

**EL DORADO COUNTY BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

**Meeting of
February 27, 2007**

AGENDA TITLE: Amendment I to Agreement #181-S0711 with Tahoe Youth and Family Services

DEPARTMENT: Mental Health	DEPT SIGNOFF: <i>John Bachman</i>	CAO USE ONLY: 2/9 <i>D. Laura Schwartz</i>
CONTACT: John Bachman, PhD		
DATE: 1/31/2007	PHONE: 621-5106	

DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:

The Mental Health Department requests the Board approve and authorize the Chairman to sign Amendment I to Agreement #181-S0711 with Tahoe Youth and Family Services to provide WRAP services to minors for the Mental Health Services Act (MHSA) program for the Mental Health Department. The term of this Agreement is retroactive from September 18, 2006 through June 30, 2008. This amendment is retroactive to allow payment for itemized start-up costs incurred by the vendor in preparation for offering contracted clinical services under MHSA.

Agmt available in Viewing Packet and on the web.

CAO RECOMMENDATIONS: *Recommend approval Laure S. Hill 2/9/07*

Financial impact? () Yes (X) No

Funding Source: () Gen Fund (X) Other

BUDGET SUMMARY:

Other: MHSA

Total Est. Cost \$0.00

CAO Office Use Only:

Funding

4/5's Vote Required () Yes (X) No

Budgeted \$0.00

Change in Policy () Yes (X) No

New Funding

New Personnel () Yes (X) No

Savings*

CONCURRENCES:

Other

Risk Management

Total Funding \$0.00

County Counsel

Change in Net County Cost

Other

***Explain**

BOARD ACTIONS:

Vote: Unanimous _____ Or

I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors

Ayes:

Date: _____

Noes:

Abstentions:

Attest: **Cindy Keck, Board of Supervisors Clerk**

Absent:

By: _____



EL DORADO COUNTY
DEPARTMENT OF MENTAL HEALTH
ADMINISTRATIVE OFFICE



John Bachman, PhD, Director
Christine Kondo-Lister, Deputy Director
344 Placerville Drive, Suite 20
Placerville, CA 95667
Phone: (530) 621-6200
Fax: (530) 622-3278

February 5, 2007

Board of Supervisors
330 Fair Lane
Placerville, CA 95667

Subject: Agreement #181-S0711, Amendment I with Tahoe Youth and Family Services

RECOMMENDATIONS: Approve and authorize the Chairman to sign the attached Amendment I to Mental Health's agreement with Tahoe Youth and Family Services.

BACKGROUND: Mental Health contracts with Tahoe Youth and Family Services for the provision of services under the Mental Health Services Act WRAP program for the Mental Health Department. The WRAP program is a multi-pronged clinical intervention used to prevent out of home placement for emotionally disturbed youth who are either uninsured or underinsured. The Wraparound model uses a team approach, including a facilitator, a Parent Partner, a family coordinator, family members and other support members selected by the family. Successful implementation of this program requires initial training of staff and a variety of community-based information exchanges. Together, these "start-up" costs were incurred by Tahoe Youth and Family Services prior to the formal execution date of the contract.

REASONS FOR RECOMMENDATIONS: This retroactive amendment is needed to allow payment for itemized start-up costs incurred by Tahoe Youth and Family Services in preparation for offering clinical services. There was a misunderstanding between Tahoe Youth and Mental Health at the time the contract was being written over when start-up costs and services could be billed under the new contract. This was not discovered until the contract was in place. The payment of these start-up costs will not add to the not to exceed amount of the contract.

FISCAL IMPACT: None. The overall not to exceed amount of the contract will not change.

ACTION TO BE TAKEN FOLLOWING APPROVAL: Board Clerk's Office will forward executed Amendment to Mental Health Department for further processing.

Respectfully submitted,

John Bachman, PhD
Director

CONTRACT ROUTING SHEET

Date Prepared: 1/5/07

Need Date: _____

PROCESSING DEPARTMENT:

Department: CAO/Proc. & Contracts
Dept. Contact: Pam Carlone
Phone #: 5833
Department
Head Signature: *Bonnie H. Rich*
Bonnie H. Rich

CONTRACTOR:

Name: Tahoe Youth & Family
Address: 1021 Fremont Ave.
South Lake Tahoe, CA 96150
Phone: 541-2445

CONTRACTING DEPARTMENT: Mental Health

Service Requested: MHSA Family-Centered Services Program - SLT Region
Contract Term: Expires 6/30/08 Amendment Value: \$ -0-
Compliance with Human Resources requirements? Yes: _____ No: _____
Compliance verified by: _____

COUNTY COUNSEL: (Must approve all contracts and MOU's)

Approved: ✓ Disapproved: _____ Date: 1-12-06 By: *[Signature]*
Approved: _____ Disapproved: _____ Date: _____ By: _____

ASSIGNMENT
DATE 01/05/2007
ATTORNEY EP KRAMER
DEPT./INDEX NO. 026/100
[Signature]

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

RISK MANAGEMENT: (All contracts and MOU's except boilerplate grant funding agreements)

Approved: ✓ Disapproved: _____ Date: 1/16/07 By: *[Signature]*
Approved: _____ Disapproved: _____ Date: _____ By: _____

Please secure proof of updated Prof. Liability. OKP
1/16/07

RECEIVED
HUMAN RESOURCES DEPT
07/16/06 AM 10:13

OTHER APPROVAL: (Specify department(s) participating or directly affected by this contract)

