

Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com



Agenda - Final

Tuesday, June 5, 2018

8:30 AM

Board of Supervisors Chambers

Board of Supervisors

John M. Vasquez (Dist. 4), Chair
(707) 784-6129

Erin Hannigan (Dist. 1), Vice-Chair
(707) 553-5363

Monica Brown (Dist. 2)
(707) 784-3031

James P. Spering (Dist. 3)
(707) 784-6136

Skip Thomson (Dist. 5)
(707) 784-6130

SOLANO COUNTY BOARD OF SUPERVISORS
HOUSING AUTHORITY, SPECIAL DISTRICTS,
SOLANO FACILITIES CORPORATION, AND
IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

Temporary parking permits for the County Parking Garage are available from the Board Clerk for visitors attending the Board of Supervisors' meeting for more than 2 hours.

The County of Solano does not discriminate against persons with disabilities and is an accessible facility. If you wish to attend this meeting and you will require assistance in order to participate, please call the Office of the Clerk of the Board of Supervisors at 707-784-6100 at least 24 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting.

Non-confidential materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Solano County Government Center, 6th Floor Receptionist's Desk, 675 Texas Street, Fairfield, during normal business hours. If you wish to address any item listed on the Agenda, or Closed Session, please submit a Speaker Card to the Board Clerk before the Board considers the specific item. Cards are available at the entrance to the Board chambers. Please limit your comments to three minutes. For items not listed on the Agenda, please see items from the public below.

AGENDA

CALL TO ORDER - 8:30 A.M.

ROLL CALL

CLOSED SESSION

- 1 **18-396** Conference with Real Property Negotiators: Property: APN 0032-190-310, 310/360 Beck Ave., Fairfield, California; Agency negotiators: Birgitta E. Corsello, County Administrator, Nancy Huston, Assistant County Administrator and Gerald Huber, Director of Health and Social Services; Negotiating party: Brandon Wirth; Under negotiation: Price and terms

Conference with Real Property Negotiators: Property: APNs 0027-360-150; 431 and 435 Executive Ct. North, Fairfield; Agency negotiators: Birgitta E. Corsello, County Administrator, Nancy Huston, Assistant County Administrator, Michael Lango, General Services Director and Keith Hanson, Real Estate Services Manager; Negotiating party: Brooks Pedder; Under negotiation: Price and terms

Attachments: [A - Memorandum](#)

RECONVENE - 9:00 A.M.**REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)****SALUTE TO THE FLAG AND A MOMENT OF SILENCE****PRESENTATIONS**Health and Social Services:

- 2 **18-344** Adopt and present a resolution proclaiming June as Elder and Dependent Adult Abuse Awareness Month and as Elder and Vulnerable Adult Abuse Awareness Month and June 15, 2018 as World Elder Abuse Awareness Day in Solano County (Supervisor Spering)

Attachments: [A - Resolution](#)

ITEMS FROM THE PUBLIC

This is your opportunity to address the Board on a matter not listed on the Agenda, but it must be within the subject matter jurisdiction of the Board. Please submit a Speaker Card before the first speaker is called and limit your comments to three minutes. The Board will hear public comments for up to fifteen minutes. Any additional public comments will be heard at the conclusion of the meeting. Items from the public will be taken under consideration without discussion by the Board and may be referred to staff.

ADDITIONS TO OR DELETIONS FROM THE AGENDA**APPROVAL OF THE AGENDA****PUBLIC COMMENT ON CONSENT CALENDAR**

Each speaker shall have 3 minutes to address any or all items on the Consent Calendar.

APPROVAL OF THE CONSENT CALENDAR

The Board considers all matters listed under the Consent Calendar to be non-controversial or routine and will adopt them in one motion. There will be no discussion on these items before the Board votes on the motion unless Board members request specific items be discussed and/or removed from the Consent Calendar.

CONSENT CALENDAR

GENERAL GOVERNMENT

Clerk of the Board of Supervisors:

- 3 **18-389** Approve the minutes of the Solano County Board of Supervisors meetings of April 24 and May 1, 2018

Attachments: [A - Minutes - April 24, 2018](#)
 [B - Minutes - May 1, 2018](#)

County Administrator:

- 4 **18-374** Approve the submittal of two entry applications for the Solano County Department of Health and Social Services, Older and Disabled Services (ODAS), for the successful development and implementation of the Transformation of Content Management Program (TACOMA), a fully automated, paperless electronic document and work processing management system for In Home Support Services (IHSS) case records and First 5 Solano, in partnership with Solano County Health and Social Services for the development and implementation of the Nonprofit Capacity Assessment, a diagnostic tool for effectively directing capacity-building resources to strengthen the nonprofit community for the California State Association of Counties 2018 Challenge Awards program

Attachments: [A - TACOMA Project Executive Summary](#)
 [B - Nonprofit Capacity Assessment Executive Summary](#)
 [C - Tacoma Project Entry Form](#)
 [D - Nonprofit Capacity Assessment Entry Form](#)
 [E - Support Letter](#)

Human Resources:

- 5 **18-383** Approve contract amendment number 1 with Athens Administrators, Inc. for \$881,516, for a total contract amount of \$2,110,891 for third-party administration of workers' compensation claims services through June 30, 2020; and Authorize the County Administrator to execute the amendment

Attachments: [A - Amendment](#)
 [B - Link to Original Contract](#)

- 6 **18-384** Approve contract amendment number 1 with Occu-Med, Ltd. for \$135,000, for a total contract amount of \$540,000 for occupational medicine and examination services through June 30, 2019; and Authorize the County Administrator to execute the amendment

Attachments: [A - Amendment](#)
 [B - Link to Original Contract](#)

Treasurer-Tax Collector-County Clerk:

- 7 **18-356** Approve a resolution authorizing the transfer of up to 85% of FY2018/19 anticipated tax revenues from the Treasury Pool funds to local school districts, as mandated under Article XVI Section 6 of the California Constitution

Attachments: [A - Resolution](#)
 [B - School Districts Resolutions](#)

General Services:

- 8 **18-371** Set July 24, 2018 as a noticed public hearing date to consider adopting a resolution confirming delinquent accounts for mandatory garbage collection, disposal and recycling services in the unincorporated areas of Fairfield and Suisun; Approving a \$50 administrative charge for lien processing; Directing the Clerk of the Board to file a certified copy of the resolution with the County Recorder; Authorizing the County Auditor-Controller to impose the delinquent fees and administrative charges as special assessments on the FY2018/19 property tax roll; Authorizing the Department of General Services to record a Release of Lien when delinquent amounts are paid; and Direct the Clerk of the Board to publish the notice of public hearing in the Fairfield Daily Republic at least 10 days prior to the hearing date

Attachments: [A - Notice of Public Hearing](#)

- 9 **18-372** Set July 24, 2018 as a noticed public hearing date to consider adopting a resolution confirming delinquent accounts for mandatory garbage collection, disposal and recycling services in the unincorporated areas of Vallejo; Approving a \$50 administrative charge for lien processing; Directing the Clerk of the Board to file a certified copy of the resolution with the County Recorder; Authorizing the County Auditor-Controller to impose the delinquent fees and administrative charges as special assessments on the FY2018/19 property tax roll; Authorizing the Department of General Services to record a Release of Lien when delinquent amounts are paid; and Direct the Clerk of the Board to publish the notice of public hearing in the Vallejo Times Herald at least 10 days prior to the hearing date
Attachments: [A - Notice of Public Hearing](#)
- 10 **18-373** Set July 24, 2018 as a noticed public hearing date to consider adopting a resolution confirming delinquent accounts for mandatory garbage collection, disposal and recycling services in the unincorporated areas of Vacaville, Dixon and Elmira; Approving a \$50 administrative charge for lien processing; Directing the Clerk of the Board to file a certified copy of the resolution with the County Recorder; Authorizing the County Auditor-Controller to impose the delinquent fees and administrative charges as special assessments on the FY2018/19 property tax roll; Authorizing the Department of General Services to record a Release of Lien when delinquent amounts are paid; and Direct the Clerk of the Board to publish the notice of public hearing in the Vacaville Reporter at least 10 days prior to the hearing date
Attachments: [A - Notice of Public Hearing](#)
- 11 **18-380** Approve an agreement for \$670,000 with Resource Environmental, Inc. of Long Beach for the demolition of the remaining buildings and site utilities for the Fouts Springs Youth Facility Decommissioning and Demolition Project at 1333 Fouts Springs Road, Stonyford; and Authorize the County Administrator, or designee, to execute the agreement and any amendments within the approved project budget
Attachments: [A - Agreement](#)
 [B - Bid Results](#)
- 12 **18-387** Approve the Notice of Completion for the County Administration Center Roof Recoating Project at 675 Texas Street constructed by Cal-Inc. of Vacaville; and Authorize the Clerk of the Board to record the executed Notice of Completion
Attachments: [A - Notice of Completion](#)
 [B - Summary of Project Funding and Expense](#)

- 13** **18-388** Approve the Notice of Completion for the Probation Building Roof Recoating Project at 475 Union Avenue, Fairfield constructed by Western Roofing Services of San Leandro; and Authorize the Clerk of the Board to record the executed Notice of Completion.

Attachments: [A - Notice of Completion - Probation](#)
 [B - Summary of Project Funding and Expenses](#)

First 5 Solano:

- 14** **18-378** Approve a one year revenue contract with Kaiser for up to \$90,000 for an Adverse Childhood Experiences Media Campaign for a term starting August 1, 2018 and ending June 30, 2019; and Authorize the County Administrator to sign the agreement and any future amendments within budget appropriations

Attachments: [A - Grant Agreement](#)

Veterans Service Office:

- 15** **18-351** Approve an annual revenue agreement with the California Department of Veteran Affairs for up to \$40,000 for the term of July 1, 2018 through June 30, 2019 to expand and/or enhance mental health services to veterans currently residing in or returning to Solano County from their military service as they transition back to civilian life; and Authorize the County Administrator to execute the agreement

Attachments: [A - Agreement](#)
 [B - Contractor Award Letter](#)

HEALTH AND SOCIAL SERVICES

Health and Social Services:

- 16** **18-343** Adopt a resolution recommending licensure to Caminar, Inc. to provide Driving Under the Influence (DUI) Program services in Solano County in accordance to the California Code of Regulations Title 9, Section 9805.

Attachments: [A - Resolution](#)
 [B - Links to Application Documents](#)

REGULAR CALENDAR

Rescheduled Consent Items

Consider the following:

- A)
- B)
- C)

OTHER

East Vallejo Fire Protection District:

- 17 **18-386** Conduct Quarterly Meeting of the East Vallejo Fire Protection District Board of Directors

GENERAL GOVERNMENT

County Administrator/General Services:

- 18 **18-385** Receive a verbal update on the Solano360 project; Approve an agreement for \$4,905,162 with Central Valley Environmental, Inc. of Fresno for the Solano County Fairgrounds Grandstands, Stables and Site Demolition Project at 900 Fairgrounds Drive and demolition of the Weights and Measures Building at 540-560 Fairgrounds Drive in Vallejo; Approve an Appropriation Transfer Request in the amount of \$157,000 from the General Fund - Capital Renewal Reserve to augment funding for demolition in Budget Unit 1742 for the Weights & Measures Building Demolition Project (4/5 vote required); Authorize the County Administrator or designee to execute the agreement and any amendments within the approved project budget; and Direct staff to take County control of and secure area of demolition once project is complete

Attachments: A - Agreement
 B - Site Map
 C - List of Structures for Demolition
 D - Land Use Maps
 E - Bid Results

2:00 P.M.

First 5 Solano/Health & Social Services

- 19** **18-377** Receive a presentation on the Solano County Nonprofit Capacity Diagnostic Findings and recommendations from the report

Attachments: [A - Link to Report](#)
 [B - Presentation](#)

BOARD MEMBER COMMENTS AND REPORTS ON MEETINGS

ADJOURN:

*To the Board of Supervisors meeting of June 12, 2018 at 8:30 A.M., Board Chambers,
675 Texas Street, Fairfield, CA*



Solano County

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Agenda Submittal

Agenda #:	1	Status:	Closed Session
Type:	Closed Session	Department:	County Counsel
File #:	18-396	Contact:	Dennis Bunting, 784-6145
Agenda date:	06/05/2018	Final Action:	

Title: Conference with Real Property Negotiators: Property: APN 0032-190-310, 310/360 Beck Ave., Fairfield, California; Agency negotiators: Birgitta E. Corsello, County Administrator, Nancy Huston, Assistant County Administrator and Gerald Huber, Director of Health and Social Services; Negotiating party: Brandon Wirth; Under negotiation: Price and terms

Conference with Real Property Negotiators: Property: APNs 0027-360-150; 431 and 435 Executive Ct. North, Fairfield; Agency negotiators: Birgitta E. Corsello, County Administrator, Nancy Huston, Assistant County Administrator, Michael Lango, General Services Director and Keith Hanson, Real Estate Services Manager; Negotiating party: Brooks Pedder; Under negotiation: Price and terms

Governing body: Board of Supervisors

District: All

Attachments: A - Memorandum

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ____ No X
Public Hearing Required? Yes ____ No X

CLOSED SESSION MEMO

A. LICENSE/PERMIT DETERMINATION (GC § 54956.7)

a. Number of applicants: _____

B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (GC § 54956.8)

Property: APN 0032-190-310, 310/360 Beck Ave., Fairfield, California; Agency negotiators: Birgitta E. Corsello, County Administrator, Nancy Huston, Assistant County Administrator and Gerald Huber, Director of Health and Social Services; Negotiating party: Brandon Wirth; Under negotiation: Price and terms

Property: APNs 0027-360-150; 431 and 435 Executive Ct. North, Fairfield; Agency negotiators: Birgitta E. Corsello, County Administrator, Nancy Huston, Assistant County Administrator, Michael Lango, General Services Director and Keith Hanson, Real Estate Services Manager; Negotiating party: Brooks Pedder; Under negotiation: Price and terms

C. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION

D. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION (GC § 54956.9)

- a. Significant exposure to litigation pursuant to GC § 54956.9 (b):
- b. Initiation of litigation pursuant to GC § 54956.9(c):

E. LIABILITY CLAIMS-JOINT POWERS AUTHORITY (GC § 54956.95)

- a. Claimant: _____
- b. Agency against whom claim filed: _____

F. THREAT TO PUBLIC SERVICES OR FACILITIES (GC § 54957)

a. Consultation with: _____

G. PUBLIC EMPLOYEE APPOINTMENT

a. Title:

H. PUBLIC EMPLOYMENT (GC § 54957)

a. Title:

I. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GC § 54957)

a. Title:

J. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (GC § 54957)

a. No information required

K. CONFERENCE WITH LABOR NEGOTIATORS (GC § 54957.6);

L. CASE REVIEW/PLANNING (GC § 54957.8)

M. REPORT INVOLVING TRADE SECRET (GC § 54962, etc.)

a. Estimated year of public disclosure: _____

N. HEARINGS

a. Subject matter: _____
(nature of hearing, i.e. medical audit comm.,
quality assurance comm., etc.)



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Agenda Submittal

Agenda #:	2	Status:	Presentation
Type:	Resolution-Presentation	Department:	Health and Social Services
File #:	18-344	Contact:	Gerald Huber, 784-8400
Agenda date:	06/05/2018	Final Action:	
Title:	Adopt and present a resolution proclaiming June as Elder and Dependent Adult Abuse Awareness Month and as Elder and Vulnerable Adult Abuse Awareness Month and June 15, 2018 as World Elder Abuse Awareness Day in Solano County (Supervisor Sperry)		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - Resolution		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes _____ No X
Public Hearing Required? Yes _____ No X

DEPARTMENTAL RECOMMENDATION:

The Department of Health and Social Services recommends the Board of Supervisors adopt and present a resolution proclaiming June as Elder and Dependent Adult Abuse Awareness Month and as Elder and Vulnerable Adult Abuse Awareness Month and June 15, 2018 as World Elder Abuse Awareness Day in Solano County.

