

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

728



**FROM:** Department of Public Social Services

**SUBMITTAL DATE:**  
November 21, 2013

**SUBJECT:** To approve the Extension of FY 2012/2013 Professional Services Agreement #CS-02438-01 between DPSS and Prevent Child Abuse Riverside County [Districts – All] [\$81,002 – 100% Children’s Trust Fund]

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

1. Ratify and authorize the Chair of the Board to sign the attached Agreement #CS-02438-01 with Prevent Child Abuse Riverside County (PCARC) for the period of July 1, 2013 through September 30, 2013 for an amount not to exceed \$81,002.
2. Authorize the Director of the Department of Public Social Services (DPSS) to administer the contract.

*Patricia Reynolds*  
Patricia Reynolds  
Assistant Director for Susan von Zabern,  
Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
<b>COST</b>	\$ 81,002	\$ 0	\$ 81,002	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0	
<b>SOURCE OF FUNDS:</b> Federal Funding: 0% State Funding: 0%; County Funding: 0%; Realignment Funding: 0%; Other Funding: 100%				Budget Adjustment: No For Fiscal Year: 13-14	

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

APPROVE

*Jeffrey Sargent*  
Jeffrey Sargent  
Deputy

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Jeffries, Stone, Benoit and Ashley  
Nays: None  
Absent: Tavaglione  
Date: December 17, 2013  
xc: DPSS

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

Prev. Agn. Ref.: 5/21/13 (3.14); 6/12/12 (3.17) District: All

Agenda Number:

**3-45**

APPROVED COUNTY COUNSEL  
*Wang* 12-10-13  
 ELENA BOEVA

Departmental Concurrence

- A-30
- 4/5 Vote
- Positions Added
- Change Order

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
FORM 11: To approve the Extension of FY 2012/2013 Professional Services Agreement #CS-02438-01  
between DPSS and Prevent Child Abuse Riverside County [Districts – All] [\$81,002 – 100% Children’s Trust  
Fund]**

**DATE:** November 21, 2013

**PAGE:** Page 2 of 2

**BACKGROUND:**

**Summary**

Per Welfare and Institutions Code Section 18965 through 19070, the County Board of Supervisors may approve and designate a local agency as a lead agency in Riverside County for coordinating regional child abuse prevention and intervention services and provide oversight for the Children’s Trust Fund.

An RFP was released by DPSS through Riverside County Purchasing and Fleet Services, to obtain these services for Fiscal Year 2013/2014 through 2016/2017. The funding recommendation to award Family Services Association the current RFP for the Child Abuse Prevention Council was granted Board of Supervisor approval on 5/21/13 (Ref. 3.14).

To avoid a lapse in service and allow for sufficient transition of services from the previous provider (Prevent Child Abuse Riverside County) to the recommended provider (Family Services Association), a three (3) month extension for Prevent Child Abuse Riverside County was needed to run concurrently with Family Services Association from July 1, 2013 – September 30, 2013.

Submission of the extension contract to the Board of Supervisors was delayed due to negotiations with the previous provider regarding final costs. The previous provider experienced key personnel changes directly prior to and during the transition period, delaying the compiling of final costs. The attached agreement includes a thorough review of all billings and is submitted for Board approval.

**Impact on Residents and Businesses**

These programs provide much needed assistance to individuals or families who may be considered at-risk and in need of child abuse prevention and intervention services in Riverside County.

SvZ:PR:mh

**ATTACHMENTS:**

- A. **AMENDMENT #CS-02438-01 (3 copies)**

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES  
AMENDMENT # 1  
PROFESSIONAL SERVICES AGREEMENT WITH

Prevent Child Abuse Riverside County  
Extension: Child Abuse Prevention Council

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.

PROFESSIONAL  
SERVICES CONTRACT: CS-02438-01

CONTRACT TERM: July 1, 2013 through September 30, 2013

EFFECTIVE DATE  
OF AMENDMENT: July 1, 2013

MAXIMUM AMOUNT: \$81,002.00

The agreement between the Riverside County Department of Public Social Services, hereinafter referred to as DPSS, and Prevent Child Abuse Riverside County, hereinafter referred to as Contractor, is amended in the following particulars and no others:

1. On the Recitals Page, and every page thereafter, amend all references to the contract number to read: CS-02438-01
2. On the Recitals Page, amend the Agreement Term to read: July 01, 2013 through September 30, 2013.
3. On the Recitals Page, amend the Maximum Reimbursable Amount to read: \$81,002.00.
4. On page 3, Section I. "Definitions", amend G. to read "'Family Partners" are life-trained paraprofessionals who have successfully navigated the Child Welfare System and can offer a wealth of knowledge and experience to other parents currently involved in the Child Welfare System. Replaces "parent-consumer".
5. On page 4, Section IV. "Contractor Responsibilities", and every page thereafter, amend all references to "parent-consumer" to read: "family partner".
6. On page 5, Section IV. "Contractor Responsibilities", remove A.12, "Provide Mandated Reporter Training through the County for a total of not less than 24 times a year. This training shall be in conjunction with Penal Code 11165.7 through 11167.
7. On page 5, Section IV. "Contractor Responsibilities", amend B.2 to read: "Submit to CSD monthly written reports pursuant to this Agreement on the following, if applicable:
  - a. Unduplicated attendance count of the regional collaborative meetings.
  - b. Unduplicated attendance count of family partners, when they self identify.
  - c. Copy of regional and Contractor's meeting agenda(s) for that month.
  - d. Copy of regional and Contractor's approved minutes from previous month.

