

AGREEMENT WITH MATEO LODGE, INC.
FOR RESIDENTIAL TREATMENT, MOBILE SUPPORT,
AND REHABILITATION SERVICES

THIS AGREEMENT, entered into this _____ day of _____, 2002,
by and between the COUNTY OF SAN MATEO, hereinafter called "County," and MATEO
LODGE, INC., hereinafter called "Contractor";

W I T N E S S E T H:

WHEREAS, it is necessary and desirable that Contractor be retained for the purpose of performing the professional services hereinafter described for the Health Services Agency, Mental Health Services Division; and

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

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

1. Services to be Performed by Contractor

In consideration of the payments hereinafter set forth, Contractor, under the general direction of the Director of Health Services, or her designee, with respect to the product or result of Contractor's services, shall provide residential treatment, mobile support, and rehabilitation services for psychiatrically disturbed adults as described in Schedule A, attached hereto and incorporated by reference herein. Such services shall be provided in a professional and diligent manner.

2. Payments

A. Maximum Amount. In full consideration of Contractor's performance of the services described in Schedule A, the amount that County shall be obligated to pay for services rendered under this Agreement shall not exceed ONE MILLION THREE HUNDRED SEVENTY-EIGHT THOUSAND THIRTY-SIX DOLLARS (\$1,378,036) for the contract term.

B. Rate of Payment. The rate and terms of payment shall be as specified in Schedule B, attached hereto and incorporated herein. Any rate increase is subject to the approval of the Director of Health Services or her designee, and shall not be binding on County unless so approved in writing. In no event may the rates established in Schedule B be increased to the extent that the maximum County obligation shall exceed the total specified in paragraph 2A above. Each payment shall be conditioned on the performance of the services described in Schedule A to the full satisfaction of the Director of Health Services or her designee.

C. Time Limit for Submitting Invoices. Contractor shall submit an invoice for services to County for payment in accordance with the provisions of Schedule B. County shall not be obligated to pay Contractor for the services covered by any invoice if Contractor presents the invoice to County more than one hundred eighty (180) days after the date Contractor renders the services, or more than ninety (90) days after this Agreement terminates, whichever is earlier.

3. Relationship of Parties

It is expressly understood that this is an agreement between two (2) independent contractors and that no agency, employee, partnership, joint venture or other relationship is established by this Agreement. The intent by both County and Contractor is to create an independent contractor relationship. Contractor expressly acknowledges and accepts his/her tax status and the tax consequences of an independent contractor. Further, as an independent contractor, Contractor expressly acknowledges and accepts that he/she has no rights, benefits, privileges and/or claims in any form whatsoever under, from, through and/or pursuant to the San Mateo County Civil Service Rules.

4. Hold Harmless

Contractor shall indemnify and save harmless County, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind and description, brought for, or on account of: (A) injuries to or death of any person, including Contractor, or (B) damage to any property of any kind whatsoever and to whomsoever belonging, or (C) any failure to withhold and/or pay to the government income and/or employment taxes from earnings

under this Agreement, or (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County, its officers, agents, employees, or servants, resulting from the performance of any work required of Contractor or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

5. Insurance

Contractor shall not commence work under this Agreement until all insurance required under this section has been obtained and such insurance has been approved by the Director of Health Services. Contractor shall furnish the Health Services Agency with Certificates of Insurance evidencing the required coverage and there shall be a specific contractual liability endorsement extending Contractor's coverage to include the contractual liability assumed by Contractor pursuant to this Agreement. These Certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the Health Services Agency of any pending change in the limits of liability or of any cancellation or modification of the policy.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, County at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

A. Workers' Compensation and Employer Liability Insurance. Contractor shall have in effect during the entire life of this Agreement, Workers' Compensation and Employer Liability Insurance providing full statutory coverage. In signing this Agreement, County makes the following certification, required by Section 1861 of the California Labor Code:

I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Agreement.

B. Liability Insurance. Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Contractor's operations under this Agreement, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amounts specified below.

