

COUNTY OF SAN MATEO  
Departmental Correspondence

Date: **OCT 24 2001**

Hearing Date: **NOV 6 2001**

TO: Honorable Board of Supervisors  
FROM: Brian Zamora, Public Health and Environmental Protection  
SUBJECT: Agreement with Children and Families First Commission of San Mateo County

RECOMMENDATION

Adopt a resolution authorizing the President of the Board to execute an agreement with Children and Families First Commission (CFFC) of San Mateo County to conduct a countywide needs assessment of fathers and male caregivers.

Background

Approximately 23 million American children do not live with their biological fathers, and more than one half of all children will spend part of their childhood in a fatherless home. In terms of health, children in two parent families are at a dramatically reduced risk of drug and alcohol abuse, and mental illness. Girls who live with both a father and mother are less likely to engage in early sexual involvement than those who do not. Father involvement in schooling (volunteering, helping with homework) is associated with higher grades, greater school enjoyment, and lower chances of expulsion or suspension.

As of October 1, 2001, the Family Support Division in San Mateo County listed 3,437 child support cases for children aged 5 and under, almost all of which have non-custodial fathers.

The Fatherhood Collaborative of San Mateo County, a countywide initiative comprised of over 50 active government agencies, community based organizations, and individuals has sought to help fathers live up to their parenting potential since 1998. The Fatherhood Coordinator is housed in the Division of Public Health and Environmental Protection, and serves the Fatherhood Collaborative and all fathers in the county.

Discussion

Under the auspices of the Division of Public Health and Environmental Protection, the Collaborative requested and was awarded \$50,000 from CFFC to conduct a needs assessment of fathers and male caregivers of children aged 0 to 5 years, and to develop a strategic plan for increasing comprehensive programs and services for fathers and families. The work of this grant will be carried out by the Fatherhood Coordinator and other Fatherhood Collaborative Steering Committee members, supported by an extra help community worker and new consultants with expertise in the field, who will be paid with the grant funding.

Performance Measure	Current Program Results	Projected 2001-02
Needs assessment will be conducted and Strategic Plan for comprehensive programs and services for fathers will be developed.		100% completed
Non-custodial parents, mostly fathers, of children ages 5 and under will provide child support for their children, thus decreasing the percentage of children in poverty.	68.2%	73%

Term and Fiscal Impact

The agreement for \$50,000 is for the period July 1, 2001 to December 31, 2001 and has been included in the Public Health Fiscal Year 2001-02 budget. A no-cost extension may be requested from the CFFC of San Mateo County as necessary. Existing staff will provide supervision and clerical support. There is no increase in net county cost.

RECOMMENDED

*Charlene A. Silva*  
 \_\_\_\_\_  
 HEALTH SERVICES DEPARTMENT

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

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

\* \* \* \* \*

RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT WITH THE CHILDREN AND FAMILIES FIRST COMMISSION OF SAN MATEO COUNTY FOR A NEEDS ASSESSMENT OF FATHERS AND MALE CAREGIVERS AND DEVELOPMENT OF A STRATEGIC PLAN TO SERVE THIS POPULATION

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 agreement, reference to which is hereby made for further particulars, whereby the County of San Mateo will conduct a needs assessment of fathers and male caregivers of children aged 0 to 5 years, and will produce a strategic plan for comprehensive services for fathers and male caregivers; and

WHEREAS, this Board has been presented with a form of the Agreement and has examined and approved it as to both form and content and desires to enter into the Agreement:

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Board hereby authorizes the President of this Board of Supervisors to execute said Agreement with the Children and Families First Commission of San Mateo County for and on behalf of the County of San Mateo, and the Clerk of this Board shall attest the President's signature thereto.

