

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

**June 14, 2022**

**FROM**

**JEANY ZEPEDA, Interim 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. 1** to **Contract No. 21-429** with Victor Community Support Services, Inc. for the provision of Child and Family Team Facilitator services, amending Attachment B – Assurance of Compliance, increasing the amount by \$5,600,000 from \$2,715,102 to \$8,315,102, and exercising the first and second option to extend the contract two years, for the total contract period of July 1, 2021 through June 30, 2024.

(Presenter: Jeany Zepeda, Interim Director, 387-2792)

**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 \$8,315,102 and is funded by 45% (\$3,741,796) federal funding and 55% (\$4,573,306) state funding. Adequate appropriation and revenue will be included in the Human Services Administration Claim 2022-23 and 2023-24 recommended budgets.

**BACKGROUND INFORMATION**

Children and Family Services (CFS) completes approximately 14,000 CFT meetings each year (an estimated 1,200 per month) for children not currently receiving Department of Behavioral Health (DBH) services. Victor Community Support Services, Inc. (VCSS) provides facilitator services for those meetings. CFTs are groups that form to meet the needs of children. A CFT meeting brings the family and other important individuals in the child's life together to create a CFT 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 DBH Clinician. To ensure family voice, choice, and ownership of the plan, every effort is made to ensure family members and family representatives constitute a minimum of 50% of the CFT. The recommended amendment to the contract with VCSS will update Attachment B – Assurance of Compliance, add funds, and extend services through June 30, 2024.

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CFT facilitator services provided by VCSS include, but are not limited to, coordinating and scheduling the CFT meeting 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 meeting, developing meeting agendas, taking notes, keeping track of and assigning action 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.

The mission of 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.

**PROCUREMENT**

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

Contractor performance will be monitored by review of monthly reports and an annual monitoring visit by County staff to ensure compliance with the administrative, program, and fiscal terms and conditions of the recommended contract. VCSS will cooperate with County in the implementation, monitoring and evaluation of this contract and comply with any and all reporting requirements established by this contract. VCSS' charges must be for services provided to eligible beneficiaries under this funded program. CFS will review the invoice and attachments remitted by VCSS prior to payment. The County reserves the right to request additional program and/or fiscal reports to facilitate this monthly review. The contract may be terminated without cause by the County with 30 days written notice.

**REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on April 28, 2022; County Counsel (Kaleigh Ragon, Deputy County Counsel, 387-5455) on May 5, 2022; Purchasing (Bruce Cole, Supervising Buyer, 387-2148) on May 11, 2022; Finance (John Hallen, Administrative Analyst, 388-0208) on May 19, 2022; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on May 19, 2022.

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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Dawn Rowe Seconded: Joe Baca, Jr.

Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: June 14, 2022



cc: CFS- Alfonso w/agree  
Contractor- C/O CFS w/agree  
File- w/agree  
LA 06/21/2022