

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

143



**FROM:** Department of Public Health

**SUBMITTAL DATE:**  
May 31, 2012

**SUBJECT:** Ratify the First Amendment to the Agreement 1032 OP-12 with Riverside County Children and Families Commission (First 5 Riverside) 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-12 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, 2011 through June 30, 2012, for an increase of \$4,999 for a total amount of \$179,999; and
- 2) Authorize the Chairperson of the Board to sign four (4) originals of the Amendment on behalf of the County; and
- 3) Approve and Direct the Auditor Controller to make the budget adjustments presented on the attached Schedule A.

JA:cg/ys

*Sarah I Mack for*

Sarah Mack, Deputy Director for  
Susan Harrington, Director

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 4,999	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ 0	For Fiscal Year:	11/12

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

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

BY: *Debra Cournoyer*  
Debra Cournoyer

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Buster, seconded by Supervisor Stone 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:** June 12, 2012  
**xc:** Public Health, EO, Auditor(2)

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

**Prev. Agn. Ref.:** 3.19 7/26/11 | **District:** ALL | **Agenda Number:**

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

**3.12**

FORM APPROVED BY COUNTY COUNSEL  
 DATE: 5/31/12  
 BY: NEAL R. KIPNIS  
 FISCAL PROCEDURES APPROVED  
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
 BY: Samuel Wong 5/31/12  
 Departmental CSAMUEL WONG

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

**SUBJECT:** Ratify the First Amendment to the Agreement 1032 OP-12 with Riverside County Children and Families Commission (First 5 Riverside) and Riverside County, Department of Public Health—Injury Prevention Services.

**BACKGROUND:** On July 26, 2011, Agenda 3.19, the BOS approved Riverside County, Department of Public Health—Injury Prevention Services to receive funding in the amount of \$175,000 from First 5 Riverside for projects that support their mission of providing services for all children 0-5, and their families to improve early childhood development focused on children with special needs.

First 5 Riverside is providing additional funds for the purchase of child safety seats to promote and educate caregivers and families with children ages 0-5 on the new booster seat requirements from the California Child Passenger Safety Law effective January 1, 2012.

**FINANCIAL INFORMATION:** This Amendment 1, 1032 OP-12, increases the amount by \$4,999, for a total grant amount of \$179,999.

ACO

SCHEDULE A

Community Health Agency  
Department of Public Health  
Injury Prevention Services  
First 5 Grant  
HS310017

Budget Adjustment  
Fiscal Year 2011/12

INCREASE IN APPROPRIATIONS:

22700 4200100000- 510040	Regular Salaries	1,724
22700 4200100000- 518100	Budget Benefits	776
22700 4200100000- 526960	Small Tools and Instruments	2,499

TOTAL INCREASE IN APPROPRIATION \$4,999

INCREASE IN ESTIMATED REVENUE:

22700 4200100000- 754000	CA-Tobacco Tax Prop.10	<u><u>\$4,999</u></u>
--------------------------	------------------------	-----------------------

**CLERK'S COPY**

Riverside County Clerk of the Board, Stop 1010

Office Box 1147, Riverside, Ca 92502-1147

Thank you.

**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-12**

**Address: 4065 County Circle Drive  
Riverside, CA 92503**

WHEREAS, the Riverside County Children and Families Commission, also known as "First 5 Riverside" ("Commission") and Riverside County Department of Public Health – Injury Prevention Program entered into an Investment of Funds Contract, RCCFC Award no. 1032 OP-12 (the "Contract") for the provision of services, and both parties now agree to amend the Contract to be effective as of **March 28, 2012 ("First Amendment")**.

