

**AMENDMENT TO COUNTY OF MENDOCINO
STANDARD SERVICES AGREEMENT NO. SS-19-083, PA NO. 20-73**

This Amendment to Agreement No. SS-19-083, PA NO. 20-73 is entered into this 18TH day of AUGUST, 2020, by and between the COUNTY OF MENDOCINO, a political subdivision of the State of California, hereinafter referred to as "COUNTY" and **National Training Consultants**, hereinafter referred to as "CONTRACTOR".

WHEREAS, Agreement No. SS-19-083, PA NO. 20-73 was entered into on February 26, 2020; 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 extend the termination date set out in original Agreement No. SS-19-083, PA NO. 20-73, from June 30, 2020 to June 30, 2021; and

WHEREAS, it is the desire of CONTRACTOR and COUNTY to increase the amount set out in original Agreement No. SS-19-083, PA NO. 20-73, from \$44,850 to \$242,976; and

WHEREAS, it is the desire of CONTRACTOR and COUNTY to add Intake Support Group services to the original Agreement; and

WHEREAS, it is the desire of CONTRACTOR and COUNTY to update the Exhibit A, Definition of Services and the Exhibit B, Payment Terms to reflect increased services.

NOW, THEREFORE, we agree as follows:

1. The termination date set out in original Agreement No. SS-19-083, PA NO. 20-73 will be extended from June 30, 2020 to June 30, 2021.
2. The amount set out in original Agreement No. SS-19-083, PA NO. 20-73 will be increased from \$44,850 to \$242,976.
3. The Exhibit A, Definition of Services has been updated, and a new Exhibit A is attached and incorporated herein.
4. The Exhibit B, Payment Terms has been updated, and a new Exhibit B is attached and incorporated herein.

All other terms and conditions of Agreement No. SS-19-083, PA NO. 20-73 shall remain in full force and effect.

IN WITNESS WHEREOF

DEPARTMENT FISCAL REVIEW:

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

Date: July 30, 2020

Budgeted: ☒ Yes ☐ No
Budget Unit: 5010
Line Item: 86-3118
Org/Object Code: SSGC
Grant: ☐ Yes ☒ No
Grant No.:

COUNTY OF MENDOCINO

By: John Haschak
JOHN HASCHAK, Chair
BOARD OF SUPERVISORS

Date: AUG 19 2020

ATTEST:

CARMEL J. ANGELO, Clerk of said Board

By: Smiley Dumke
Deputy

AUG 19 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: Smiley Dumke
Deputy

AUG 19 2020

INSURANCE REVIEW:

By: Cheryl J. Taylor
Risk Management

Date: 07/21/2020

CONTRACTOR/COMPANY NAME

By: Ron Arkin
Ron Arkin, Senior Partner
Date: 7/27/20

NAME AND ADDRESS OF CONTRACTOR:

National Training Consultants
P.O. Box 483
Redwood Valley, CA 95470
707-485-5312
Ntc2546@yahoo.com

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,
County Counsel

By: Christian M. Curtis
Deputy

Date: 07/21/2020

EXECUTIVE OFFICE/FISCAL REVIEW:

By: Darcie Antle
Deputy CEO

Date: 07/21/2020

Signatory Authority: \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; \$50,001+ Board of Supervisors
Exception to Bid Process Required/Completed ☒ EB 21-02
Mendocino County Business License: Valid ☐
Exempt Pursuant to MCC Section: _____

EXHIBIT A

DEFINITION OF SERVICES

I. CONTRACTOR shall:

A. Provide the following Family Empowerment Group (FEG) facilitation services:

1. Facilitation for up to seven (7) FEGs per week for up to seventy-five (75) weeks.
 - a. Each FEG will be facilitated by two (2) facilitators provided by CONTRACTOR for a maximum of twenty-four (24) hours per week.
 - b. FEGs shall be held in Fort Bragg, Willits and Ukiah as determined by the COUNTY.
 - c. The day and time of each FEG will be determined by the COUNTY in collaboration with the CONTRACTOR based on the volume of COUNTY client needs but generally will be two (2) one (1) hour groups in Fort Bragg, two (2) two (2) hour groups in Willits and three (3) two (2) hour groups in Ukiah.
 - d. CONTRACTOR shall maintain weekly attendance records for FEGs. The Ukiah weekly attendance sheets will be given to the Ukiah Family Resource Center. The Willits and Fort Bragg weekly attendance sheets will be delivered to the Willits Integrated Services Center (WISC) Family Resource Center. Each family resource center will enter the attendance records into the MendoFRC database system.
2. Documentation of each FEG member's weekly participation in a narrative format after each group session. Up to seven (7) hours per week (thirty (30) minutes per facilitator for seven (7) groups) for up to seventy-five (75) weeks is permitted for weekly documentation.
3. Preparation of FEG participant progress reports at the request of COUNTY social workers to be attached to court reports for review hearings. Preparation of up to two hundred (200) reports at one (1) hour per report is permitted.
4. Participation in meetings pertaining to the progress or plan development of FEG participants. These meetings include case conferencing, Family Empowerment plan development and Safety Organized Practice Child and Family Team meetings. Participation in meetings is not to exceed three hundred (300) hours.

