

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

347



**FROM:** Office on Aging

**SUBMITTAL DATE:**  
June 10, 2010

**SUBJECT:** FY 2009/2010 Agreement between Riverside County Children and Families Commission (First 5 Riverside) and Riverside County Office on Aging, Grandparents Raising Grandchildren Program.

**RECOMMENDED MOTION:** That the Board of Supervisors:

- 1) Approve and authorize Chairman of the Board to execute the Second Amendment to the Agreement for FY 2009/2010 (July 1, 2009 to June 30, 2010) with the Riverside County Children and Families Commission (First 5 Riverside).
- 2) Authorize the Chairman of the Board to sign the amendment.
- 3) Direct the Auditor-Controller to increase Estimated Revenue and Appropriations by \$78,200 as outlined in Attachment A.
- 4) Direct the Clerk of the Board to retain one (1) original copy and return (2) copies to the Office on Aging for further processing.

**BACKGROUND:** The Grandparents Raising Grandchildren Task Force was created by the Board of Supervisors and first convened by the Office on Aging and the Advisory Council on Aging in October 1998. The goal and objective of the Task Force is to address the multiple and complex issues of grandparents raising grandchildren in Riverside County. The Riverside County Office on Aging will provide full time and respite subsidized child care to the underserved community of grandparents raising grandchildren ages 0-5 and will provide a family assessment, referrals and follow-up services. This amendment adds revenue to the agreement approved by the Board of Supervisors June 30, 2009 for additional child care costs.

(Cont'd on page 2)

*Edward F. Walsh*

Edward F. Walsh, Director

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 78,200	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2009/2010

<b>SOURCE OF FUNDS:</b> State Proposition 10 (100%)	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

**C.E.O. RECOMMENDATION:** APPROVE  
BY: *Lani Sioson*  
Lani Sioson  
County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Buster, seconded by Supervisor Stone and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone and Benoit  
Nays: None  
Absent: Ashley  
Date: June 29, 2010  
xc: Office on Aging, Auditor, EO, First 5

Kecia Harper-Ihem  
Clerk of the Board  
By: *Kecia Harper-Ihem*  
Deputy

**Prev. Agn. Ref.:** 3.50 6/30/09 **District:** ALL **Agenda Number:** 3.48

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD

FISCAL PROCEDURES APPROVED  
 ROBERT E. BYRD, AUDITOR-CONTROLLER  
 BY: *Samuel Wong* 6/17/10  
 Departmental Counsel SAMUEL WONG  
 FORM APPROVED COUNTY COUNSEL  
 BY: *Neal R. Kipnis* 6/16/10  
 NEAL R. KIPNIS DATE

Dept't Recomm.:  Consent  Policy   
 Per Exec. Ofc.:  Consent  Policy

**SUBJECT:** FY 2009/2010 Agreement between Riverside County Children and Families Commission (First 5 Riverside) and Riverside County Office on Aging, Grandparents Raising Grandchildren Program.

June 10, 2010

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**BACKGROUND CONTINUED:**

In our FY 09/10 Budget submitted to the Board, our budgeted amount for First 5 Riverside totaled \$426,248. First 5 Riverside is providing additional funds resulting in a contract amount of \$504,448 for FY 09/10, the \$78,200 increase was not included in our budget and an adjustment to our agency budget is needed as shown on Attachment "A".

Office on Aging  
Attachment A  
FY 2009-2010

INCREASED ESTIMATED REVENUE

5300100000-21450-754000	CA Tobacco Tax Prop 10	<u>\$78,200</u>
	Total	\$78,200

INCREASED APPROPRIATION

5300100000-21450-525440	Professional Services	<u>\$78,200</u>
	Total	\$78,200

Attachment A: Grandparents Raising Grandchildren Program (First 5 Riverside)

RIVERSIDE COUNTY CHILDREN AND FAMILIES COMMISSION  
CONTRACT – INVESTMENT OF FUNDS 2009/2010  
SECOND AMENDMENT

Partner Agency: RIVERSIDE COUNTY OFFICE ON AGING RCCFC Award: 1242 OP-10

Address: 6296 River Crest Drive, Suite K  
Riverside, CA 92507

WHEREAS, the Riverside County Children and Families Commission (“Commission”) has approved a Contract for an investment of funds to RIVERSIDE COUNTY OFFICE ON AGING (“Partner Agency”), as set forth in the Investment of Funds Contract (“Contract”), and the parties now wish to amend the Contract, to be effective as of November 1, 2009.