SUMMARY:

World Elder Abuse Awareness Day was created in 2006 by the International Network for the Prevention of Elder Abuse and the World Health Organization. In 2004, California established Elder and Dependent Adult Abuse Awareness Month and in June 2015, California began recognition of Elder and Vulnerable Adult Abuse Awareness Month. These observances acknowledge the significance of elder, dependent adult and vulnerable adult abuse as public health and human rights issues. The commemoration is meant to give communities around the world a platform for raising awareness of abuse and renewing a commitment to address the issue.

FINANCING:

The cost associated with preparing the agenda item is nominal and absorbed by the Department's FY2017/18 Adopted Budget. The costs associated with preparation and purchase of the resolution materials are included in the Board's FY2017/18 Adopted Budget.

DISCUSSION:

World Elder Abuse Awareness Day was first established on June 15, 2006 by the International Network for the Prevention of Elder Abuse and the World Health Organization at the United Nations. Observance of the day also aligns with the United Nations International Plan of Action, which acknowledges the significance of

elder abuse as public health and human rights issues. June 2004 was the first recognized Elder and Dependent Adult Abuse Awareness Month in California. Also, in California, Elder and Vulnerable Adult Abuse Awareness Month began in 2015. June 15, 2018 marks the 13th Annual World Elder Abuse Awareness Day, with the theme this year being “Building Strong Support for Elders.”

According to the National Center on Elder Abuse about one in ten Americans over the age of 60 years has experienced abuse; this represents an estimated five million older adults, according to the national Administration on Community Living. Although no single definition of elder abuse exists nationwide or across disciplines, the Center on Elder Abuse’s 2018 factsheet on elder abuse defines abuse as “intentional or negligent acts by a caregiver or trusted individual that causes harm to an older person.” Abuse can take many forms, including: neglect and isolation; physical, sexual and financial abuse; and, emotional or psychological abuse. It lists common risk factors as dementia, mental health or substance abuse issues of an older person and/or a perpetrator, social isolation and poor physical health.

Elder and dependent adult abuse is a crime. The primary responsibility for protecting the rights of vulnerable adults rests with the states. California is one state leading with legislative efforts acknowledging this serious and growing crisis. California’s elder and dependent adult justice partners aim to provide an opportunity for communities to promote a better understanding of elder and dependent adult abuse and neglect by raising awareness of the cultural, social, economic, and demographic processes affecting abuse and neglect. There are an estimated 196,000 cases of elder and dependent adult abuse per year in California, and current estimates are that as few as one in twenty-four reports of elder and dependent adult abuse cases is recorded. In Solano County, the Older & Disabled Adult Services Bureau for calendar year 2017 received 1627 reports of abuse.

The abuse of elderly, dependent and vulnerable adults can be addressed by greater community awareness and involvement, good public policy and strong social support systems. Every elder, dependent and vulnerable adult living in Solano County deserves a life filled with dignity, respect and the right to live safely in the least restrictive environment, whether in their homes or health care facilities, and to enjoy an optimum quality of life while being protected from all forms of abuse.

The Solano County District Attorney’s Office will host the 3rd annual Elder Abuse Forum on June 13, 2018 at the Solano County Events Center from 9:00am to 12:00pm. This free event will include: an update on the state of APS by the California Department of Social Services, the Long-Term Care Ombudsman Program for Contra Costa and Solano, training for Culturally Specific Outreach in Relationship to Financial Abuse Among Elders by the Elder and Dependent Adult Protection Team of San Mateo County, a report from the Elder Justice Collaborative by the Senior Advocacy Services of Sonoma County and the Contra Costa County Family Justice Center and a report on the San Francisco Elder Abuse Forensic Center from the City and County of San Francisco Department of Aging and Adult services. The forum is meant to give our community a platform for raising awareness of elder, dependent and vulnerable adult abuse and to renew a commitment to address the issue.

H&SS, and in particular its Older and Disabled Adult Services (ODAS) Bureau, works continuously to address this problem through procedures and programs that increase awareness of the issue and encourage or require social work professionals and others to report abuse when it is observed or suspected. The ODAS Bureau also works with the Solano County District Attorney’s Office, the Senior Coalition of Solano County, the Solano County Office of Family Violence Prevention and its many partner agencies, law enforcement representatives, the Solano County Long-Term Care Ombudsman, NorthBay Healthcare, Sutter Health and Kaiser Permanente to help ensure seniors in Solano County enjoy a life of dignity and respect, free from abuse and neglect.

ALTERNATIVES:

The Board may choose not to approve this proposed resolution. This is not recommended because the resolution provides an opportunity to further raise awareness of this important issue.

OTHER AGENCY INVOLVEMENT:

Solano County H&SS, Public Health Division, Older & Disabled Adult Services worked with the Senior Coalition of Solano County, Solano County District Attorney's Office and the Solano County Office of Family Violence Prevention on this Board Item.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

Resolution No. 2018 -

RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS PROCLAIMING JUNE AS ELDER AND DEPENDENT ADULT ABUSE AWARENESS MONTH AND AS ELDER AND VULNERABLE ADULT ABUSE AWARENESS MONTH AND JUNE 15, 2018 AS WORLD ELDER ABUSE AWARENESS DAY IN SOLANO COUNTY

WHEREAS, World Elder Abuse Awareness Day was first established on June 15, 2006 by the International Network for the Prevention of Elder Abuse and the World Health Organization at the United Nations; and Elder and Dependent Adult Abuse Awareness Month was created in 2004 and Elder and Vulnerable Adult Abuse Awareness Month was created in 2015; and June 15, 2018 marks the 13th Annual World Elder Abuse Awareness Day, with the theme this year being "Building Strong Support for Elders;" and

WHEREAS, elder and dependent adult abuse is a crime; in California there are an estimated 196,000 cases of elder and dependent adult abuse per year and current estimates are that as few as one in twenty-four reports of elder and dependent adult abuse cases is reported; and

WHEREAS, in Solano County Older & Disabled Adult Services Bureau there were 1627 reports of abuse filed with Adult Protective Services for calendar year 2017; and

WHEREAS, observance of June 15 and the month of June serve as a call to action for the community to raise awareness about elder, dependent adult and vulnerable adult abuse and how to prevent it; and

WHEREAS, California's elder and dependent adult justice partners aim to provide an opportunity for communities to promote a better understanding of elder and dependent adult abuse and neglect by raising awareness of the cultural, social, economic, and demographic processes affecting abuse and neglect; and

WHEREAS, every elder and dependent adult living in Solano County deserves a life filled with dignity, respect and the right to live safely in the least restrictive environment, whether in their homes or health care facilities, and to enjoy an optimum quality of life while being protected from all forms of abuse; and

WHEREAS, all Solano County residents are strongly encouraged to report suspected abuse of an elder or dependent adult by calling their local adult protective services agency, Long-Term Care Ombudsman, law enforcement, or emergency services agencies; and

WHEREAS, on June 13, 2018 Solano County's District Attorney's Office will host the 3rd Annual Elder Abuse Forum at the Solano County Events Center; and

WHEREAS, the County, its Health and Social Services Department, the District Attorney's Office, the Senior Coalition of Solano County, the Solano County Office of Family Violence Prevention and many partner agencies, senior centers, law enforcement representatives, the Solano County Long-Term Care Ombudsman, NorthBay Healthcare, Sutter Health, Kaiser Permanente and other organizations, work continuously to support healthy, independent living for elders and dependent adults.

NOW, THEREFORE, BE IT RESOLVED, that the Solano County Board of Supervisors hereby proclaims June as Elder and Dependent Adult Abuse Awareness Month and as Elder and Vulnerable Adult Abuse Awareness Month and June 15, 2018 as World Elder Abuse Awareness Day in Solano County and encourages all residents to observe the day by wearing its symbolic color purple and to make a commitment to call or visit an elderly, dependent adult, vulnerable adult, isolated family member or friend regularly.

Dated this 5th day of June, 2018

JOHN M. VASQUEZ, Chair
Solano County Board of Supervisors

ATTEST:
BIRGITTA E. CORSELLO, Clerk
Solano County Board of Supervisors

By: _____
Jeanette Neiger, Chief Deputy Clerk



Solano County

675 Texas Street
Fairfield, California 94533
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Agenda Submittal

Agenda #:	3	Status:	Consent Calendar
Type:	Minutes	Department:	Clerk of the Board of Supervisors
File #:	18-389	Contact:	Jeanette Neiger, 784-6125
Agenda date:	06/05/2018	Final Action:	
Title:	Approve the minutes of the Solano County Board of Supervisors meetings of April 24 and May 1, 2018		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - Minutes - April 24, 2018, B - Minutes - May 1, 2018		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ____ No X

Public Hearing Required? Yes ____ No X

DEPARTMENTAL RECOMMENDATION:

Presented for your approval are the minutes of the Solano County Board of Supervisors meetings of April 24 and May 1, 2018 .



Solano County

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Minutes - Draft Board of Supervisors

*John M. Vasquez (Dist. 4), Chair
(707) 784-6129*

*Erin Hannigan (Dist. 1), Vice-Chair
(707) 553-5363*

*Monica Brown (Dist. 2)
(707) 784-3031*

*James P. Spering (Dist. 3)
(707) 784-6136*

*Skip Thomson (Dist. 5)
(707) 784-6130*

Tuesday, April 24, 2018

8:30 AM

Board of Supervisors Chambers

CALL TO ORDER

The Solano County Board of Supervisors met on the 24th day of April 2018 in regular session in the Board of Supervisors' Chambers at the Solano County Government Center, 675 Texas Street, Fairfield, California at 8:30 A.M. Present were Supervisors Hannigan, Brown, Spering, Thomson and Chair Vasquez. Chair Vasquez presided. Also present were County Administrator Birgitta E. Corsello and County Counsel Dennis Bunting.

ROLL CALL

John M. Vasquez, Erin Hannigan, Monica Brown, James P. Spering and Skip Thomson

CLOSED SESSION

The Solano County Board of Supervisors recessed to Closed Session at 8:31 A.M. to discuss the following matters:

- 1 [18-260](#) Conference with Legal Counsel - Existing litigation: County of Solano v. CMT Federal Credit Union et al. and related cross-actions

Attachments: [A - Memorandum](#)

RECONVENE

This meeting of the Solano County Board of Supervisors reconvened at 9:13 A.M. All members were present and Chair Vasquez presided.

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

County Counsel Dennis Bunting advised that there were no reports from Closed Session.

SALUTE TO THE FLAG AND A MOMENT OF SILENCE

This meeting of the Solano County Board of Supervisors continued with the Salute to the Flag and a Moment of Silence.

Chair Vasquez invited the Board to comment on the passing of former District 1 Supervisor Barbara Kondylis.

All of the Supervisors commented on their experiences working with Ms. Kondylis.

PRESENTATIONS

- 2 [18-280](#) Receive a presentation by the Public Defender on the selection of Brianna Nobil as "Employee of the Month" for May 2018
- Attachments:* [Minute Order](#)
- Received
- 3 [18-233](#) Adopt and present a resolution recognizing May 2018 as Mental Health Month in Solano County (Supervisor Brown)
- Attachments:* [A - Resolution](#)
 [B - Event Calendar](#)
 [Adopted Resolution](#)
 [Minute Order](#)
- On motion of Supervisor Brown, seconded by Supervisor Thomson, the Board adopted and presented Resolution No. 2018-61 recognizing May 2018 as Mental Health Month in Solano County. So ordered by 5-0. (see Resolution Book)
- Enactment No: Resolution 2018 - 61
- 4 [18-238](#) Adopt and present a resolution recognizing May 2018 as Older Americans Month in Solano County (Supervisor Hannigan)
- Attachments:* [A - Resolution](#)
 [Adopted Resolution](#)
 [Minute Order](#)
- On motion of Supervisor Brown, seconded by Supervisor Thomson, the Board adopted and presented Resolution No. 2018-62 recognizing May 2018 as Older Americans Month in Solano County. So ordered by 5-0. (see Resolution Book)
- Enactment No: Resolution 2018-62

ITEMS FROM THE PUBLIC

Supervisor Thomson commented on SB 54.

Chair Vasquez invited members of the public to address the Board on matters not listed on the agenda but within the subject matter jurisdiction of the Board. The following comments were received:

A) James Lewis, Fairfield, commented in opposition to the California Values Act.

B) Mike Wright, Fairfield, commented on concerns with prosecution of an elder abuse case.

C) Linda Privatte, Vacaville, commented on concerns with mental health services for her brother, Mark James Rippee, and in support of AB 1971.

Chair Vasquez commented on Ms. Privatte's brother.

Supervisor Thomson commented on the need to address severe mental illness and needed resources for homeless individuals.

D) Carole Paterson, Solano County Fair Association Director, introduced Deputy Executive Director of the California Fair Services Authority Rebecca Desmond who was hired as a consultant by the Fair Association to address strategic planning.

Supervisor Spering urged Ms. Desmond to meet with the Board of Supervisors to learn what the expectations and concerns of the Supervisors were concerning the future of the fair.

Ms. Paterson noted that the consultant would be meeting with the Supervisors.

Chair Vasquez commented on Ms. Desmond's experience and qualifications.

E) Michele Guerra, Vacaville, commented on various costs of illegal immigration and in opposition to SB 54.

F) Stephanie Lawrence, Fairfield, commented in opposition to illegal immigration.

G) Terry Tucker, Dixon, commented in opposition to SB 54.

H) Ginger Keys, Vallejo, commented in opposition to SB 54.

I) Les Darbison, Vacaville, commented in opposition to SB 54.

J) Norman Reece, Vallejo, commented in opposition to SB 54.

K) Richard Giddens, Suisun City, commented in opposition to illegal immigration.

L) Devon Minnema, Dixon City Councilmember, commented on a current lawsuit against SB 54 and asked that the County join the lawsuit.

M) Annaly Medrano, Staff Assistant with Senator Kamala Harris' Office, commented on community outreach and community awareness of legislation.

County Counsel Dennis Bunting provided information on the County's requirement to comply with SB 54.

Supervisor Spering commented on the complexity of issues surrounding SB 54.

Chair Vasquez also commented on the public's right to try to change laws they did not agree with.

ADDITIONS TO OR DELETIONS FROM THE AGENDA

County Administrator Birgitta Corsello requested that Item 16 be removed from the agenda due to a difference in opinion as to whether the item was needed. She advised that the item would be on the May 22, 2018 agenda if needed.

APPROVAL OF THE AGENDA

On motion of Supervisor Brown, seconded by Supervisor Spering, the Board approved the agenda of the Solano County Board of Supervisors for April 24, 2018 as amended. So ordered by 5-0 vote.

PUBLIC COMMENT ON CONSENT CALENDAR

Supervisor Thomson requested that Item 17 be moved to the Regular Calendar for discussion.

Chair Vasquez invited members of the public to address the Board on items listed on the Consent Calendar. The following comments were received:

A) Donald Tipton, unincorporated Vallejo, commented on Item 9 regarding the costs of communications.

Chief Information Officer Ira Rosenthal noted that he could provide Mr. Tipton with the information after the meeting. He then provided information on the costs, noting that the \$138,000 was a one-time cost.

Supervisor Brown asked that the same information be sent to the full Board.

Supervisor Thomson commented on Item 7 regarding the effectiveness of the HealthRIGHT 360 program.

Assistant Auditor-Controller Phyllis Taynton noted that the audit looked at contract compliance.

Supervisor Thomson asked if the Auditor-Controller could conduct an effectiveness audit for the program.

Ms. Taynton noted that the Board could request that this type of audit be conducted. She advised that the department collaborated with Health and Social Services to identify risks and that effectiveness was not an area that was identified as a risk.

County Counsel Dennis Bunting advised that quality assurance reviews were conducted by the department and suggested that these reviews be looked at before an audit was performed.

APPROVAL OF THE CONSENT CALENDAR

On motion of Supervisor Thomson, seconded by Supervisor Brown, the Board approved the following Consent Calendar items by 5-0 vote.

