

## STAFF REPORT

**BOARD MEETING DATE:** December 19, 2023

**CATEGORY:** Consent Calendar 7

**SUBJECT:** Approve an amendment to the agreement with Lucy Hernandez for consulting services which extends the term and increases maximum compensation.

**DEPARTMENT:** Health and Human Services Agency-Economic Mobility

**SUPERVISORIAL DISTRICT #:** All

**DEPARTMENT CONTACT:** Dwayne Green, Branch Director, HHSA Economic Mobility Branch, (530) 225-5450

**STAFF REPORT APPROVED BY:** Dwayne Green, HHSA Branch Director

<b><u>Vote Required?</u></b>	<b><u>General Fund Impact?</u></b>
Simple Majority Vote	No Additional General Fund Impact

### **RECOMMENDATION**

Approve the second amendment, effective date of signing, to the agreement with Lucy Hernandez for consulting services for the preparation of the California Department of Community Services Department's (CSD) biannual Community Action Plan Report (CAP) and the Community Services Block Grant (CSBG) Annual Report which increases the number of total billable consultant hours from 485 hours to 883.75 hours, increases compensation by \$42,580 for a new maximum compensation of \$92,555, and extends the end date of the term by one year to December 31, 2024.

### **DISCUSSION**

The County and Consultant previously entered into an agreement on December 28, 2022, effective January 1, 2023, for the purpose of providing consulting services to the County for its preparation of the CSD biannual CAP and the CSBG annual report; train staff on the completion of these reports through 2025; attend Community Action Board (CAB) and CSD meetings; prepare training materials and train new CAB members; train staff on CAB protocols, CSBG and CAA topics, and team-building; prepare and present reports on the CAP; assist with CSBG audits; prepare CSBG budget modifications; serve as liaison between the department and state, federal, and other agencies; and interpret new CSBG regulations and requirements.

On March 30, 2023, the County and Consultant executed a first amendment to the Original Agreement to expand the scope of work, increase compensation by \$17,980, for a total maximum compensation of \$49,975, and increase the number of billable hours by 138, for a total of 485 billable hours. Both the Original Agreement and First Amendment fell within the County Executive Officer's signature authority.

The County and Consultant desire to amend the agreement again (Second Amendment) to extend the time for contract performance by one year, increase compensation by \$42,580, for a total maximum compensation of \$92,555, and increase the number of billable hours by 398.75, for a total of 883.75 billable hours. The additional hours to complete the services are needed due to staff changes within the County's Housing department. The Second Amendment increases maximum compensation to the threshold requiring Board approval.

The CAP serves as a two-year roadmap demonstrating how CSBG agencies plan to deliver CSBG services. The CAP identifies and assesses poverty related needs and resources in the community and establishes a detailed plan, goals, and priorities for delivering those services to individuals and families most affected by poverty. CSBG funds may be used to support activities that assist low-income families and individuals, homeless families, and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families by removing obstacles and solving problems that block the achievement of self-sufficiency. CAPs must comply with Organizational Standards and state and federal laws.

### **ALTERNATIVES**

The Board of Supervisors could decline to approve the recommendation, defer consideration to a future date, or request additional information from staff. If the Board declines to approve the recommendation, HHSA will have to seek an alternative consultant to provide consultation and assistance in preparing the Community Action Plan and CDBG annual report. If this amendment is not approved today the department would need to find another provider. The consultant is an expert in this field. With the larger turnover in Housing this year, the department doesn't have the staffing or expertise needed to do the required reporting. Additionally, the Consultant was the only responder last time this service was sent out to bid. This contract expires on December 31, 2023. Without approval of the proposed amendment the department would not have time to find another provider in time to meet state and federal reporting deadlines.

### **OTHER AGENCY INVOLVEMENT**

The amendment was approved as to form by County Counsel. Risk Management has approved the amendment. This recommendation has been reviewed by the County Administrative Office.

### **FISCAL IMPACT**

The appropriations and revenue associated with the recommendation have been included in the Department's Fiscal Year 2023-24 Budget. The services are funded with CSBG funds. There is no County match or General Fund impact from the recommended action.

### **ATTACHMENTS:**

1: Proposed Amendment