Now, therefore, the Contract is amended as follows:

- A. Paragraph one is deleted in its entirety and replaced with the following:

“The Partner Agency designated above is hereby certified for an investment of funds in an amount not to exceed the amount listed below. Any funding remaining after the funding period may be rolled over to the next funded fiscal year at the discretion of the Commission.

**Funding Period: 07/01/09-06/30/10 \$504,448.00**

**Compensation:** The maximum reimbursable amount over the life of the contract is \$504,448.00 as awarded by the Riverside County Children and Families Commission (RCCFC), also known as First 5 Riverside, provided pursuant to Proposition 10, to provide services and results as set forth in Attachments A, B and C attached hereto as incorporated herein by reference, subject to the following terms and conditions:

- B. Attachment A. Scope of Work (SOW) is deleted in its entirety and replaced as attached.
- C. Attachment B. Budget is deleted in its entirety and replaced as attached.
- D. All other terms and conditions of the Contract shall remain in full force and effect.
- E. Partner Agency certifies that the individual signing below has authority to execute this document on behalf of Partner Agency, and may legally bind Partner Agency to the Terms and Conditions of this Contract, as amended.

2010 FEB 18 PM 1:28

CHILDREN/FAMILIES COMM.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representative to execute this Second Amendment to the Investment of Funds Contract.

CONTRACTOR

Riverside County Children and Families Commission

By: Helene Clarke

By: Harry Freedman 3/2/10  
Harry Freedman, Executive Director

Attest:

By: Debra M. Stearns 3/2/10  
Commission Secretary

Authorized Signature for Partner Agency:
<u>Marion Ashley</u>
Printed Name of Person Signing: <b>MARION ASHLEY</b>
Title: <b>CHAIRMAN, BOARD OF SUPERVISORS</b>
Address:
Date: JUN 29 2010
Attest:
Date:

ATTESI:  
KECIA HARPER-IHEM, Clerk  
By: Kecia Harper-Ihem  
DEPUTY

FORM APPROVED COUNTY COUNSEL  
BY: Neal R. Kipnis 6/2/10  
NEAL R. KIPNIS DATE



**ATTACHMENT A: SCOPE OF WORK**  
**Riverside County Office on Aging**  
**Contract #1242 OP-10**  
**Child Care Access and Linkages**  
**July 1, 2009 – June 30, 2010**

The Riverside County Office on Aging Grandparents Raising Grandchildren (GRG) program will provide full time/respite subsidized child care slots to service a total of 70 children and 70 grandparents/caregivers per month residing in Riverside County who are caring for children 0-5 years of age. Full-time and respite care will be dependent upon the needs of the grandparents entering the program. The GRG program will serve low to moderate income grandparents/caregivers. Relative caregivers must be at least 50 years of age to receive services. Non-working grandparents/caregivers qualify for respite care, up to 32 hours per month to attend medical and other critical appointments as well as respite from the day to day activities of being a caregiver. Working grandparents/caregivers are eligible for full time child care for their children 0-5. The program will also provide a family assessment, referrals, and follow-up services to those families who are in need.

**Grandparents Raising Grandchildren-Child Care Access and Linkage**  
**Objective 2.2, Strategy 2E**  
**Aggregate Targets:**

- 1) By June 30, 2010, Riverside County Office on Aging, Grandparents Raising Grandchildren program will provide child care subsidies to 70 low to moderate income children as reported monthly.
- 2) By June 30, 2010, Riverside County Office on Aging, Grandparents Raising Grandchildren program will document the number of children with special needs that received child care.
- 3) By June 30, 2010, Riverside County Office on Aging, Grandparents Raising Grandchildren program will provide information about health and education services to 70 grandparents/caregivers.
- 4) By June 30, 2010, Riverside County Office on Aging, Grandparents Raising Grandchildren program will document the number of children that received appropriate referrals for health and education services.
- 5) By June 30, 2010, Riverside County Office on Aging, Grandparents Raising Grandchildren program will document the number of children referred that accessed services.
- 6) By June 30, 2010, Riverside County Office on Aging, Grandparents Raising Grandchildren program will document the number of children that utilized extended care services available before and/or after the center's regular hours.