- e. Listing of sponsored conferences, workshops, or awareness campaigns to include:
- Location(s)
  - Time and date
  - Unduplicated attendance count
  - Description of target audience agencies represented with a copy of presentation (curriculum) outline
  - Copy of conference announcement/ or flyer / or event ads, and
  - Attendance sign-in sheet.
- f. Listing of local print and/or electronic media announcements to include: media provider, description of target audience, time and date of release(s), copy of script (if an advertisement or public service announcement), target audience, estimated number of people or households reached. This includes billboard campaign announcements.”

8. On page 5, Section IV. “Contractor Responsibilities”, amend C.1. “Maximum Reimbursable Amount” to read: “Total payment under this contract shall not exceed \$81,002.00.”
9. On page 6, Section IV. “Contractor Responsibilities”, remove C.3. “Cash / In-Kind Match”.
10. On page 6, Section IV. “Contractor Responsibilities”, amend C.4. “Method, Time and Schedule Conditions of Payment” to read:

“The Contractor will be paid the actual amount of each monthly invoice for payment. If the required supporting documentation or actual receipts are not provided, DPSS may delay payment until the information is received by DPSS.

For months for which no reimbursement is requested, an invoice must be submitted with a “\$0” request.

All completed claims must be submitted on a monthly basis no later than 30 days after the end of each month in which the services were provided. All complete claims submitted in a timely manner shall be processed within forty-five (45) calendar days.

The Contractor shall submit DPSS Forms 2076A, 2076B (if applicable), (Exhibit B), following the instructions set forth. Exhibit A is attached hereto and incorporated herein by this reference for request of all payments.

Each claiming period shall consist of a calendar month claiming period. Contractor Invoice estimates for May and June are due no later than the 10th of June. Actual Contractor invoices for May and June are due no later than the 30th of July.

Claims for travel and expenses shall conform to the following:

- i. Lodging:

Actual cost for lodging shall not exceed \$159 per night inclusive of all occupancy and accommodation taxes and other room related taxes and fees.

Claims for payment must be accompanied by copies of receipts.

ii. Meal Expenses:

The maximum reimbursement for meals is \$10, \$15, and \$25 for breakfast, lunch and dinner respectively, inclusive of taxes and tip. Tips in excess of 20% of the cost of a meal will not be reimbursed. Amounts may not be aggregated. No reimbursement for alcoholic beverages.

Claims for payments must be accompanied by copies of receipts.

iii. Transportation:

Actual cost of common carrier services, including taxicabs and car rentals, when necessary shall be allowed. Travel in business class, first class or any category on any flight above the coach/economy level is allowable if (1) the traveler pays the cost difference or (2) can document that no other option exists and the selected flight is the only option for travel. Airline government and group rates must be used when available.

Claims for payment shall be accompanied by a copy of receipt for the purchase and a copy of the ticket purchased or other voucher for common carrier expense.

iv. Rental Cars:

Actual costs evidenced by a copy of the receipt and inclusive of all related taxes and other rental fees should be submitted along with copies of gas receipts (dated, vendor name printed on the receipt) obtained for the purchase of gas for the rental vehicle. Government and group rates must be used when available."

11. On page 15, Section V. "General", amend A. "Effective Period" to read: "This Contract is effective July 1, 2013 to September 30, 2013, with no renewal option(s)."
12. On page 18, amend Exhibit A. "Line Item Budget" to read:

Budget Category	Costs	
A. Employee Expense	\$72,002.00	
B. Operations	\$9,000.00	
C. Prevention and Outreach	\$00.00	
D. Regional Committees	\$00.00	
<b>Total Program Costs</b>		<b>\$81,002.00</b>

The undersigned, as authorized representatives of DPSS and Contractor, respectively, certify the establishment of the Amendment #1 to the Contract.

Riverside County


Prevent Child Abuse Riverside County

  
\_\_\_\_\_  
John J. Benoit  
Chairman, Board

  
\_\_\_\_\_  
William Lawrence  
President Board of Directors

\_\_\_\_\_  
Date DEC 17 2013

\_\_\_\_\_  
Date 12/18/13

ATTEST:  
KECIA HARPER-IHEM, Clerk  
By   
\_\_\_\_\_  
DEPUTY

  
Stephanie 12-10-13