Commissioners  
William Ayres, M.D.  
Public Member

Maureen Borland, Director  
Human Services Agency

Patricia Bresee  
Public Member

James Fox  
District Attorney

Floyd Gonella, Ph.D.  
Superintendent of Schools

Richard Gordon  
Board of Supervisors

Christine Kennedy, Ph.D.  
Public Member

Amy Liew  
Public Member

Margaret Taylor, Director  
Health Services Agency

Executive Director  
Kris Perry

Staff  
Debra Armstrong  
Maricela Watt

August 1, 2001

Anand Chabra  
SMCO Health Services Agency-Fatherhood Collaborative  
225 West 37<sup>th</sup> Avenue  
San Mateo, CA 94403

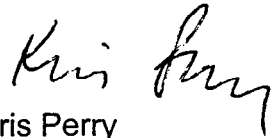
Dear Anand,

The Children & Families First Commission recently approved a Planning Grant in the amount of \$50,000 to your agency. We are pleased to enclose the Agreement between the San Mateo County Health Services Agency – Fatherhood Collaborative and the San Mateo County Children & Families First Commission, which details the specific conditions of this grant. An extra copy is enclosed for your files.

Please follow County procedures to agendize this contract for the Board of Supervisors' review and approval as soon as possible. Once the Board of Supervisors has signed the contract, please send a copy to us in order to release funds accordingly.

If you have any questions, please call our office at (650) 802-5090.

Sincerely,



Kris Perry  
Executive Director

enclosures

**SAN MATEO COUNTY CHILDREN & FAMILIES FIRST COMMISSION  
AGREEMENT WITH INDEPENDENT CONTRACTOR**

**Contractor Name and Address**

San Mateo County Health Services Agency  
Fatherhood Collaborative  
ATTN: Dr. Anand Chabra  
225 W 37<sup>th</sup> Avenue  
San Mateo, CA 94403

**Contractor:** Mail all correspondence with the above Agreement Number to:

Children & Families First Commission  
ATTN: Kris Perry  
264 Harbor Blvd., Bldg. A  
Belmont, CA 94002

It is agreed between the San Mateo County Children & Families First Commission, California, hereinafter called "Commission", and San Mateo Health Services Agency, hereinafter called "Contractor", as follows:

1. **Services to be Performed by Contractor** In consideration of the payments hereinafter set forth, Contractor shall perform services for the Commission in accordance with the terms, conditions and specifications set forth herein and in Exhibit "A" attached hereto for the Children & Families First Commission. Contractor shall ensure compliance with all state, federal and local laws or rules applicable to performance of the work required under this contract.
2. **Contract Term** The term of this Agreement shall be from July 01, 2001 to December 31, 2001, subject to the termination provisions noted in paragraph 7, and subject further to the agreement December 31, 2001. Contractor further agrees that the requirements of this Agreement pertaining to release of records in paragraph 5, retention of records in paragraph 10, and title in paragraph 11, shall survive the termination of this Agreement.
3. **Payments** In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in Exhibit A, the Commission shall make payment to Contractor in the manner specified herein and in Exhibit A. In the event that the Commission makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the Commission at the time of contract termination. The Commission reserves the right to withhold payment if the Commission determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for services under this Agreement exceed FIFTY THOUSAND DOLLARS (\$50,000).
4. **Relationship of the Parties** Contractor agrees and understands that the work/services performed under this Agreement are performed as an Independent Contractor and not as an employee of the Commission and that Contractor acquires none of the rights, privileges, powers or advantages of the Commission employees.
5. **Release of Records** All data produced, compiled, and obtained in connection with the performance of this contract shall not be disclosed without notification to the Commission staff. All data produced or compiled by Contractor shall be considered confidential unless it can be obtained as a public record and shall not be shared with a third party without notifying the Commission staff.
6. **Non-Assignability** Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of the Commission, and any attempted assignment without such prior written consent in violation of this Section shall automatically terminate this Agreement.