Now, therefore, the parties agree to amend the Contract as follows:

- A. Pursuant to Resolution 11-10, approved by the Commission on April 13, 2011, the maximum reimbursable amount of the life of this Contract is \$175,000.00 as awarded by the Commission. The parties now wish to increase the maximum reimbursable amount to \$179,999.99.
- B. Maximum Reimbursable Amount: \$179,999.99  
 Initial Funding Period: 07/01/11 – 06/30/12 \$175,000.00  
 Kids Plate Grant Funding: 03/28/12 – 06/16/12 \$ 4,999.99
- C. Attachment A-1 of the Contract, Scope of Work, shall be added to the contract, as outlined in Attachment A-1, and attached hereto. Attachment A remains part of the Contract.
- D. Attachment B. Budget for FY 11/12 is deleted in its entirety and replaced as attached.
- E. Attachment C of the Contract, Payment Provisions, shall have an amended funding amount added, as outlined in Attachment C-1, and attached hereto. Attachment C remains part of the Contract.
- F. All other terms and conditions of the Contract, as amended, shall remain in full force and effect.

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

**Riverside County Children and Families Commission**

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

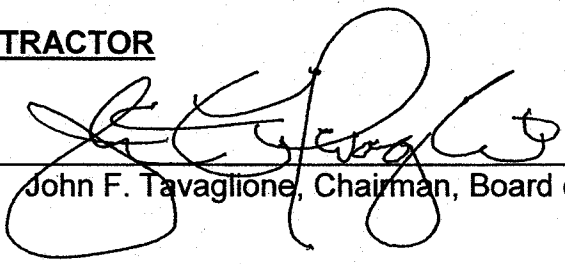
Date: \_\_\_\_\_

**ATTEST:**

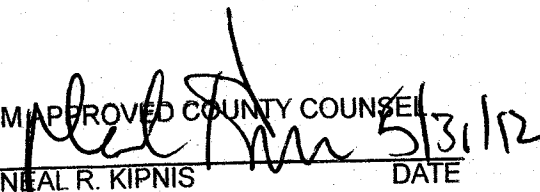
By: \_\_\_\_\_  
Commission Secretary

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

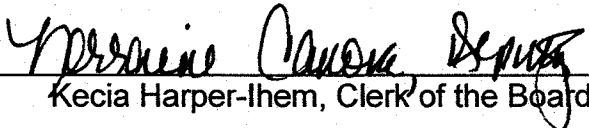
**CONTRACTOR**

By:  \_\_\_\_\_  
John F. Tavaglione, Chairman, Board of Supervisors

Date: 10-12-12

FORM APPROVED COUNTY COUNSEL  
BY:  \_\_\_\_\_  
NEAL R. KIPNIS DATE 5/31/12

**ATTEST:**

By:  \_\_\_\_\_  
Kecia Harper-Ihem, Clerk of the Board

Date: 6/12/12

ATTACHMENT A-1: SCOPE OF WORK

**Riverside County Department of Public Health – Injury Prevention Services**

**Strategy: Special Needs**

**Contract #1032 OP-12**

**July 1, 2011 – June 30, 2012**

**Kids Plate Implementation**

RCIPS will implement the California Department of Public Health's California Child Passenger Safety (CPS) Child Car Seat/Booster Seat Promotion Program (Kids' Plate) by:

- promoting and educating caregivers and families with children ages 0 through 5 on the new booster seat requirement that went into effect January 1, 2012.
- incorporating the new CPS Law information in its current Low Cost Program curriculum and provide printed materials to parent/caregivers.
- conducting two (2) car seat clinics in the community that incorporates training on the new law.
- By June 16, 2012, submit a one page summary of project activities related to the Kids' Plate program. Summary will include quantifying results with number of families reached, total number of child safety seats (with booster seats identified separately) provided, and number and type of outreach events held.

1. By June 15, 2012, RCIPS staff will conduct a minimum of 2 car seat clinics to promote and educate caregivers and families with children 0 through 5 on the new booster seat law requirement.