**ATTACHMENT B: BUDGET**



Agency Name: RIVERSIDE COUNTY OFFICE ON AGING  
 Contract Number: 1242 OP-10  
 Program Name: GRANDPARENTS RAISING GRANDCHILDREN  
 First 5 Riverside Funds: \$426,248  
 F5R EXPANSION FUNDS: ~~\$23,288~~  
 TOTAL F5R FUNDS: \$504,448  
 List Other Program Source(s) below: \$504,448  
 List Other Program Fund(s) below: total ck \$0

**First 5 Riverside Program Budget: July 1, 2009 - June 30, 2010  
 EXPANSION SECOND AMENDMENT**

Personnel Title and Name of Employee	Annual Salary	FTE Funded by Program		(A) Total F5 Program Costs	(B) Total Other Program Funds	ADDITIONAL FY09_10 EXPANSION COSTS	(C) Total Program (A+B+C)	Non Program Personnel Exp. ck.
		F5R	Other					
1 Deputy Director of Senior Programs/Michele Haddock	\$112,041	3%		\$2,801	\$0		\$2,801	\$109,240 \$0
2 Program Specialist II/Valerie Wheat	\$60,566	20%		\$12,113	\$0		\$12,113	\$48,453 \$0
3 Program Specialist II/Dorothy Hogans-Murphy	\$50,941	100%		\$50,941	\$0		\$50,941	\$0 \$0
4 Office Assistant III/Carmen Cornejo	\$29,441	50%		\$14,721	\$0		\$14,721	\$14,721 \$0
<b>Subtotal Personnel:</b>				<b>\$80,576</b>	<b>\$0</b>	<b>\$0</b>	<b>\$80,576</b>	<b>\$172,413 \$0</b>
Employee Benefits	Total Annual Benefits	FTE Funded by Program		(A) Total F5 Program Costs	(B) Total Other Program Funds	ADDITIONAL FY09_10 EXPANSION COSTS	(C) Total Program (A+B+C)	Non Program Personnel Exp. ck.
		F5R	Other					
1 Deputy Director of Senior Programs/Michele Haddock	\$46,843	3%	0%	\$1,204			\$1,204	\$45,639 \$0
2 Program Specialist II/Valerie Wheat	\$27,712	20%	0%	\$5,668			\$5,668	\$22,044 \$0
3 Program Specialist II/Dorothy Hogans-Murphy	\$21,488	100%	0%	\$21,488			\$21,488	\$0 \$0
4 Office Assistant III/Carmen Cornejo	\$15,906	50%	0%	\$8,032			\$8,032	\$7,974 \$0
<b>Subtotal Benefits:</b>				<b>\$36,392</b>	<b>\$0</b>	<b>\$0</b>	<b>\$36,392</b>	
<b>Operational Expenses</b>								
1 Office Supplies/Equipment (<\$1000)				\$1,000			\$1,000	\$1,000
2 Postage & Printing				\$1,000			\$1,000	\$1,000
<b>Subtotal Operational Expenses:</b>				<b>\$2,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000</b>	

**ATTACHMENT B: BUDGET**



Agency Name: RIVERSIDE COUNTY OFFICE ON AGING  
 Contract Number: 1242 OP-10  
 Program Name: GRANDPARENTS RAISING GRANDCHILDREN  
 First 5 Riverside Funds: \$426,248  
 F5R EXPANSION FUNDS: \$78,200  
 TOTAL F5R FUNDS: \$504,448  
 List Other Program Source(s) below: List Other Program Fund(s) below:  
 \$504,448  
 total ck \$0

**First 5 Riverside Program Budget: July 1, 2009 - June 30, 2010**  
**EXPANSION SECOND AMENDMENT**

1	Various Child Care Providers Agency is required to submit monthly Provider Invoices during the FY09_10 contract term.	Child Care Providers (\$1 children/grandparents)	\$298,374			\$298,374
1A	EXPANSION COSTS FOR ADDITIONAL CHILD CARE PROVIDERS (Agency is required to submit monthly Provider Invoices during the FY09_10 contract term.)	Child Care Providers (19 additional children/grandparents)	\$0	\$0	\$78,200	\$78,200
<b>Subtotal Subcontractors:</b>			\$298,374	\$0	\$78,200	\$376,574
Capital Expenditure						
1	N/A					\$0