Such insurance shall include:

- 1) Comprehensive General Liability \$1,000,000
- 2) Motor Vehicle Liability Insurance \$1,000,000
- 3) Professional Liability \$1,000,000

If this Agreement remains in effect more than one (1) year from the date of its original execution, County may, at its sole discretion, require an increase in the amount of liability insurance to the level then customary in similar County agreements by giving sixty (60) days' notice to Contractor.

County and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to County, its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy, and that if County or its officers and employees have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only. Said certificate(s) of insurance is (are) attached hereto and incorporated by reference herein as Attachment II (and III).

6. Non-Discrimination

Contractor shall comply with the non-discrimination requirements described in Schedule C, which is attached hereto, and incorporated herein.

Contractor shall comply with County admission and treatment policies which shall provide that patients are accepted for care without discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, handicap, or political affiliation.

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

- i. termination of this Agreement;
- ii. disqualification of Contractor from bidding on or being awarded a County contract for a period of up to three (3) years;
- iii. liquidated damages of TWO THOUSAND FIVE HUNDRED DOLLARS (\$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. Contractor shall report to the County Manager the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission or any other entity charged with the investigation of allegations within thirty (30) days of such filing, provided that within such

thirty (30) days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint, and a description of the circumstance. Contractor shall provide County with a copy of its response to the complaint when filed.

With respect to the provision of employee benefits, Contractor shall comply with the County Ordinance which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.

7. Assignments and Subcontracts

A. Without the written consent of the Director of Health Services or her designee, this Agreement is not assignable in whole or in part. Any assignment by Contractor without the written consent of the Director of Health Services or her designee is a breach of this Agreement and shall automatically terminate this Agreement.

B. Contractor shall not employ subcontractors or consultants to carry out the responsibilities undertaken pursuant to this contract without the written consent of the Director of Health Services or her designee.

C. All assignees, subcontractors, or consultants approved by the Director of Health Services or her designee shall be subject to the same terms and conditions applicable to Contractor under this Agreement, and Contractor shall be liable for the assignee's, subcontractor's or consultant's acts and/or omissions.

D. All agreements between Contractor and subcontractor and/or assignee for services pursuant to this Agreement shall be in writing and shall be provided to County.

8. Amendment of Agreement

This Agreement is complete and contains all the terms and conditions agreed upon by the parties. No amendment shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement shall be binding on the parties hereto.

9. Records

A. Contractor agrees to provide to County, to any federal or state department having monitoring or reviewing authority, to County's authorized representatives and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine and audit all records and documents necessary to determine compliance with relevant federal, state, and local statutes, rules and regulations, and this Agreement, and to evaluate the quality, appropriateness and timeliness of services performed.

B. Contractor shall maintain and preserve all financial records relating to this Agreement for a period of four (4) years from the termination date of this Agreement, or until audit findings are resolved, whichever is greater.

10. Compliance with Applicable Laws

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable federal, state, county, and municipal laws, including, but not limited to, the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended and attached hereto and incorporated by reference herein as Attachment I, which prohibits discrimination on the basis of handicap in programs and activities receiving any federal or county financial assistance. Such services shall also be performed in accordance with all applicable ordinances and regulations, including, but not limited to, appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations.

11. Notice and Interpretation

A. Any notice, request, demand or other communication required or permitted hereunder shall be deemed to be properly given when deposited in the United States mail, postage prepaid, or when deposited with a public telegraph company for transmittal, charges prepaid, addressed:

1) In the case of County, to:

San Mateo County
Mental Health Services Division
225 37th Avenue, San Mateo, CA 94403

or to such person or address as County may, from time to time furnish to Contractor.

2) In the case of Contractor, to:

Mateo Lodge, Inc.
420 Cassia Street
Redwood City, CA 94063

B. Controlling Law. The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation and performance of this Agreement shall be governed by the laws of the State of California.

12. Venue

In the event that suit shall be brought by either party to this contract, the parties agree that venue shall be exclusively vested in the state courts of San Mateo County, or where otherwise appropriate, exclusively in the United States District Court, Northern District of California, San Francisco, California.

13. Term of the Agreement

Subject to compliance with the terms and conditions of this Agreement, the term of this Agreement shall be from July 1, 2002, through June 30, 2003. This Agreement may be terminated by Contractor, Director of Health Services or her designee at any time upon sixty (60) days' written notice to the other party.

