Work with the FH Evaluator to conduct annual client satisfaction surveys.

GPRA Measure	Target indicators	Data Collection Strategy
<ul style="list-style-type: none"> • Abstinence from use 	<ul style="list-style-type: none"> • 40% achieve abstinence • 70% demonstrate decreased symptoms of mental illness and/or SUD dependence • 80% demonstrate adherence to harm reduction behaviors 	<p>Data will be collected at intake and updated at subsequent treatment and care management encounters using SAMHSA tools and:</p> <ul style="list-style-type: none"> • SAMHSA uniform data collection tool • Client interview, at intake, 6-months post intake, and discharge • VI-SPDAT • ANSA, CANS • ASAM <p>All client information must be entered into the data collections systems within 7 days of collection.</p>
<ul style="list-style-type: none"> • Housing status • Employment status 	<ul style="list-style-type: none"> • 100% enrolled in Coordinated Entry • 100% assessed with VI-SPDAT • 20% gain permanent supportive housing • 20% gain employment • 50% have increased income stability 	
<ul style="list-style-type: none"> • Criminal justice involvement 	<ul style="list-style-type: none"> • 50% decrease in criminal justice involvement 	
<ul style="list-style-type: none"> • Access to services • Retention in services 	<ul style="list-style-type: none"> • 100% report increased access to services • 75% retention rate • 80% report improved quality of life • 75% have health home • 75% receive recommended health screenings • 50% report decreased ER visits 	
<ul style="list-style-type: none"> • Social connectedness 	<ul style="list-style-type: none"> • 80% report increased social connectedness • 100% feel involved in project and in their own care • 80% feel welcome and comfortable at service hubs 	

II. Health and Human Services Agency shall:

1. Provide payment according to the invoice (Attachment 1) and the attached budget.
2. Appoint a representative of HHSA to act as a liaison with the CONTRACTOR for Finding Home services.
3. Provide HMIS lead staff as a trainer and support for data collection required for reporting purposes.

[END OF DEFINITION OF SERVICES]

EXHIBIT B

PAYMENT TERMS

I. COUNTY will pay Mendocino Coast Hospitality Center, CONTRACTOR, as per the following instructions:

A. Payment will be made for satisfactory provision of services as defined in Exhibit A, Definition of Services, and as described below.

Year 1-2: April, 1, 2018 – September 29, 2019

Funded Through	Description	Unit Cost	Maximum Dollars
Grant Funds	Staff Wages	MH Clinician	\$12,859
		Care Manager	\$62,847
	Staff Total		\$75,706
	Wraparound Services	Year 1 – up to \$500 per Participant	\$6,140
		Year 2 – up to \$1,000 per Participant	
	Client Incentives	\$20	\$1,360
IGT Funds	Drug Test	\$30	\$5,400
	Mileage	N/A	\$3,392
	Indirect Cost	10% (of staff wages)	\$7,570
	Grand Total		\$99,568

Year 3: September 30, 2019 – September 29, 2020

Grant Section	Description	Unit Cost	Maximum Dollars
Contractual	Staff Wages (includes 24% fringe benefits)	MH Clinician (0.1 FTE)	\$7,632
		Care Manager (0.5 FTE)	\$21,686
	Staff Total		\$29,318
Other	Wraparound Services	Up to \$1,000 per Participant	\$13,000
Supplies	Client Incentives	\$20 incentive up to 4 times per year per participant	\$1,600
	Grand Total		\$43,918

B. Services furnished under this Agreement must be made in accordance with the unit cost basis stipulated herein.

C. Neither expenditure nor obligation shall be incurred in excess of the authorized unit cost.

D. Not to exceed the number of units stipulated in this Agreement.

E. Not to exceed the maximum allowable amount of this Agreement.

F. Any such unauthorized expenditure shall be borne by the CONTRACTOR.

II. Upon submission of claims.

A. By the twentieth day of the following month for all services provided to clients in the previous month.

B. Invoices must clearly identify the staff as to the position that they are billing for.

C. Invoices must include a breakdown of how the rates for paying staff were achieved and must also delineate where all of the billed hours are allotted for each position.

D. Invoices should only bill for items that are explicitly related to the Finding Home grant and CONTRACTOR shall provide evidence of this upon request.

- E. 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.
- F. County Executive Officer will determine whether to approve or disapprove payment of late invoice.

III. Invoices are to be sent to:

County of Mendocino
Health and Human Services Agency
Behavioral Health and Recovery Services
71120 South Dora Street
Ukiah, CA 95482
Attn.: Dustin Thompson

IV. 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.

Payments under this Agreement shall not exceed One Hundred Forty-Three Thousand Four Hundred Eighty-Six Dollars (\$143,486) for the term of this Agreement.

[END OF PAYMENT TERMS]