CONSENT CALENDAR

GENERAL GOVERNMENT

- 5 [18-283](#) Receive and file the Meeting Attendance Reports from the members of the Board of Supervisors
- Attachments:* [A - Appointment List](#)
 [Minute Order](#)
- Received and Filed**
- 6 [18-284](#) Approve the minutes of the Solano County Board of Supervisors meetings of March 13 and March 27, 2018
- Attachments:* [A - Minutes - March 13, 2018](#)
 [B - Minutes - March 27, 2018](#)
 [Minute Order](#)
- Approved**
- 7 [18-286](#) Receive the Review of HealthRIGHT 360 Compliance with Solano County Department of Health and Social Services' Contracts for the period July 1, 2015 to June 30, 2017
- Attachments:* [A - Report](#)
 [Minute Order](#)
- Received**

- 8 [18-266](#) Approve a resolution authorizing acceptance of a grant offer agreement from the Federal Aviation Administration (FAA) for construction of the Nut Tree Airport Fence and Gate Project for up to \$527,000; and Delegate authority to the County Administrator to execute and administer the grant agreement

Attachments: [A - Resolution](#)
 [B - Fence and Gate Layout Plan](#)
 [Adopted Resolution](#)
 [Minute Order](#)

Adopted

Enactment No: Resolution 2018-63

- 9 [18-274](#) Approve an agreement with DXC.technology for design, programming and testing interfaces with Solano County's Hosted Communications Service for integration with the CalWIN telephone contact center in the amount of \$138,014, for the term of April 24, 2018 through December 30, 2018; and Authorize the Chief Information Officer to execute the agreement and any future amendments and change orders up to 15% of the contract amount

Attachments: [A - Agreement](#)
 [Executed Agreement](#)
 [Minute Order](#)

Approved

- 10 [18-253](#) Approve a 5-year contract with Lyngsoe Systems, Inc. to provide automated library materials handling (AMH) equipment and maintenance services for a total amount not to exceed \$785,697 for the period April 1, 2018 through March 31, 2023; and Authorize the Director of Library Services to execute the contract and any amendments not to exceed 10% on the contract amount

Attachments: [A - Link to Contract](#)
 [Executed Contract](#)
 [Minute Order](#)

Approved

- 11 [18-185](#) Approve a contract with Thomas F. White for an amount not to exceed \$96,000 for the term of April 1, 2018 through June 30, 2019 to provide consulting services in developing and implementing a new evidence-based supervision and treatment model within juvenile probation, and continue to refine processes in adult probation; and Authorize the County Administrator to execute the contract, pending County Counsel concurrence, and any future amendments including changes to terms and conditions, scope of services and modifications to contract limits up to 20% of the total contract amount not to exceed \$19,000

Attachments: [A - Contract](#)
 [Executed Contract](#)
 [Minute Order](#)

Approved

- 12 [18-248](#) Adopt a resolution and plaque of appreciation honoring Diane Gilliland, Office Assistant III, upon her retirement from the Department of Resource Management with over 20 years of dedicated public service to Solano County

Attachments: [A - Resolution](#)
 [Adopted Resolution](#)
 [Minute Order](#)

Adopted

Enactment No: Resolution 2018-64

- 13 [18-269](#) Adopt a resolution proclaiming the month of May 2018 as Building Safety Month in Solano County

Attachments: [A - Resolution](#)
 [Adopted Resolution](#)
 [Minute Order](#)

Adopted

Enactment No: Resolution 2018-65

MISCELLANEOUS ITEMS

- 15 [18-272](#) Approve the re-appointments of Elissa DeCaro, Mary Ellsworth, and Jim Kern to the Solano County Historical Records Commission for terms to expire on April 26, 2022

Attachments: [A - SCHRC Membership Roster](#)
 [Minute Order](#)

Approved

REGULAR CALENDAR

Rescheduled Consent Items

Consider the following:

- 14 [18-282](#) Authorize the Chair of the Board of Supervisors to sign and transmit a letter to the U.S. Economic Development Administration in support of the final Vision, Goals and Objectives of the Bay Area Regional Comprehensive Economic Development Strategy and for establishment of a Bay Area Economic Development District

Attachments: [A - Bay Area CEDS Support Letter](#)
 [B - Bay Area CEDS Key Elements](#)
 [C - Vision, Goals and Objectives](#)
 [Executed Letter](#)
 [Minute Order](#)

In response to a question from Supervisor Thomson, James Bezek provided information on the composition of the Bay Area Economic Development District.

Supervisor Thomson commented on the need for assurances that the county would be treated equally with the other Bay Area cities and counties and asked how Moving Solano Forward fit into the overall effort.

Mr. Bezek noted that proportionality of the district had not yet been discussed and that the idea was to pursue programs and initiatives that would benefit the region as a whole. He noted that it was an opportunity enhance and build on the current economic footprint of the county.

Supervisor Thomson commented on concerns with how the county would fit in and have a say in the governance of the district.

Supervisor Hannigan advised that this was an opportunity for the county to get into the game regionally and that the county would benefit.

Director of Resource Management Bill Emlen noted that staff had reviewed the policies and objectives and felt that there was enough recognition of this to make it beneficial to Solano County.

Chair Vasquez commented on past efforts by the county to expand economic wellbeing.

Mr. Bezek noted that Solano EDC was supportive of this effort and had provided comments as well.

On motion of Supervisor Thomson, seconded by Supervisor Hannigan, the Board authorized the Chair of the Board of Supervisors to sign and transmit a letter to the U.S. Economic Development Administration in support of the final Vision, Goals and Objectives of the Bay Area Regional Comprehensive Economic Development Strategy and for establishment of a Bay Area Economic Development District. So ordered by 5-0 vote.

16 [18-264](#)

Consider introducing an ordinance amending Solano County Code Chapter 7.3, Section 05 (2)(g), related to preparation of First 5 Solano Children and Families Commission's annual audit

Attachments: [A - Ordinance](#)
 [Minute Order](#)

Continued

17 [18-275](#)

Consider approval of the Solano County Individualized Child Care Subsidy Pilot Plan

Attachments: [A - Individualized Child Care Subsidy Pilot Plan](#)
 [Minute Order](#)

First 5 Solano Deputy Director Megan Richards introduced the item.

Solano Family and Children's Services Kathy Lago provided the Board with information on the proposed Solano County Individualized Child Care Subsidy Pilot Plan.

Assemblymember Jim Frazier's District Director Erica Rodriguez-Langley provided information on SB 377 legislation sponsored by Assemblymember Frazier that would help improve access the child care.

Ms. Richards provided information on the Pilot Plan's goals and objectives.

In response to a question from Chair Vasquez, Ms. Richards advised that she would provide state approval timeline information to the Board.

Supervisor Brown commented on the need to keep working on expansion of eligibility for the program and asked if the children received food as part of the plan. Lastly, she asked if future costs would go up and whether individuals would become ineligible as a result of cost increases.

Ms. Lago advised that there was a food and nutrition program for licensed childcare facilities.

Supervisor Hannigan commented in support of the Pilot Plan and thanked Assemblymember Frazier for his support of improving access to child care.

Ms. Lago noted that the state and federal governments were working towards the same effort as well and that there were other legislators interested in this for their counties as well.

Supervisor Brown noted that the goal was to take care of little ones and students.

In response to questions from Supervisor Thomson, Ms. Lago noted that income guidelines were based on the state median income and advised that she would provide information to the Board concerning what the program's 85% of median income threshold was.

Supervisor Thomson asked if there was data that showed how many individuals received the benefits and how soon they become employed.

Ms. Lago provided information on data tracking and the goals of the Pilot Program to provide child care aid so that individuals could go to work.

In response to questions from Supervisor Thomson, Ms. Lago provided information on eligibility for low and middle income working families.

Supervisor Thomson commented on the need for middle income working families that don't receive other subsidies be given some priority.

Ms. Lago not that there were many middle income working families on the list.

Ms. Richards noted that the Pilot Program allowed maintenance of child care despite whether the working individual received a pay raise.

Chair Vasquez commented on the need for more child care funding.

On motion of Supervisor Hannigan, seconded by Supervisor Brown, the Board approved the Solano County Individualized Child Care Subsidy Pilot Plan. So ordered by 5-0 vote.

18

[18-273](#)

Receive a presentation and consider adopting a resolution establishing the Solano Commission for Women and Girls as the Board of Supervisors advisory board on issues pertaining to women and girls

Attachments: [A - Letters of Support](#)
 [B - Enabling Mandate](#)
 [C - Purpose, Mission, and Goals](#)
 [D - Resolution](#)
 [Adopted Resolution](#)
 [Minute Order](#)

Supervisor Hannigan introduced the item and provided an overview of the proposed commission.

Assemblymember Jim Frazier's Chief of Staff Jennifer Barton provided an overview of the proposed commission

Supervisor Brown commented in support of the commission and on the importance of annual reports to the Board to show what was being accomplished by the commission.

Supervisor Spering asked if there was any discussion about a commission for men and boys and commented on the importance of having good male role models for young men and boys.

Ms. Barton noted that there was a focus on raising the family as a whole that included raising boys.

Supervisor Spering asked that some consideration be given towards a commission for men and boys.

Supervisor Hannigan noted that the framework for the commission was done outside of County staff and brought to the County for the Board's consideration. She noted that she was supportive of a commission for men and boys as well.

Supervisor Thomson commented in support of the commission and of Supervisor Spering's comments.

On motion of Supervisor Hannigan, seconded by Supervisor Thomson, the Board adopted Resolution No. 2018-66 establishing the Solano Commission for Women and Girls as the Board of Supervisors advisory board on issues pertaining to women and girls. So ordered by 5-0 vote. (see Resolution Book)

Enactment No: Resolution 2018-66

19 [18-175](#)

Receive a presentation on the Court Appointed Special Advocates (CASA) program and delegate authority to the County Administrator to address a request from CASA to increase the dedicated County owned space in the County Courthouse at 600 Union Avenue in Fairfield California to CASA

Attachments: [A - CASA Request Letter](#)
 [Minute Order](#)

County Administrator Birgitta Corsello and Budget Officer Ian Goldberg introduced the item.

Court Appointed Special Advocate (CASA) of Solano County Executive Director Candy Pierce provided an overview of the CASA Program.

Solano County Superior Court Presiding Judge John Ellis provided information about the CASA Program support to the court and about extracurricular activities that the program provides. He then provided information about the need for the program to train advocates to participate in the Individual Education Plan process for students and on additional needed physical space within the court for the program.

CASA Board of Directors Chairman Dr. Jonathan Lopez provided information on the need for consistent mental health services for children in foster care. He then commented on the importance of the CASA program.

Ms. Pierce presented a video about CASA.

In response to questions from Supervisor Thomson, Ms. Pierce noted that the budget for CASA was approximately \$380,000, with \$80,000 being the County's contribution. She then provided information on the program's statistical data, ability to track success stories and future projections in service level.

Supervisor Thomson noted that the request by CASA for an initial \$50,000 as in line with providing needed services upfront to prevent the costs of incarceration later and commented in support of the request.

Supervisor Hannigan commented in support of the program, on early prevention and noted that the program was cost effective.

Chair Vasquez advised that it would be appropriate to approve this considering that the Board would be adjourning the meeting in honor of former Supervisor Barbara Kondylis, who was a big advocate of the program. He then commented on the importance of making a difference in a child's life early.

Supervisor Thomson noted that the program cost was approximately \$1,775 per child using the CASA's full budget amount and commented in support of the program.

On motion of Supervisor Thomson, seconded by Supervisor Hannigan, the Board delegated authority to the County Administrator to address a request from CASA to increase the dedicated County owned space in the County Courthouse at 600 Union Avenue in Fairfield California to CASA. So ordered by 5-0 vote.

RECESS

This meeting of the Solano County Board of Supervisors recessed at 12:16 P.M. and reconvened at 2:00 P.M. All members were present and Chair Vasquez presided.

2:00 P.M.

20

[18-276](#)

Conduct a Public Hearing on the proposed new and revised user fee schedules; Authorize Resource Management's Parks and Recreation to add fee exemption periods to reflect fee waivers; and Adopt fee schedules by separate resolutions amending the exhibits to Chapters 2.4 and 11 of the Solano County Code, modifying and establishing various fees, effective July 1, 2018 for various departments

Attachments: [A - Summary of Proposed FY201819 Fee Changes by Department](#)
[B - FY1819 Resolutions and Exhibits](#)
[C - Notice of Public Hearing](#)
[Adopted Resolutions and Exhibits](#)
[Minute Order](#)

Senior Management Analyst Magen Yambao introduced the item and provided an overview of the proposed new and revised user fee schedules.

Chair Vasquez opened the public hearing.

Chair Vasquez invited members of the public to address the Board on this matter. There was no public comment.

Chair Vasquez closed the public hearing.

In response to a question from Supervisor Spering, Airport Manager Dave Daly provided information on planning and development fees based on new hourly rates that resulted in increased fees. He advised that a new development fee was adopted with the ICON project.

Chair Vasquez commented on the ability to be able to recover the project fee, noting that the fee was similar to other County fees.

In response to a question from Supervisor Thomson, Ms. Corsello provided information on cost recovery of fees and noted that not all fees are recovered.

Supervisor Thomson commented on fee for the Probation Department, noting that a flat fee of \$350 was calculated using a direct cost and fees under \$500 were calculated using indirect costs.

County Counsel Dennis Bunting noting that the department would likely recover more because the \$350 fee was more affordable for individuals.

Supervisor Thomson commented on the need to fill positions with an appropriately compensated employee and not a more expensive employee.

On motion of Supervisor Brown, seconded by Supervisor Hannigan, the Board authorized Resource Management's Parks and Recreation to add fee exemption periods to reflect fee waivers; and Adopted Resolution No. 2018-67 through Resolution 2018-85 amending the exhibits to Chapters 2.4 and 11 of the Solano County Code, modifying and establishing various fees, effective July 1, 2018 for various departments. So ordered by 5-0 vote. (see Resolution Book)

Enactment No: Resolution 2018-67 through Resolution 2018-85

21

[18-268](#)

Receive and approve Solano County's Amended Public Works Five Year Capital Improvement Plan for FY2018/19 through FY2022/23 from the Department of Resource Management

Attachments: [A - Capital Improvement Plan 2018](#)
 [Minute Order](#)

Director of Resource Management Bill Emlen introduced the item.

Engineering Manager Matt Tuggle provided an overview of the Amended Public Works Five Year Capital Improvement Plan.

In response to a question from Supervisor Brown, Mr. Tuggle noted that the plan was designated for the next fiscal year through FY2022/23.

Mr. Tuggle provided information on SB 1 funding, including current and new requirements and projected revenues. He then provided information on proposed projects for FY2018/19 and ongoing priority projects.

Supervisor Brown commented on areas of concern along Cordelia Road that need to be improved.

Mr. Tuggle noted that the City of Fairfield owned a portion of Cordelia Road that needed to be improved.

Supervisor Brown advised that she would send pictures to staff showing the area of concern.

Mr. Tuggle provided information on an upcoming project to improve McCormick Road.

County Administrator Birgitta Corsello advised that the County had committed to the project with an impact fee to the City of Rio Vista and that the city had plans to build 500 homes in that area in the next year.

In response to questions from Supervisor Thomson, Mr. Tuggle advised that right-of-way activities would begin next year and that construction on the project was 3-4 years out. He noted that the project was complex and that it would take time to learn what was needed to improve the road.

In response to comments from Supervisor Hannigan, Mr. Tuggle provided information on discussions with the City of Benicia to improve Lake Herman Road.

Supervisor Hannigan noted that alignment of the road was needed and asked that staff keep the Board up to date on what was happening.

In response to questions from Supervisor Spering, Mr. Tuggle advised that the projects would be brought back to the Board should SB 1 be repealed in the future. He noted that estimates for SB 1 funding went down as a result of repayment of previous gas tax and a lack of excise tax increase. He then advised that there was a lot of deferred work that still needed to be addressed and that there was also some new projects added as well. He then advised that road signage showing the SB 1 funded projects would be placed at the project areas. Lastly, he noted that staff had been working with the Solano Land Trust on access improvements to parks.

Supervisor Spering noted the need to address at least one park that could be worked on and improved with SB 1 funding.

