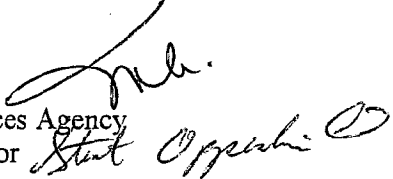


COUNTY OF SAN MATEO  
Human Services Agency  
Departmental Correspondence

Date: May 31, 2001  
Hearing Date: June 19, 2001

To: Honorable Board of Supervisors

From: Maureen D. Borland, Director, Human Services Agency  
Stuart Oppenheim, Northern Regional Director



Subject: Approval for an Amendment to the Human Services Agency Agreement with Edgewood Center for Children and Families to increase the amount of the Agreement by \$100,000, for a total of THREE HUNDRED FORTY-ONE THOUSAND ONE HUNDRED THIRTY-SIX DOLLARS (\$341,136) for the administration of the Kinship Support Services Program.

RECOMMENDATION

Adopt a resolution authorizing the President of the Board to execute an Amendment to the Agreement with Edgewood Center for Children and Families (Edgewood) to increase the amount by \$100,000, for a total of THREE HUNDRED FORTY ONE THOUSAND ONE HUNDRED THIRTY-SIX DOLLARS (\$341,136) for the administration of the Kinship Support Services Program (KSSP) for the period of October 1, 2000 through June 30, 2001.

BACKGROUND

On June 1, 1998, the Human Services Agency, Children and Family Services Division received a two-year grant of \$180,000 from the California Department of Social Services (CDSS) under AB1193 to provide kinship support services to relative caretakers of children. Edgewood was contracted as a sole source provider to develop the KSSP services for the County of San Mateo. Edgewood was selected as the sole source provider due to their experience in developing and providing similar services to the City and County of San Francisco. There were also no competitors that provided similar kinship support programs in the Bay Area. The initial State grant for KSSP from CDSS has subsequently been changed to an annual allocation.

To enhance services of the San Mateo County KSSP, the Human Services Agency and Edgewood collaborated to apply for a David and Lucille Packard Foundation Grant of \$124,700, and was awarded the grant on September 24, 1999. The term of the David and Lucille Packard Foundation Grant has been extended to June 30, 2001 and the balance of \$84,136 has been carried forward to assist in sustaining KSSP services.

On April 3, 2001, the Board approved an Agreement with Edgewood for \$241,136 to provide KSSP services for the term of October 2000 to June 30, 2001. The funding for this agreement consists of the balance from the David and Lucille Packard Foundation Grant of \$84,136 and State funding of \$157,000.

During the first two years of the program, Edgewood located a permanent Kinship Support Center site in East Palo Alto and a temporary meeting site in Daly City. The two site locations are where most San Mateo County relative caregivers reside. The program provides peer mentoring, case management, support groups, respite activities and education to assist relative caregivers in parenting and to help them maintain their emotional and physical health.

During Fiscal Year 2000-2001 Edgewood has successfully met CDSS goals as well as San Mateo County Kinship Support Services Program outcomes. Edgewood has expanded services and now provides services at the permanent site in East Palo Alto and at two temporary locations where meetings are held at a church in San Mateo and at the Human Services Agency offices in Daly City.

The program serves 171 children living with relative caretakers and a total of 107 relative caretakers. There are 25 children who receive tutoring twice a week, 25 to 30 relative caregivers who attend weekly support groups, and 10 families who attend weekly recreational services. Over 8,000 children in San Mateo County live with relative caregivers other than their parents. Expansion of the program is needed if San Mateo County is to adequately serve its relative caregivers. The two meeting sites in Central and North County are temporary locations; there are plans to develop a second permanent site in the City of San Mateo or north of the City.

**DISCUSSION**

After three years of searching in an extremely tight real estate market, a second permanent site has been secured in the northern part of the County, South San Francisco. The site is 2,500 square feet, more than triple the East Palo Alto location where staff are overcrowded. The Program Director, a community worker, and a receptionist will be relocated to the larger site in South San Francisco to serve the clients currently seen at the two temporary meeting places and to expand services to new clientele. The new site will enable the program to more than double the number of children and caretakers served in the present programs. The site will offer mental health counseling, tutoring and preschool day care for KSSP children and caretakers.