ATTACHMENT B: BUDGET

Agency Name:	RIVERSIDE CHA - DEPT OF PUBLIC HEALTH - IPS	
Contract Number:	1032 OP-12	
Program Name:	Special Needs	
F5R Funds (Base Amount) FY 2011-2012:	\$179,999.99	\$0.00
List Other Funding Source(s) below:	List Other Program Fund(s) below:	
Total Funding from All Sources:	\$179,999.99	total ck \$0.00

First 5 Riverside Program Budget: July 1, 2011 - June 30, 2012

PERSONNEL

Personnel Title and then Name of Employee	Total Annual Salary for Current Contracting FY	Percentage of FTE Funded by Program		(A) Total F5 Program Costs	(B) Total Other Program Funds	(C) Total Program (A+B=C)	Non Program Personnel Exp. ck
		F5R	Other				
1 Director - Julisa Alvizo-Silva	\$68,931	5%	0%	\$3,447	\$0	\$3,447	\$65,484
2 Program Coordinator II - Victoria Young	\$69,659	30%	0%	\$20,898	\$0	\$20,898	\$48,761
3 Health Services Assistant - Elizabeth Mendoza	\$36,670	50%	0%	\$18,335	\$0	\$18,335	\$18,335
4 Health Services Assistant - Maria Sanchez	\$32,094	50%	0%	\$16,047	\$0	\$16,047	\$16,047
5 Office Assistant III - Marquez, Eufracia	\$32,074	20%	0%	\$6,415	\$0	\$6,415	\$25,659
6 Accountant II - Shelia Thue-Billeb	\$57,762	3%	0%	\$1,733	\$0	\$1,733	\$56,029
7 Administrative Svs Assist - Carina Gonzalez	\$33,708	10%	0%	\$3,371	\$0	\$3,371	\$30,337
8 Accounting Tech - Pam Grove	\$49,418	8%	0%	\$4,043	\$0	\$4,043	\$45,375
9 Staff time to conduct Booster Seat Clinics	\$2,500	1%	0%	\$2,500	\$0	\$2,500	\$0
<b>SUBTOTAL PERSONNEL:</b>				<b>\$76,787</b>	<b>\$0</b>	<b>\$76,787</b>	<b>\$306,029</b>

BENEFITS

Employee Benefits	Total Annual Benefits	Percentage paid by funding source		(A) Total F5 Program Costs	(B) Total Other Program Funds	(C) Total Program (A+B=C)	Non Program Personnel Exp. ck
		F5R	Other				
1 Director - Julisa Alvizo-Silva	\$31,019	5%	0%	\$1,551	\$0	\$1,551	\$29,468
2 Program Coordinator II - Victoria Young	\$31,347	30%	0%	\$9,404	\$0	\$9,404	\$21,943
3 Health Services Assistant - Elizabeth Mendoza	\$16,502	50%	0%	\$8,251	\$0	\$8,251	\$8,251
4 Health Services Assistant - Maria Sanchez	\$14,442	50%	0%	\$7,221	\$0	\$7,221	\$7,221
5 Office Assistant III - Marquez, Eufracia	\$14,433	20%	0%	\$2,887	\$0	\$2,887	\$11,546