Chair Vasquez invited members of the public to address the Board on this matter. The following comments were received:

A) Donald Tipton, unincorporated Vallejo, commented on the need for safety sidewalks on the crossings of Carrot Lane and Glenn Cove, a storm drain repair on Lewis Avenue, widening and cut down of the top of the hills in the Homeacres area, a street light pole on Carrot Lane, widening of roads and installation of bike lanes in Homeacres and Laurel Street improvements.

Mr. Tuggle advised that the department was finishing up a contract with PG&E for LED light conversions and that sidewalk and signal improvements were planned in FY2020/21. He noted that sidewalk cleanup for the Homeacres area would likely be included in this timeframe.

On motion of Supervisor Sperring, seconded by Supervisor Hannigan, the Board approved Solano County's Amended Public Works Five Year Capital Improvement Plan for FY2018/19 through FY2022/23 from the Department of Resource Management. So ordered by 5-0 vote.

BOARD MEMBER COMMENTS AND REPORTS ON MEETINGS

Chair Vasquez invited members of the Board to make comments or reports on meetings. The following comments were received:

A. Supervisor Sperring requested that this meeting of the Solano County Board of Supervisors be adjourned in memory of Ken Hoffman, an active member of the Suisun City community.

B. Supervisor Hannigan requested that this meeting of the Solano County Board of Supervisors be adjourned in memory of Dorothy Egidio, an active member of the Vallejo community.

C. Supervisor Hannigan requested that this meeting of the Solano County Board of Supervisors be adjourned in memory of Chip Carter, an active member of the Vallejo community.

D. Supervisor Hannigan requested that this meeting of the Solano County Board of Supervisors be adjourned in memory of Marilyn Carmichael, an active member of the Vallejo community.

E. Supervisor Brown requested that this meeting of the Solano County Board of Supervisors be adjourned in memory of Kelly Louise Carmona, an active member of the Fairfield community.

Supervisor Brown commented on the number of volunteer hours logged by the Solano Community College and at the Dixon May Fair during the October 2017 fires. She then asked that a status about the Area Agency on Aging be brought back to the Board.

County Administrator Birgitta Corsello advised that there would be an item on the May 1, 2018 Board agenda for this matter.

Supervisor Sperring noted that Catherine Cook's father had passed and that he would bring an adjournment request to the Board in the future.

F. Chair Vasquez requested that all of the Board members sign the adjournment certificate for Barbara Kondylis.

G. Chair Vasquez requested that this meeting of the Solano County Board of Supervisors be adjourned in memory of Harry Isner, an active member of the Vacaville community.

County Counsel Dennis Bunting commented on the passing of Mr. Isner.

ADJOURN:

This meeting of the Solano County Board of Supervisors adjourned at 2:42 P.M. in memory of Barbara Kondylis, Ken Hoffman, Dorothy Egidio, Chip Carter, Marilyn Carmichael, Kelly Louise Carmona and Harry Isner. Next meeting of the Solano County Board of Supervisors will be May 1, 2018 at 8:30 A.M., Board Chambers, 675 Texas Street, Fairfield, California.

JOHN M. VASQUEZ, Chair
Solano County Board of Supervisors

BIRGITTA E. CORSELLO, Clerk
Solano County Board of Supervisors

By _____
Jeanette Neiger, Chief Deputy Clerk



Solano County

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Minutes - Draft Board of Supervisors

*John M. Vasquez (Dist. 4), Chair
(707) 784-6129*

*Erin Hannigan (Dist. 1), Vice-Chair
(707) 553-5363*

*Monica Brown (Dist. 2)
(707) 784-3031*

*James P. Spering (Dist. 3)
(707) 784-6136*

*Skip Thomson (Dist. 5)
(707) 784-6130*

Tuesday, May 1, 2018

8:30 AM

Board of Supervisors Chambers

CALL TO ORDER

The Solano County Board of Supervisors met on the 1st day of May 2018 in regular session in the Board of Supervisors' Chambers at the Solano County Government Center, 675 Texas Street, Fairfield, California at 8:30 A.M. Present were Supervisors Hannigan, Brown, Spering, Thomson and Chair Vasquez. Chair Vasquez presided. Also present were County Administrator Birgitta E. Corsello and County Counsel Dennis Bunting.

ROLL CALL

John M. Vasquez, Erin Hannigan, Monica Brown, James P. Spering and Skip Thomson

CLOSED SESSION

The Solano County Board of Supervisors recessed to Closed Session at 8:31 A.M. to discuss the following matters:

- 1 [18-316](#) Conference with Labor Negotiators: Solano County representatives: Marc Fox, Jeannine Seher, Mark Love, Birgitta E. Corsello, and Nancy Huston. Employee organizations: Teamsters, Local 150 for Unit 1 (Attorneys); SEIU Local 1021 for Unit 2 (Nurses), Unit 5 (Health and Welfare Employees), Unit 7 (Regulatory, Technical and General Services Employees), Unit 8 (General Services Supervisors), Unit 9 (Clerical Employees) and Units 82, 87, 89, and 90 (Extra Help Employees); Solano County Deputy Sheriff's Association for Unit 3 (Law Enforcement Employees) and Unit 4 (Law Enforcement Supervisors); Public Employees Union, Local One for Unit 6 (Health and Welfare Supervisors) and Unit 16 (Mid-Management Employees); Stationary Engineers, Local 39 for Unit 10 (Skilled Craft and Service Maintenance Employees); Union of American Physicians and Dentists for Unit 11 (Physicians, Dentists and Psychiatrists); Solano County Probation Peace Officer Association for Unit 12 (Probation Employees) and Unit 15 (Probation Supervisors); Solano County Sheriff's Custody Association for Unit 13

(Correctional Officers); Teamsters, Local 856 for Unit 14 (Correctional Supervisors); Solano County Law Enforcement Management Association for Unit 17 (Law Enforcement Management) and Unit 18 (Sheriff's Office Management); Professional and Technical Engineers, Local 21 for Unit 19 (Executive and Senior Management); Unit 60 Legislative Group; Unit 61 (unrepresented Executive Management Employees), Unit 62 (unrepresented Senior Management Employees) and Unit 30 (Confidential Employees)

Conference with Real Property Negotiators: Property: APN: 0130-262-010 - Old St. Mary's and APN: 0129-320-280/0129-320-290; Agency negotiators: Birgitta E. Corsello, County Administrator, Nancy Huston, Assistant County Administrator and Mike Lango, Director of General Services; Negotiating party: Jeremy Craig; Under negotiation: Price and terms

Conference with Legal Counsel - Existing Litigation: Foster v. Solano County

Conference with Legal Counsel - Existing Litigation: The People v. ConAgra Grocery Products Company et al. and related cross-action.

Attachments: [A - Memorandum](#)

RECONVENE

This meeting of the Solano County Board of Supervisors reconvened at 9:00 A.M. All members were present and Chair Vasquez presided.

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

County Counsel Dennis Bunting advised that there were no reports from Closed Session.

SALUTE TO THE FLAG AND A MOMENT OF SILENCE

This meeting of the Solano County Board of Supervisors continued with the Salute to the Flag and a Moment of Silence.

PRESENTATIONS

- 2 [18-298](#) Adopt and present a resolution recognizing the historical, cultural and economic impacts of the Dixon May Fair as it embarks on its 143rd year as a time-honored community celebration May 10-13, 2018 (Chair Vasquez)
- Attachments:* [A - Resolution](#)
 [Adopted Resolution](#)
 [Minute Order](#)
- On motion of Chair Vasquez, seconded by Supervisor Brown, the Board adopted Resolution No. 2018-86 recognizing the historical, cultural and economic impacts of the Dixon May Fair as it embarks on its 143rd year as a time-honored community celebration May 10-13, 2018. So ordered by 5-0 vote. (see Resolution Book)
- Enactment No: Resolution 2018-86
- 3 [18-288](#) Adopt and present a resolution recognizing the month of May 2018 as Foster Care Awareness Month in Solano County (Supervisor Brown)
- Attachments:* [A - Resolution](#)
 [Adopted Resolution](#)
 [Minute Order](#)
- On motion of Supervisor Brown, seconded by Supervisor Hannigan, the Board adopted Resolution No. 2018-87 recognizing the month of May 2018 as Foster Care Awareness Month in Solano County. So ordered by 5-0 vote. (see Resolution Book)
- Enactment No: Resolution 2018-87
- 4 [18-251](#) Adopt and present a resolution recognizing May 6-12, 2018 as National Nurses Week in Solano County (Supervisor Hannigan)
- Attachments:* [A - Resolution](#)
 [Adopted Resolution](#)
 [Minute Order](#)
- On motion of Supervisor Hannigan, seconded by Supervisor Brown, the Board adopted Resolution No. 2018-88 recognizing May 6-12, 2018 as National Nurses Week in Solano County. So ordered by 5-0 vote. (see Resolution Book)
- Enactment No: Resolution 2018-88

- 5 [18-289](#) Adopt and present a resolution recognizing May 6-12, 2018 as Correctional Officers and Correctional Employees Appreciation Week in Solano County (Supervisor Thomson)

Attachments: [A - Resolution](#)
 [Adopted Resolution](#)
 [Minute Order](#)

On motion of Supervisor Hannigan, seconded by Supervisor Brown, the Board adopted Resolution No. 2018-89 recognizing May 6-12, 2018 as Correctional Officers and Correctional Employees Appreciation Week in Solano County. So ordered by 5-0 vote. (see Resolution Book)

Enactment No: Resolution 2018-89

- 6 [18-291](#) Adopt and present a resolution recognizing the National Police Week of May 13-19, 2018 as Peace Officers Appreciation Week in Solano County with special recognition to those peace officers who have lost their lives in the line of duty (Supervisor Sperring)

Attachments: [A - Resolution](#)
 [Adopted Resolution](#)
 [Minute Order](#)

On motion of Supervisor Hannigan, seconded by Supervisor Brown, the Board adopted Resolution No. 2018-90 recognizing the National Police Week of May 13-19, 2018 as Peace Officers Appreciation Week in Solano County with special recognition to those peace officers who have lost their lives in the line of duty. So ordered by 5-0 vote. (see Resolution Book)

Enactment No: Resolution 2018-90

ITEMS FROM THE PUBLIC

Chair Vasquez invited members of the public to address the Board on matters not listed on the agenda but within the subject matter jurisdiction of the Board. The following comments were received:

A) Donald Tipton, unincorporated Vallejo, commented on concerns with garbage service vouchers not being honored, the cost of garbage service, remarks he made at the last Board meeting concerning the Road Plan and the cost of phone plans in the County.

B) George Guynn, Jr., Suisun City, commented on remarks made at the last Board meeting by Mr. Giddens and concerning SB 54.

C) Rich Giddens, Suisun City, commented on concerns with loss of freedoms and rights.

ADDITIONS TO OR DELETIONS FROM THE AGENDA

There were no additions to or deletions from the Solano County Board of Supervisors' agenda for May 1, 2018.

APPROVAL OF THE AGENDA

On motion of Supervisor Thomson, seconded by Supervisor Brown, the Board approved the agenda of the Solano County Board of Supervisors for May 1, 2018 as submitted. So ordered by 5-0 vote.

PUBLIC COMMENT ON CONSENT CALENDAR

Chair Vasquez invited members of the public to address the Board on items listed on the Consent Calendar. There was no public comment.

APPROVAL OF THE CONSENT CALENDAR

On motion of Supervisor Thomson, seconded by Supervisor Hannigan, the Board approved the following Consent Calendar items by 5-0 vote.

CONSENT CALENDAR

- 7 [18-295](#) Accept the Solano County Treasurer's Quarterly Report for the period of January 1, 2018 through March 31, 2018

Attachments: [A - Letter to the Board](#)
 [B - Statement of Compliance](#)
 [C - PARS115 Report](#)
 [D - Treasury Portfolio](#)
 [E - Balance Sheet and Income Statement](#)
 [Minute Order](#)

Accepted

- 8 [18-294](#) Approve the recommendation of the Solano County Park and Recreation Commission to award nine grants totaling \$13,398 from the Fish and Wildlife Propagation Fund; and Authorize the Director of Resource Management or designee to execute the grant contracts and any necessary modifications that fall within the grant award amounts

Attachments: [A - Fish and Wildlife Propagation Fund FY2017-18](#)
 [Minute Order](#)

Approved

- 9 [18-299](#) Approve 4 Notices of Completion for completed Road Projects for Cordelia Road - Lake Herman Road Shoulder Widening, Storm Damage Repair 2017 - FEMA, Guardrail Repair 2017, and Pleasants Valley Road Safety Improvement Project

Attachments: [A - Notice of Completion - Cordelia](#)
 [B - Notice of Completion - FEMA](#)
 [C - Notice of Completion - Guardrail](#)
 [D - Notice of Completion - PVR](#)
 [Recorded Notice of Completion - Cordelia](#)
 [Recorded Notice of Completion - FEMA](#)
 [Recorded Notice of Completion - Guardrail](#)
 [Recorded Notice of Completion - PVR](#)
 [Minute Order](#)

Approved

REGULAR CALENDAR

- 10 [18-281](#) Consider approving a Memorandum of Agreement (MOA) between Solano and Yolo Counties, the Sacramento Area Flood Control Agency, West Sacramento Flood Control Agency, Solano County Water Agency, and Reclamation District 2068, to Cooperate on Matters of Mutual Importance in the Yolo Bypass/Cache Slough Complex; Consider delegating authority to the Director of Resource Management to execute the MOA and any amendments; and Consider appointing one Board member to represent the County with respect to applicable activities under the MOA and another to serve as the alternate; receive a verbal update on current Delta Water issues.

Attachments: [A - Final Review Draft Flood MOA](#)
 [Presentation](#)
 [Minute Order](#)

Director of Resource Management Bill Emlen introduced the item.

Water & Natural Resources Program Manager Roberta Goulart provided an overview of the Local Flood Memorandum of Agreement (MOA) between Solano and Yolo Counties.

In response to a comment from Chair Vasquez, Ms. Goulart provided additional information about the importance of the MOA and Yolo Bypass and Cache Slough Complex.

Chair Vasquez commented on impacts to individuals that want to continue to farm in the Cache Slough area.

Supervisor Thomson commented on the history of the MOA and the need to address how water projects will affect the lower bypass area and agriculture land.

Ms. Goulart provided information on the boundaries of the Delta counties.

Deputy County Counsel Dan Wolk provided information on the California WaterFix project.

In response to a question from Supervisor Brown, Mr. Wolk noted that the Governor was prioritizing the WaterFix project.

Mr. Emlen noted that activities were taking place on numerous fronts concerning the WaterFix project.

Ms. Goulart provided information on activities by the Delta Stewardship Council.

Supervisor Thomson commented on certification of the Programmatic EIR, noting that the public had not been given enough time to review the EIR. He then commented on progress on the Delta Stewardship Council and noted that even though more comments concerning local government and local agriculture impacts were being made, there was a long way to go.

Ms. Goulart then provided information on activities by the Delta Protection Commission.

Chair Vasquez commented on the importance of the Delta levies to transfer water to residents south of Tracy.

Ms. Goulart provided additional information on the importance of the Delta levy system.

Supervisor Thomson commented on advocating for the Delta levies and the need to raise standards of the levies. He then commented on the need to put stewardship of the Delta under the Delta Protection Commission and the Delta Protection Commission's concerns about the impacts of the WaterFix project on the Delta.

Ms. Goulart provided information on activities by the Delta Conservancy and the Delta Counties Coalition.

Mr. Emlen commented on the effectiveness of the activities.

Supervisor Thomson commented on politics associated with the WaterFix project.

Chair Vasquez commented on the need to look at other alternatives other than the twin tunnels to supply water to the rest of California.

Hydro-Geologist Analyst Misty Kaltreider provided information on activities for Sustainable Groundwater Management and the Vallejo Lakes Water System.

Supervisor Sperring commented on the work being done on the Lakes Water System and encouraged staff to look at finding a solution on how to fix the system.

Mr. Emlen noted that current work being done had helped educate the involved parties and advised that staff would bring back more updates on this matter in the future.

Supervisor Hannigan commented on the need to include all of the water providers within the Lakes Water System area on the matter.