The additional \$100,000 of funding will be used to assist in developing the second permanent site, which includes extensive renovations and to prepay a required advance rental payment of one year. Edgewood will develop community partnerships to provide in-kind services in exchange for shared space at the new site and will apply for private grants to support expanded services.

**OUTCOMES**

The desired outcomes of KSSP are to stabilize the placement of the child and to give support and respite to the relative caregivers.

<u>Performance Measure</u>	<u>Outcome Goal</u>	<u>Source of Data</u>	<u>Actual FY 00-00</u>	<u>Projected FY 00-01</u>
Percent of children in the families served who will remain with the original caregiver and who will not enter the foster care system.	90%	Program case records	100%	95%

County Counsel has reviewed and approved the form of this Amendment.

**FISCAL IMPACT:**

The additional \$100,000 is a one-time expense and will come from the Child Welfare Services Augmentation Funds for Fiscal Year 2000-01.

Of the original \$241,136, \$84,136 is from the balance remaining in the David and Lucille Packard grant, and \$157,000 is from State KSSP funds and augmented funding for both KSSP and Child Welfare Services. The total of this Amended Agreement for the term of October 1, 2000 to June 30, 2001 is \$341,136. There is no Net County Cost in the funding of this Amendment.

RESOLUTION NO. \_\_\_\_\_

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

\* \* \* \* \*

**RESOLUTION AUTHORIZING EXECUTION OF AN AMENDMENT TO THE AGREEMENT WITH THE EDGEWOOD CENTER FOR CHILDREN AND FAMILIES TO PROVIDE THE KINSHIP SERVICES SUPPORT PROGRAM (KSSP) OCTOBER 1, 2000 THROUGH JUNE 30, 2001**

**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that;

**WHEREAS**, there has been presented to this Board of Supervisors for its consideration and acceptance, an Amendment to the Agreement, reference to which is hereby made for further particulars, whereby Edgewood Center for Children and Families has agreed to expand KSSP services; and

**WHEREAS**, the Board has previously entered into an Agreement with Edgewood Center for Children and Families to provide KSSP services to San Mateo County residents in FY 2000-2001, and the parties now wish to Amend the Agreement to provide for additional services and facilities; and

**WHEREAS**, this Board has been presented with a form of such Amendment to an Agreement and said Board has examined and approved same as to both form and content and desires to enter into same;

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND RESOLVED** that the President of this Board of Supervisors is, and is hereby authorized and directed to execute said Agreement for and on behalf of the County of San Mateo, and the Clerk of this Board shall attest the President's signature thereto.

**FIRST AMENDMENT TO  
AN AGREEMENT BETWEEN**

**COUNTY OF SAN MATEO**

**AND**

**EDGEWOOD CENTER FOR CHILDREN AND FAMILIES**

**For the Period of**

**OCTOBER 1, 2000 THROUGH JUNE 30, 2001**

**Agency Contact Person:  
Nalini Nath  
Administrative Assistant  
Human Services Agency  
650.595.7550**

**FIRST AMENDMENT TO RESOLUTION NO. 64348  
WITH EDGEWOOD CENTER FOR CHILDREN AND FAMILIES**

THIS AMENDMENT TO AN AGREEMENT, entered into on this day of \_\_\_\_\_, 2001, by and between the COUNTY OF SAN MATEO, hereinafter-called County, and Edgewood Center for Children and Families, hereinafter called [Contractor].

W I T N E S S E T H:

WHEREAS, the parties entered into an Agreement with the Edgewood Center for Children and Families to provide Kinship Support Services (KSSP) to relative caretakers of children for October 1, 2000 through June 30, 2001 in San Mateo County; and

WHEREAS, the parties now wish to amend the agreement to provide an additional \$100,000 to assist Edgewood Center for Children and Families to secure and renovate a second site for the deliver of KSSP services in northern San Mateo County

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES AS FOLLOWS:

1. Section 3 of the agreement as amended to read as follows:

**Payments** In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A", The amount that the County shall be obligated to pay for services rendered under the agreement and this amendment shall not exceed \$341,136 for the contract term.

2. Amended Exhibit A, attached hereto and incorporated by reference herein , is hereby substituted in place of the original exhibit A.
3. Amended Exhibit B, attached hereto and incorporated by reference herein, is hereby substituted in place of the old exhibit B.