<b>Subtotal Capital Expenditures:</b>		\$0	\$0	\$0	\$0
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NOTE: F5R Indirect Expense Limit Not to Exceed 10% of Allowed Expenses)		F5R		Other	
1	Indirect Percentage Paid by F5R	7.466%	\$8,906		\$8,906
2	Indirect Paid By Other Funds	0%		\$0	\$0
<b>Subtotal Indirect:</b>		\$8,906	\$0	\$0	\$8,906

<b>Total Budget</b>		\$426,248	\$0	\$78,200	\$504,448
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## ATTACHMENT B: BUDGET

BUDGET NARRATIVE JUSTIFICATION FOR USE OF FUNDS	
<b>Agency Name:</b> <b>Contract Number:</b> <b>Program Name :</b>	RIVERSIDE COUNTY OFFICE ON AGING 1242 OP-10 GRANDPARENTS RAISING GRANDCHILDREN-CHILD CARE STIPENDS
<b>First 5 Riverside Program Budget: July 1, 2009 - June 30, 2010</b>	
<i>(Use the space below to provide a brief narrative statement to justify EACH line item within your program budget.)</i>	
<i>(Personnel and Benefits: These Cells Auto Populate from the Combined Personnel and Benefits \$ Amounts from Draft Budget Tab)</i>	
Deputy Director of Senior Programs Michèle Haddock	\$4,005
Program Specialist II/Valerie Wheat	\$17,781
Program Specialist I/Dorothy Hogans-Murphy	\$72,429
Office Assistant III/Carmen Cornejo	\$22,763
<b>SUBTOTAL PERSONNEL / BENEFITS: \$116,968</b>	
Operational Expenses	
Office Supplies/equipment (<\$1000)	\$1,000
Postage & Printing	\$1,000
<b>SUBTOTAL OPERATIONAL EXPENSES: \$2,000</b>	
Subcontractors	
Various Child Care Providers Agency is required to submit monthly Provider Invoices during the FY09_10 contract term	\$298,374
Child Care Providers who provide the child care services for the grandparents in the program. The program has many child care providers, only one is listed with the full amount that will be used for child care costs. The minimum delay in processing these expenditures range from thirty to sixty days, therefore our monthly fiscal reports will generally be at least a month behind in showing total up to date expenditures of these funds. At the beginning of the new fiscal year 09/10, due to Oasis transition processes and the normal delays in posting, July and August expenditures will probably not show up until September. We will be sure to make monthly notes in Gems with updates regarding the posting of these expenditures to make sure the Contract Specialist is aware of funds spent and when they will be calculated in the required monthly fiscal report, also we will submit a monthly Expenditure Transaction report with the fiscal report.	
<b>EXPANSION COSTS FOR ADDITIONAL CHILD CARE PROVIDERS (Agency is required to submit monthly Provider Invoices during the FY09_10 contract term.)</b>	
FY09_10 Expansion costs for additional direct services: Original expansion service numbers were 31, now reduced to 19 additional). See above for narrative. (\$78200 cost includes \$71,600 for 16 providers November through June 30, 2010 and 3 providers March through June 30, 2010. TOTAL CONTRACTED SERVICE NUMBERS = 70.	
<b>SUBTOTAL SUBCONTRACTORS: \$78,200</b>	
Capital Expenses	
N/A \$0	
Indirect	
Indirect costs paid by FSR \$8,906	
<b>TOTAL F5R FUNDS: \$504,448</b>	
Indirect Costs are for rent, utilities, phone services, Oasis charges, and other costs essential for the program	