Ms. Goulart provided additional information on the MOA and noted that the MOA had been signed already by most of the other parties.

Chair Vasquez commented on the need to speak as one voice concerning water matters.

On motion of Supervisor Hannigan, seconded by Supervisor Brown, the Board approved a Memorandum of Agreement (MOA) between Solano and Yolo Counties, the Sacramento Area Flood Control Agency, West Sacramento Flood Control Agency, Solano County Water Agency, and Reclamation District 2068, to Cooperate on Matters of Mutual Importance in the Yolo Bypass/Cache Slough Complex; Delegated authority to the Director of Resource Management to execute the MOA and any amendments; and Appointed Supervisor Thomson as the primary and Supervisor Vasquez as the alternate Board member to represent the County with respect to applicable activities under the MOA and another to serve as the alternate. So ordered by 5-0 vote.

11

[18-319](#)

Receive a verbal update regarding the recent decision by the Area Agency on Aging Serving Napa and Solano (AAOA) to not renew its contracts with the California Department of Aging (CDA) for state and federal funding and to cease to be the Area Agency on Aging for the Planning and Service Area for Napa and Solano Counties effective June 30, 2018; Authorize county staff to formally engage Napa County and CDA to ensure continuation of senior programs funded by the State for July 1, 2018 and to commence discussions about successor structure; Authorize county staff to offer technical assistance to assist the AAOA staff during the transition; Designate a Board member and alternate to work with Napa County Board representatives on a successor structure for providing these services; and Provide direction to the Board representative and staff

Attachments: [A - Letter from AAOA](#)
 [B - Letter from CDA](#)
 [Minute Order](#)

County Administrator Birgitta Corsello provided information on the decision by the Area Agency on Aging Serving Napa and Solano (AAOA) to not renew its contracts with the California Department of Aging (CDA) for state and federal funding and to cease to be the Area Agency on Aging for the Planning and Service Area for Napa and Solano Counties effective June 30, 2018.

Supervisor Spering provided information on recent activities to begin looking into the issues that the AAOA was experiencing. He suggested that two members of the Board be appointed to participate in the process moving forward.

Supervisor Hannigan commented on concerns received about the Meals on Wheels program. She recommended that Supervisor Spering be appointed as a Board representative and offered to be the second Board representative.

In response to a question from Chair Vasquez, Ms. Corsello provided information on past issues to return funding that had been co-mingled by an agency. She then noted that it was not yet clear how much funding was affected or how things would play out as more audits were conducted.

Auditor-Controller Simona Padilla-Scholtens advised that the State would be conducting a limited audit on the programs that the state funded and noted that the last audit completed was almost two years old. She advised that it was unclear as to whether there would be records to conduct an audit in order to reconstruct what had happened. She advised that the extent and scope of the County's involvement in auditing would depend on what was found.

In response to a question from Supervisor Spering, Ms. Padilla-Scholtens noted that the offer of assistance from the Auditor-Controller would be given to the AAOA in a meeting later in the day.

Ms. Corsello advised that the County was passing several hundred thousand dollars of MHSA funds to the AAOA and that she was hopeful that the County would be allowed to look at what had been done with these funds.

Supervisor Brown commented on the AAOA's decision and offered to serve as a Board representative.

In response to a question from Chair Vasquez, Ms. Corsello noted that it was the AAOA's responsibility to take care of their building and administrative expenses.

Supervisor Brown commented on a donation of the building from Napa County and the need to find a way to untangle everything.

Ms. Padilla-Scholtens advised that the AAOA was a non-profit and separate legal entity from Napa and Solano Counties.

Chair Vasquez noted that it would be the County's responsibility to pick up the pieces and make sure there were no break in services.

Chair Vasquez invited members of the public to address the Board on matters not listed on the agenda but within the subject matter jurisdiction of the Board. The following comments were received:

A) Father Robert Fuentes, Executive Director of Faith in Action, commented on a contract the agency had with the AAOA for senior services, past and current concerns working with the AAOA and concerns on gaps in services moving forward.

Director of Health and Social Services Gerald Huber and Deputy Director of Health and Social Services - Behavioral Health Sandra Sinz provided information on the Prevention and Early Access for Seniors (PEAS) contract with the AAOA noting that staff was already looking at administration of the program with Faith in Action.

Mr. Huber commented on the need to maintain continuity of services and advised that Faith In Action was the most readily available to assist with this.

In response to a question from Chair Vasquez, Mr. Huber noted that staff was working on continuity of care for the coming months.

Ms. Sinz noted that the contract with Faith in Action would need to go through the formal contracting process.

Supervisor Hannigan recommended that Supervisor Spering and Supervisor Brown be the Board representatives on this matter.

On motion of Supervisor Hannigan, seconded by Supervisor Thomson, the Board authorized county staff to formally engage Napa County and the California Department of Aging (CDA) to ensure continuation of senior programs funded by the State for July 1, 2018 and to commence discussions about successor structure; Authorized county staff to offer technical assistance to assist the Area Agency on Aging Serving Napa and Solano (AAOA) staff during the transition; and Designated Supervisor Spering and Supervisor Brown to work with Napa County Board representatives on a successor structure for providing these services. So ordered by 5-0 vote.

BOARD MEMBER COMMENTS AND REPORTS ON MEETINGS

Chair Vasquez invited members of the Board to make comments or reports on meetings. The following comments were received:

A. Supervisor Hannigan requested that this meeting of the Solano County Board of Supervisors be adjourned in memory of Lyrio Tiburcio Pendergast, an active member of the Vallejo community.

Chair Vasquez announced that the Board would be adjourning to Closed Session with no report out.

ADJOURN:

This meeting of the Solano County Board of Supervisors adjourned at 11:44 A.M. in memory of Lyrio Tiburcio Pendergast. Next meeting of the Solano County Board of Supervisors will be May 8, 2018 at 8:30 A.M., Board Chambers, 675 Texas Street, Fairfield, California.

JOHN M. VASQUEZ, Chair
Solano County Board of Supervisors

BIRGITTA E. CORSELLO, Clerk
Solano County Board of Supervisors

By _____
Jeanette Neiger, Chief Deputy Clerk



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #:	4	Status:	Consent Calendar
Type:	Report	Department:	County Administrator
File #:	18-374	Contact:	Matthew A. Davis, 784-6111
Agenda date:	06/05/2018	Final Action:	

Title: Approve the submittal of two entry applications for the Solano County Department of Health and Social Services, Older and Disabled Services (ODAS), for the successful development and implementation of the Transformation of Content Management Program (TACOMA), a fully automated, paperless electronic document and work processing management system for In Home Support Services (IHSS) case records and First 5 Solano, in partnership with Solano County Health and Social Services for the development and implementation of the Nonprofit Capacity Assessment, a diagnostic tool for effectively directing capacity-building resources to strengthen the nonprofit community for the California State Association of Counties 2018 Challenge Awards program

Governing body: Board of Supervisors

District: All

Attachments: A - TACOMA Project Executive Summary, B - Nonprofit Capacity Assessment Executive Summary, C - Tacoma Project Entry Form, D - Nonprofit Capacity Assessment Entry Form, E - Support Letter

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

It is recommended that the Board of Supervisors approve the County's submittal of two entries for the California State Association of Counties (CSAC) 2018 Challenge Awards program with the following applications:

- (1) The Solano County Departments of Health and Social Services, Older and Disabled Adult Services (ODAS): *The TACOMA project work processing management system to streamline In Home Support Services (IHSS) case work (AND)*
- (2) First 5 Solano, in partnership with the Solano County Department of Health and Social Services: *The Nonprofit Capacity Assessment diagnostic tool for directing capacity-building resources to strengthen the nonprofit community in Solano County*

SUMMARY:

The CSAC Challenge Awards were established to recognize the innovative and creative spirit of California county government and its ability to find new and effective ways of providing programs and services to their citizens. Attached are the applications being recommended for submittal, including:

The TACOMA project work processing management system is a cooperative effort between the Department of Health and Social Services and the Department of Information Technology to develop and implement an electronic IHSS case management system that eliminates redundancies, increases access to critical IHSS case management records and improves the end-user experience for both IHSS clients and County staff - including the Public Authority, Mental Health Clinicians and Public Health Nurses - by streamlining the access to and the storage of critical documents.

The Nonprofit Capacity Assessment is a cooperative effort between First 5 Solano and the Department of Health and Social Services to develop and implement a nonprofit diagnostic capacity assessment for the purpose of informing local capacity building efforts; and, effectively directing capacity-building resources to strengthen the nonprofit community in Solano County.

FINANCIAL IMPACT:

There is a \$75 application fee per entry, for a total of \$150 for two applications. The County Administrator's Office FY2017/18 Adopted Budget will absorb this cost.

DISCUSSION:

The CSAC Challenge Awards program recognizes the innovative and creative spirit of California county governments as they find innovative, effective and cost-saving ways to provide programs and services to their citizens. Many Solano County programs have earned recognition through this program over the years, including Child Welfare Services' Money Matters program that provided foster youth financial literacy; First 5 Solano's use of Results Fairs to communicate the success of its grantees; Baby First Solano's public-private partnership approach to improving prenatal care in high-risk population; General Services' efforts to turn surplus computers into classroom resources; and Health and Social Services, Older and Disabled Adult Services, Mini-Medical School: Aging with Vitality, designed to help seniors incorporate healthy lifestyles to maximize vitality and independence as they age.

County governments are only allowed to submit entries for projects or programs that have been in existence for at least one year and that have not previously won a Challenge Award. Entries are judged on the statement of the problem and solution, cost-effectiveness, long-term impact on the community, innovation, resourcefulness, vision, uniqueness and risk taking, replicability of the program, and conformance to the CSAC application process.

To enter the Challenge Awards competition, each program must obtain a letter of endorsement from the Board of Supervisors. One letter of endorsement may be submitted for all entries.

The entries are divided into four categories based on population. Solano County will be competing only with counties with populations between 200,001 and 750,000. All Challenge Award entries will be considered for special awards at the judges' discretion. These awards will not be subject to the population criteria and will be in competition with all participating counties.

ALTERNATIVES:

The Board could decide that the applications and letter should not be approved. This would not allow the applications to be submitted on behalf of the aforementioned programs.

OTHER AGENCY INVOLVEMENT:

All departments were informed of the award and encouraged to apply. The Solano County departments of

Health and Social Services, Information Technology, First 5 Solano and the County Administrator's Office prepared and submitted these applications for the 2018 CSAC Challenge Awards program.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

OVERVIEW: The Solano County Department of Health and Social Services, in partnership with Information Technology, created a paperless work processing electronic management system for the County IHSS program.

CHALLENGE: The Solano County Department of Health & Social Services, In-Home Supportive Services (IHSS) has traditionally retained records using paper case files, a system of content management that has not changed in decades. The system was redundant, time consuming, labor intensive and exceedingly inefficient. With an increasing emphasis on mobile clients, employees and workspaces, the ability to access files electronically had become a necessity rather than a convenience. The existing system of data management and storage had become increasingly bogged down with redundancies and duplication of efforts, resulting in lost productivity, a massive requirement for physical storage space, inefficient communication between clients and staff, and superfluous costs associated with human resources, paper, copier maintenance and ink cartridges. The challenge to create a repository of permanent, electronic storage of all IHSS case records became the new goal, and the prospect of using technology appeared to be the innovative solution.

INNOVATIVE SOLUTION: To address this challenge, Solano County IHSS partnered with the Solano County Department of Information Technology (DoIT) to work with a vendor to develop work processes designed to eliminate redundancies and increase efficiencies in the migration from a paper based to electronic based system. The solution included implementing the Transformation of Content Management Program (or TACOMA) electronic file maintenance software (Documentum; more specifically, the Application Xtender) throughout the County IHSS platforms. The TACOMA solution stores and indexes all files by case number and document type for easy access and retrieval. Files are also managed and maintained per County and State mandated retention policies.

ORIGINALITY: There are other counties using electronic document storage software, however, Solano County IHSS is the only known county to date to have end-to-end paperless work processes.

COST EFFECTIVENESS: The implementation of the transformation of content management system has resulted in an immediate cost savings for the County as well as projected long-term cost savings. Over the next four years – at full-implementation status – the program is anticipated to save the equivalent of 3.4 full-time employees (FTEs) worth of worktime, or 5,610 hours annually. For context, a single FTE is equivalent to 1,650 hours of worktime.

RESULTS: The implementation of the Transformation of Management Project (TACOMA) has resulted in an improved process and experience for everyone involved, including County staff who create and perform IHSS intakes, assessments and reassessments and their IHSS clients.

CSAC 2018 Challenge Award Entry – Solano County – the Transformation of Content Management (TACOMA)

County employees: The use of technology, including wireless hardware and tablet devices, has achieved an automated, paperless process for IHSS case records. By implementing a driver form, all other forms with redundant information are auto-filled. Once the forms have been electronically processed, they are automatically directed to the document management system for permanent case storage. The TACOMA electronic system also allows County workers to autofill referrals to the Public Authority, Mental Health Clinicians, Fraud Referrals, and Public Health Nurses. System-generated referrals are automatically sent to the inbox of the intended recipient.

Along with electronic forms, the Department of Health and Social Services, IHSS created a multi-page Case Narrative form, using the Quality Assurance (QA) Case Narrative Guide, consisting of check boxes and drop-down menus, all which require minimal typing to retrieve. Once the form is completed, the social worker can hit a "submit" button, allowing the system to email the worker a concise one-page document. This information is entered into the State's Case Management Information Payroll System (CMIPSII), allowing the social worker to complete an assessment without any guess work regarding what should be included. The Case Narrative can be used year after year, making updates on a necessary basis. This form ensures uniformity of the case narrative for ease of reviewing by supervisors and QA staff.

IHSS clients: When conducting a home visit, the social worker and the IHSS client can now focus on having a conversation, rather than filling out more than 100 forms and 2,000 individual information fields, which is now completed using an electronic auto-fill feature. The IHSS client also has increased access to their case information, which has also been significantly improved through the client interface portal, allowing them to review and sign electronic documents in real-time, streamlining the benefits process while improving social worker / client relations.

In summary, implementation of the TACOMA project has facilitated efficient communication among collaborating staff, streamlined workflow for all classifications, progressively reduce paper storage needs, and simplified access, search and organization of supplementary case documentation; all with the goal of reducing time while improving the user experience (both social workers and IHSS clients), resulting in cost savings through better use of technology.

PROJECT CONTACT PERSON: Joyce Goodwin, Older and Disabled Adults (ODAS) Administrator, 275 Beck Avenue, Fairfield, California, 94533. (707) 784-8203 and JGoodwin@SolanoCounty.com.

OPTIONAL VIDEO SUBMISSION: The Department of Health and Social Services, ODAS is planning to submit a short video to CSAC in support of the TACOMA Project award application packet.

OVERVIEW: The First 5 Solano Children and Families Commission, in partnership with Solano County Health and Social Services (collectively, Solano County), developed and implemented a nonprofit diagnostic capacity assessment for the purpose of informing local capacity building efforts; and, effectively directing capacity-building resources to strengthen the nonprofit community.

CHALLENGE: Both First 5 Solano and H&SS rely heavily on nonprofit partners to provide critical services in the community. Solano has very few nonprofits in comparison to neighboring counties (Solano has 37.3 nonprofits per 10,000 residents, with the closest neighbor Napa at 61.1 nonprofits per 10,000 residents). Additionally, Solano’s nonprofit partners are largely under-resourced (Solano receives \$3 per person in foundation giving, with our closest neighbor Napa, at \$22 per person). With limited resources, nonprofits have little time to plan and reflect, with the majority of time being spent in “reaction mode.” Several local nonprofits have failed in recent years. Since Solano has so few nonprofits, each agency closure has a significant community impact which can be felt long after the agency has shut its doors.

INNOVATIVE SOLUTION: Solano County hired a social sector evaluation and capacity building consultant, Learning for Action, to conduct an assessment of the capacity of Solano nonprofit partners; and to provide a tailored analysis and recommendations for future action. An in-depth diagnostic tool was developed and nonprofit respondents were advised that the data collected would be used to inform a set of actionable recommendations to direct limited resources to appropriate nonprofit capacity building support. Of the 103 human services nonprofits identified to receive the survey, 54 responded for a 52% response rate. The majority of the respondents were the Executive Director/Chief Executive Officer (CEO) of the organization.

