

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

May 20, 2025

FROM

JEANY GLASGOW, Director, Children and Family Services

SUBJECT

Amendment to Contract with Victor Community Support Services, Inc. for Child and Family Team Facilitator Services

RECOMMENDATION(S)

Approve **Amendment No. 5 to Contract No. 21-429** with Victor Community Support Services, Inc. for the provision of Child and Family Team Facilitator services, increasing the total contract by \$2,800,000, from \$11,115,102 to an amount not to exceed \$13,915,102, and extending the contract term for one year, for the total contract period of July 1, 2021 through June 30, 2026. (Presenter: Jeany Glasgow, Director, 658-1181)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Provide for the Safety, Health and Social Service Needs of County Residents.

Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.

FINANCIAL IMPACT

This item does not impact Discretionary General Funding (Net County Cost). The total cost of Child and Family Team (CFT) Facilitator services will not exceed \$13,915,102 and is funded by 30% (\$4,174,531) federal funding and 70% (\$9,740,571) state funding through the CFT Allocation. Adequate appropriation and revenue have been included in the Human Services Administration Claim 2025-26 budget.

BACKGROUND INFORMATION

The mission of Children and Family Services (CFS) is to protect endangered children, preserve and strengthen their families, and develop alternative family settings. Services mandated by law and regulation will be provided in the least intrusive manner with a family-centered focus. This mission is accomplished in collaboration with the family, a wide variety of public and private agencies, and members of the community. CFS serves youth with emotional and behavioral challenges, substance abuse issues, and histories of sexual abuse and running away. The goal is to ensure youth are provided a safe environment free from abuse, neglect, and exploitation.

The recommended Amendment with Victor Community Support Services, Inc. (VCSS) will add an additional \$2,800,000 for 2025-26, as well as extend the term for an additional year, which will allow critical CFT Facilitator services to continue benefiting youth in the community. This critical funding will allow VCSS to staff a full team available to meet the needs of the youth in the community. Members of this team include several supervisors, 12 full-time Facilitators, six full-time Family Partners, and five full-time Program Support Staff. The funding will also support VCSS by offsetting some of their operational expenses.

**Amendment to Contract with Victor Community Support Services, Inc.
for Child and Family Team Facilitator Services
May 20, 2025**

CFT are groups that form to meet the needs of children. A CFT brings the family and other important individuals in the child's life together to create an Individualized Service Plan (plan) to support that child. The CFT members can include the child, parents, caregivers, relatives, other important people who are active in the child's life, and a CFS Social Worker, Probation Officer, or Department of Behavioral Health Clinician. To ensure family voice, choice, and ownership of the plan, family members and family representatives should constitute a minimum of 50% of the CFT attendees.

CFT Facilitator services provided by VCSS include, but are not limited to; coordinating and scheduling the CFT including locating a site convenient to family participation, inviting and informing all participants of the meeting location and time, completing a pre-meeting discussion with the family, preparing all CFT members for participating in the CFT, developing meeting agendas, taking notes, keeping track of and assigning actionable items, ensuring absent members are provided meeting updates, and working collaboratively with all CFT members to meet the needs of the child. These services are provided on a cost reimbursement basis for staff, office space, and supplies.

On June 8, 2021 (Item No. 38), as the result of a formal procurement, the Board of Supervisors (Board) approved Contract No. 21-429 (Contract) with VCSS to provide CFT Facilitator services, in an amount not to exceed \$2,715,102, for the period of July 1, 2021 through June 30, 2022, with four one-year extension options by mutual agreement of the parties.

On June 14, 2022 (Item No. 19), the Board approved Amendment No. 1 to the Contract with VCSS to provide CFT Facilitator services, updating Attachment B – Assurance of Compliance, increasing the amount by \$5,600,000, from \$2,715,102 to \$8,315,102, and extending the Contract two additional years through June 30, 2024.

On October 25, 2022 (Item No. 30), the Board approved Amendment No. 2 to the Contract with VCSS to provide CFT Facilitator services, updating contract language to clarify annual spending limits and adding the Program Budget for 2022-23 and 2023-24 to Attachment C, with no change to the contract amount of \$8,315,102 or the Contract period of July 1, 2021 through June 30, 2024.

On December 19, 2023 (Item No. 32), the Board approved Amendment No. 3 to the Contract with VCSS to provide CFT Facilitator services, increasing the amount by \$2,800,000, from \$8,315,102 to \$11,115,102, and extending the contract for an additional year through June 30, 2025.

On June 25, 2024 (Item No. 46), the Board approved Amendment No. 4 to the Contract with VCSS, updating contract language to clarify definitions and contractor responsibilities and adding the Program Budget for 2024-25 to Attachment C, with no change to the contract amount of \$11,115,102 or the contract period of July 1, 2021 through June 30, 2025.

VCSS performance will be monitored by review of monthly reports and an annual site visit to ensure compliance with the administrative, program, and fiscal terms and conditions of the contract. VCSS will cooperate with the County in the implementation, monitoring, and evaluation of this Contract and comply with all reporting requirements established by this Contract. VCSS charges must be for services provided to eligible beneficiaries under this funded program. CFS Finance and Administration will review the invoice and attachments remitted by VCSS prior to payment. This Contract contains language that allows for early termination at the discretion of

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May 20, 2025**

the County which includes reductions in Federal or State funding. The County reserves the right to request additional program and/or fiscal reports to facilitate this monthly review.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on April 1, 2025; County Counsel (Daniella V. Hernandez, Deputy County Counsel, 387-5455) on April 2, 2025; Finance (John Hallen, Principal Administrative Analyst, 388-0208) on April 30, 2025; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0332) on May 5, 2025.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Curt Hagman
Ayes: Col. Paul Cook (Ret.), Dawn Rowe, Curt Hagman, Joe Baca, Jr.
Absent: Jesse Armendarez

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: May 20, 2025



cc: CFS - Arriola w/agree
Contractor - c/o CFS w/agree
File - w/agree
CCM 05/23/2025