

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

418



**FROM:** Community Health Agency / Department of Public Health

**SUBMITTAL DATE:**  
January 20, 2011

**SUBJECT:** Ratify the First Amendment to Agreement 1032OP-11 between Riverside County Children and Families Commission (RCCFC) and Riverside County, Department of Public Health – Injury Prevention Services.

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

- 1) Ratify the First Amendment to the Agreement 1032 OP-11 with Riverside County Children and Families Commission (First 5 Riverside) and Riverside County, Department of Public Health – Injury Prevention Services for the performance period of July 1, 2010 through June 30, 2011, for an increase of \$5,972 for a total amount of \$492,801;and
- 2) Authorize the Chairperson to sign four (4) originals of the Agreement on behalf of the County; and
- 3) Authorize the Purchasing Agent to sign any subsequent amendments that do not exceed already approved amount.

**BACKGROUND:** Continued on Page 2

JAS:VBY:NMH:YS

*Susan D. Harrington*  
Susan D. Harrington, Director of Public Health

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 5,972	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	10/11

<b>SOURCE OF FUNDS:</b> 100% funded by First 5 Riverside, Riverside County Children and Families Commission	<b>Positions To Be Deleted Per A-30</b>	<input checked="" type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

APPROVE

BY: *Debra Courmoyer*  
Debra Courmoyer

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley  
 Nays: None  
 Absent: None  
 Date: February 8, 2011  
 xc: CHA-Public Health, Purchasing

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

**3.14**

FORM APPROVED COUNTY COUNSEL  
DATE: 1/20/11  
BY: NIVAL R. KIPNIS  
Departmental Concurrence

Purchasing: *Mark Seiler*  
Mark Seiler, Assistant Director

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

Form 11

Page 2 of 2

From: Community Health Agency/Department of Public Health

**SUBJECT:** Ratify the First Amendment to Agreement 1032OP-11 between Riverside County Children and Families Commission (RCCFC) and Riverside County, Department of Public Health – Injury Prevention Services.

**BACKGROUND CONTINUED:**

On August 10, 2010, Agenda 3.13, the BOS approved Riverside County, Department of Public Health to receive funding in the amount of \$486,829 from First 5 Riverside for projects that support their mission of providing services for all children 0-5 years. First 5 Riverside is providing additional funds for the purchase of car seats to be provided to Riverside County families. All recipients of a car seats receives child passenger safety education

This Amendment 1032OP-11 increases the amount by \$5,972, for total grant amount of \$ 492,801.

RIVERSIDE COUNTY CHILDREN AND FAMILIES COMMISSION  
CONTRACT  
INVESTMENT OF FUNDS – FIRST AMENDMENT

Contractor: RIVERSIDE COUNTY DEPARTMENT OF PUBLIC HEALTH – INJURY PREVENTION PROGRAM

RCCFC Award: 1032 OP-11

Address: 4065 County Circle Drive, Suite 403  
Riverside, CA 92503

WHEREAS, the Riverside County Children and Families Commission (“Commission”) has approved a Contract for an investment of funds Riverside County Department of Public Health - Injury Prevention Program, as set forth in the Investment of Funds Contract – Contract No. 1032 OP-11 (“Contract”), and the parties now wish to amend the Contract, to be effective as of July 1, 2010; and

WHEREAS, as resolved, determined and ordered by the Riverside County Children and Families Commission in Resolution 10-33 “AUTHORIZING THE EXECUTIVE DIRECTOR TO ISSUE CONTRACT AMENDMENTS TO INCLUDE ROLLOVER FUNDS FROM FISCAL YEAR 2009/2010” the Executive Director or his designee has the authority to take the necessary action, perform contract management, and execute the necessary documents to effectuate Resolution 10-33 without requiring further action of the Commission;

Now, therefore, the parties agree as follows:

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

“The CONTRACTOR designated above is hereby certified for an investment of funds in an amount not exceed the amount listed below:

**FUNDING PERIOD: 07/01/10 – 06/30/11 \$492,801.00**

**Compensation:** The maximum reimbursable amount over the life of the contract is **\$492,801.00** 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:

2. Attachment B. Budget is deleted in its entirety and replaced as attached.
3. Attachment C. Payment Provisions is deleted in its entirety and replaced as attached.
4. All other terms and conditions of the Contract shall remain in full force and effect.