ATTACHMENT B: BUDGET

Agency Name:		RIVERSIDE CHA - DEPT OF PUBLIC HEALTH - IPS					
Contract Number:		1032 OP-12					
Program Name:		Special Needs					
		\$25,993	3%	0%	\$779	\$0	\$779
6	Accountant II - Sheila Thue-Billeb						\$0
7	Administrative Svcs Assist - Carina Gonzalez	\$15,169	10%	0%	\$1,517	\$0	\$1,517
8	Accounting Tech - Pam Grove	\$25,081	7%	0%	\$1,820	\$0	\$1,820
9	Staff time to conduct Booster Seat Clinics	Incl in above	1%	0%	\$0	\$0	\$0
		<b>SUBTOTAL BENEFITS:</b>			<b>\$33,431</b>	<b>\$0</b>	<b>\$33,431</b>
<b>OPERATIONAL EXPENDITURES (MATERIALS AND SUPPLIES)</b>							
1	Office Supplies/equipment (<\$1000)				\$1,500.00		\$1,500.00
2	Postage & Printing				\$1,500.00		\$1,500.00
5	Program Materials and Incentives				\$30,168.00		\$30,168.00
6	Program Nutrition/Food				\$500.00		\$500.00
9	Maintenance and Repairs				\$500.00		\$500.00
11	Licenses & Fees				\$225.00		\$225.00
12	Travel (airfare, mileage, meals, hotel)				\$3,000.00		\$3,000.00
13	Training / Conferences				\$750.00		\$750.00
14	Rent/Lease				\$7,154.00		\$7,154.00
15	Utilities				\$913.00		\$913.00
17	Professional Services				\$1,000.00		\$1,000.00
18	Booster/Car Seats (Kids Plate) - June 2012				\$2,499.99		\$2,499.99
19	Communications				\$2,000.00		\$2,000.00
20	Storage				\$730.00		\$730.00
		<b>SUBTOTAL MATERIALS AND SUPPLIES:</b>			<b>\$52,439.99</b>	<b>\$0</b>	<b>\$52,439.99</b>
<b>SUBCONTRACTORS</b>							
		<b>SUBTOTAL SUBCONTRACTORS:</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CAPITAL EXPENDITURES</b>							
1	NOT APPLICABLE				\$0	\$0	\$0
		<b>SUBTOTAL CAPITAL EXPENDITURES:</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>INDIRECT COSTS</b>							
1	Indirect Percentage Paid by F5R:	11.00%			\$17,342		\$17,342
2	Indirect Paid By Other Funds:				\$0		\$0
		<b>SUBTOTAL INDIRECT COSTS:</b>			<b>\$17,342</b>	<b>\$0</b>	<b>\$17,342</b>
<b>Total Budget:</b>					<b>\$179,999.99</b>	<b>\$0</b>	<b>\$179,999.99</b>



**BUDGET NARRATIVE/JUSTIFICATION FOR USE OF FUNDS**

**AGENCY NAME:** RIVERSIDE CHA - DEPT OF PUBLIC HEALTH - IPS

**CONTRACT NUMBER:** 1032 OP-12

**PROGRAM NAME:** Special Needs

**FIRST 5 RIVERSIDE PROGRAM BUDGET: FISCAL YEAR 2011 - 2012**

*(Use the space below to provide a brief narrative statement to justify EACH line item within your program budget.)*

**PERSONNEL AND BENEFITS**

*(These Cells Auto-Populate from the Combined Personnel and Benefits Dollar Amounts from Budget Tab)*

Director - Julisa Alvizo-Silva	\$4,998	5% FTE - Acts as liaison between the Riverside County Department of Health and First 5 Riverside for contract and administrative overview. Reports directly to DOPH Deputy Director providing updates on grant status. Monitors overall program activities and status.
Program Coordinator II - Victoria Young	\$30,302	30% FTE - Under the direction of the Program Director, will be responsible for all coordination of day to day grant activities and responsible to meet all grant targets. Develops new program materials and curriculum. Liaisons with DOPH Fiscal and Administrative personnel. Main liaison with outside agencies who service children with special needs. Prepares and submits monthly data and quarterly performance progress reports into GEMS system. Maintains RN/PHN license and national car seat technician certifications.
Health Services Assistant - Elizabeth Mendoza	\$26,586	50% FTE - Under direct supervision of Program Coordinator II, will be responsible for but not limited to; coordinate, prepare and conduct parent education workshops and special needs assessments, maintaining special needs scheduling log and client data base. Will maintain national car seat technician certification.
Health Services Assistant - Maria Sanchez	\$23,268	50% - Under direct supervision of Program Coordinator II, will be responsible for but not limited to; coordinate, prepare and conduct parent education workshops and special needs assessments, maintaining special needs client database, ordering special needs car seats. Will maintain national car seat technician certification.
Office Assistant III - Marquez, Eufraclia	\$9,302	20% FTE = Will be responsible for but not limited to; ordering all other supplies and materials related to grant, maintenance of all invoice records, inter face with all necessary DOPH axillary departments/personnel, maintenance of office supply inventory and incentive items.
Accountant II - Shelia Thue-Billeb	\$2,512	3% FTE = Will be responsible for grant quarterly fiscal audits, monthly GEMS fiscal data entry as needed, liaison with Director and Program Coordinator on fiscal issues, provide budget queries and analysis and will input any budget adjustments into GEMS as needed.
Administrative Svcs Assist - Carina Gonzalez	\$4,888	10% FTE = Will be responsible for assisting in all administrative activities including but not limited to; providing administrative analysis, preparing and submitting and county required forms to process grant by Board of Supervisors, advising Director and Program Coordinator on administrative issues, prepare and collate data, liaisons with DOPH fiscal and contract personnel.