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

COUNTY OF SAN MATEO

MATEO LODGE, INC.

By: _____
Jerry Hill, President
Board of Supervisors, San Mateo County

By: I. D. A.

Date: _____

Date: 7/15/02

ATTEST:

By: _____
Clerk of Said Board

Date: _____

SCHEDULE A

MATEO LODGE, INC.: 2002-03

I. INTRODUCTION AND DEFINITION OF TERMS

Rehabilitative Mental Health Services focus on client needs, strengths, and choices; the client is always involved in service planning and implementation. The goal of rehabilitation is to help clients take charge of their own lives through informed decision-making. Services are based on the client's desired results from mental health services (long term goals) concerning his/her own life, and consider his/her diagnosis, functional impairments, symptoms, disabilities, life conditions and rehabilitation readiness. Services are focused on achieving specific shorter term personal milestones (measurable objectives) to support the client in accomplishing his/her desired results.

Program staffing is multi-disciplinary and reflects the cultural, linguistic, ethnic, age, gender, sexual orientation and other social characteristics of the community which the program serves. Families, caregivers, human service agency personnel and other significant support persons are encouraged to participate in the planning and implementation process to help the client meet his/her needs. Programs are designed to use personnel who are experienced in providing mental health services. Clients and family members of clients are valued as volunteer or paid staff.

Services are optimal when delivered to clients who live in housing of their own choice. Single room occupancy is a highly valued housing choice by clients and is emphasized in resource development and service planning.

II. SERVICES

Contractor shall provide adult transitional residential services, rehabilitation services, and outreach services for mentally ill adults who are homeless or at risk of homelessness. These services shall be provided in a manner prescribed by the laws of California and in accord with the applicable laws, titles, rules and regulations, including quality improvement requirements of the Short-Doyle/Medi-Cal Program. The Short-Doyle/Medi-Cal Manual for the Rehabilitation Option and Targeted Case Management is included herein by reference. All payments under this Agreement must directly support services specified in this Agreement. Contractor shall provide the following services:

A. Transitional Residential Services

Contractor shall provide a thirteen (13) bed, twenty-four (24) hour Transitional Residential Treatment facility for mentally ill clients. Treatment and/or rehabilitation services shall be provided in a structured therapeutic community and shall

include a range of activities and services for clients who would be at risk of hospitalization or other institutional placement were they not in this residential program. Clients are supported in their efforts to restore, maintain and apply interpersonal and independent living skills, and to access community support services. Interventions which focus on symptom reduction and management will be available.

1. Ongoing services shall include, but not be limited to: Assessment/Evaluation, Plan Development, Individual and Group Counseling, Rehabilitation Services, Collateral Services, Case Management and Crisis Intervention.
2. Contractor shall provide four thousand five hundred eight (4,508) days of care to eighteen (18) unduplicated clients during the term of this Agreement. A client day shall be deemed to mean any and all services rendered by Contractor on behalf of one (1) client during any single day during which the client was present in the facility.
3. The maximum length of stay for clients in transitional residential treatment at Wally's Place is six (6) months. Authorization for an extension beyond six (6) months must be approved by the Deputy director of Adult Health Services/designee.
4. Eligibility for admission to this service shall be confined to persons with a serious mental illness and functional impairments that require and will benefit from a rehabilitation program. County Mental Health Services Division Adult Resource Management will authorize and, in the case of multiple applications, will prioritize persons for admission. Admission priority will generally be given to persons coming from more restricted settings such as hospital and locked sub-acute facilities.

B. Rehabilitation Services

Contractor shall provide seriously mentally ill adults with community-based rehabilitative mental health services. Rehabilitation services are intended to identify and provide assistance in locating and obtaining adequate and appropriate living arrangements and supportive resources (medical, social, vocational and educational) to enhance clients' potential for live successfully in the community.

1. Ongoing services shall include, but not be limited to: Assessment/Evaluation, Plan Development, Individual and Group Counseling, Collateral Services, Rehabilitation Services, Case Management, and Crisis Intervention.
2. Contractor shall provide two hundred (200,000) minutes of care to one hundred sixteen (120) unduplicated adult clients.

