



**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**

Human Services Agency

**DATE:** May 4, 2006  
**BOARD MEETING DATE:** May 23, 2006  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority

**TO:** Honorable Board of Supervisors  
**FROM:** Glen H. Brooks Jr., Interim Director, Human Services Agency  
Mark Lane, Director, Children and Family Services  
**SUBJECT:** Agreement with San Mateo County Community College District (SMCCCD)

**RECOMMENDATION:**

Adopt a Resolution:

1. Waiving the Request for Proposal (RFP) process; and
2. Authorizing execution of an Agreement with SMCCCD in the amount of \$500,000 for the provision of training services. The term of the Agreement is July 1, 2005 through June 30, 2006.

**VISION ALIGNMENT:**

**Commitment:** Ensure basic health and safety for all.

**Goal 6:** Children grow up healthy in safe and supportive homes and neighborhoods.

**Goal 8:** Help vulnerable people – the aged, disabled, mentally ill, at-risk youth and others - achieve a better quality of life.

This Agreement contributes to these commitments and goals since SMCCCD's training courses will improve HSA's staff, resource parents and CBOs' understanding of how to better serve children and families resulting in enhanced services to support vulnerable children at risk of abuse and neglect and their families.

**Performance Measure(s):**

Measure	Actual FY 2004-05	Projected FY 2005-06
Percent of participants who will report satisfaction with course content, delivery and pace of class and meeting System Improvement Plan (SIP) training objectives.	N/A. Baseline data being collected beginning FY 2005-06	90%

Percent of participants who will report an increase in knowledge on topics as determined by the County.	N/A. Baseline data being collected beginning FY 2005-06	80%
Percent of participants who will complete the certification process for classes eligible for Continuing Education Units (CEU).	N/A. Baseline data being collected beginning FY 2005-06	90%

**BACKGROUND:**

In 2004, the Human Services Agency (HSA) entered into an Agreement with SMCCCD to provide training to community organizations utilizing Title IV-E funding. The program was a result of a planning process involving forty community agencies that validated the need for such a project. SMCCCD has provided education and training to community-based service providers to increase their knowledge and skills in working with children and families.

In the same year, San Mateo County developed a System Improvement Plan (SIP) designed to improve the Child Welfare System. All counties were required by the State Department of Social Services to develop a SIP in response to the Child and Family Services Review conducted by the U.S. Department of Health and Human Services. Over the last year, HSA and SMCCCD discussed ways in which this Agreement can support San Mateo County's SIP.

**DISCUSSION:**

HSA wishes to enter into an Agreement with SMCCCD to continue to provide Title IV-E eligible training to individuals who serve children and youth who are victims of child abuse and neglect and or are at-risk of child abuse and neglect or who are potential candidates for foster care. The comprehensive training program will include training on SIP courses, focusing on safety and service array, permanence and stability, and family connections. The trainings are designed to improve the skills and knowledge base of HSA's staff, resource parents and CBOs. The goal is to build and strengthen the capacity to meet the growing needs of children and families we serve. The coordinated trainings will allow for a better working relationship between HSA and the community and help facilitate easier access to comprehensive social services.

The development of this Agreement was delayed due to extended negotiations to ensure trainings align with SIP and that all courses provided are Title IV-E eligible.

It is in the County's best interest to waive the Request for Proposal (RFP) process since SMCCCD has been involved in conceptualizing and planning this training program. In addition to SMCCCD's experience in providing these trainings, their partnerships with several CBOs and their ties with the local community make them the ideal entity to provide these county-wide trainings.

The Agreement includes all provisions that are required by county ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination, equal benefits and jury service policy.

**FISCAL IMPACT:**

The term of this Agreement is July 1, 2005 through June 30, 2006. The total obligation is \$500,000 and is fully funded through Federal and State sources. Of this amount, \$200,000 was not included in the Agency's budget for FY 2005-06. However, there is sufficient appropriation, based on year-end expenditure projections, to absorb the additional cost. There is no Net County Cost associated with the approval of this Agreement.