WHEN DOCUMENT IS FULLY EXECUTED RETURN

CLERK'S COPY

to Riverside County Clerk of the Board, Stop 1010  
Post Office Box 1147, Riverside, Ca 92502-1147

Thank you.

- 5. CONTRACTOR certifies that the individual signing below has authority to execute this document on behalf of Contractor, and may legally bind CONTRACTOR to the Terms and Conditions of this Contract, as amended.

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

CONTRACTOR:

Riverside County Children and Families Commission:

By: *Bob Buster*  
 BOB BUSTER  
 CHAIRMAN, BOARD OF SUPERVISORS  
 Date: FEB 08 2011

By: \_\_\_\_\_  
 Harry Freedman, Executive Director  
 Date: \_\_\_\_\_

ATTEST:

KECIA HAPPER, JHEM, Clerk

By: *Kecia Harper*  
 DEPUTY

Attest:

By: \_\_\_\_\_  
 Commission Secretary

Date: \_\_\_\_\_

FORM APPROVED COUNTY COUNSEL

BY: *Neal R. Kipnis* 12/6/11  
 NEAL R. KIPNIS DATE



Riverside County Children & Families Commission  
A public entity created under Proposition 13 subject to the rules

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC HEALTH

Agency Name: RIVERSIDE COUNTY DEPARTMENT OF PUBLIC HEALTH

Contract Number: 1032 OP-11

Program Name: INJURY PREVENTION

F5R Funds (Base Amt) FY 10/11: \$456,962

Expansion Dollars FY 10/11: \$29,867

Rollover Expansion Dollars from FY 09/10: \$5,972

List Other Program Fund(s) below:

Low Cost vehicle passenger \$2,000

23% of indirect costs not covered by F5R: \$98,455

TOTAL: \$593,256

total ck \$0

First 5 Riverside Program Budget: July 1, 2010 - June 30, 2011

Personnel Title and then Name of Employee	Annual Salary	Percentage of FTE Funded by Program		(A) Total F5 Program Costs	(B) FY 10/11 Expansion Dollars Only	(C) Total Other Program Funds	(D) Total Program (A+B+C=D)	Non Program Personnel Exp.	ck.
		F5R	Other						
1 HEA II - Anguiano, Michelle	\$42,484	50%		\$14,013	\$12,747	\$0	\$26,760	\$15,734	\$0
2 PH Program Coord - Young, Victoria	\$69,659	80%		\$55,727		\$0	\$55,727	\$13,932	\$0
3 PH Program Director - Ballesteros, Olivia	\$87,464	20%		\$17,493		\$0	\$17,493	\$69,971	\$0
4 HSA - Mendoza, Elizabeth	\$35,693	100%		\$35,693		\$0	\$35,693	\$0	\$0
5 HSA - Sanchez, Maria	\$32,074	100%		\$32,074		\$0	\$32,074	\$0	\$0
6 Office Assistant II - unidentified	\$34,549	75%		\$25,912		\$0	\$25,912	\$8,637	\$0
7 Admin Analyst II - Hansen, Rebecca	\$55,016	25%		\$13,754		\$0	\$13,754	\$41,262	\$0
8 Research Analyst - Gardner, Aaron	\$3,000	100%		\$3,000		\$0	\$3,000	\$0	\$0
9 Fiscal Accountant - Enriquez, Criselyn	\$9,766	25%		\$9,766		\$0	\$9,766	\$29,297	\$0
<b>Subtotal Personnel:</b>				<b>\$207,431</b>	<b>\$12,747</b>	<b>\$0</b>	<b>\$220,178</b>	<b>\$178,833</b>	<b>\$0</b>

Employee Benefits	Total Annual Benefits	Percentage of FTE Funded by Program		(A) Total F5 Program Costs	(B) FY 10/11 Expansion Dollars Only	(C) Total Other Program Funds	(D) Total Program (A+B+C=D)	Non Program Personnel Exp.	ck.
		F5R	Other						
1 HEA II - Anguiano, Michelle	\$19,122	40%		\$7,649	\$3,824		\$11,473	\$7,649	\$0
2 PH Program Coord - Young, Victoria	\$31,347	80%		\$25,077			\$25,077	\$6,269	\$0
3 PH Program Director - Ballesteros, Olivia	\$39,359	20%		\$7,872			\$7,872	\$31,487	\$0
4 HSA - Mendoza, Elizabeth	\$16,062	100%		\$16,062			\$16,062	\$0	\$0
5 HSA - Sanchez, Maria	\$14,433	100%		\$14,433			\$14,433	\$0	\$0
6 Office Assistant II - unidentified	\$15,547	75%		\$11,660			\$11,660	\$3,887	\$0
7 Admin Analyst II - Hansen, Rebecca	\$24,757	25%		\$6,189			\$6,189	\$18,568	\$0
8 Research Analyst - Gardner, Aaron	\$900	100%		\$900			\$900	\$0	\$0
9 Fiscal Accountant - Enriquez, Criselyn	\$17,578	25%		\$4,395			\$4,395	\$13,184	\$0
<b>Subtotal Benefits:</b>				<b>\$94,237</b>	<b>\$3,824</b>	<b>\$0</b>	<b>\$98,061</b>	<b>\$81,044</b>	<b>\$0</b>