ORIGINALITY: Limited nonprofit capacity is not a new issue. That said, nonprofit capacity is oftentimes defined in different ways, as there are multiple aspects of a nonprofits capacity, such as visioning and impact, resource generation, board governance, strategic relationships, etc. In a community that has very few nonprofits and few resources that are non-governmental, targeting supports to appropriate

needs can be a challenge. While several national nonprofit assessments have been conducted, there is little in the way of a local targeted assessment that informs policy makers of the best approach that effectively serves the most nonprofits.

COST EFFECTIVENESS: The cost of developing the tool, implementing the assessment, analyzing the results, and providing recommendations was \$50,000, inclusive of all costs. The expense was shared across departments and gave significant insights into the capacity needs of Solano’s nonprofits. Other counties could utilize this tool to gauge where their nonprofit base needs the most support.

RESULTS: The results of the assessment revealed that Solano nonprofits need support in multiple areas, the most foundational of which is vision and impact. As the remaining domains of nonprofit capacity rely heavily upon a strong vision and impact foundation, attempting to strengthen other areas, such as resource generation (identified by nonprofits as their biggest need) without a strong organizational strategy would be a less effective use of resources. Solano County is planning for a cohort-based learning lab to address this need and strengthen the long-term viability of essential nonprofit partners. A copy of the results from the assessment have been published in a report made available for the public entitled “Solano County Nonprofit Capacity Diagnostic Findings.” Recommendations were developed for areas that match Solano nonprofit’s identified needs, have high leverage to influence other areas of organizational need, and are well-suited for change via capacity-building interventions, including capacity building efforts in these areas:

- Vision and Impact Model – Clarity on Organizational Strategy
- Evaluation and Learning – Developing Evaluation Frameworks and Cultivating Reflective Practices
- Board Governance and Leadership – Strengthening Boards and Developing New Board Members

PROJECT CONTACT PERSON: Michele Harris, Executive Director of First 5 Solano Children and Families Commission, 601 Texas Street, Suite 210, Fairfield, CA 94533, (707) 784-1340 and mdharris@solanocounty.com

ENTRY FORM

You may type this information on a separate sheet and submit as Page I of your entry:

ISSUE AREA CATEGORY:

- ☐ Administration of Justice & Public Safety
☐ Agriculture, Environment & Natural Resources
☒ Government Finance, Administration & Technology
☐ Health & Human Services
☐ Housing, Land Use & Infrastructure

POPULATION CATEGORY:

- ☐ Rural County
☒ Suburban County
☐ Urban County



CALIFORNIA
Counties

Solano County

County Name

Joyce Goodwin, Administrator

Contact Name and Title

275 Beck Ave. MS 5-110

Mailing Address

Fairfield CA 94533

City

State

Zip

(707) 784-8203

Phone

Ext.

JGoodwin@SolanoCounty.com

Email

TITLE OF THIS ENTRY

(to be used on award - seven words maximum)

The TACOMA Project

REMEMBER TO INCLUDE THE FOLLOWING FOR EACH ENTRY:

- Completed entry form; remember to check the appropriate issue area and population categories.
- 2-Page executive summary.
- Copy of endorsement letter authorizing entry. One letter may be used for multiple entries, but please include a copy for each entry.
- Enclose payment of \$75.00 for each entry. One check may be used for multiple entries.

CHECKS SHOULD BE MADE

PAYABLE TO:

CSAC Challenge Awards

MAIL OR DELIVER ALL OF THE ABOVE TO:

CSAC Challenge Awards
1100 K Street, Suite 101,
Sacramento, CA 95814



2017 CSAC CHALLENGE & MERIT AWARD RECIPIENTS

CHALLENGE AWARDS

Administration of Justice

Rural: Humboldt County - Re-Programming Corrections
Suburban: Yolo County - Yolo County Construction Program
Urban: Santa Clara County - Advancing Innovative Pretrial Justice Reform for All

Agriculture, Environment & Natural Resources

Rural: Humboldt County - Medical Cannabis Trace and Trace Pilot Project
Suburban: Monterey County - Farmworker Advisory Committee
Urban: Los Angeles County - The Growing Experience Environmental Resource Center

Government Finance, Administration & Technology

Rural: Humboldt County - Budget Road Show
Suburban: Tulare County - Project Foxtrot Fire APP
Urban: Los Angeles County - DCFC Student Info Tracking System

Health & Human Services

Rural: Sutter/Yuba Counties - Embedding Behavioral Health Crisis Staff in ERs
Suburban: Marin County - Rx Safe Marin: Prescription Drug Misuse/Abuse Initiative
Urban: San Bernardino County - Housing Support Program Collaborative
Ventura County - Health Insurance Eligibility APP

Housing, Land Use & Infrastructure

Rural: Nevada County - Over-the-Counter Plan Review Program
Suburban: Sonoma County - Creating More Housing with 100% Rental Density Bonus
Urban: Los Angeles County - Spanish Planning Program

MERIT AWARDS

Administration of Justice

Rural: None Given
Suburban: Imperial County - Imperial County Adult Re-Entry Summit
Napa County - Dosage Probation
Shasta County - SB 1143 Early Implementation Best Practice Solutions
Urban: Riverside County - Intensive Re-Integration Services (IRIS) Unit
Santa Clara County - Santa Clara Probation - Family of Friends

Agriculture, Environment & Natural Resources

Rural: Mariposa County - Mariposa Clean Sweep
Mono County - Thermal Biomass Boiler Project
Suburban: Kern County - Electronic-Based Permit System for Energy Permits
Marin County - Parks Prescriptions Partnership Improves Community Health Outdoors
Urban: Alameda County - Train Next Generation of Climate Protection Leaders
San Diego County - CIVICS Program

Government Finance, Administration & Technology

Rural: Humboldt County - All Hands Training Day
Humboldt County - Tsunami Zone APP
Mendocino County - Comprehensive New Employee Orientation
Suburban: Sonoma County - Marriage License Signature Project
Urban: Alameda County - Automated Employee Onboarding System
Contra Costa County - Rain Map APP
Los Angeles County - Library Offers Life Skills Training for Teens
Riverside County - Riverside County Transformation
Riverside County - Unity Medical, Health & Traditional Emergency Management
San Bernardino County - Virtual Receptionist

Health & Human Services

Rural: Humboldt County - Child Support Collections for Multiple Small Counties
Nevada County - Nevada County CalWORKS Connection Program
Nevada County - What's Up? Wellness Checkups in Nevada County
Suburban: Napa County - Homeless and Housing System Change in Napa
Urban: Alameda County - One Touch: Customer Centric Distributed Work Model
Contra Costa County - Inter-County Business Intelligence Partnership
Contra Costa County - Parent Partner Program of Contra Costa County
San Bernardino County - Mutual Aid for a Public Health Emergency
San Mateo County - Ending Homelessness in San Mateo County
Ventura County - Safe Alprazolam Prescribing and Benzodiazepine Monitoring Program

Housing, Land Use & Infrastructure

Rural: None Given
Suburban: None Given
Urban: Los Angeles County - Buyers Beware: Property Buying Education Program

ENTRY FORM

You may type this information on a separate sheet and submit as Page I of your entry:

ISSUE AREA CATEGORY:

- ☐ Administration of Justice & Public Safety
☐ Agriculture, Environment & Natural Resources
☐ Government Finance, Administration & Technology
☒ Health & Human Services
☐ Housing, Land Use & Infrastructure

POPULATION CATEGORY:

- ☐ Rural County
☐ Suburban County
☐ Urban County



CALIFORNIA
Counties

Solano County
County Name

Michele Harnis, Executive Director
Contact Name and Title

601 Texas St., Ste. 210
Mailing Address

Fairfield CA 94533
City State Zip

(707) 784-1340
Phone Ext.

MDHarnis@SolanoCounty.com
Email

TITLE OF THIS ENTRY

(to be used on award – seven words maximum)

Nonprofit Capacity Assessment

REMEMBER TO INCLUDE THE FOLLOWING FOR EACH ENTRY:

- Completed entry form; remember to check the appropriate issue area and population categories.
- 2-Page executive summary.
- Copy of endorsement letter authorizing entry. One letter may be used for multiple entries, but please include a copy for each entry.
- Enclose payment of \$75.00 for each entry. One check may be used for multiple entries.

CHECKS SHOULD BE MADE

PAYABLE TO:

CSAC Challenge Awards

MAIL OR DELIVER ALL OF THE ABOVE TO:

CSAC Challenge Awards
1100 K Street, Suite 101,
Sacramento, CA 95814



2017 CSAC CHALLENGE & MERIT AWARD RECIPIENTS

CHALLENGE AWARDS

Administration of Justice

Rural: Humboldt County – Re-Programming Corrections
Suburban: Yolo County – Yolo County Construction Program
Urban: Santa Clara County – Advancing Innovative Pretrial Justice Reform for All

Agriculture, Environment & Natural Resources

Rural: Humboldt County – Medical Cannabis Trace and Trace Pilot Project
Suburban: Monterey County – Farmworker Advisory Committee
Urban: Los Angeles County – The Growing Experience Environmental Resource Center

Government Finance, Administration & Technology

Rural: Humboldt County – Budget Road Show
Suburban: Tulare County – Project Foxtrot Fire APP
Urban: Los Angeles County – DCFC Student Info Tracking System

Health & Human Services

Rural: Sutter/Yuba Counties – Embedding Behavioral Health Crisis Staff in ERs
Suburban: Marin County – Rx Safe Marin: Prescription Drug Misuse/Abuse Initiative
Urban: San Bernardino County – Housing Support Program Collaborative
Ventura County – Health Insurance Eligibility APP

Housing, Land Use & Infrastructure

Rural: Nevada County – Over-the-Counter Plan Review Program
Suburban: Sonoma County – Creating More Housing with 100% Rental Density Bonus
Urban: Los Angeles County – Spanish Planning Program

MERIT AWARDS

Administration of Justice

Rural: None Given
Suburban: Imperial County – Imperial County Adult Re-Entry Summit
Napa County – Dosage Probation
Shasta County – SB 1143 Early Implementation Best Practice Solutions
Urban: Riverside County – Intensive Re-Integration Services (IRIS) Unit
Santa Clara County – Santa Clara Probation – Family of Friends

Agriculture, Environment & Natural Resources

Rural: Mariposa County – Mariposa Clean Sweep
Mono County – Thermal Biomass Boiler Project
Suburban: Kern County – Electronic-Based Permit System for Energy Permits
Marin County – Parks Prescriptions Partnership Improves Community Health Outdoors
Urban: Alameda County – Train Next Generation of Climate Protection Leaders
San Diego County – CIVICS Program

Government Finance, Administration & Technology

Rural: Humboldt County – All Hands Training Day
Humboldt County – Tsunami Zone APP
Mendocino County – Comprehensive New Employee Orientation
Suburban: Sonoma County – Marriage License Signature Project
Urban: Alameda County – Automated Employee Onboarding System
Contra Costa County – Rain Map APP
Los Angeles County – Library Offers Life Skills Training for Teens
Riverside County – Riverside County Transformation
Riverside County – Unity: Medical, Health & Traditional Emergency Management
San Bernardino County – Virtual Receptionist

Health & Human Services

Rural: Humboldt County – Child Support Collections for Multiple Small Counties
Nevada County – Nevada County CalWORKS Connection Program
Nevada County – What's Up? Wellness Checkups in Nevada County
Suburban: Napa County – Homeless and Housing System Change in Napa
Urban: Alameda County – One Touch: Customer Centric Distributed Work Model
Contra Costa County – Inter-County Business Intelligence Partnership
Contra Costa County – Parent Partner Program of Contra Costa County
San Bernardino County – Mutual Aid for a Public Health Emergency
San Mateo County – Ending Homelessness in San Mateo County
Ventura County – Safe Alprazolam Prescribing and Benzodiazepine Monitoring Program

Housing, Land Use & Infrastructure

Rural: None Given
Suburban: None Given
Urban: Los Angeles County – Buyers Beware: Property Buying Education Program

ERIN HANNIGAN

District 1, Vice-Chair, (707) 553-5363

MONICA BROWN

District 2, (707) 784-3031

JAMES P. SPERING

District 3, (707) 784-6136

JOHN M. VASQUEZ

District 4, Chair, (707) 784-6129

SKIP THOMSON

District 5, (707) 784-6030

BOARD OF SUPERVISORS

SOLANO COUNTY

BIRGITTA E. CORSELLOCounty Administrator
(707) 784-6100

675 Texas Street, Suite 6500

Fairfield, CA 94533-6342

Fax (707) 784-6665

www.solanocounty.com

June 5, 2018

Mr. David Liebler

CSAC Deputy Director of Public Affairs & Member Services

California State Association of Counties

1100 K Street, Suite 101

Sacramento, CA 96814

RE: 2018 CSAC Challenge Awards - Government Finance, Administration and Technology, Suburban County, Solano Older and Disabled Adult Services, the TACOMA Project and Health & Human Services, Suburban County, First 5 Solano, the Nonprofit Capacity Assessment

Dear Mr. Liebler:

Solano County is pleased to compete in the California State Association of Counties 2018 Challenge Award program in the Government Finance, Administration and Technology and Health & Human Services issue areas, Suburban County population category. The Board of Supervisors hereby submits the attached official entry forms and Executive Summaries for consideration by the Challenge Award judging panel. The entries are entitled:

- The TACOMA Project, a fully automated, paperless electronic document and work processing management system for In Home Support Services (IHSS) case records
- The Nonprofit Capacity Assessment, a diagnostic tool for directing capacity-building resources to strengthen the nonprofit community in Solano County

The Board of Supervisors approved the submittal of these entries on June 5, 2018. The County agrees to the program requirements and responsibilities as set forth by CSAC for entering the awards program and has enclosed an entry fee check for \$150.

Sincerely,

John M. Vasquez, Chair

Solano County Board of Supervisors

cc: Birgitta E. Corsello, County Administrator
 Jerry Huber, Director, Health and Social Services
 Tonya Nowakowski, Assistant Director of Health and Social Services
 Bela Matyas, Deputy Director, Health and Social Services, Public Health
 Joyce Goodwin, Older and Disabled Adult Services Administrator
 Michele Harris, Executive Director, First 5 Solano



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #:	5	Status:	Consent Calendar
Type:	Contract	Department:	Human Resources
File #:	18-383	Contact:	Marc Fox, 784-2552
Agenda date:	06/05/2018	Final Action:	
Title:	Approve contract amendment number 1 with Athens Administrators, Inc. for \$881,516, for a total contract amount of \$2,110,891 for third-party administration of workers' compensation claims services through June 30, 2020; and Authorize the County Administrator to execute the amendment		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - Amendment, B - Link to Original Contract		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

The Director of Human Resources recommends approval of contract amendment number 1 with Athens Administrators, Inc. for \$881,516, for a total contract amount of \$2,110,891 for third-party administration of workers' compensation claims services through June 30, 2020; and Authorize the County Administrator to execute the amendment.

SUMMARY:

On March 24, 2015, the Board approved the contract with Athens Administrators, Inc. to provide third party claims services for workers' compensation for the period July 1, 2015 through June 30, 2018, with an option to extend the contract for two additional one-year terms, through June 30, 2020. This contract amendment allows for the services to continue uninterrupted.

FINANCIAL IMPACT:

The proposed amendment includes fees totaling \$434,318 (July 1, 2018 to June 30, 2019) and \$447,198 (July 1, 2019 to June 30, 2020). These costs will be included in the Department of Human Resources' annual budgets. Workers' compensation costs are recovered through charges back to the departments, including the allocated loss adjustment expenses (ALAE) that are charged through the claim.