7. **Termination of Agreement** The Executive Director, after consultation with the Chair of the Commission, may at any time from execution of Agreement, terminate this Agreement, in whole or in part, for the convenience of the Commission, by giving written notice specifying the effective date and scope of such termination. Termination shall be effective on a date not less than thirty days from notice. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the Commission and shall be promptly delivered to the Commission. In the event of termination, Contractor shall be paid for all work satisfactorily performed until termination, except where the contracting department determines the quality or quantity of the work performed is unacceptable. Such payment shall be that portion of the full payment, which is determined by comparing the work/services completed to the work/services required by the Agreement.
8. **Payment of Permits/Licenses** It shall be the Contractor's responsibility to obtain any license, permit or approval required from any agency for work/services to be performed at his/her own expense, prior to commencement of said work/services or forfeit any right to compensation under this Agreement.
9. **Non-Discrimination** No person shall be excluded from participation in, denied benefits of, or be subject to discrimination under this Agreement on the basis of their race, color, religion, national origin, age, sex, sexual orientation, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status. Contractor shall ensure full compliance with federal, state and local laws, directives and executive orders regarding non-discrimination for all employees and Subcontractors under this Agreement.
10. **Retention of Records** Contractor shall maintain and preserve all records related to this Agreement for no less than four (4) years after the Commission makes final payment or after termination of this contract and all other pending matters are closed. All records shall be subject to the examination and/or audit by agents of the Commission, the State of California and/or Federal grantor agencies.
11. **Title** All products and concepts, however recorded, prepared or generated by the Contractor in the performance of this Agreement shall be the exclusive property of the San Mateo County Children & Families First Commission. The term "product" as used in the Agreement shall include, but will not be limited to, documentation, findings, design, report, form, evaluation, method of analysis, system, software developed, design documents and concepts related to the work under this Agreement. This Agreement shall preclude Contractor from using or marketing products developed or originated for the Commission hereunder unless and until the parties execute a marketing agreement. All products, inventions, discoveries and improvements developed in the performance of this Agreement while using Commission facilities, including hardware and software shall be the property of the Commission. It shall be presumed that any product, invention, discovery or improvement was developed using Commission facilities unless Contractor is able to show by documented proof that such invention, discovery or improvement was developed solely with Contractor's facilities. If such product, invention, discovery or improvement shall be determined to be the property of Contractor, Commission shall be granted a nonexclusive, irrevocable, royalty free license to use said invention, discovery or improvement.
12. **Merger Clause** This Agreement, including Exhibit A attached hereto and incorporated herein by reference, constitutes the sole Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the Executive Director, on behalf of the Commission. In the event of a conflict between the terms, conditions, or specifications set forth herein and those in Exhibit A attached hereto, the terms, conditions, or specifications set forth herein shall prevail. This Agreement, or facsimile proposal of the Agreement, constitutes the entire Agreement between the Commission and Contractor. Further, liability referenced to in section 6 is limited to Contractor's negligence during the Contractor's performance under this contract.

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

**SAN MATEO COUNTY HEALTH SERVICES AGENCY  
(Fatherhood Collaborative)**

**CHILDREN & FAMILIES FIRST COMMISSION**

\_\_\_\_\_  
Print Name and Title

*Cristine M. Mundy PhD*  
\_\_\_\_\_

Chair, Children & Families First Commission

\_\_\_\_\_  
Signature

*7-17-2007*  
\_\_\_\_\_

Date

\_\_\_\_\_  
Date

*19540*  
\_\_\_\_\_

Budget Unit

\_\_\_\_\_  
Contractor's Tax ID Number

**SAN MATEO COUNTY CHILDREN & FAMILIES FIRST COMMISSION  
AGREEMENT WITH INDEPENDENT CONTRACTOR**

**Exhibit A**

**AGREEMENT BETWEEN THE SAN MATEO COUNTY CHILDREN & FAMILIES FIRST COMMISSION  
AND SAN MATEO COUNTY HEALTH SERVICES AGENCY (Fatherhood Collaborative)**

**I. Supplantation**

Funds provided pursuant to this contract are provided pursuant to Proposition 10 and are intended to supplement, expand upon, and enhance activities funded from existing sources. Contractor shall not use funds under this contract to supplant existing resources or services.

**II. Monitoring and Evaluation**

Contractor shall track process and outcome measures for this project as described more fully in the Scope of Work included herein as Attachment A, or as revised and approved by the Executive Director, after consultation with the Chair of the Commission, during this grant period. Contractor shall cooperate with any Evaluator hired by the Commission to aid in the evaluation process. Contractor shall participate in a countywide and statewide evaluation of the effectiveness of Proposition 10 efforts, whether it occurs during the term of this contract or after. Contractor shall submit reports as requested by the Executive Director or the Evaluator.