3. All referrals for rehabilitation services must be authorized by County Mental Health Services Division Adult Resource Management as designated by Adult Services Deputy Director.

C. Outreach Services for Mentally Ill Adults Who Are Homeless or At Risk of Homelessness

Contractor shall provide outreach services for mentally ill adults who are homeless or at risk of homelessness. Mobile services shall be provided seven (7) days a week. These support outreach services target adults whose rehabilitative needs are not currently met in the mental health system, adults who are refusing services, and adults who are homeless or at risk of being homeless.

1. Contractor will provide on a monthly basis to Deputy Director of Adult Mental Health Services an expense detail of Homeless Assistance Fund expenditures.
2. Contractor shall provide one thousand four hundred (1,400) hours of services to three hundred seventy-five (300) unduplicated adult clients during the term of this Agreement.

III. RECORDS AND ADMINISTRATIVE REQUIREMENTS

- A. Contractor shall maintain medical records required by the California Code of Regulations. Notwithstanding the foregoing, Contractor shall maintain beneficiary medical and/or clinical records for a period of seven (7) years, except that the records of persons under age eighteen (18) at the time of treatment shall be maintained: a) until one (1) year beyond the person's eighteenth (18th) birthday or b) for a period of seven (7) years beyond the date of discharge, whichever is later.
- B. Contractor shall report, by the fifteenth (15th) day of the month following service, data on caseload, units of service and other evaluative information as requested to the Division. The data shall become incorporated into an annual (fiscal year-end) report which shall include such information as the Director requires to permit reporting, monitoring and evaluation of Contractor's program pursuant to this Agreement.
- C. Contractor shall submit a copy of any licensing report issued by licensing agency to County Mental Health Adult Services Deputy Director within three (3) days from date received.
- D. Contractor agrees to administer/utilize any and all survey instruments as directed by the County Mental Health Services Division, including outcomes and satisfaction measurement instruments.

IV. GOALS AND OBJECTIVES

A. Agency

Goal 1: Contractor shall increase Cultural Competence within the agency.

Objective 1: Contractor shall continue to revise and implement a plan, including a recruitment plan, to increase language skills and cultural competence of staff.

Goal 2: All clients will be given an opportunity to respond to a satisfaction survey provided by County Mental Health Services Division.

Objective 1: At least eighty-five percent (85%) of clients responding shall rate services as satisfactory as measured by client satisfaction survey.

Goal 3: Contractor shall participate in assessing the level of functioning of its clients.

Objective 1: At least eighty percent (80%) of clients will improve or maintain their functioning as measured by a standardized outcome instrument.

B. Transitional Residential Treatment Services

Goal 1: Contractor shall provide a residential alternative to institutional treatment for clients.

Objective 1: Not more than ten percent (10%) of unduplicated clients shall be discharged to acute inpatient service during the fiscal year.

Goal 2: Contractor shall provide services that enhance the client's living and coping skills in order to prepare him/her to remain in a community-based setting.

Objective 1: At least fifty percent (50%) of clients discharged after completion of six (6) months or more treatment in transitional residential treatment program shall be discharged to a more independent living.

C. Rehabilitation Services

Goal 1: Contractor shall provide services that enhance the client's living and coping skills in order to increase (or maintain) the client's probability of remaining in the community, and/or to involve the client in educational, employment and other meaningful activities.

Objective 1: At least sixty percent (60%) of clients will participate in self-help activities or programs for a minimum of three (3) months.

D. Outreach Services for Homeless Mentally Ill Clients

Goal 1: Contractor shall engage clients who are homeless and seriously mentally ill in mental health services and/or treatment.

Objective 1: Fifty percent (50%) of clients will be linked with services, including regional mental health services, acute psychiatric hospital services, and entitlements.