DISCUSSION:

Solano County is permissibly Self-Insured for workers' compensation insurance. Third-party administrators are companies that Self-Insured employers contract with to administer the claims administration process. The process of properly and effectively administering claims is very complex as there are numerous mandated

deadlines in which actions must be taken, the process of claims reserves is governed by a wide body of law and court cases, and effectively providing benefits and facilitating the injured worker to return to work has a direct effect on managing costs associated with a county's workers' compensation program. Regulations regarding Self-Insurance Plans are contained in Title 8, California Code of Regulations, Chapter 8, Subchapter 2. Administration of Self-Insurance Plans (sections 15200 -15481).

In October 2014, the County solicited proposals for third-party claims administration services of its self-insured workers' compensation program and received nine proposals. An evaluation committee reviewed the proposals received from nine independent workers' compensation third-party vendors. The evaluation committee included representatives from Risk Management, Sheriff's Office, Probation, and Health and Social Services. Athens Administrators received the highest evaluation score from the evaluation committee and was recommended to perform the third-party administration services for the County for three fiscal years beginning July 1, 2015 and the Board of Supervisors approved this contract on March 24, 2015. This contract amendment provides for the continued administration of services and compliance to Title 8 regulations.

Highlights of the third-party administrative services include:

- Full-service administration of all open workers' compensation claims files, utilizing an automated risk information management system (SIMS) with full access made available to Risk Management. Data remains the property of the County.
- Standard utilization review, case management and physician review services to be provided by Athens Administrators with direct and timely communication and coordination between adjusters and the nurse case manager. This arrangement is designed to encourage and promote program management and cost efficiencies.
- An option to use a Managed Provider Network should the County choose to utilize this service in the future to further manage the medical delivery to employees and costs of claims.
- Telephonic nurse triage services for injured employees, provided at a reduced cost to the County.

Amendments to the contract include:

- Performance guarantee that examiners must achieve an indemnity closure rate of 102% or more per fiscal year. If not achieved, fees paid to Athens are reduced by \$5,000 per year.
- Reducing on-site claims review to three times per year. This allows the examiners more time to work claims instead of preparing for reviews.
- Clean up language on the ALAE to reflect actual pricing of services.
- 180-day termination clause.

ALTERNATIVES:

The Board of Supervisors may choose not to execute this contract amendment and direct staff to issue an RFP. However, this is not recommended as the County must have a third-party claims administrator to process workers' compensations claims.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed the contract amendment as to form.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

**FIRST AMENDMENT TO STANDARD CONTRACT
BETWEEN COUNTY OF SOLANO and ATHENS ADMINISTRATORS, INC**

This First Amendment ("First Amendment") is entered into as of the 1 day of July, 2018, between the COUNTY OF SOLANO, a political subdivision of the State of California ("County") and Athens Administrators, Inc., ("Contractor").

1. Recitals

A. The parties entered into a contract dated July 1, 2015 (the "Contract"), in which Contractor agreed to provide third party workers' compensation claims administration.

B. The County now needs to extend the term of the contract.

C. This First Amendment represents an increase of \$881,516.00 and a two-year extension of the Contract.

D. The parties agree to amend the Contract as set forth below.

2. Agreement.

A. Term of Contract.

Section 2 is deleted in its entirety and replaced with:

The Term of this Contract is:
July 1, 2015 to June 30, 2020

B. Amount of Contract

Section 3 is deleted in its entirety and replaced with:

The maximum amount of this Contract is:
\$2,110,891

C. Scope of Work

Section B, 1. Additional Services of Exhibit A is deleted in its entirety to read:
CONTRACTOR's Claims Examiners and/or Claims Managers will meet with the COUNTY three times per year to review COUNTY selected claims files.

D. Budget.

Exhibit B is deleted in its entirety and replaced with the attached Budget incorporated into this First Amendment as Exhibit B-1.

E. General Terms

Section 4 A., Termination is deleted in its entirety to read:
This Contract may be terminated by the County or Contractor, at any time, with or without cause upon 180 days written notice from one to the other.

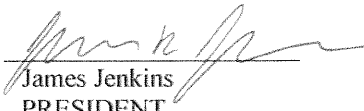
3. Effectiveness of Contract.

Except as set forth in this First Amendment, all other terms and conditions specified in the Contract remain in full force and effect.

COUNTY OF SOLANO, a Political
Subdivision of the State of California

ATHENS ADMINISTRATORS, INC

By _____
Birgitta E. Corsello
County Administrator

By 
James Jenkins
PRESIDENT

APPROVED AS TO FORM

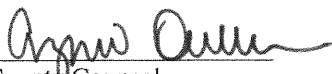
By 
County Counsel

EXHIBIT B-1
BUDGET DETAIL AND PAYMENT PROVISIONS

1. METHOD OF PAYMENT

CONTRACTOR shall prepare and present to COUNTY detailed monthly invoices for its services under this contract. Upon submission of an invoice by CONTRACTOR, and upon approval of COUNTY's representative, COUNTY shall pay CONTRACTOR monthly in arrears for fees and expenses incurred the prior month up to the maximum amount provided for in Section 3 of the Standard Contract. The invoices shall describe the nature of the services provided and the expenses incurred, the applicable dates, an itemization of all charges and, to the extent possible, the person or persons performing the services on behalf of CONTRACTOR. Upon request, CONTRACTOR will endeavor to supply additional details as COUNTY may reasonably request. CONTRACTOR's billings shall be due and payable by COUNTY thirty (30) days after receipt.

2. CALCULATION OF FEES

- A. The total cost of the Third-Party Claim Administrator Services fees for the period July 1, 2015 to June 30, 2018 will be Two Million, One Hundred Ten Thousand, Eight Hundred and Ninety One Dollars (\$2,110,891.00). This total cost includes the \$5,000.00 Annual Administration Fee and will be paid as follows:

July 1, 2015 to June 30, 2016: \$397,887.00 invoiced by the CONTRACTOR in 12 monthly statements, and payable by the COUNTY in 12 monthly payments

July 1, 2016 to June 30, 2017: \$409,674.00 invoiced by the CONTRACTOR in 12 monthly statements, and payable by the COUNTY in 12 monthly payments

July 1, 2017 to June 30, 2018: \$421,814.00 invoiced by the CONTRACTOR in 12 monthly statements, and payable by the COUNTY in 12 monthly payments.

July 1, 2018 to June 30, 2019: \$434,318.00 invoiced by the CONTRACTOR in 12 monthly statements, and payable by the COUNTY in 12 monthly payments.

July 1, 2019 to June 30, 2020: \$447,198.00 invoiced by the CONTRACTOR in 12 monthly statements, and payable by the COUNTY in 12 monthly payments.

These fees include all professional services related to, incidental of, or necessary to management of all workers' compensation claims, including adjusting, in-house investigations, claims management services, computer input of all open claims, monthly computer loss information and quarterly and annual reports, trust account (excluding checks and bank charges), reduction of all medical/service bills to State Official Fee Schedule, and attendance to all COUNTY required or requested meetings.

- B. Allocated Loss Adjustment Expenses (ALAE) are expenses directly attributable to specific claims. ALAE includes payments for legal fees, adjusting fees, court

fees, investigation, record copying, medical costs containment expenses, and services required by law or state regulation.

With regards to ALAE, the CONTRACTOR will make the following services available to the COUNTY, but COUNTY is not required to utilize CONTRACTOR's services listed below and COUNTY may utilize an independent vendor or contractor for such services. If, at any time, the COUNTY elects to unbundle the Medical Bill Review and Utilization Review provided by the CONTRACTOR in favor of an independent vendor or contractor, the flat annual fee will increase by 20% at the time of transition. However, in the event COUNTY utilizes CONTRACTOR's services below, CONTRACTOR offers such services at the following costs, which will be in addition to annual claims administration fee. Such services will be charged to the individual claim file where services are provided:

- 1) Section 111 Reporting of the Medicare, Medicaid, and SCHIP Extension Act of 2007 (MMSEA)
 - a) Set Up and Testing Fee – No additional charge while utilizing Gould & Lamb, Athens Administrators reporting partner.
 - b) Eligibility Query and Quarterly Reporting - No additional charge while utilizing Gould & Lamb, Athens Administrators reporting partner.
- 2) Managed Care Services
 - a) Medical Bill Review not to exceed \$7.50 per Bill
 - b) Hospital In and Out Patient Fee Schedule Reductions not to exceed \$650 per Bill
 - c) PPO Network & Specialty Bill Review Negotiations - 22.00% of Savings
 - d) Utilization Review, Case Management and Physician Review
 - i) Concurrent, Prospective and Retrospective review - \$115 Flat Fee
 - ii) UR Appeals: Peer to Peer - \$300 Per Hour
 - iii) Authorization Only - \$25 Flat Rate
 - e) Case Management
 - i) Telephonic Nurse Case Management - \$98 Per Hour
 - ii) Field Case Management - \$100 + Travel and Mileage
 - iii) Catastrophic Case Management - \$110 + Travel and Mileage
 - f) Peer Review
 - i) Physician Peer Review - \$260 Flat Fee
 - ii) Records Review - \$230 Per Hour
 - g) Other
 - i) Nurse Triage - \$100 Per Assignment
 - ii) Special Investigations – up to \$95 Per Hour
 - iii) Pharmacy Benefits Management - \$3.75 Per Prescription, \$1.00 Per Fill
 - iv) Pharmacy Drug Review - \$125 Per Hour
 - v) Central Index Bureau - \$15 Per
 - vi) Claim Reporting – Included
 - vii) Predictive Modeling – No Charge
 - viii) Subrogation Recover – 5% of Gross Recovery
 - ix) MPN Option 1: (Blue Cross) - \$4.00 Per Bill
 - x) MPN Option 2: (Medex) - \$60 Per Claim
- 3) Special Investigative Unit Services
 - a) Index/Research with Different Databases to Support Fraud Filing – \$15 Per
 - b) There is no charge for Review, Documentation, Preparation, and Filing of FD1-FD2 and submission of a complete Package and Consultation with

State or Federal Bureau and Prosecutors. If referral does not result in the filing of an FD1-FD2 and a case is not opened, there is no charge.

- c) Successful Acceptance by a State or Federal Bureau or Local Prosecutor to Pursue a Fraud Case once submitted – up to \$95 per hour.
- 4) Performance Guarantee
 - a) Examiners must achieve an indemnity closure rate of 102% (or more) per fiscal year. If not achieved, fees paid to Athens are reduced by \$5,000.00 per year.

Item # 5
File # 18-383

The following document can be accessed via the link in the list below, in addition to being on file with the Clerk of the Board.

[A - Athens Contract 2015](#)



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #:	6	Status:	Consent Calendar
Type:	Contract	Department:	Human Resources
File #:	18-384	Contact:	Marc Fox, 784-2552
Agenda date:	06/05/2018	Final Action:	
Title:	Approve contract amendment number 1 with Occu-Med, Ltd. for \$135,000, for a total contract amount of \$540,000 for occupational medicine and examination services through June 30, 2019; and Authorize the County Administrator to execute the amendment		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - Amendment, B - Link to Original Contract		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

The Director of Human Resources recommends that the Board of Supervisors approve contract amendment number 1 with Occu-Med, Ltd. for \$135,000, for a total contract amount of \$540,000 for occupational medicine and examination services through June 30, 2019; and Authorize the County Administrator to execute the amendment.

SUMMARY:

The County issued a Request for Proposals (RFP) in February 2015. Occu-Med, Ltd., was the sole respondent to the RFP. On June 23, 2015, the Director of Human Resources recommended that the Board of Supervisors approve a three-year contract with Occu-Med, Ltd. beginning July 1, 2015 through June 30, 2018, with an option for two additional one-year extensions. This contract amendment would extend Occu-Med, Ltd. Services through June 30, 2019 and allow services to continue uninterrupted.

FINANCIAL IMPACT:

The proposed amendment increases the total amount of the contract by an amount not to exceed \$135,000 for July 1, 2018 to June 30, 2019, and is included in the Department of Human Resources annual budget.

DISCUSSION:

Occu-Med, Ltd., has provided the occupational medicine and examination services for the County since July 2007 and was awarded a second three-year contract period beginning July 1, 2010. After two twelve-month contract extensions, the County issued an RFP in February 2015, with notices provided to 27 vendors. Just one vendor responded: Occu-Med, Ltd. After appropriate review of the proposal, it was determined that Occu-Med, Ltd., had met the requirements of the RFP and was a qualified vendor.

On June 23, 2015, Occu-Med, LTD was awarded the contract to continue to provide occupational medicine and examination services for the County.

Highlights of the proposed occupational medicine and examination services contract with Occu-Med, Ltd., include:

- Coordination and scheduling pre-employment physical examinations.
- Review of each physical examination result and providing the County with a recommendation report reflecting medically qualified, conditionally qualified or medically disqualified.
- Coordination and scheduling of fitness-for-duty evaluations as requested by the County.
- Job functional analyses and corresponding medical examination profile specifically designed for each new job classification requiring pre-employment physical examination.

By utilizing the services of Occu-Med Ltd., pre-employment physical examination requirements are comprehensive and specifically tailored to the physical demands of the job classification. This contract amendment allows Occu-Med, Ltd. to continue providing these services to the County when actual recruitments and selections occur. The medical legal review provided by the vendor helps to ensure the County is compliant with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and the State of California's Fair Employment and Housing Act (FEHA). Further, the summary reports to the County identifying specific medical restrictions or limitations provide applicants the opportunity to be considered for reasonable job accommodation as required by law.

The contract amendment includes the following:

- Term extended from July 1, 2018 through June 30, 2019
- Maximum amount of contract increased from \$405,000 to \$540,000
- Correct scope of work - "occupational medicine and examination services"

ALTERNATIVES:

The Board of Supervisors may choose not to execute this contract amendment and direct staff to issue an RFP. However, this is not recommended since the County is required to meet its legal obligation to ensure that an applicant is able to safely perform the essential job functions of a specific classification as provided by the ADAAA and FEHA.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed the contract amendment as to form.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

**FIRST AMENDMENT TO STANDARD CONTRACT
BETWEEN COUNTY OF SOLANO and OCCU-MED LTD**

This First Amendment ("First Amendment") is entered into as of the 1 day of July, 2018, between the COUNTY OF SOLANO, a political subdivision of the State of California ("County") and Occu-Med, LTD., ("Contractor").

1. Recitals

- A. The parties entered into a contract dated July 1, 2015 (the "Contract"), in which Contractor agreed to provide occupational medicine and examination services.
- B. The County now needs to extend the term of the contract.
- C. This First Amendment represents an increase of \$135,000.00 and a one-year extension of the Contract.
- D. The parties agree to amend the Contract as set forth below.

2. Agreement.

A. Term of Contract.

Section 2 is deleted in its entirety and replaced with:

The Term of this Contract is:
July 1, 2015 to June 30, 2019

B. Amount of Contract

Section 3 is deleted in its entirety and replaced with:

The maximum amount of this Contract is:
\$540,000 (or \$135,000 per fiscal year for each year of the contract)

C. Scope of Work

Section I. of Exhibit A of the contract is deleted and amended to read:

CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING DUTIES:
CONTRACTOR will provide occupational medicine and examination services, including but not limited to the following:

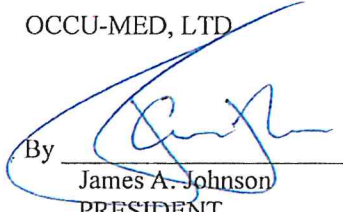
3. Effectiveness of Contract.

Except as set forth in this First Amendment, all other terms and conditions specified in the Contract remain in full force and effect.

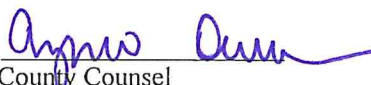
COUNTY OF SOLANO, a Political
Subdivision of the State of California

By _____
Birgitta E. Corsello
County Administrator

OCCU-MED, LTD

By  _____
James A. Johnson
PRESIDENT

APPROVED AS TO FORM

By  _____
County Counsel

Item # 6
File # 18-384

The following document can be accessed via the link in the list below, in addition to being on file with the Clerk of the Board.

