

MEMORANDUM OF UNDERSTANDING # [REDACTED]

Between

EL DORADO COUNTY DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES DIVISION

And

EL DORADO COUNTY PUBLIC HEALTH DEPARTMENT

Regarding

THE PROVISION OF THE CELEBRATING FAMILIES! PROGRAM

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into by and between the El Dorado County Department of Human Services-Social Services Division (hereinafter referred to as “DHS”) and the El Dorado County Public Health Department (hereinafter referred to as “PHD”).

W I T N E S S E T H

WHEREAS, DHS and PHD are departments of the County of El Dorado and are overseen by the El Dorado County Board of Supervisors; and

WHEREAS, DHS is responsible for administering public assistance programs under the auspices of the State of California Health and Welfare Agency, Department of Social Services; and

WHEREAS, DHS is responsible for providing or arranging for the provision of services to assist families in staying with or reunifying with their families; and

WHEREAS, DHS receives state and local funding to implement the Celebrating Families! (CF!) program, and

WHEREAS, DHS has identified that the CF! program is of benefit to those families it is designed to assist, including DHS clients; and

WHEREAS, the Alcohol/Drug Treatment Program of PHD has the responsibility, experience, and expertise to provide services for those clients of DHS addicted to and/or abusing drugs or alcohol.

NOW, THEREFORE, the parties hereto mutually agree as follows:

ARTICLE I

Scope of Service:

A. PHD Agrees to:

- 1) With DHS approval and under the general direction of DHS, participate in CF! program training.
- 2) Provide a Health Education Coordinator (HEC) to:
 - (1) Act as CF! Program Coordinator.
 - (2) Attend one (1) CF! training as scheduled by DHS.
 - (3) Oversee CF! program, collect the information prescribed in the program and submit it in a timely manner to the DHS assigned CF! assigned Staff Services Analyst for evaluation on a weekly basis after each CF! session.
 - (4) Provide narrative on clients participating in the CF! program for the DHS Caseworker on a weekly basis after each CF! session.
 - (5) Provide narrative in a timely manner on clients participating in the CF! program for the DHS Program Manager, Supervisor, Staff Service Analyst and/or Case worker on an "as requested" basis.
 - (6) Collect and process Intern Time Sheets.
 - (7) Complete Intern Evaluation for any interns used in the CF! program.
- 3) Provide one (1) additional staff member to attend one (1) CF! training as scheduled by DHS and participate in the CF! program under the direct supervision of the HEC.

B. DHS Agrees to:

- 1) Provide CF! training for mutually agreed to and identified leaders/co-leaders of the CF! program.
- 2) Reimburse PHD for the cost of training, travel, lodging, meals, etc. as it pertains to the CF! program. Travel expenses such as lodging, meals, mileage, shall be in accordance with Exhibit "B", marked "Board of Supervisors Policy D-1" incorporated herein and made by reference a part hereof.
- 3) Develop a process for PHD to bill for delivered CF! services.
- 4) Provide space to conduct the CF! program.
- 5) Provide existing CF! supplies to assist conducting the CF! program.
- 6) Provide food and kitchen staff to prepare the evening meal and clean up afterwards, as necessary.

C. PHD and DHS Joint Responsibilities:

- 1) DHS and PHD will jointly design and conduct or make available training for staff working with the subject population, including ways of sharing successful strategies and technologies such as they are identified.
- 2) Participate in the selection of CF! participants by means of a mutually agreed upon screening process.
- 3) Establish a range of desirable outcomes to provide direction to participants in order to achieve family reunification by learning and using healthy living skills.

- 4) Participate in providing the CF! program to DHS clients and any other persons determined to be appropriate candidates for the program by DHS and PHD.

ARTICLE II

Term:

This MOU shall become effective when fully executed by both parties hereto and shall expire on June 30, 2007.

ARTICLE III

Compensation:

For services provided herein, DHS agrees to pay PH within thirty (30) days following completion of work and DHS receipt and approval of itemized invoice(s) identifying services rendered. For the purposes herein, the billing rates shall be in accordance with Exhibit "A". The total amount of this MOU shall not exceed \$25,000 for its term as outlined in Article II-Term, above.

ARTICLE IV

Changes to MOU:

This MOU may be amended by mutual consent of the parties hereto. Said amendments shall become effective only when in writing and fully executed by duly authorized officers of the parties hereto.

ARTICLE V

Fiscal Provisions:

- A. The PHD will provide itemized invoices detailing services rendered by the HEC as detailed in Exhibit "A", attached, along with a journal entry requesting reimbursement, within fifteen (15) days following the close of each month. Payment shall be made by DHS within 30 days of receipt and approval of invoices.
- B. Final billing for each fiscal year is to be submitted to DHS by PH no later than June 1, 2007 in order for payment to be processed by June 30, 2007.
- C. All claims submitted to DHS shall reference this MOU.
- D. This MOU may be amended to reflect any reduction in funds that may affect reimbursement to PHD. Notification to PHD regarding a reduction in funding must be made within ten (10) days of DHS receipt of said notice from the funding source.

ARTICLE VI

General Provisions:

- A. This MOU may be amended by written mutual consent of both parties.
- B. Either party may terminate this MOU upon ninety (90) days written notice to the other.
- C. It is agreed that the parties shall be subject to examination and audit of any records associated with the provision of services, claims to obtain funding and payment records for a period of four (4) years after final payment under this MOU.

ARTICLE VII

Notices:

Any notice required or permitted under this MOU shall be in writing.

Notice to DHS shall be addressed as follows:

EL DORADO COUNTY
DEPARTMENT OF HUMAN SERVICES
3057 BRIW ROAD
PLACERVILLE, CA 95667
ATTN: JOHN LITWINOVICH, DIRECTOR

Notice to PHD shall be addressed as follows:

EL DORADO COUNTY
PUBLIC HEALTH DEPARTMENT
931 SPRING STREET
PLACERVILLE, CA 95667
ATTN: GAYLE ERBE-HAMLIN, DIRECTOR

ARTICLE VIII

Administration:

The El Dorado County Officer or employee with responsibility for administering this MOU is John Litwinovich, Director, Department of Human Services, or successor.

ARTICLE VIII

Authorized Signatures:

The parties to this Agreement represent that the undersigned individuals executing this MOU on their respective behalf are fully authorized to do so by law or other appropriate instrument and to bind upon said parties to the obligations set forth herein.

IN WITNESS WHEREOF, the parties hereto have executed this MOU the day and year first below written.

- - DEPARTMENT OF HUMAN SERVICES - -

Dated: _____

By: _____
John Litwinovich, Director

-- PUBLIC HEALTH DEPARTMENT --

Dated: _____

By: _____
Gayle Erbe-Hamlin, Director

-- BOARD OF SUPERVISORS --

Dated: _____

By: _____

ATTEST:
Cindy Keck, Clerk
of the Board of Supervisors

By: _____
Deputy Clerk

EXHIBIT "A"

Celebrating Families!
Health Education Coordinator, Step 2
Position Cost
January 1, 2007 through June 30, 2007

Wages	\$12,979.25
PERS	\$2,647.77
Medicare	\$188.20
Health	\$3,709.75
EDD/Unemployment	\$48.13
Disability	\$68.79
Ret Health	\$412.50
Workers Comp	\$237.50
.25 FTE Total	\$20,372.88

The billable hourly wage is computed at .25 FTE for 520 Hours. Therefore, per the above computation/table, the total Health Education Coordinator Billable cost per hour is not to exceed \$39.18 per hour.