**ATTACHMENT B: BUDGET**

FIRST 5 RIVERSIDE AGENCY NAME		RIVERSIDE COUNTY OFFICE ON AGING	
FISCAL YEAR		2009 / 2010	
CONTRACT NUMBER		1242 OP-10	
Program Name		GRANDPARENT'S RAISING GRANDCHILDREN	
Budget Categories	1242 OP-10		IMPROVED CHILD DEVELOPMENT
<b>1. Personnel Services</b>			
Deputy Director of Senior Programs/Michele Haddock	\$ 2,801	\$ 2,801	100%
Program Specialist IV Valerie Wheat	\$ 12,113	\$ 12,113	100%
Program Specialist IDorothy Hogans-Murphy	\$ 50,941	\$ 50,941	100%
Office Assistant III Carmen Cornejo	\$ 14,721	\$ 14,721	100%
<b>Sub Total</b>	<b>\$ 80,576</b>	<b>\$ 80,576</b>	<b>\$ 80,576</b>
<b>2. Benefits</b>			
Deputy Director of Senior Programs/Michele Haddock	\$ 1,204	\$ 1,204	100%
Program Specialist IV Valerie Wheat	\$ 5,668	\$ 5,668	100%
Program Specialist IDorothy-Hogans-Murphy	\$ 21,488	\$ 21,488	100%
Office Assistant III Carmen Cornejo	\$ 8,032	\$ 8,032	100%
<b>Sub Total (benefits)</b>	<b>\$ 36,392</b>	<b>\$ 36,392</b>	<b>\$ 36,392</b>
<b>3. Material &amp; Supplies</b>			
Office Supplies/equipment (<\$1000)	\$ 1,000	\$ 1,000	100%
Postage & Printing	\$ 1,000	\$ 1,000	100%
<b>Sub Total</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
<b>4. Contractual Services</b>			
Various Child Care Providers	\$ 298,374	\$ 298,374	100%
Agency is required to submit monthly Provider Invoices during the FY09_10 contract			
EXPANSION COSTS FOR ADDITIONAL CHILD CARE PROVIDERS (Agency is required			
to submit monthly Provider Invoices during the FY09_10 contract term.)	\$ 78,200	\$ 78,200	26%
<b>Sub Total</b>	<b>\$ 376,574</b>	<b>\$ 376,574</b>	<b>\$ 376,574</b>
<b>5. Capital Improvements</b>			
N/A	\$ -	\$ -	\$ -
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>6. Indirect Paid by FSR Funds</b>			
	\$ 8,906	\$ 8,906	100%
<b>Sub Total</b>	<b>\$ 8,906</b>	<b>\$ 8,906</b>	<b>\$ 8,906</b>
<b>TOTAL</b>	<b>\$ 504,448</b>	<b>\$ 504,448</b>	<b>\$ 504,448</b>

ATTACHMENT B: BUDGET

**RESULT AND SERVICE AREAS FOR STATE REPORTING**

IMPROVED FAMILY FUNCTIONING	IMPROVED CHILD DEVELOPMENT	IMPROVED HEALTH	IMPROVED SYSTEMS OF CARE
IFF	ICD	IH	ISC
1-Behavioral, Substance Abuse, and Mental Health Services	2-Preschool for 3 and 4 Year Olds	3-Breastfeeding Assistance	4-Service Outreach, Planning, Support and Management
1-Adult Education and Literacy for Parents	2-State School Readiness Programs & Local Match	3-Nutrition and Fitness	4-Provider Capacity Building, Training and Support
1-Provision of Basic Family Needs (Food, Clothes, Housing)	2-Local School Readiness (Mirror Programs)	3-Other Health Education	4-Program Management
1-Distribution of Kit for New Parents	2-Comprehensive Screening and Assessments	3-Health Access	4-Case / Care Management Integration
1-Family Literacy Programs	2-Targeted Intensive Intervention for Identified Special Needs	3-Home Visitation for Newborns	4-Schools' Readiness for Children
1-Community Resource & Referral	2-Early Education Programs for Children (Other than School Readiness and Preschool for 3/4 year olds)	3-Oral Health	4-Community Strengthening Efforts
1-Targeted Intensive Parent Support Services	2-Early Education Provider Program	3-Prenatal Care	
1-General Parenting Education Programs	2-Kindergarten Transition Services	3-Primary Care Services (Immunizations and/or Well Child Checkups)	
1-Other Family Functioning Support Services	2-Other Child Development Services	3-Comprehensive Screening and Assessments	
		3-Targeted Intensive Intervention for Identified Special Needs	
		3-Safety Education and Intentional and Unintentional Injury Prevention	
		3-Specialty Medical Services	
		3-Tobacco Cessation Education and Treatment	
		3-Other Health Services	