Departments: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____

ORIGINAL

AGREEMENT FOR SERVICES #181-S0711 AMENDMENT I

This Amendment I to that Agreement for Services #181-S0711, 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 Tahoe Youth and Family Services, a California Corporation, duly qualified to conduct business in the State of California, whose principal place of business is 1021 Fremont Avenue, South Lake Tahoe, CA 96150; (hereinafter referred to as "Contractor");

WITNESSETH

WHEREAS, Contractor has been engaged by County to provide services necessary for a Mental Health Services Act (MHSA) Family-Centered Services Program on the South Lake Tahoe Region of El Dorado County for the Mental Health Department, in accordance with Agreement for Services #181-S0711, dated October 26, 2006, incorporated herein and made by reference a part hereof; and

WHEREAS, the parties hereto have mutually agreed to amend the term of said Agreement, hereby amending **ARTICLE II – Term**; and

WHEREAS, the parties hereto have mutually agreed to amend Exhibit "B", marked "Contract Rates" with no increase in compensation, hereby amending **ARTICLE III – Compensation for Services**.

NOW THEREFORE, the parties do hereby agree that Agreement for Services #181-S0711 shall be amended a first time as follows:

ARTICLE II

Term: This Agreement, as amended, shall become effective when fully executed by both parties hereto and shall cover the period of September 18, 2006 through June 30, 2008.

ARTICLE III

Compensation for Services: For services provided herein, County agrees to pay Contractor monthly in arrears. Contractor shall submit monthly invoices no later than thirty (30) days following the end of a "service month." For billing purposes, a "service month" shall be defined as a calendar month during which Contractor provides services in accordance with "Scope of Services. For the purpose of this Agreement, payments shall be made in accordance with Revised Exhibit "B", marked "Contract Rates", incorporated herein and made by reference a part hereof.

If it is determined that a program participant has private insurance which covers the services, Contractor shall bill the appropriate insurance carrier. If the participant's insurance covers the service at a rate less than the rate set forth in this Agreement, Contractor shall only bill the County for the difference. If the participant has no insurance for the service, Contractor shall bill the County at the rate set forth in this Agreement.

Contractor shall submit a single monthly invoice identifying charges as identified in Revised Exhibit "B". For reimbursement of other expenses, supporting documentation must include a copy of the receipt or invoice.

For mental health services provided by the Contractor, the Contractor will provide supporting documentation for each service provided identifying the name of the client, the date of service, the type of service and the number of service minutes.

Payment shall be made within thirty (30) days following the County's receipt of approved invoice(s). Contractor shall submit only original invoices. Photocopied or faxed invoices will not be accepted. Contractor shall ensure only billing information is included on the invoice.

County agrees to reimburse Contractor for transportation and travel expenses in accordance with Revised Exhibit "B" and Exhibit "J", marked "Board of Supervisors Travel Policy D-1", incorporated herein and made by reference a part hereof.

County agrees to reimburse Contractor for any miscellaneous items used to perform the services of this Agreement, such as; activities, personal items, food, beverages, etc., in accordance with Revised Exhibit "B", "Flex Funds". Any purchases up to \$250.00 shall be approved by Contractor. Any purchases in excess of \$250.00 shall be submitted to County Program Coordinator for approval.

County will provide relevant training for program staff employed by Contractor. Such training will be conducted at the sole expense of the County. This training will be mandatory.

The total amount of this Agreement shall not exceed \$392,565.00, inclusive of all expenses.

Except as herein amended, all other parts and sections of that Agreement #181-S0711 shall remain unchanged and in full force and effect.

Requesting Contract Administrator Concurrence:

By: Tom Michaelson Dated: 1-23-07
Tom Michaelson, Department Analyst
Mental Health Department

Requesting Department Head Concurrence:

By: John Bachman Dated: 1/23/07
John Bachman, Ph.D., Director
Mental Health Department

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to that Agreement for Services #181-S0711 on the dates indicated below, the latest of which shall be deemed to be the effective date of this Amendment.

--- COUNTY OF EL DORADO ---

Dated: _____

By: _____

**Chairman
Board of Supervisors
"County"**

**ATTEST:
Cindy Keck
Clerk of the Board of Supervisors**

By: _____ Date: _____
Deputy Clerk

-- CONTRACTOR --

Dated: 01-24-07

**TAHOE YOUTH AND FAMILY SERVICES
A CALIFORNIA CORPORATION**

By: Alissa R. Nourse

**Alissa R. Nourse
Executive Director
"Contractor"**

REVISED EXHIBIT B

CONTRACT RATES

TAHOE YOUTH AND FAMILY SERVICES MHSA

FY 06/07

Facilitator	\$24.64 per hour
Parent Partner	\$13.11 per hour
WRAP Worker	\$22.78 per hour
Therapist	\$32.38 per hour

Not to exceed amount for FY 06/07 is \$166,884.00

FY 07/08

Facilitator	\$26.19 per hour
Parent Partner	\$13.55 per hour
WRAP Worker	\$24.21 per hour
Therapist	\$34.44 per hour

Not to exceed amount for FY 07/08 is \$225,681.00

REIMBURSABLE EXPENSES

Transportation Expenses	Paid at County mileage rate not to exceed \$1,000.00 in FY 06/07 not to exceed \$1,000.00 in FY 07/08
Travel Expenses	Paid at County rate not to exceed \$2,400.00 in FY 06/07
Flex Funds	not to exceed \$8,000.00 in FY 06/07 not to exceed \$10,676.00 in FY 07/08
Program Startup Costs	Paid at Contract Rates listed above for FY 06/07 Not to exceed \$11,540.00