4. Add number 8 as a new section in the original agreement:

**Violation of Non-discrimination provisions.**

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to

- i) termination of this Agreement;
- ii) disqualification of the Contractor from bidding on or being awarded a County contract for a period of up to 3 years;
- iii) liquidated damages of \$2,500 per violation;
- iv) imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this paragraph, the County Manager shall have the authority to:

- i) examine Contractor's employment records with respect to compliance with this paragraph
  - ii) set off all or any portion of the amount described in this paragraph against amounts due to Contractor under the Contract or any other Contractor between Contractor and County
5. All other terms and conditions of the agreement dated April 3, 2001 between the County and Contractor shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

**COUNTY OF SAN MATEO**

By: \_\_\_\_\_  
Michael D. Nevin, President  
Board of Supervisors, County of San Mateo

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

ATTEST:

\_\_\_\_\_  
Clerk of Said Board

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

EDGEWOOD CENTER FOR  
CHILDREN AND FAMILIES  
Contractor - Print Name

\_\_\_\_\_  
Name, Title - Print  
*Marvin Skypre*  
Signature

Date: MAY 14, 2001

Tax ID# 941186168

**PROGRAM DESCRIPTION****EDGEWOOD CENTER FOR CHILDREN AND FAMILIES**  
**OCTOBER 1, 2000 THROUGH JUNE 30, 2001**

In consideration of the payments herein provided for, Contractor shall, under the general direction of the Director of Human Services or her authorized representative, provide services to benefit the citizens of San Mateo County as described below. All payments under this Agreement must directly support services specified in this Agreement. Contractor will provide the following services:

Three main objective that will be achieved with the use of the state funds to provide KSSP services:

1. Contractor (KSSP) will provide services to 225 children and 100 relative caregivers by June 30, 2001.
2. Help relative caregivers identify a supportive community of other caregivers and support the mental health, physical health and overall well being of relative caregivers.
3. Provide children in relative care with supportive mental health, physical health and education.
4. Secure and renovate a second site in San Mateo County for the delivery of KSSP services.

<b>Specific Activities</b>	<b>Evaluation of Progress</b>
Provide services to 100 relative caregivers and 225 children	Intake and assessment forms will be compiled for all families receiving services
Outreach to San Mateo County services providers to recruit clients and facilitate collaborative relationships	Monthly presentations throughout the county with community organizations who serve potential KSSP clients. One per month
Implement additional Support Group	Establish 3 support groups by 12/00 and 5 support groups by 6/01. Sign in sheets.
Hire Program Assistant	Accomplished
Hire Recreational Coordinator	Accomplished
Hire Community Worker	One half-time worker hired. Media ads
Provide monthly training on parenting, physical, and mental health	Monthly training workshops & presentations by local agencies. Flyers & sign-in sheets
Provide bi-monthly recreation/respice for caregivers and children	Sign-in sheets, flyers, calendar of events
Establish tutoring and home work aid for school age children	Sign-in sheets, flyers, and feedback forms from parents and school teachers.



**EDGEWOOD CENTER FOR CHILDREN AND FAMILIES**  
**KINSHIP SUPPORT SERVICES PROGRAM (KSSP)**  
**OCTOBER 1, 2000 JUNE 30, 2001**

I. PAYMENTS

In full consideration of the services provided by Contractor pursuant to this Agreement, and subject to the provisions of paragraph 3 hereinabove, County shall pay Contractor in the manner described below:

- A. County shall pay Contractor as invoiced on a quarterly basis. **In no event shall the total payment to contractor, under this nine month Agreement, exceed the maximum contract obligation of \$341,136 for the term of the contract.**

October – December 2000

January - March 2001

April – June 2001

- B. County may withhold all or part of Contractor's total payment if the Director of Human Services or her designee reasonably determines that Contractor has not satisfactorily performed the services described in Exhibit A.
- C. County will give thirty (30) days' prior written notice to Contractor of County's intent to withhold payment.
- D. If County reasonably determines that circumstances warrant immediate action, County may withhold payment immediately, without the thirty (30) day waiting period, upon County's written notice with justification to Contractor.