BUDGET NARRATIVE/JUSTIFICATION FOR USE OF FUNDS

AGENCY NAME: RIVERSIDE CHA - DEPT OF PUBLIC HEALTH - IPS  
 CONTRACT NUMBER: 1032 OP-12  
 PROGRAM NAME: Special Needs

**FIRST 5 RIVERSIDE PROGRAM BUDGET: FISCAL YEAR 2011 - 2012**

*(Use the space below to provide a brief narrative statement to justify EACH line item within your program budget.)*

Accounting Tech - Pam Grove	\$5,863	8% FTE = Will be responsible for grant quarterly fiscal audits, monthly GEMS fiscal data entry, met with Accountant II, Director and Program Coordinator on fiscal issues, provide budget queries and analysis upon request and will input any budget adjustments into GEMS.
Staff time to conduct Booster Seat Clinics	\$2,500	Provide public outreach and incorporate new law language in current curriculum.
<b>SUBTOTAL PERSONNEL/BENEFITS: \$110,218</b>		

**OPERATIONAL EXPENDITURES (MATERIALS AND SUPPLIES)**

Office Supplies/equipment (<\$1000)	\$1,500.00	Includes but not limited to: computer paper, staples, toner cartridges for desk top and office printers, computer supplies, writing utensils.
Postage & Printing	\$1,500.00	Includes but not limited to: county print services (\$1,500), kinkos, mail services, stamps, Fed Ex, county central mail services, UPS.
Program Materials and Incentives	\$30,168.00	Cost to purchase a minimum of 75 special needs car seats at an average price of \$300/car seat = \$22,500. Costs to purchase 20 conventional car seats at \$45/car seat = \$900. A conventional car seat is provided children utilizing a car seat designed for various orthopedic conditions, ex. post surgical casting. These car seats are not designed for long term use. Booster seats are used in conjunction with some EZ-on vest clients. Conventional car seats will be available to provide siblings of special needs clients when it is determined that their current car seat is unsafe or does not meet the child's age and weight requirements. Costs to purchase miscellaneous carseat Fitting Station supplies (gripper liner, pool noodles, hand sanitizer, wipes...) Costs to purchase incentive items for distribution at all special needs activities to promote grant activities = \$2,000.
Program Nutrition/Food	\$500.00	Purchase of food and beverages for monthly Fitting Stations for four (4) staff. Fitting Stations are an outdoor activity lasting 3 to 6 hours. Beverages will be purchased for hydration and nutritious snacks/food if breaks are not possible. Two activities will be conducted each month.
Maintenance and Repairs	\$500.00	Costs associated to maintain and repair office printer, fax machine, laptop and desk top computers.
Licenses & Fees	\$225.00	Cost for three (3) staff to maintain their national car seat technician & special needs certifications (\$75/person).

BUDGET NARRATIVE/JUSTIFICATION FOR USE OF FUNDS

AGENCY NAME: RIVERSIDE CHA - DEPT OF PUBLIC HEALTH - IPS  
 CONTRACT NUMBER: 1032 OP-12  
 PROGRAM NAME: Special Needs

FIRST 5 RIVERSIDE PROGRAM BUDGET: FISCAL YEAR 2011 - 2012

(Use the space below to provide a brief narrative statement to justify EACH line item within your program budget.)

