



COUNTY OF HUMBOLDT

For the meeting of: 2/27/2024

File #: 24-185

To: Board of Supervisors

From: DHHS: Social Services

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Professional Services Agreement with Redwood Community Action Agency Regarding the Provision of Administrative Support Services that are Designed to Assist with the Implementation and Operation of the AmeriCorps Program in Humboldt County

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approves, and authorize the Chair of the Board to execute, the attached professional services agreement with Redwood Community Action Agency regarding the provision administrative support services that are designed to assist with the implementation and operation of the AmeriCorps Program in Humboldt County in an amount not to exceed Seven Hundred Fifty-Five Thousand Three Hundred Sixty-Six Dollars (\$755,366.00) for the period of July 1, 2023 through June 30, 2025;
2. Authorize the Department of Health and Human Services - Child Welfare Services Director, or a designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with Redwood Community Action Agency, after review and approval by County Counsel, Risk Management and the County Administrative Office; and
3. Direct Clerk of the Board to return one (1) fully executed original copy of the attached professional services agreement with Redwood Community Action Agency to the Department of Health and Human Services - Contract Unit for further processing.

SOURCE OF FUNDING:

Social Services Fund (1160-508)

DISCUSSION:

For more than fifteen (15) years, AmeriCorps members have served in local Family Resource Centers to assist with connecting families to community resources in Humboldt County. The Humboldt County Department of Health and Human Services - Child Welfare Services (“DHHS - Child Welfare Services”) contracts with Redwood Community Action Agency, who in turn contracts with Prevent Child Abuse California, a statewide consortium of Child Abuse Prevention Councils that facilitates the

employment of AmeriCorps members and provides cash match amounts for AmeriCorps salaries, regarding the implementation and operation of the AmeriCorps Program in Humboldt County.

The attached professional services agreement will allow Redwood Community Action Agency to provide administrative support services, including, without limitation, recruitment, selection, enrollment and retention of AmeriCorps members, ongoing site and member support and data collection, that are designed to assist with the implementation and operation of the AmeriCorps Program in Humboldt County for the period of July 1, 2023 through June 30, 2025. It should be noted that the attached professional services agreement with Redwood Community Action Agency comes to the Board after the start date thereof due to inadvertent delays that occurred during the contract development process.

Accordingly, DHHS - Child Welfare Services recommends that the Board approve, and authorize the Chair of the Board to execute the attached professional services agreement with Redwood Community Action Agency regarding the provision of administrative support services that are designed to assist with implementation and operation of the AmeriCorps Program in Humboldt County for the period of July 1, 2023 through June 30, 2025. It is also recommended that the Board authorize the DHHS - Child Welfare Services Director, or a designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with Redwood Community Action Agency, after review and approval by County Counsel, Risk Management and the County Administrative Office, in order to avoid any unnecessary delays in the provision of needed administrative support services.

FINANCIAL IMPACT:

Expenditures (1160-508)	FY23-24 Projected	FY24-25 Projected
Budgeted Expenses	\$377,683.00	\$377,683.00
Total Expenditures	\$377,683.00	\$377,683.00
Funding Sources (1160-508)	FY23-24 Projected*	FY24-25 Projected*
Realignment	\$377,683.00	\$377,683.00
Total Funding Sources	\$377,683.00	\$377,683.00

**Projected amounts are estimates and are subject to change.*

The attached professional services agreement with Redwood Community Action Agency has a maximum amount payable of Seven Hundred Fifty-Five Thousand Three Hundred Sixty-Six Dollars (\$755,366.00) for the period of July 1, 2023 through June 30, 2025. In no event shall the maximum amount paid under the attached professional services agreement with Redwood Community Action Agency exceed Three Hundred Seventy-Seven Thousand Six Hundred Eighty-Three Dollars (\$377,683.00) per fiscal year for fiscal years 2023-2024 and 2024-2025. However, in the event that local, state or federal funding is reduced or eliminated, the County of Humboldt may reduce the above-referenced maximum amount payable or terminate the attached professional services agreement with Redwood Community Action Agency in its entirety.

Expenditure appropriations related to the attached professional services agreement with Redwood Community Action Agency have been included in the approved fiscal year 2023-2024 budget for

DHHS - Social Services budget unit 1160-508. Funding for the attached professional services agreement with Redwood Community Action Agency is available through state realignment revenues received by DHHS - Child Welfare Services. As a result approval of the attached professional services agreement with Redwood Community Action Agency will not impact the Humboldt County General Fund.

STAFFING IMPACT:

Approval of the attached professional services agreement with Redwood Community Action Agency will not impact current staffing levels.

STRATEGIC FRAMEWORK:

The recommended actions support the Board of Supervisors' Strategic Framework by protecting vulnerable populations creating opportunities for improved safety and health and providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

Prevent Child Abuse California

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the attached professional services agreement with Redwood Community Action Agency regarding the provision of administrative support services that are designed to assist with the implementation and operation of the AmeriCorps Program in Humboldt County. However, this alternative is not recommended as it would not allow for the continued implementation and operation of the AmeriCorps Program in Humboldt County.

ATTACHMENTS:

1. Professional Services Agreement with Redwood Community Action Agency Regarding the Provision of Administrative Support Services that are Designed to Assist with the Implementation and Operation of the AmeriCorps Program in Humboldt County

PREVIOUS ACTION/REFERRAL:

Board Order No.: C-7, D-15

Meeting of: 04/09/2019, 06/14/2022

File No.: 19-405, 22-797