**III. Description of Services to be Performed by the Contractor**

The funds provided pursuant to this contract are provided as a 6-month planning grant. Under this grant, Contractor will create an action plan/resource guide for improving the coordination of services for fathers in San Mateo County to include:

- Conducting group dialogues and focus groups to address the service needs of families.
- Surveying service providers regarding service needs and utilization.
- Conducting one-on-one interviews with providers regarding service needs and utilization.
- Compiling data and producing a strategic plan for addressing service needs and gaps.
- Securing letters of commitment from new organizations participating in the Steering Committee.
- Identifying possible funding sources for programs that impact fathers of children 0-5.
- Develop funding strategy.

The Contractor shall meet all objectives, activities, timelines, process measures, and outcome indicators as described in their Scope of Work, Attachment A, attached hereto and incorporated herein as is fully set forth.

**IV. Payments**

1. Payment shall be conditioned on the performance of the services described herein to the full satisfaction of the Executive Director on behalf of the Children & Families First Commission.
2. Maximum Amount: \$50,000 (Fifty thousand dollars).
3. The Commission shall pay 80% of the Maximum Amount upon approval of this contract. After a review of the Contractor's final progress report required in paragraph VI below, the remaining 20% will be released contingent upon satisfactory performance, appropriate grant management, and timely reporting.



4. Payment for all services provided pursuant to this Agreement is contingent upon the availability of funds under Proposition 10. In the event such funds are not provided or not available to the San Mateo County Children & Families First Commission, the Commission shall not be liable for any payment whatsoever, including, but not limited to, payments that are based on Commission funds. The Commission may terminate the agreement for unavailability of State funds. In this event, the Commission shall, through its Executive Director, inform Contractor of such unavailability as soon as it is known, and to the extent legally possibly pay all outstanding amounts due.

**V. Project Budget**

Contractor shall expend funds received in accordance with the budget as described more fully in Attachment B, attached hereto and incorporated herein, as if fully set forth, or as approved in writing by the Executive Director, after consultation with the Chair of the Commission. Guidelines for requesting changes to the project budget will be provided by the Commission staff.

**VI. Reporting Guidelines**

Contractor shall submit reports as required in the Program Handbook. The progress report shall be due seven months from the effective date of this Agreement; therefore, the report is due by January 31, 2002. Additional guidelines for the progress report will be provided by the Commission staff and shall include a descriptive narrative, tracking of the approved timeline and workplan, and a detailed financial accounting of all grant funds spent in comparison with the approved budget. The Commission must approve any substantial changes to the approved workplan and/or timeline. The Commission staff will provide guidelines for such changes.

**Children & Families First Commission of San Mateo County  
Scope of Work Chart for Planning Grants**

**Lead Agency Name:** Health Services Agency

**Measurable Objective:** Develop a strategic plan for increasing comprehensive programs & services for fathers & families

<b>Major activities and timelines</b>	<b>Staff or agency responsible</b>	<b>Documentation/ Process Measures:</b>	<b>Expected measurable outcomes/results:</b>
<p>1. Hire staff and consultants (by Aug. 1, 2001)</p> <p>2. Schedule bi-monthly meetings to develop overall assessment plan; develop assessment tools and oversee data collection, analysis, interpretation, evaluation; &amp; write final reports (July-Nov. 2001)</p>	<p>Collaborative Coordinator &amp; Needs Assessment Committee (NAC) Including Consultant</p>	<p><b>Establish content validity &amp; reliability of instruments</b></p>	<p><b>Survey instruments &amp; methodology for data collection</b></p>
<p>3. Pilot test survey questionnaires and questions used in focus groups and dialogues on a same on a minimum of 10 participants (by Aug. 10, 2001)</p>	<p>Coordinator &amp; Consultant</p>	<p><b>List of participants &amp; minutes</b></p>	
<p>3. Schedule &amp; facilitate a minimum of 2 group dialogues (each group to consist of at least 8-10 people who reside in the County). Dialogue will address the service needs of families, service utilization &amp; explore ways of improving services for men &amp; families with children 0-5 years. (Aug - Sept 2001)</p>	<p>Coordinator &amp; Consultant</p>		
<p>4. Conduct 10 focus groups (4-6 people each). Four of the groups will target service providers and the remaining 6 will target fathers of children 0-5 years. Needs related to service utilization, support systems, paternity/child support, personal development, family health, employment, &amp; parenting will be explored. (Aug-Sept 2001)</p>	<p>Coordinator &amp; Consultant</p>		<p><b>Survey Data</b></p>

