

**AMENDMENT TO BOARD OF SUPERVISORS
AGREEMENT NO. 21-038**

This Amendment to BOS Agreement No. 21-038 is entered into this 28th day of SEPTEMBER, 2021, by and between the COUNTY OF MENDOCINO, a political subdivision of the State of California, hereinafter referred to as "COUNTY" and **Court Appointed Special Advocate (CASA) of Mendocino County**, hereinafter referred to as "CONTRACTOR".

WHEREAS, BOS Agreement No. 21-038 was entered into on July 1, 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 increase the amount set out in the original BOS Agreement No. 21-038 from \$26,400 to \$27,577; and

WHEREAS, it is the desire of CONTRACTOR and COUNTY to replace the Exhibit A and B set out in the original BOS Agreement No. 21-038; and

WHEREAS, CONTRACTOR will continue to provide child abuse prevention activities.

NOW, THEREFORE, we agree as follows:

1. The amount set out in the original BOS Agreement No. 21-038 will be increased from \$26,400 to \$27,577.
2. The Exhibit A, Definition of Services, and Exhibit B, Payment Terms, set out in the original BOS Agreement No. 21-038 have been altered and new Exhibits A and B are attached herein.

All other terms and conditions of BOS Agreement No. 21-038 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.

DEPARTMENT FISCAL REVIEW:

Bekkie J. Emery
Bekkie Emery, IHSA Assistant Director
Date: 9/8/2021

Budgeted: ☒ Yes ☐ No

Budget Unit: 5010

Line Item: 86-3118

Org Code: SSCCTF

Grant: ☐ Yes ☒ No

Grant No.:

COUNTY OF MENDOCINO

By: Dan Gjerde
DAN GJERDE, Chair
BOARD OF SUPERVISORS
SEP 29 2021

ATTEST:

CARMEL J. ANGELO, Clerk of said Board

By: Amap
Deputy
SEP 29 2021

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: Amap
Deputy
SEP 29 2021

INSURANCE REVIEW:

By: [Signature]
Risk Management

CONTRACTOR/COMPANY NAME:

By: [Signature]
Sheryn Hildebrand, Executive Director

Date: 9.3.21

NAME AND ADDRESS OF CONTRACTOR:

CASA of Mendocino County
340 N. Main St. Suite A
Ukiah, CA 95482
707-489-5346
shildebrand@mendocinocasa.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,
County Counsel

By: Charlotte Scott
Deputy

09/01/2021

EXECUTIVE OFFICE/FISCAL REVIEW:

APPROVAL RECOMMENDED

By: Danice Girle
Deputy CEO

Signatory Authority: \$0-25,000 Department; \$25,001-50,000 Purchasing Agent; \$50,001+ Board of Supervisors
Exception to Bid Process Required/Completed ☒ EB 21-256
Mendocino County Business License: Valid ☐
Exempt Pursuant to MCC Section: _____

EXHIBIT A

DEFINITION OF SERVICES

- I. CONTRACTOR will receive funds to support and coordinate the Childhood Trauma Action Team Mendocino (CTAT), a standing committee of the Mendocino County Policy Council on Children & Youth / Child Abuse Prevention Commission (PCCY/CAPC). The CTAT supports the following:
 - A. Inter-council and inter-agency cooperation and coordination in the prevention, detection, treatment, and legal processing of child abuse cases.
 - B. Promotion of public awareness of the abuse and neglect towards children and the resources available for prevention, intervention and treatment.
 - C. Encouragement and facilitation of training of professionals in the detection, treatment, and prevention of child abuse and neglect including trauma informed trainings.
 - D. Improvement to the services offered to Mendocino County's at-risk families and children.
 - E. Engagement and outreach messaging to the community for child abuse prevention.
- II. CTAT shall:
 - A. Convene at least ten (10) annual meetings. All in-person group meetings shall comply with State and 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 recommended or permitted by State and County Health Officer Orders.
 - B. Participate quarterly on the Child Death Review Team (CDRT) committee resulting in opportunities to build awareness in Mendocino County about child safety.
 - C. Participate in the development of and support thereafter of the goals of the County Family and Children's Services and Juvenile Probation System Improvement Plan (SIP) process.