Riverside County Children & Families Commission  
A public entity established by the California State Legislature

Agency Name: RIVERSIDE COUNTY DEPARTMENT OF PUBLIC HEALTH  
Contract Number: 1032 OP-11  
Program Name: INJURY PREVENTION  
F5R Funds (Base Amt) FY 10/11: \$456,962  
Explanation Dollars FY 10/11: \$29,867  
Rollover Expansion Dollars from FY 08/09: \$5,972

List Other Program Source(s) below: \$2,000  
Low Cost vehicle passenger \$98,455  
23% of indirect costs not covered by F5R: \$593,256

total ck \$0

Operational Expenses			
1	Office Supplies/equipment (< \$1000)	\$5,500	\$5,500
2	Postage & Printing	\$6,500	\$6,500
4	Equipment <\$1000 >\$5000	\$8,000	\$8,000
5	Program Materials and Incentives	\$39,451	\$39,451
6	Program Nutrition/Food	\$500	\$500
12	Travel (airfare, mileage, meals, hotel)	\$8,047	\$8,047
13	Training / Conferences	\$2,105	\$2,105
14	Rent/Lease	\$23,507	\$23,507
15	Utilities	\$3,000	\$3,000
17	Professional Services	\$2,000	\$2,000
18	Vehicle Maintenance/Repairs	\$2,000	\$2,000
19	Communications	\$7,000	\$7,000
20	Storage	\$2,400	\$2,400
<b>Subtotal Material and Supplies:</b>		<b>\$110,010</b>	<b>\$110,010</b>
<b>Subcontractors</b>		<b>\$0</b>	<b>\$0</b>
<b>Capital Expenditure</b>		<b>\$0</b>	<b>\$0</b>
<b>Subtotal Subcontractors:</b>		<b>\$0</b>	<b>\$0</b>
<b>Describe Service</b>		<b>\$0</b>	<b>\$0</b>
<b>Subtotal Equipment:</b>		<b>\$0</b>	<b>\$0</b>
<b>Other</b>		<b>\$0</b>	<b>\$0</b>
<b>Subtotal Indirect:</b>		<b>\$45,285</b>	<b>\$45,285</b>
<b>Subtotal Indirect:</b>		<b>\$45,285</b>	<b>\$45,285</b>
<b>Total Budget</b>		<b>\$456,962</b>	<b>\$593,256</b>

Subtotal Indirect:		F5R	Other
1	Indirect Percentage Paid by F5R	11%	\$45,285
2	Indirect Paid By Other Funds	20%	\$98,455
<b>Subtotal Indirect:</b>		<b>\$45,285</b>	<b>\$98,455</b>
<b>Total Budget</b>		<b>\$456,962</b>	<b>\$593,256</b>