SCHEDULE B

MATEO LODGE, INC.: 2002-03

PAYMENTS

In full consideration of the services provided by Contractor and subject to the provisions of Paragraph 2.A. of this Agreement, County shall pay Contractor in the manner described below:

- A. The maximum amount that County shall be obligated to pay for all services provided under this Agreement shall not exceed the amount stated in Paragraph 2.A. on page 1 of this Agreement. Furthermore, of the total contract obligation, County shall not pay or be obligated to pay more than the amounts listed below for each component of service required under this Agreement:

Transitional Residential Services at Wally's Place	\$261,238
Rehabilitation Services	\$955,602
Homeless Outreach - Support Team	\$161,196
TOTAL CONTRACT OBLIGATION	\$1,378,036

- B. Subject to the maximum amount stated above and the terms and conditions of this Agreement, Contractor shall be reimbursed the full cost of providing services under this Agreement. Unless otherwise authorized by the Director of Health Services or her authorized representative, the rate of payment by County to Contractor shall be one-twelfth (1/12) of the total obligation per month for the term of this Agreement.
- C. Budget modifications may be approved by the Director of Health Services or her designee, subject to the maximum amount set forth in Section 2.A. of this Agreement.
- D. Payment by County to Contractor shall be monthly. Contractor shall bill County on or before the tenth (10th) working day of each month for the current month. All claims shall clearly reflect and in reasonable detail give information regarding the services for which claim is made.
- E. In the event that funds provided under this Agreement are expended prior to the end of the contract period, Contractor shall provide ongoing services under the terms of this Agreement through the end of the contract period without further payment from County.
- F. In the event this Agreement is terminated prior to June 30, 2003, Contractor shall be paid on a prorated basis for only that portion of the contract term during which Contractor provided services pursuant to this Agreement. Such billing shall be subject to the approval of the Director.

- G. Contractor shall submit to County a year-end cost report no later than ninety (90) days after the expiration date of this Agreement. This report shall be in accordance with the principles and format outlined in the Cost Reporting/Data Collection (CR/DC) Manual. Contractor shall annually have its books of accounts audited by a Certified Public Accountant and a copy of said audit report shall be submitted along with the Cost Report. If Contractor has received more than THREE HUNDRED THOUSAND DOLLARS (\$300,000) in federal funds for the fiscal year, the audit must meet the requirements of the federal Single Audit Act and OMB Circular A-133.
- H. If the annual Cost Report provided to County shows that total payments to Contractor exceed the total actual costs for all of the services rendered by Contractor to eligible patients during the reporting period, a single payment in the amount of the contract savings shall be made to County by Contractor, unless otherwise authorized by the Director of Health Services or her designee. By mutual agreement of County and Contractor, contract savings or "rollover" may be retained by Contractor and expended the following year, provided that these funds are expended for mental health services approved by County.
- I. In the event Contractor claims or receives payment from County for a service, reimbursement for which is later disallowed by County or the State of California or the United States Government, then Contractor shall promptly refund the disallowed amount to County upon request, or, at its option, County may offset the amount disallowed from any payment due or become due to Contractor under this Agreement or any other agreement.
- J. Contractor shall submit to County the cultural composition of Contractor's staff in the third (3rd) quarter of the contract year.
- K. It is projected that Contractor will generate the following level of federal share
Medi-Cal reimbursement: \$552,233

Attachment I

(Required only from Contractors who provide services directly to the Public on County's behalf.)

Assurance of Compliance with Section 504 of the
Rehabilitation Act of 1973, as Amended

The undersigned (hereinafter called the "Contractor(s)") hereby agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable DHHS regulation, and all guidelines and interpretations issued pursuant thereto.

The Contractor(s) gives/give this assurance in consideration of and for the purpose of obtaining contracts after the date of this assurance. The Contractor(s) recognizes/recognize and agrees/agree that contracts will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Contractor(s), its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Contractor(s).

The Contractor(s): (Check a or b)

- a. employs fewer than 15 persons.
- b. employs 15 or more persons and, pursuant to Section 84.7 (a) of the regulation (45 C.F.R. 84.7 (a)), has designated the following person(s) to coordinate its efforts to comply with the DHHS regulation.

IAN ADAMSON

Name of 504 Person - Type or Print

Mateo Lodge, Inc.

Name of Contractor(s) - Type or Print

420 Cassia Street

Street Address or PO Box

Redwood City

City

CA

State

94063

Zip Code

I certify that the above information is complete and correct to the best of my knowledge.

