

AGREEMENT FOR SERVICES #366 (186-S1810)
AMENDMENT I

This Amendment I to that Agreement for Services #366 is made and entered into by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County"), and Shared vision Consultants, Inc., a California Corporation, duly qualified to conduct business in the State of California, whose principal place of business is 8054 Via Zapata, Dublin, CA 94568, and whose Agent for Service of Process is Lisa Molinar, 8054 Via Zapata, Dublin, CA 94568; (hereinafter referred to as "Consultant").

RECITALS

WHEREAS, Consultant has been engaged by County to facilitate the process of a programmatic structural re-design of County of El Dorado's Health and Human Services Agency (HHSA) Child Welfare Services (CWS), in accordance with Agreement for Services #366 dated August 31, 2017, incorporated herein and made by reference a part hereof; and

WHEREAS, HHSA has been satisfied with the services rendered and now desires to engage Consultant to facilitate the Health and Human Services Agency Strategic Plan Goal 5 – "Service Integration: To develop and implement a continuum of care model for individuals, families and community partners that integrates access, assessment, referral and efficient delivery of programs and services;" and

WHEREAS, Consultant has represented to County that it is specially trained, experienced, expert and competent to perform the services requested herein, and County has determined to rely upon such representations; and

WHEREAS, in consideration of this expanded area of responsibility, the parties hereto have mutually agreed to amend **Article I** – "Scope of Services," **Article III** – "Compensation for Services," and **Article IV** – Maximum Obligation;" and

NOW THEREFORE, the parties do hereby agree that Agreement for Services #366 shall be amended a first time as follows:

- 1) **Article I – Scope of Services** shall be amended and replaced in its entirety to read as follows:

ARTICLE I

Scope of Services: Consultant agrees to furnish the personnel and equipment necessary to provide:

A. Child Welfare System:

1. Programmatic structural re-design consulting services on an “as request” basis for HHSA’s Child Welfare Services (CWS). Said consultant services include but are not limited to the following:
 - a) Meet with County stakeholders to begin the programmatic structural re-design process. Meeting topics may include, but are not limited to, the following:
 - i. An assessment of current CWS program units, policies, and procedures to identify what program structure work and which could benefit from programmatic structural re-design.
 - ii. An assessment of how an integrated system of care model could be incorporated into the programmatic structural re-design.
 - iii. An examination of the critical elements of an onboarding program for new staff.
 - b) With staff identified by HHSA leadership, utilize individual interviews, focus groups, and surveys to facilitate staff participation to examine programmatic structural re-design. Interviews, focus groups, and survey may include, but are not limited to, the following:
 - i. An assessment of the current CWS program units, policies and procedures to identified work programs work and which could benefit from programmatic structural re-design.
 - ii. An assessment of how an integrated system of care model could be incorporated into the programmatic structural re-design.
 - iii. An examination of the critical elements of an onboarding program for new staff.
 - c) Meet monthly with the programmatic structural re-design planning team, as identified by HHSA leadership, to examine the following:
 - i. Identify desired outcomes and objectives of re-design.
 - ii. Develop strategies and plans of action related to programmatic structural re-design.
 - iii. Utilize focus group and stakeholder input to develop a timeline of programmatic structural re-design that includes participant identification, assessment of current policies and procedures, research, and design and implementation of the new structural elements and policies. Includes strategies to incorporate a system of care model.
 - d) Confer with staff identified by HHSA to examine how programmatic structural re-design will enhance outcome measures in the CWS System Improvement Plan (SIP), particularly as it relates to HHSA Strategic Plan Goal #5, “Service integration and co-location.”
 - i. Utilize feedback from stakeholders, HHSA staff, HHSA management, and HHSA leadership to develop an implementation plan for onboarding of new staff. The plan shall define the onboarding roles for stakeholders, staff, and management.
 - e) Provide telephone and online support to HHSA management and leadership.
 - f) Provide support materials for discussion planning and provide written minutes of meetings.

- B. Health and Human Services Agency:
1. Facilitation and implementation of the Health and Human Services Agency Strategic Plan, Goal #5 – “Service Integration: To develop and implement a continuum of care model for individuals, families and community partners that integrates access, assessment, referral and efficient delivery of programs and services.” Services shall include, but may not be limited to:
 - a) Meet with HHSA staff identified by HHSA Leadership, to review Strategic Plan Goal #5, actions taken to date, actions in process, and develop a plan for transition of the facilitation and implementation to Consultant.
 - b) Establish regularly scheduled meetings with HHSA Staff as identified by HHSA Leadership, to continue the process of Service Integration. Meeting topics may include, but are not limited to, the following:
 - i. An assessment of current HHSA Divisions, programs and planned Systems of Care.
 - ii. An examination of the critical elements of each planned System of Care and the needed actions to begin integration.
 - c) Establish regularly scheduled meetings with HHSA Leadership to inform and coordinate the Service Integration process, including but not may not be limited to, the following:
 - i. Identification and establishment of a timeline for the project.
 - ii. Identification of project tasks to be accomplished.
 - iii. Using feedback from stakeholders, HHSA staff, HHSA management, and HHSA leadership to develop an implementation plan for ongoing Service Integration.
 - d) Provide telephone and online support to HHSA management and leadership.
 - e) Provide support materials for discussion planning and provide written minutes of meetings.