BUDGET NARRATIVE JUSTIFICATION FOR USE OF FUNDS	
AGENCY NAME:	RIVERSIDE COUNTY DEPARTMENT OF PUBLIC HEALTH
CONTRACT NUMBER:	1032 OP-11
PROGRAM NAME:	INJURY PREVENTION
First 5 Riverside Program Budget: July 1, 2010 - June 30, 2011	
<i>(Use the space below to provide a brief narrative statement to justify EACH line item within your program budget.)</i>	
<b>Personnel and Benefits (These Cells Auto-Populate from the Combined Personnel and Benefits \$ Amounts from Draft Budget Tab)</b>	
HEA II - Anquiano, Michelle	.60% FTE - Will be responsible for coordination of all special needs child passenger safety activities and assist in all other child passenger safety program activities. Will conduct parent education workshops as needed. Is a nationally certified car seat instructor. Will coordinate and conduct car seat technician and special needs certification courses. \$50,980
PH Program Coord - Young, Victoria	.80% FTE - Under the direction of the Program Director, will be responsible for coordinating all daily program activities to ensure completion of all target and objectives by; direct supervision of all program related staff, fiscal monitoring, preparation of quarterly performance reports, monitoring of target/objective status. Is a certified car seat technician, RN and Public Health Nurse. \$80,805
PH Program Director - Ballesteros, Olivia	.20% FTE - Will act as liaison between the Riverside County Department of Health and First 5 Riverside for contract administration and fiscal overview. The Program Director will oversee all grant related staff and insure performance objectives. \$25,365
HSA - Mendoza, Elizabeth	1 FTE - Will be responsible for conducting parent education workshops, assist in all child passenger safety activities. Will be responsible for coordinating all check-up event activities. Is a national certified car seat technician. \$51,755
HSA - Sanchez, Maria	1 FTE - Will be responsible for conducting parent education workshops, assist in all child passenger safety activities. Will be responsible for coordinating all Fitting Station activities. Is a national certified car seat technician. \$46,507
Office Assistant II - unidentified	.75% FTE - Will be responsible for all ordering all office supplies and materials, maintenance invoice records, interface with all necessary axillary county departments, maintenance of office inventory and promotional and educational supplies. \$37,572
Admin Analyst II - Hansen, Rebecca	.25% - Will be responsible for assisting in the development, revisions and adjustment of program budget, assist in collating and inputting program data into GEMS, reporting all program activities to internal staff and First 5. Participates in PTO trainings and works closely with county contract and fiscal staff as well as program Director and Program Coordinator. \$19,943
Research Analyst - Gardner, Aaron	.05% FTE - Will analyze program data, prepare reports and report to RCIPS staff and First 5 Riverside. \$3,900
Fiscal Accountant - Enriquez, Criselyn	.25% FTE will run queries for program expenses, enter fiscal data into GEMS system, assist program coordinator and admin. Analyst with budget adjustments as needed. \$14,160
<b>Operational Expenses</b>	
Office Supplies/equipment (< \$1000)	Includes but not limited to: computer paper, staples, writing utensils, toners, desk top supplies, paper clips, computer disks, computer flash drives. \$5,500
Postage & Printing	Includes but not limited to; county print services (\$5,000), kinkos, mail services, stamps, Fed Ex, county central mail services, UPS (\$1,500) \$6,500
Equipment <\$1000 >\$5000	Purchase of one (1) computer/printer upgrade for one full time staff = \$3,000. Purchase 1 laptop for community presentations. = \$2,000 Purchase 2 DVD/TV combos for community presentations to show car seat, water safety and home safety education DVD's = \$2,000 Purchase 1 LCD/Overhead projector to be used for community presentations = \$1,000. \$8,000

