



**Contract Number**

21-429 A-4

**SAP Number**

4400016798

## Children and Family Services

<b>Department Contract Representative</b>	Amanda Figueroa
<b>Telephone Number</b>	(909) 386-8146
<b>Contractor</b>	Victor Community Support Services, Inc.
<b>Contractor Representative</b>	Sabrina Roye
<b>Telephone Number</b>	(909) 522-4656
<b>Contract Term</b>	July 1, 2021 through June 30, 2025
<b>Original Contract Amount</b>	\$ 11,115,102
<b>Amendment Amount</b>	
<b>Total Contract Amount</b>	\$ 11,115,102
<b>Cost Center</b>	5017161000

**IT IS HEREBY AGREED AS FOLLOWS:**

**AMENDMENT No. 4:**

It is hereby agreed to amend Contract No. 21-429, effective June 25, 2024, as follows:

**SECTION I. DEFINITIONS**

**Amend Paragraphs D and S to read as follows:**

- D. CFTM Facilitator (Facilitator) – A person who coordinates the Child and Family Teams (CFT) and the development and implementation of individualized service plans. If applicable, provides direct services to children and families to maximize the involvement of all persons and the implementation of plans.
- S. Social Worker (SW) – A person who is trained in helping vulnerable people and communities work through challenges faced in everyday life.

**Add Paragraphs W, X and Y to read as follows:**

- W. Administrative Associate – A person who provides office support services.
- X. Family Support Counselor/Mental Health Specialist – A person who provides support services to individuals and families as identified in the designated program and/or individualized plan. Services apply to youth in twenty-four (24) hour residential treatment and/or consumer/clients in community based programs.

- Y. Parent/Youth Partner – A person who establishes and implements the support services for children and families. They serve as liaison for the family’s involvement and offer support in ways that are the most helpful to each individual family.

**SECTION II. CONTRACTOR CFT FACILITATION SERVICE RESPONSIBILITIES**

**Amend Paragraph A, B, Y, CC, and EE to read as follows:**

- A. Accept, review, and process all referrals without making changes or edits to the referral. If the referral is incomplete, Contractor shall contact the CFS staff person on the referral.
- B. Get approval from the respective regional supervisor of the point of contact for all discharges. Contractor must show three (3) unsuccessful attempts at contacting the assigned SW using different modes (e.g. text, phone call, email) as well as have worked with the regional point of contact to obtain the needed information. Point of contact must have escalated the unresponsive behavior to their respective supervisor. Contractor shall submit discharge request after three (3) unsuccessful attempts at contacting the client.
- Y. Assign an experienced Facilitator, or SW, to facilitate meetings throughout San Bernardino County. Meetings must be held at a community location that is accessible for the youth and families. During extraordinary circumstances (e.g., public health emergency), with CFS approval, CFT facilitation services may be provided by videoconference, teleconference, or other means that protect the health and safety of all parties involved.
- CC. Ensure CFTM are completed within thirty (30) calendar days of receipt of the referral and reports are submitted to the CFS Liaison.
- EE. Maintain adequate staffing levels and ensure that professional staff has appropriate experience and training and have no record of being disciplined or suspended by the governing board. Notify County immediately when staffing levels interfere with or impede delivery of services and when disciplinary or suspension action is indicated by the governing board.

**Add Paragraph FF to read as follows:**

- FF. When appropriate, have Staff trained in CANS conduct CANS assessment.

**ATTACHMENT C**

Add Budget for fiscal year 2024-25 to Attachment C.

**All other terms and conditions of Contract No. 21-429 remain in full force and effect.**

This Amendment may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Contract. The parties shall be entitled to sign and transmit an electronic signature of this Amendment (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Amendment upon request.