2) **Article III – Compensation for Services** shall be amended and replaced in its entirety to read as follows:

ARTICLE III

Compensation for Services: For services provided herein, including any deliverables that may be identified herein, County agrees to pay Consultant upon satisfactory completion and County’s acceptance of work, monthly in arrears and within forty-five (45) days following the County’s receipt and approval of itemized invoice(s) identifying services rendered.

For the purposes of this Agreement, the compensation for services shall be as follows:

Service	Cost	Not-to-exceed
Stakeholder Meetings	\$1,000/meeting (maximum of 3 meetings)	\$3,000
Strategic Plan/SIP Meetings	\$130/hour	\$5,000
Telephone Interviews	\$130/hour (maximum of 5 hours)	\$650
Focus Groups	\$600/group (maximum of 12 groups)	\$7,200

Service	Cost	Not-to-exceed
Staff support and team meetings	\$130/hour	\$10,000
Materials and Support	Actual Cost	\$1,000
Written new staff on-boarding plan	\$130/hour	\$5,000
Structural Re-design Plan	\$130/hour	\$10,000
Administrative Assistance	\$55/hour	\$2,500
Data pulls and research	\$130/hour	\$3,120
Travel Costs		\$5,000

Effective upon execution of Amendment I		
Service	Cost	Not-to-exceed
Service Integration	\$130/hour	\$26,000

Travel expenses, including but not limited to meals, lodging and mileage shall be reimbursed in accordance with Exhibit A marked, "Board of Supervisors Policy D-1," incorporated herein and made by reference a part hereof. Mileage must be validated by MapQuest. The route tracking computer printout must accompany the invoice.

Invoices:

It is a requirement of this Agreement that Consultant shall submit an original invoice, which shall act as a declaration that its contents have been reviewed and approved by Consultant. Photocopied or faxed invoices are not acceptable. Invoices with "white-out" types of corrections will not be accepted.

Each invoice shall contain all of the following data:

- A. Consultant Name, address and telephone number.
- B. Service date(s) and service(s) provided.
- C. Total amount billed to the County of El Dorado under the subject invoice.

Consultant is required to submit invoices no later than fifteen (15) days following the completion of the services as outlined in the Article titled, "Compensation for Services." Failure to submit invoices with required documentation may result in payment(s) being withheld until the appropriate documents are received by staff. Receipt by HHSA of invoices shall not be deemed evidence of allowable costs under this Agreement. Upon request by County, Consultant may be required to submit additional or new information, which may delay reimbursement.

Invoices shall be submitted as follows, or as otherwise directed in writing by County:

Please send Invoices to:
 County of El Dorado
 Health and Human Services Agency
 Attn: Finance Unit
 3057 Briw Road, Suite B
 Placerville, CA 95667-5321

For all satisfactory services provided herein, County agrees to pay Consultant monthly in arrears and within forty-five (45) days following County's receipt and approval of all valid invoice(s) identifying services rendered.

3) **Article IV – Maximum Obligation** shall be amended and replaced in its entirety as follows:

ARTICLE IV

Maximum Obligation: The maximum contractual obligation under this Agreement shall not exceed \$78,471 for all of the stated services during the term of this Agreement.

Except as herein amended, all other parts and sections of that Agreement #366 shall remain unchanged and in full force and effect.

Requesting Contract Administrator Concurrence:

By: Leslie Griffith
Leslie Griffith, MSW
Assistant Director
Health and Human Services Agency

Dated: 6/22/18

Requesting Department Head Concurrence:

By: Patricia Charles-Heathers
Patricia Charles-Heathers, Ph.D., M.P.A.
Director
Health and Human Services Agency

Dated: 6/22/18

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IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to that Agreement for Services #366 on the dates indicated below.

-- COUNTY OF EL DORADO --

Dated: _____

By: _____
Michael Ranalli, Chair
Board of Supervisors
"County"


ATTEST:
James S. Mitrisin
Clerk of the Board of Supervisors

By: _____
Deputy Clerk

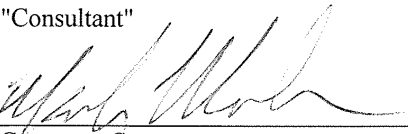
Dated: _____

-- CONSULTANT --

SHARED VISION CONSULTANTS, INC.
A CALIFORNIA CORPORATION

By: 
Lisa Molinar
President
"Consultant"

Dated: 7/6/2018

By: 
Corporate Secretary

Dated: 7/6/2018