Program Materials and Incentives	\$58,719	Increase budget line item to \$52,747. Purchase of 45 special needs car seats at \$350/each = \$15,750. Due to the difficult economic climate, IPS is experiencing an increase in requests for donated car seats. 60 car seats @ \$62/each for fitting stations = \$3,720; 60 car seats @ \$62/each for check up events = \$3,720; 390 car seats @ \$62/each for distribution through CPS parent education classes = \$24,180. Purchase of home safety devices for distribution in Water and Home Safety Workshops: toilet lid lock 175 @ \$6.25 = \$1,093, bath thermometers 175 @ \$3.25 each = \$569, cabinet slide locks 175 @ \$3.25 each = \$569, 175 door knob covers @ \$3.25 each = \$569. Purchase of program incentive and promotional items to be distributed at parent workshops and community outreach events = \$5,819 (can include but not limited to; pencil, pens, child educational activity books, first aid kits, water watcher tags, chip clips, key chains) Purchase car seat fitting station and check up event supplies = \$500 (can include but not limited to pool noodles, gripper liner, plastic storage bins, scales, hand sanitizer, wipes, etc).
Program Nutrition/Food	\$500	First Amendment: \$5,972 in Expansion rollover dollars from FY 09/10, as approved by the Commission in Resolution 10-33, will be applied toward the purchase of approximately 125 conventional car seats as per memo from Julisa Alvizo-Silva, Director of Injury Prevention Services dated 10/27/10.  Purchase of nutrition for; Fitting Station activities - Monthly FS are 2 to 4 hours outside events with 2 to 4 IPS staff. Purchasing water to hydrate staff. Events are 6 to 8 hours in length, outside and require purchase of snacks, water and lunch for all participants.
Travel (airfare, mileage, meals, hotel)	\$6,047	(Based on 2009 pricing) Mileage reimbursement for all program activities, costs associated with attending the following conferences for IPS staff; = LifeSavers 2010 Philadelphia, Pennsylvania- airfare = \$425, ground transportation = \$30, personal mileage reimbursement to and from airport = 40 mi x .55 = \$22, meals x 3 days = \$140, lodging x 3 nights = \$700   = \$1,317 for (1) staff, 2010 National Drowning Prevention Alliance, Washington DC airfare = \$300, ground transportation = \$50, personal mileage reimbursement to and from airport = \$22, meals x two days = \$90, lodging x two nights = \$320 total = \$782 x 2 staff for total of \$1,564 2010 Childhood Injury Control conference/ Sacramento CA - airfare \$300, ground transportation = \$40, personal mileage to and from airport = \$22, meals x 2 days = \$140, lodging for 3 night = \$450 total = \$952 x 2 staff for a total = \$1,904 and any other workshops and trainings related to grant activities = \$605. Personal car mileage reimbursement = 250 mi. per month = \$150 = \$1,800/yr. County fleet car useage = \$80 per month = \$960 per year.
Training / Conferences	\$2,105	\$300 NDPA = \$350, Childhood Injury Control = \$350. Costs to purchase training manuals and supplies for the NHTSA SN training course for 10 attendees = \$500, \$500 miscellaneous conference fees and training costs.
Rent/Lease	\$23,507	Lease space for program staff at 3,764 square feet
Utilities	\$3,000	\$250 per month, based on lease space for staff paid by grant.
Professional Services	\$2,000	Support services from Riverside County Department of Public Health's Graphic Artist to develop new and revise existing educational brochures, posters, flyers... These are materials that were develop by IPS previously and could benefit with professional editing.
Vehicle Maintenance/Repairs	\$2,000	Maintenance of county assigned to IPS used for program activities. Costs include routine maintenance any unforeseen repairs.
Communications	\$7,000	Includes cost of program staff cell phones, desk top phones, hands free devices, web site maintenance.
Storage	\$2,400	\$200 a month fee for storage of program car seats, home safety supplies and special needs car seats.
Subcontractors		
Capital Expense		
Indirect		
Indirect costs paid by FSR	\$45,285	11% of total operational costs.





**ATTACHMENT C  
PAYMENT PROVISIONS**

A. FISCAL

The maximum reimbursable amount over the life of this contract, excluding any extensions, is **\$492,801.00** as awarded by the Riverside County Children and Families Commission (RCCFC), also known as First 5 Riverside, provided pursuant to Proposition 10.

1. Maximum Reimbursable Amount

Total payment under this contract shall not exceed:

**Initial Funding Period: 07/01/10 – 06/30/11      \$492,801.00**

2. Method, Time and Schedule Conditions of Payment

- a. Initial advance payment will be one-quarter of the current funding period total contract amount and shall be disbursed at the commencement of the contract so long as all of the following conditions have been met:
  - 1) The contract has been approved by the Commission.
  - 2) The contract has been fully executed by all parties.
  - 3) All applicable licenses in order to comply with the terms of the Scope of Work (Attachment A) are current and valid.
  - 4) Commission staff reviewed and approved Cost Allocation Plan.
- b. Subsequent disbursements will be reconciled and paid based on actual program expenditures, and a projection of those expenses through the next quarter ending date, minus funds already paid year-to-date. However, in no instance shall the quarterly payment exceed one-quarter (1/4) of the contract total. All disbursements must also be in compliance with the Fiscal Requirements of Section 13 of the Contract.
- c. Under special circumstances, CONTRACTOR may request additional funding for quarterly disbursement. A supplemental disbursement request along with justification must be submitted, in writing, to the Executive Director or designee. If approved, total funding disbursed shall not exceed total contract amount for the contract term. The Executive Director, or designee, reserves the right to withhold or reduce disbursement of funds if Contractor fails to: 1) comply with all monthly program data and financial input requirements and quarterly reports by the indicated due date as set forth in Section 11 of the Contract, 2) if results achieved are not as projected and no Commission approved plan is in place for improvement or 3) if the Contractor is not in compliance with any provision contained within this Contract.