SAN BERNARDINO COUNTY

Victor Community Support Services, Inc.  
*(Print or type name of corporation, company, contractor, etc.)*



By \_\_\_\_\_  
*(Authorized signature - sign in blue ink)*

\_\_\_\_\_  
Dawn Rowe, Chair, Board of Supervisors

Name Edward E. Hackett  
*(Print or type name of person signing contract)*

Dated: \_\_\_\_\_  
SIGNED AND CERTIFIED THAT A COPY OF THIS  
DOCUMENT HAS BEEN DELIVERED TO THE  
CHAIRMAN OF THE BOARD

Title Chief Financial Officer  
*(Print or Type)*

Lynna Monell  
Clerk of the Board of Supervisors  
San Bernardino County

By \_\_\_\_\_  
Deputy

Dated: \_\_\_\_\_

Address 1360 East Lassen Avenue  
Chico, CA 95973

**FOR COUNTY USE ONLY**

Approved as to Legal Form	Reviewed for Contract Compliance	Reviewed/Approved by Department
Kaleigh Ragon, Deputy County Counsel	Patty Steven, Contracts Manager	Jeany Zepeda, Director
Date _____	Date _____	Date _____

**Child and Family Team Facilitators Services  
Program Budget  
July 1, 2024 - June 30, 2025**

**I. PROGRAM COSTS**

List only those items of cost which are chargeable, in whole or part, to the program.

**A. Salaries and Benefits**

	COST PER FTE	TOTAL FTE TO PROGRAM	PROPOSED BUDGET AMOUNTS
1 Job Title: Executive Director - .32 FTE			
Salary:	125,703	0.32	40,225
Benefits:	37,266	0.32	11,925
2 Job Title: Supervisors - 2.9 FTE			
Salary:	87,481	2.90	253,695
Benefits:	25,934	2.90	75,209
3 Job Title: Facilitators - 12.0 FTE (4 bilingual)			
Salary:	68,789	12.00	825,466
Benefits:	20,393	12.00	244,711
4 Job Title: Family Partners - 5.0 FTE (2 bilingual)			
Salary:	41,244	5.00	206,218
Benefits:	12,227	5.00	61,133
5 Job Title: Program Support Staff - 3 FTE			
Salary:	51,730	3.00	155,190
Benefits:	15,335	3.00	46,006
6 Job Title: Scheduler/Administrative Associate - 2 FTE			
Salary:	51,730	2.00	103,460
Benefits:	15,335	2.00	30,671
7 Job Title: Engager/Family Support Counselor			
Salary:	41,244	1.00	41,244
Benefits:	12,227	1.00	12,227
<b>SUBTOTALS</b>	<b>\$ 606,637</b>	<b>52.44</b>	<b>\$ 2,107,380</b>

**B. Operational Costs\***

	TOTAL COST TO THE ORGANIZATION	PERCENT CHARGED TO PROGRAM	PROPOSED BUDGET AMOUNTS
1. Professional Fees	9,224	100.00%	9,224
2. Software Maintenance	31,115	100.00%	31,115
3. Employment Expenses	11,284	100.00%	11,284
4. Office Supplies	8,229	100.00%	8,229
5. Program Supplies	28,955	100.00%	28,955
6. Rent	92,332	100.00%	92,332
7. Utilities	37,896	100.00%	37,896
8. Building Maintenance	23,497	100.00%	23,497
9. Equipment Expense	60,244	100.00%	60,244
10. Transportation	92,250	100.00%	92,250
11. General & Administrative Costs	3,006	100.00%	3,006
12. Conference & Meetings	12,310	100.00%	12,310
13. Taxes & Insurance	4,801	100.00%	4,801
14. Indirect Costs	277,477	100.00%	277,477
15.			
<b>SUBTOTALS</b>	<b>\$ 692,620</b>		<b>\$ 692,620</b>
<b>SUBTOTALS, (A) above</b>	<b>\$ 606,637</b>		<b>\$ 2,107,380</b>
<b>TOTALS</b>	<b>\$ 1,299,257</b>		<b>\$ 2,800,000</b>

\*Based on Agency Cost Allocation Tool