II. When County plans not to renew an agreement in the following fiscal year or if County plans to terminate this Agreement early, County may withhold all or part of Contractor's final payment until:

- A. Contractor satisfactorily submits all reports required by this Agreement and until County has reviewed all of these reports.
- B. Federal, state or county government completes any audit that has been commissioned or is underway and submits the audit report, and County has reviewed said audit report.
- C. Services provided in excess of the maximum financial obligation of County will be solely at Contractor's risk and financial responsibility.
- D. If Contractor does not utilize the total contract revenue budgeted for one or more

county-funded cost centers, Contractor may request authorization from County's Children and Family Services Division to do the following:

1. Apply excess revenue to the next fiscal year contract and to expend the excess revenue on services provided pursuant to a contract for services with County.
2. Contractor must submit request, including proposed budget and time line for expenditures no later than July 31, 2001.
3. If County does not approve Contractor's request, Contractor shall refund to County's all excess revenue within 60 days after the termination or expiration of the Agreement.

County of San Mateo  
Departmental Correspondence

4 pages

DATE: February 15, 2001  
TO: Priscilla Morse, Risk Manager  
Ext.- 4610, Fax -4864, Pony #EPS163  
FROM: *P* Nalini Nath, Children and Family Services  
Ext: 7550; Fax: 6401; Pony: HSA202CW  
SUBJECT: Contract Insurance Approval  
CONTRACTOR: Edgewood Center for Children

Does Contractor Travel? no  
If Yes, What Percent of Contracted Time?

DUTIES: Provides comprehensive services to kin caregivers in the County.

INSURANCE COVERAGE:	AMOUNT	APPROVE	WAIVE	MODIFY
Comprehensive Liability X Additional Insured	\$3M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automobile Liability	\$1M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Liability	\$1M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers' Compensation 15 No Employees	statutory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Dishonesty		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks/Comments:

Thanks.

SIGNATURE: *Priscilla Morse* 2-16-01  
Risk Management Date

**NOTEPAD:**      INSURED'S NAME    Edgewood Center for Children    CSR CL      EDGEW-2      PAGE 3

\$9,000,000 EXCESS OF \$5,000,000 EXCESS- COMPANY: AIG- Policy #346-33--70      DATE 02/28/01

3/1/01 to 3/1/02

# ACORD CERTIFICATE OF LIABILITY INSURANCE

CSR CL  
EDGEW-2

DATE (MM/DD/YY)  
02/28/01

**PRODUCER**  
Costello & Sons Insurance  
Brokers, Inc.  
1752 Lincoln Avenue  
San Rafael CA 94901  
Phone: 415-455-1515

**INSURED**  
Edgewood Center for Children  
and Families  
1801 Vicente Street  
San Francisco CA 94116

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURERS AFFORDING COVERAGE**

INSURER A: Riverport Insurance Companies  
INSURER B: Westport Insurance Corporation  
INSURER C:  
INSURER D:  
INSURER E:

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	RP0001445	03/01/01	03/01/02	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire) \$ 500,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> Profession. Liab.				PERSONAL & ADV INJURY \$ 1,000,000
					GENERAL AGGREGATE \$ 3,000,000
					PRODUCTS - COMP/OP AGG \$ 3,000,000
					Emp Ben. 1,000,000
A	AUTOMOBILE LIABILITY	RP0001445	03/01/01	03/01/02	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS				PROPERTY DAMAGE (Per accident) \$
<input checked="" type="checkbox"/> NON-OWNED AUTOS					
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC \$
					AUTO ONLY: AGG \$
A	EXCESS LIABILITY	RPX001446	03/01/01	03/01/02	EACH OCCURRENCE \$ 5,000,000
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$ 5000,000
	<input type="checkbox"/> DEDUCTIBLE				\$
	<input type="checkbox"/> RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS OTH-ER
					E.L. EACH ACCIDENT \$
					E.L. DISEASE - EA EMPLOYEE \$
					E.L. DISEASE - POLICY LIMIT \$
B	Westport Insurance	NPN476533-2	03/01/01	03/01/02	D&O Incl. \$10,000,000 Fiduc. Lia \$5000 dedl.

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**

\*Except 10 day notice for non-payment of premium.. The certificate holder, its officers, agents, employees and members of the boards and commissions are named as additional insured, but only as respects their interest in the job performed on their behalf by the Named Insured.

<b>CERTIFICATE HOLDER</b>	<input checked="" type="checkbox"/>	<b>ADDITIONAL INSURED; INSURER LETTER:</b> <u>A</u>	<b>CANCELLATION</b>
San Mateo Human Services Agcy Stuart Oppenheim, Director 400 Harbor Blvd. Belmont CA 94002		SANMA-5	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>*30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