Travel (airfare, mileage, meals, hotel)	\$3,000.00	Personal car mileage reimbursement at current county rate of \$0.51 per mile. Costs for use of County Fleet motor pool vans and/or compact car (van = \$52.20 per day & \$0.12 per mile/ car = \$25.20 per day & \$0.10 per mile). Costs associated with travel for one (1) staff to attend the Lifesavers Conference in Orlando, FL (airfare = \$425, ground transportation = \$60, personal mileage reimbursement to and from airport at = 40 miles x \$0.51 = \$20, meals x 3 days = \$140, lodging x 3 nights = \$700) = \$1,345 - x 2 staff = \$2,690. Cost associated with any trainings and/or conferences that become available for staff that are relevant and beneficial for grant objectives.
Training / Conferences	\$750.00	Costs associated to purchase updated training manuals for child passenger safety activities. Cost for one (1) staff to attend the annual Lifesavers conference in Orlando, FL in April 2012 = \$350 registration fee. Costs associated with staff to attend miscellaneous trainings to maintain their national car seat technician certification.
Rent/Lease	\$7,154.00	County Costs = \$4,088 per FTE x 1.75 FTE.
Utilities	\$913.00	County Costs = \$522 per FTE x 1.75 FTE.
Professional Services	\$1,000.00	\$1,000 for webmaster to maintain special needs component of Injury Prevention Services website.
Booster/Car Seats (Kids Plate) - June 2012	\$2,499.99	Purchase booster/car seats (Kids Plate Grant)
Communications	\$2,000.00	Includes costs of program staff cell phones, desk top phones and hands free devices. County Costs = \$417 per FTE x 1.75 FTE. County warehouse space utilized to store special needs car seats and fitting
Storage	\$730.00	Station supplies and materials.
<b>SUBTOTAL OPERATIONAL:</b>	<b>\$52,439.99</b>	

ATTACHMENT B: BUDGET

BUDGET NARRATIVE/JUSTIFICATION FOR USE OF FUNDS

AGENCY NAME: RIVERSIDE CHA - DEPT OF PUBLIC HEALTH - IPS

CONTRACT NUMBER: 1032 OP-12

PROGRAM NAME: Special Needs

**FIRST 5 RIVERSIDE PROGRAM BUDGET: FISCAL YEAR 2011 - 2012**

*(Use the space below to provide a brief narrative statement to justify EACH line item within your program budget.)*

**SUBCONTRACTORS**

SUBTOTAL SUBCONTRACTORS:

\$0

**CAPITAL EXPENDITURES**

NOT APPLICABLE

\$0

**INDIRECT COSTS PAID BY F5R**

11% of total operational costs that include but not limited to: Auditor-Controller, executive office, county purchasing, workman's comp, OASIS HRMS, OASIS financials, malpractice insurance and operational charges.

INDIRECT COSTS PAID BY F5R: \$17,342

**TOTAL FIRST 5 FUNDING:**

**\$179,999.99**

## ATTACHMENT C-1: PAYMENT PROVISIONS

### A. FISCAL

The maximum reimbursable amount over the life of this Contract has been amended to be \$179,999.99 (see First Amendment) as awarded by the Riverside County Children and Families Commission (RCCFC), also known as First 5 Riverside, provided pursuant to Proposition 10. As such, the following funding amount has been added to the Initial Funding Period as outlined in Attachment C.

FUNDING PERIOD: 03/28/12 – 06/16/12                      \$4,999.99

#### 1. Method, Time and Schedule Conditions of Payment

a. Disbursements will be reconciled and paid based on actual program expenditures. In addition, disbursement of payment will be issued upon the completion of all of the following conditions:

1. The Amendment has been approved by the Commission;
2. The Amendment incorporating the Kids' Plate funding has been fully executed by all parties;
3. By June 16, 2012 a one page summary of project activities related to the Kids' Plate program has been submitted, reviewed and approved by the Executive Director, or his designee.
4. The Board of Supervisors has approved the amendment to the original contract.