7/15/02

Date

I. D. Adams

Signature and Title of Authorized Official

*Exception: DHHS regulations state that:

"If a recipient with fewer than 15 employees finds that, after consultation with a handicapped person seeking its services, there is no method of complying with (the facility accessibility regulations)...other than making a significant alteration in its existing facilities, the recipient may, as an alternative, refer the handicapped person to other providers of those services that are accessible."

COUNTY OF SAN MATEO

Equal Benefits Compliance Declaration Form

I Vendor Identification

Name of Contractor: Mateo Lodge, Inc.
Contact Person: Ian Adamson
Address: 420 Cassia Street
Redwood City, CA 94063
Phone Number: 363-8125 Fax Number: 851-0741

II Employees

Does the Contractor have any employees? Yes No

Does the Contractor provide benefits to spouses of employees? Yes No

If the answer to one or both of the above is no, please skip to Section IV.

III Equal Benefits Compliance (Check one)

- Yes, the Contractor complies by offering equal benefits, as defined by Chapter 2.93, to its employees with spouses and its employees with domestic partners.
- Yes, the Contractor complies by offering a cash equivalent payment to eligible employees in lieu of equal benefits.
- No, the Contractor does not comply.
- The Contractor is under a collective bargaining agreement which began on _____ (date) and expires on _____ (date).

IV Declaration

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Executed this 15 day of JULY, 2002 at SAN MATEO, CA.
(City) (State)

I. D. Adamson
Signature

IAN D. ADAMSON
Name (Please Print)

C.E.O.
Title

51014-0976
Contractor Tax Identification Number

SCHEDULE C

Contract between County of San Mateo and Mateo Lodge, Inc., hereinafter called "Contractor."

- a. No person shall, on the grounds of race, color, creed, national origin, religious affiliation or non-affiliation, sex, sexual orientation, marital status, age (over forty (40)), disability, medical condition (including but not limited to AIDS, HIV positive diagnosis, or cancer), political affiliation or union membership be excluded from participation in, be denied the benefits of, or be subjected to discrimination under this Agreement.
- b. Contractor shall insure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under this contract. Contractor's personnel policies shall be made available to County upon request.
- c. Contractor shall assure compliance with Section 504 of the Rehabilitation Act of 1973 by submitting a signed letter of assurance (Attachment I) of compliance. Contractor shall be prepared to submit a self-evaluation and compliance plan to County upon request within one (1) year of the execution of this Agreement.

COUNTY OF SAN MATEO
HEALTH SERVICES ADMINISTRATION

MEMORANDUM

DATE: July 25, 2002

TO: Priscilla Morse, Risk Management/Insurance Division

FROM: Caryl Falfull, Mental Health Services/PONY #MLH 322

CONTRACTOR: Mateo Lodge, Inc.

DO THEY TRAVEL: Yes

PERCENT OF TRAVEL TIME:

NUMBER OF EMPLOYEES: Yes

DUTIES (SPECIFIC):

COVERAGE:

Comprehensive General Liability:

\$1,000,000

Motor Vehicle Liability:

\$1,000,000

Professional Liability:

\$1,000,000

Worker's Compensation:

\$YES

APPROVE

WAIVE

MODIFY

REMARKS/COMMENTS:


SIGNATURE

7-25-02

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)

JUL 2 02

PRODUCER
J T I INSURANCE ASSOCIATES, INC. LIC# OB35131
 18022 COWAN ST. SUITE 203B
 IRVINE CA 92614-6814
 PHONE: 949-863-1777
 FAX: 949-863-1778

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.

Agency Lic#: OB35131

COMPANIES AFFORDING COVERAGE

INSURED
MATEO LODGE
 695 5TH AVENUE
 REDWOOD CITY, CA 94063

COMPANY A: **NONPROFITS INSURANCE ALLIANCE OF CALIF.**
 COMPANY B: **SAFETY NATIONAL CASUALTY COMPANY**
 COMPANY C:
 COMPANY D:
 COMPANY E:

COVERAGES

THIS IS TO CERTIFY THAT 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. 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	2002-07590NPO	JUL 1 02	JUL 1 03	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any One Fire) \$ 100,000
	CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED. EXP (Any One Person) \$ 10,000
					PERSONAL & ADV INJURY \$ 1,000,000
					GENERAL AGGREGATE \$ 2,000,000
					PRODUCTS-COMP/OP AGG. \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:				
	POLICY PROJECT LOC				
A	AUTOMOBILE LIABILITY	2002-07590NPO	JUL 1 02	JUL 1 03	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	ANY AUTO				BODILY INJURY (Per person) \$
	ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE \$
	<input checked="" type="checkbox"/> HIRED AUTOS				
<input checked="" type="checkbox"/> NON-OWNED AUTOS					
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	ANY AUTO				OTHER THAN EA ACC \$
					AUTO ONLY: AGG \$
A	EXCESS LIABILITY	2002-07590UMB	JUL 1 02	JUL 1 03	EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> OCCUR CLAIMS MADE				AGGREGATE \$ 2,000,000
					\$
	DEDUCTIBLE RETENTION \$				\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	PR8481-2	SEP 1 01	SEP 1 02	WC STATUTORY LIMITS OTHER
					E.L. EACH ACCIDENT \$ 1,000,000
					E.L. DISEASE-EA EMPLOYEE \$ 1,000,000
					E.L. DISEASE-POLICY LIMIT \$ 1,000,000
	OTHER: PROFESSIONAL LIABILITY				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

PROOF OF INSURANCE

CERTIFICATE HOLDER

ADDITIONAL INSURED; INSURER LETTER:

CANCELLATION

SAN MATEO COUNTY MENTAL HEALTH ADMIN.
 225 WEST 37TH AVENUE
 SAN MATEO, CA 94403

Attention: MARY 650-573-2841

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 10 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.

AUTHORIZED REPRESENTATIVE

JR Heller

BOARD AGENDA ROUTING SLIP

DIVISION: Mental Health
 SUBJECT: Mater Lodge
 FILE NAME: SVSMCHSAIC/HEALTH CONTRACTS/ Mental Health / Mater Lodge
 CONTENT SERVICES NUMBER: _____
 PROGRAM MANAGER: Julie Beck
 CONTRACT ADMINISTRATOR: Carol Fauschell

1. Review by Division Director

Comments:

To JK 6/14/02

Initials-Date

2. Review by Division Fiscal Officer

Comments: To JP 5/16/02
To Janet again

5/20/02 - 6/13/02

Initials-Date

3. Review by Risk Management

Comments:

Initials-Date

4. Review by County Counsel

Comments:

pm 6/14/02

Initials-Date

4. Copies of agreement and resolution made by division

Initials-Date

5. Review by Health Services Administration Analyst

Comments:

Initials-Date

6. Review by Health Services Administration Deputy Director

Comments:

Initials-Date

7. ATR Approval by Finance Director

Initials-Date

8. Review and Signature by Margaret Taylor

Comments:

Initials-Date

Date Received by Health Services Administration: _____

Date sent to County Manager: _____

BOARD AGENDA ROUTING SLIP

DIVISION: Mental Health
 SUBJECT: Mater Lodge
 FILE NAME: SVSMCHSA1C/HEALTH CONTRACTS/ Mental Health / Mater Lodge
 CONTENT SERVICES NUMBER: _____
 PROGRAM MANAGER: Julie Beck
 CONTRACT ADMINISTRATOR: Cory Jandfull

1. Review by Division Director

Comments:

To JK 6/14/02

OK per JP 6/14/02

2. Review by Division Fiscal Officer

Comments: To JW 7/16/02
To Janet again

3. Review by Risk Management

Comments:

4. Review by County Counsel

Comments: To PF 6/14/02
To vendor 6/14/02

4. Copies of agreement and resolution made by division

5. Review by Health Services Administration Analyst

Comments:

6. Review by Health Services Administration

Deputy Director

Comments:

7. ATR Approval by Finance Director

8. Review and Signature by Margaret Taylor

Comments:

Date Received by Health Services Administration: _____

Date sent to County Manager: _____

Initials-Date

S/20/02 + 4/13/02
Initials-Date

phm 7/15/02
Initials-Date

6/14/02
Initials-Date

Initials-Date

Initials-Date

Initials-Date

Initials-Date

Initials-Date