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DEFINITION OF SERVICES

5. In-person court testimony, as the client's FEG facilitator, when requested by the COUNTY or subpoenaed by a party to the client's juvenile dependency court case. The COUNTY social worker will ensure CONTRACTOR is informed of the court hearing date, time, and location if the CONTRACTOR'S personal or telephonic appearance is required.
- B. Provide the following Intake Support Group (ISG) facilitation services from July 1, 2020 to June 30, 2021:
1. One (1) ISG in Willits for up to fifty (50) weeks facilitated by two (2) facilitators provided by CONTRACTOR for a maximum of four (4) hours per week.
 2. One (1) facilitator to facilitate, as needed, ½ hour (30 minute) individual entry assessment interviews for severely distraught or emotional clients, up to twenty-five (25) clients per year.
 3. One (1) facilitator to facilitate a ½ hour (30 minute) individual exit assessment interview with each client, which includes preparing a report on client progress for FCS Social Workers, up to seventy-five (75) clients per year.
 4. Receipt and review of Detention Summary Reports provided by FCS for "Intake Support" group participants for ½ hour (30 minutes) per report, up to fifty (50) reports per year.
 5. Maintenance of a weekly attendance record and submission to the Willits Family Resource Center for entry into the MendoFRC database system for monitoring client attendance.
 6. In-person court testimony, as the client's ISG facilitator, when requested by the COUNTY or subpoenaed by a party to the client's juvenile dependency court case. The COUNTY social worker will ensure CONTRACTOR is informed of the court hearing date, time, and location if the CONTRACTOR'S personal or telephonic appearance is required.
- C. Ensure facilitators are trained on the California Child Welfare Core Practice Model (CPM) and facilitate ISG and FEG using the CPM practiced behaviors.
- D. Participate in up to one hundred (100) hours of trainings as requested by the COUNTY to support continued alignment of services with new or changing Child Welfare regulations and practices.

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DEFINITION OF SERVICES

- E. Ensure that all in-person group meetings comply with County Health Officer Orders in effect at the time of each group meeting, which may include limitations on the number of attendees at each group meeting, social distancing requirements between all attendees, facial covering requirements, sanitizing of group meeting spaces before and after meetings and hand washing / hand sanitizing before and after group meetings.
 - 1. All groups under this Agreement may be conducted by telephone and/or video conference if in-person group meetings are not permitted by County Health Officer Order. Mileage will only be paid for in-person facilitation and attendance at meetings or court hearings.
 - F. Maintain compliance with California Welfare and Institutions Code Section 827, California Department of Social Services Manual of Policies and Procedures: Confidentiality, Fraud, Civil Rights and State Hearings Chapter 19 and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations regarding client confidentiality and record security.
 - G. Maintain a current Mendocino County Business License.
- II. This is an eighteen (18) month Agreement and CONTRACTOR should make no assumption of continued funding from the COUNTY for this purpose at the end of this contract period.

[END OF DEFINITION OF SERVICES]

EXHIBIT B

PAYMENT TERMS

I. COUNTY will pay CONTRACTOR as per the following instructions:

Services	Hours	Cost
A. Family Empowerment Group facilitation	Up to 24 hours per week for up to 75 weeks @ \$70 per hour	\$126,000
B. Weekly documentation of FEG members' participation	Up to 7 hours per week for up to 75 weeks @ \$70 per hour	\$36,750
C. Preparation of FEG participant progress reports for court reports	Up to 200 reports per year, 1 hour per report, @ \$70 per hour	\$14,000
D. Participation in meetings pertaining to the progress or plan development of FEG participants	Up to 300 hours per year @ \$70 per hour	\$21,000
E. Intake Support Group Facilitation	Up to 4 hours per week for up to 50 weeks @ \$70 per hour	\$14,000
F. Entry assessment interviews as needed	Up to 25 clients x ½ hour per client @\$70 per hour	\$875
G. Exit assessments & Intake Support Group reports for social workers	Up to 75 clients x ½ hour per client @\$70 per hour	\$2,625
H. Review of Detention Summary Reports	Up to 75 reports x ½ hour per report @\$70 per hour	\$2,625
I. Court testimony	\$70 per hour inclusive of preparation and travel	\$2,000
J. Round trip mileage for FEG facilitators	Up to 340 miles per week for up to 75 weeks per year @ IRS rate (currently \$.575 per mile)	\$14,663
Round trip mileage for ISG facilitators	Up to 50 miles per week for up to 50 weeks per year @ IRS rate (currently \$.575 per mile)	\$1,438
K. Participation in trainings	Up to 100 hours @ \$70 per hour	\$7,000
	Contract Total	\$242,976

II. CONTRACTOR will:

- A. Submit monthly invoices to COUNTY. Invoices shall specify the following as applicable:
 - a. Group date, type (ISG or FEG), facilitators' initials and location.

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PAYMENT TERMS

- b. Dates of FEG progress and development meetings and initials of clients for whom the meetings were held.
 - c. Dates of FEG progress report and initials of clients for whom summary court reports were prepared.
 - d. Dates of ISG entry assessment meetings and initials of clients for whom the meetings were held.
 - e. Dates of ISG exit assessment meetings and reports and initials of clients for whom the meetings were held.
 - f. Dates of reviews of detention reports and initials of clients for whom detention reports were reviewed.
 - g. Dates of court testimony and initials of client for whom testimony was provided.
 - h. Total round trip mileage for the month.
 - i. Dates and hours of trainings attended as requested by COUNTY.
- B. Submit the final invoice no later than July 15, 2021 for any services rendered through June 30, 2021.

C. Submit all billing to:

Family & Children's Services
P.O. Box 839
Ukiah, CA 95482
Attn: Veronica Ortega
ortegav@mendocinocounty.org

Payments under this Agreement Two Hundred Forty-Two Thousand Nine Hundred Seventy-Six Dollars (242,976) for the term of this Agreement.

[END OF PAYMENT TERMS]