**Children & Families First Commission of San Mateo County  
Scope of Work Chart for Planning Grants**

**Lead Agency Name:** Health Services Agency

**Measurable Objective:** Develop a strategic [plan for increasing comprehensive programs & services for fathers & families

Major activities and timelines	Staff or agency responsible	Documentation/ Process Measures:	Expected measurable outcomes/results:
5. Distribute (by mail & hand delivery) a minimum of 100 surveys to various services providers, fathers, and practitioners who are unable to participate in the dialogues or focus groups (Aug - Sept. 2001)	NAC & Consultant		<b>Survey data &amp; Final Report. Also a Resource Guide (if time &amp; funding permits)</b>
6. Conduct a minimum of 12 one-on-one interviews with pediatricians, directors and/or administrators of service agencies regarding service needs, service utilization and the ability/desire to build or increase capacity for serving male caregivers & fathers (Aug - Sept 2001)	Coordinator, Consultant & NAC		
7. Tally & compile data. Identify current County programs & services that target fathers and families. (Nov. 2001)	NAC & Consultant		
8. Write strategic plan (Dec. 2001)	Consultant		

**Children & Families First Commission of San Mateo County  
Scope of Work Chart for Planning Grants**

**Lead Agency Name:** Health Services Agency

**Measurable Objective:** Expand & Improve the services provided by the Fatherhood Collaborative

<b>Major activities and timelines</b>	<b>Staff or agency responsible</b>	<b>Documentation/ Process Measures:</b>	<b>Expected measurable outcomes/results:</b>
<p>1. Survey at least 6 administrators/directors of county programs who work with families with children 0-5 years and a minimum of 7 Steering Committee Members (by August 31, 2001)</p> <p>2. Secure letters of commitment from Steering Committee Members. Recruit new member organizations (who serve families with children 0-5 years) to the Collaborative (by Nov. 2001)</p>	Collaborative & Coordinator	<b>List of participants &amp; transcription</b>	<p><b>Barriers to collaboration identified.</b> <b>Perspective Collaborative members/organizations identified.</b></p> <p><b>Letters of commitment.</b> <b>Add at least one new Steering Committee Member.</b> <b>Add at least 3 new member organizations to the Collaborative</b></p>
<p>3. Meet with Funding Committee &amp; identify existing &amp; potential funding sources for programs that impact children ages 0-5 (by Aug. 10, 2001). Methodology will include a search of electronic databases, printed materials &amp; networking with various agencies &amp; funders</p> <p>4. Schedule &amp; facilitate followup meeting with participants to review findings &amp; develop strategy to pursue funding (by Sept 2001)</p>	Funding Committee & Coordinator	<p><b>Compile list of potential &amp; existing funders.</b></p> <p><b>List of participants &amp; minutes</b></p>	<p><b>Written plan to pursue funding</b></p> <p><b>Include findings in strategic plan</b></p>

## BUDGET REQUEST FORM

Complete this form to show the budget for the **entire** project. If there are subcontractor or collaborative agency budget involved, please complete an additional form for each and identify the subcontractor.

Agency Name: Health Services Agency

Amount of Request: 50,000

Budget period: July - Dec. 2001

Check the appropriate box:

Planning Grant

Implementation Grant

\*\* List in this column all other agency funds available to support the project, excluding the amount being requested from the Commission. Place an "NS" next to any amounts that are not yet secured.