- D. Establish and maintain effective working relationships with organizations, government agencies, and the general public within the County.
- E. Identify key prevention partners in the community, invite them to participate in events/monthly meetings, and maintain communications with those identified to encourage their continued participation in the committee. Key partners should include: Parent Partners; CDRT committee members; Health and Human Services Agency (HHSA) staff; Juvenile Court stakeholders; County PCCY/CAPC members; Family Resource Center (FRC) representatives; Medical providers; Tribal representatives; Hispanic Community members; Educators, etc.
- F. Coordinate an email list to serve for communication. The list will include all county stakeholders, PCCY/CAPC members, FRC Network, Educators, Parent Partners, etc.
- G. Update and support prevention messages through CTAT social media outlets.
- H. Collaborate and share resources with the FRC Network with goals of supporting sustainability and establishing new FRCs in geographic areas that are not currently served.
- I. Establish, develop, and coordinate an Adverse Childhood Experiences (ACEs)/Trauma Informed campaign countywide to include education and awareness about ACEs and its impact on child abuse.
- J. Coordinate and support a community effort to prevent ACEs, heal trauma through trauma informed education, and build resilience in Mendocino County.
- K. Support and collaborate with HHSA Public Health for the Domestic Violence Public Awareness campaign.
- L. Hang community awareness banners in Ukiah, biannually.
- M. Conduct outreach activities during Child Abuse Prevention Month in April 2021, including but not limited to community awareness walks in Ukiah and Willits, and coordinate the pinwheel garden campaign through local school districts and the FRCs.
- N. Produce and distribute updated child abuse prevention materials during fiscal years 2020-2022 through local participation at street fairs and organized events; via the schools to parents and students, and via FRCs.

- O. Provide support for PCCY/CAPC.
 - P. Facilitate at least one (1) education, training, and/or child abuse and prevention activity or program as directed by PCCY/CAPC per fiscal year.
 - 1. Fiscal Year 2020-21: facilitate an "Adulting Day" for high school students in collaboration with high schools and local FRCs. The "Adulting Day" will be a day of workshops to help high school students become better prepared for the real world. Topics may include, but are not limited to: everyday communication and conflict resolution skills, car care, basic finances, finding a job, food preparation, healthcare, basic house cleaning, housing, and self-care. Workshops may be held virtually if in-person workshops are not recommended or permitted by State and County Health Officer Orders.
 - 2. Fiscal Year 2021-22: facilitate an activity, training or program to be determined by PCCY/CAPC.
 - Q. Support Trauma Informed/ACEs/Resiliency training opportunities and travel stipends.
- III. This is a two (2) year 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 follows:

Activity:	FY 20-21	FY 21-22
A. Banner Production	\$300	\$300
B. Child Abuse Prevention activities and supplies for awareness walks, pinwheel garden campaign, outreach activities & trainings, health fairs, etc.	\$2,500	\$2,500
C. Public Relations / Marketing / Newsletter / Website Maintenance/Mendocinokids.org	\$1,200	\$1,200
D. Miscellaneous – Educational Support Materials, Bookkeeping, Storage	\$1,058	\$1,058
E. Training /Travel	\$465	\$465
F. Office Supplies / Equipment / Copying	\$500	\$500
G. Program support to execute contract (Audit, bookkeeping, Admin salaries)	\$2,455	\$2,455
H. PCCY designated activity. 1. FY 20/21- Adulting Day 2. FY 21/22- Activity to be determined by PCCY/CAPC.	\$3,000	\$3,000
I. 15% Administrative Costs	\$1,722	\$1,722
Total per Fiscal Year from County Children's Trust Fund	\$13,200	\$13,200
J. Kids' Plates Program allocation which may be used flexibly for Activities A-H. Per Welfare & Institutions Code 18285(e)(1), funds may be spent over a 2 year period	\$1,177 (allocated in FY 20/21)	
TOTAL AGREEMENT AMOUNT	\$27,577	

II. CONTRACTOR will submit itemized invoices as expenses are incurred to the COUNTY with the final invoice being submitted no later than July 15, 2021 for any services rendered from July 1, 2020 to June 30, 2021, and no later than July 15, 2022 for services rendered from July 1, 2021 to June 30, 2022.

III. Submit all billing to:

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

IV. Payments under this Agreement shall not exceed Twenty-Seven Thousand Five Hundred Seventy-Seven Dollars (\$27,577) for the term of this Agreement.

[END OF PAYMENT TERMS]