I. PERSONNEL			Amount Requested	Leveraged Amount Available**	Total Program Budget
Position Title	Salary Range	# FTEs			
Community Worker II	15.31 - 19.41	1.0 FTE	\$18,307		\$18,307
C.					
D.					
E.					
F.					
Benefits @__ %			\$0		\$0
			-----	-----	-----
<b>Subtotal - Personnel</b>			<b>\$18,307</b>		<b>\$18,307</b>

II. OPERATING EXPENSES		Amount Requested	Leverage Amount Available **	Total Program Budget
A. Rent and Utilities		\$0		\$0
B. Office Supplies and Materials		\$1,200		\$1,200
C. Telephone/Communications		\$800		\$800
D. Postage/Mailing		\$0		\$0
E. Printing/Copying		\$5,090		\$5,090
F. Equipment Lease		\$0		\$0
G. Travel		\$725		\$725
H. Training/Conference		\$1,500		\$1,500
I. Consultants		\$17,163		\$17,163
J. Subcontractors				
K. Other (please specify)	child care	\$1,200		\$1,200
	food for groups	\$1,000		\$1,000
	stipends	\$2,100	-----	\$2,100
<b>Subtotal - Operating Expenses</b>				<b>\$30,778</b>

III. CAPITAL EXPENDITURES	Amount Requested	Leveraged Amount Available **	Total Program Budget
Itemize and describe items requested. Competitive bids may be requested by the Commission prior to contract. This section can be left blank if no capital requests are being made.			
A.			
B.			
C.			
D.			
E.			
	-----	-----	-----
<b>Subtotal - Capital Expenditures</b>	<b>\$0</b>		<b>\$0</b>

IV. INDIRECT COSTS	Amount Requested	Leveraged Amount Available **	Total Program Budget
Personnel cost @ 5%	\$915		\$915
	-----	-----	-----
<b>Subtotal - Indirect Costs</b>	<b>\$915</b>		<b>\$915</b>

V. TOTAL PROGRAM COSTS	Amount Requested	Leveraged Amount Available **	Total Program Budget
<b>Total of sections I - IV</b>	<b>\$50,000</b>		<b>\$50,000</b>

VI. IN KIND SUPPORT: Please identify any in-kind support that is available to this project

(examples: volunteer hours, donated office space or equipment). If volunteer hours are listed, please indicate the role(s) of volunteers in the project.

In-kind support Project Coordinator	.5 FTE	18,850	18,850
Postage & mailing		250	250
Link Services, Inc.			
Graduate research volunteer	100 hours at \$50/hour	5,000	5,000
	total	24,100	\$24,100

## Budget Narrative (Amended)

### Personnel

Community Worker II 1. FTE. 18,307

Two people will be hired as extra-help to share this position. There are no benefits. One person has strong administrative skills and the other has computer/technical skills.

Administrative - \$17.00/hours for 30 hours weekly (\$510.00)

Computer/technical - \$19.41/hour for 10 hours weekly (194.10) for 26 weeks.

#### Consultants:

One consultant will develop the overall needs assessment plan, develop tools for data collection, oversee the planning process and write the final report.

\$50 – 60/hour for a total of 318 hours 15,913

The other consultants will provide written and verbal translation for materials, focus groups and dialogues. \$50/hour x 25 hours 1,250

(Obtain through Michel Vilchez of Peninsula Conflict Resolution Center)

### Operating Expenses

Rent & utilities: Both individuals will work from their respective homes and maintain daily contact with the Coordinator, therefore eliminating the need to rent an additional facility. 0

Office supplies: paper, pens, office supplies at 200/mo 1,200

Telephone/communications: 800

Printing/copies: Printing of strategic plan, findings from needs assessment, flyers, brochures, questionnaires, etc. 5,090

Travel: 2072 miles at .35/mile 725

Training/conferences: Bay Area Fatherhood Workshops & Conferences 1,500

Other: Food for 12 groups (6-10 people/group) 1,000

Stipends for 150 people at \$14/person 2,100

Childcare \$50/2 hours x 12 meetings 1,200

(Obtained through Child Care Coordinating Council)

Indirect cost: 5% of total personnel 915

**Total Project Cost: 50,000**