[A - Original OccuMed Contract](#)



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #:	7	Status:	Consent Calendar
Type:	Resolution	Department:	Treasurer-Tax Collector-County Clerk
File #:	18-356	Contact:	Charles Lomeli, 784-3419
Agenda date:	06/05/2018	Final Action:	
Title:	Approve a resolution authorizing the transfer of up to 85% of FY2018/19 anticipated tax revenues from the Treasury Pool funds to local school districts, as mandated under Article XVI Section 6 of the California Constitution		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - Resolution, B - School Districts Resolutions		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

It is recommended that the Board of Supervisors approve a resolution authorizing a transfer of 85% of FY2018/19 anticipated tax revenues from the Treasury Pool funds to local school districts under Article XVI Section 6 of the California Constitution from July 1, 2018 to April 29, 2019.

SUMMARY:

Various State mandates require the County, using available fund balances, or the County Treasurer, using pooled funds, to provide temporary funding to the local school districts in order to cover any cash deficits they may experience in meeting their operational requirements. The applicability of each mandate is dependent upon the type of district to be covered, the portion of time to be covered, and the availability of funds not immediately needed to pay claims against the funds.

The attached resolution will enable the various local school districts to fulfill their educational mandates by providing them with a stable source of required operational cash from July 1, 2018 to the last Monday in April of 2019, while keeping the County in compliance with all applicable mandatory statutes. Transfers will be payable with interest at the rate the County applies to funds of the districts on deposit with the County.

Listed herein are the respective code sections and actions that must be taken by the County to provide operationally required cash flow to the districts as a result of State actions to defer revenues to the districts that are statutorily owed them by the State of California.

In accordance with Article XVI, Section 6 of the California Constitution, the County Treasurer will make mandatory advances of up to 85% of anticipated property tax revenues accruing to the respective districts during FY2018/19 as need. All advances will be repaid prior to April 29, 2019 as required by law. While the mandate allows for the advancement of 100% of all funds, County policy is to request that districts initially

request no more than 85% of anticipated property revenues as determined by the Auditor - Controller. If additional funding is required, a separate request will be brought forward at that time detailing the amount of additional funding required, all applicable mandates, the source of funding for the loan, and the source or sources of additional pledged revenue.

The district requests for Constitutional Advance funding are as follows:

Benicia USD	12,578,000
Fairfield Suisun USD	24,000,000
Travis USD	4,307,912
<u>Vallejo City USD</u>	<u>18,000,000</u>
Total	58,885,912

FINANCIAL IMPACT:

The Constitutional transfers of funds will be made using cash available in the Treasury Pool. The Treasurer has determined that the temporary transfers of funds will not adversely affect the County Treasury Pool. There is sufficient liquidity in the Treasury Pool to fund these advances. The advances will be repaid from the first available revenues accruing to the district.

ALTERNATIVES:

The Board of Supervisors could elect not to authorize the transfer of funds to the District; however, this is not recommended as the transfers are mandated. A failure to adopt the resolutions will cause the various school districts to be unable to meet their functional mandates, and place the County in noncompliance with State mandates.

OTHER AGENCY INVOLVEMENT:

The Auditor-Controller, County Counsel, County Administrator, Solano County Office of Education, and the respective requesting districts have been directly involved in this request. Formal transfer request resolutions from the respective districts are attached.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

RESOLUTION NO. 2018 - _____

**RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS
AUTHORIZING THE TREASURER TO MAKE AVAILABLE TEMPORARY TRANSFERS OF MONIES TO
SOLANO COUNTY SCHOOL DISTRICTS FROM THE TREASURY POOL DURING FY2018/19**

Whereas, the Benicia Unified School District, the Fairfield Suisun Unified School District, the Travis Unified School District, and the Vallejo City Unified School District (collectively, the "Districts") anticipate being without sufficient funds to meet their operating expenses in FY2018/19 due to the timing of payments from the State; and

Whereas, pursuant to Article XVI, section 6 of the California Constitution, the County Treasurer, upon resolution of the Board of Supervisors, has the power and the duty to make temporary transfers of Treasury Pool funds to the Districts as loans against revenues anticipated to accrue to the Districts for the purpose of meeting the Districts' operating expenses; and

Whereas, the amount of the transfers to each district may not exceed 85% of the amount of money anticipated to accrue to each district during FY2018/19; and

Whereas, the Districts have requested approximately \$58.9 million as follows:

<u>District</u>	<u>Constitutional Advance</u>
Benicia USD	\$ 12,578,000
Fairfield Suisun USD	\$ 24,000,000
Travis USD	\$ 4,307,912
Vallejo City USD	<u>\$ 18,000,000</u>
Total	<u>\$ 58,885,912</u>

Whereas, these amounts are less than or equal to 85% of the anticipated property tax revenues accruing to the respective districts in FY2018/19 as estimated by the County Auditor; and

Whereas, the Districts are entitled to, but do not currently anticipate needing, 85% of all anticipated revenues, which is greater than the 85% of anticipated property tax revenues; and

Whereas, the Treasurer will make additional requests of the Board for transfer authorizations should they become needed; and

Whereas, the Districts must repay any temporary transfers from revenues accruing to the Districts before any other obligation is met from such revenues at an interest rate the County applies to funds of the Districts on deposit with the County.

Resolved, the Solano County Board of Supervisors authorizes the County Treasurer, beginning July 1, 2018, and ending on April 29, 2019 to make available temporary transfers of monies to the Districts at an amount not to exceed 85% of anticipated revenues accruing to the Districts (as certified by the Auditor-Controller). The Districts must repay such transfers from revenues accruing to the Districts before any other obligation is met from those revenues, payable with interest at the rate the County applies to funds of the Districts on deposit with the County.

Passed and adopted by the Solano County Board of Supervisors at its regular meeting on June 5, 2018 by the following vote:

AYES: SUPERVISORS _____

NOES: SUPERVISORS _____

EXCUSED: SUPERVISORS _____

JOHN M VASQUEZ, Chair
Solano County Board of Supervisors

ATTEST:

BIRGITTA E. CORSELLO, Clerk
Board of Supervisors

By: _____
Jeanette Neiger, Chief Deputy Clerk

RESOLUTION NO. 17-18-18

RESOLUTION OF THE BENICIA UNIFIED SCHOOL DISTRICT ("District") REQUESTING THE TREASURER TO MAKE A CONSTITUTIONAL ADVANCE TO DISTRICT

WHEREAS, the District requests that the County Board of Supervisors authorize a Constitutional advance under article XVI, section 6 of the California Constitution of approximately \$12,578,000 to the District and,

WHEREAS, the amount is less than or equal to the 85% of fiscal year 2018-19 anticipated property tax revenues for the District, as estimated by the Solano County Auditor, and,

WHEREAS, the Treasurer will make available one or more advances between July 1, 2018 and the last Monday in April of the same fiscal year, and the school district will repay the advance(s) from revenues accruing to the district before any other obligation of the district is met from such revenue.

WHEREAS, the District will be charged an interest rate equal to the rate the County applies to funds of the district on deposit with the County.

RESOLVED, the District requests the Solano County Board of Supervisors authorize the County Treasurer to transfer approximately \$12,578,000 in one or more loans to the school district listed above to cover one or more cash shortages caused by delays in receipt of revenues from the State to which the district is lawfully entitled.

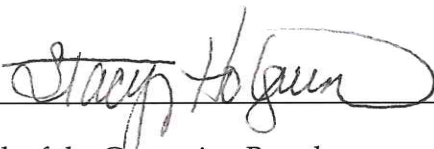
The District adopted this resolution at its regular meeting on Thursday, April 19, 2018 by the following vote:

AYES: 4

NOES: 0

ABSTAIN: 0

ABSENT: 1



Clerk of the Governing Board

RESOLUTION NO. 61-1718

REQUESTING CONSTITUTIONAL ADVANCE OF ANTICIPATED TAX REVENUES

WHEREAS, the Fairfield-Suisun Unified School District desires to request Solano County Treasurer to make a temporary transfer (the "Transfer") of approximately \$24,000,000 to meet its current maintenance expenses; and

WHEREAS, California Constitution Article XVI, Section 6, provides that the County Treasurer shall have the power and the duty to make temporary transfers of monies, as further specified therein, upon resolution adopted by the Board of Supervisors authorizing such temporary transfer; and

WHEREAS, the amount of the Transfer may not exceed 85% of the amount of money which will accrue to the District during the fiscal year; and

WHEREAS, the Transfer to the District will be made from and limited to the County of Solano Educational Investment Pool,

NOW, THEREFORE, BE IT RESOLVED that the Governing Board does hereby;

1. Find and determine that the Transfer is in the public interest and serves a valid public purpose.
2. Request a transfer of monies to the District from County monies in the County Treasurer's custody. The Transfer shall be in an amount, if any, determined by the Treasurer, not to exceed the lesser of 85% of the anticipated revenues accruing to the District as certified by the District and confirmed by the County Auditor-Controller.
3. Authorize and direct the District Superintendent for and on behalf of the District to formally request a Transfer in an amount and upon a date designated by the District Superintendent, not to exceed the limitations to such Transfer as provided herein.
4. Request that the Transfer be made by the Treasurer not prior to July 1, 2018, no later than April 30, 2019.
5. Request that the Treasurer deposit the Transfer to the District's General Fund.
6. Request that the Transfer to the District be made from and limited to the County of Solano Educational Investment Pool.
7. Authorize that repayment of any Transfer shall be made from the revenues accruing to the District before any other obligation of the District is met from such revenue.
8. Authorize that interest on any Transfer installment will accrue and be payable by the District at the same interest rate the Educational Pool is earning until the entire Transfer is repaid.
9. Direct the Clerk/Secretary of the Board of Trustees to submit a certified copy of this Resolution to the Solano County Treasurer-Tax Collector.

IN WITNESS WHEREOF, and the passage of the Resolution, we, the undersigned being a majority of the member of the Governing Board of said Fairfield-Suisun Unified School District, of Solano and Napa Counties, State of California, have hereunto subscribed our names the 26th day of April 2018.

AYES:	<u>David Isom, Judi Honeychurch, Joan Gaut,</u> <u>Jonathan Richardson, John Silva, Chris Wilson</u>
NOES:	<u>N/A</u>
ABSENT:	<u>Bethany Smith</u>
ABSTENTION:	<u>N/A</u>

I, Kris Corey, Secretary of the Governing Board of the Fairfield-Suisun Unified School District of Solano and Napa Counties, California, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by said Board at a regular place of meeting on the date and by the vote stated, which resolution is on file in the office of said Board.



Kris Corey, Secretary
Fairfield-Suisun Unified School District
Governing Board

RESOLUTION NO. 2017-18-33

**RESOLUTION OF THE TRAVIS UNIFIED SCHOOL DISTRICT ("District") REQUESTING THE
TREASURER TO MAKE A CONSTITUTIONAL ADVANCE TO DISTRICT**

WHEREAS, the District requests that the County Board of Supervisors authorize a Constitutional advance under article XVI, section 6 of the California Constitution of approximately \$4,307,911.70 to the District and,

WHEREAS, the amount is less than or equal to the 85% of fiscal year 2018-2019 anticipated property tax revenues for the District, as estimated by the Solano County Auditor, and,

WHEREAS, the Treasurer will make available one or more advances between July 1, 2018 and the last Monday in April of the same fiscal year, and the school district will repay the advance(s) from revenues accruing to the district before any other obligation of the district is met from such revenue.

WHEREAS, the District will be charged an interest rate equal to the rate the County applies to funds of the district on deposit with the County.

RESOLVED, the District requests the Solano County Board of Supervisors authorize the County Treasurer to transfer approximately \$4,307,911.70 in one or more loans to the school district listed above to cover one or more cash shortages caused by delays in receipt of revenues from the State to which the district is lawfully entitled.


The District adopted this resolution at its regular meeting on May 8, 2018, by the following vote:

AYES:


DeAnda, Dickerson, Hood
Weinzinger, Whiteside

NOES:

EXCUSED:


John Dickerson
Clerk of the Governing Board
Travis Unified School District

ATTEST:


Pam Conklin
Superintendent and Secretary to the Governing Board
Travis Unified School District

**VALLEJO CITY UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 2808**

**RESOLUTION OF THE VALLEJO CITY UNIFIED SCHOOL DISTRICT ("District")
REQUESTING THE TREASURER TO MAKE A CONSTITUTIONAL ADVANCE
TO DISTRICT**

WHEREAS, the District requests that the County Board of Supervisors authorize a Constitutional advance under article XVI, section 6 of the California Constitution of approximately \$18,000,000 to the District; and,

WHEREAS, the amount is less than or equal to the 85% of fiscal year 2018-19 anticipated property tax revenues for the District, as estimated by the Solano County Auditor; and,

WHEREAS, the Treasurer will make available one or more advances between July 1, 2018 the last Monday in April of the same fiscal year, and the school district will repay the advance(s) from revenues accruing to the district before any other obligation of the district is met from such revenue; and

WHEREAS, the District will be charged an interest rate equal to the rate the County applies to funds of the district on deposit with the County.

RESOLVED, the District requests the Solano County Board of Supervisors authorize the County Treasurer to transfer approximately \$18,000,000 in one or more loans to the school district listed above to cover one or more cash shortages caused by delays in receipt of revenues from the State to which the district is lawfully entitled.

The District adopted this resolution at its regular meeting on May 2, 2018, by the following vote:

AYES:


5

NOES:

0

EXCUSED:

0



Adam Clark, Ed.D
Secretary of the Governing Board



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #:	8	Status:	Consent Calendar
Type:	Miscellaneous	Department:	General Services
File #:	18-371	Contact:	Keith Hanson, 784-7906
Agenda date:	06/05/2018	Final Action:	

Title: Set July 24, 2018 as a noticed public hearing date to consider adopting a resolution confirming delinquent accounts for mandatory garbage collection, disposal and recycling services in the unincorporated areas of Fairfield and Suisun; Approving a \$50 administrative charge for lien processing; Directing the Clerk of the Board to file a certified copy of the resolution with the County Recorder; Authorizing the County Auditor-Controller to impose the delinquent fees and administrative charges as special assessments on the FY2018/19 property tax roll; Authorizing the Department of General Services to record a Release of Lien when delinquent amounts are paid; and Direct the Clerk of the Board to publish the notice of public hearing in the Fairfield Daily Republic at least 10 days prior to the hearing date

Governing body: Board of Supervisors

District: District 3

Attachments: A - Notice of Public Hearing

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ____ No X
Public Hearing Required? Yes ____ No X

DEPARTMENTAL RECOMMENDATION:

The Department of General Services recommends that the Board of Supervisors:

1. Set July 24, 2018 as a noticed public hearing date to consider adopting a resolution:
 - a) Confirming delinquent accounts for mandatory garbage collection, disposal and recycling services in the unincorporated areas of Fairfield and Suisun;
 - b) Approving a \$50 administrative charge for lien processing;
 - c) Directing the Clerk of the Board to file a certified copy of this resolution with the County Recorder thus allowing the placement of liens against the parcels contained in the confirmed report of delinquent accounts;
 - d) Authorizing the County Auditor-Controller to impose the delinquent fees and administrative charges as special assessments on the FY2018/19 property tax roll; and
 - e) Authorizing the Department of General Services to record a Release of Lien when delinquent amounts are paid.

2. Direct the Clerk of the Board to publish the notice of public hearing (Attachment A) in the Fairfield Daily Republic at least 10 days prior to the hearing date.

SUMMARY:

In accordance with a service agreement with the County, Solano Garbage Company provides mandatory garbage collection, disposal and recycling services for approximately 1,500 homeowners and customers in the unincorporated areas surrounding the cities of Fairfield and Suisun. Solano County Code section 23-72 allows the provider of mandatory garbage services to assign accounts that have gone unpaid for more than 60 days to the County for collection. A list of these accounts can be provided to the County once per year during the month of May.

A noticed public hearing is required under California Government Code section 25831. The Board shall hold a public hearing where they shall hear the report of delinquent fees and any objections or protests to the report. The Board may make revisions or corrections to the report as it deems just, after which, by resolution, the report shall be confirmed. Adoption of the resolution confirming delinquent garbage accounts at the noticed public hearing will enable the County to place liens on properties with delinquent garbage accounts and collect the unpaid amount, plus the \$50 administrative charge per account, on the property tax bills.

The noticed public hearing date of July 24, 2018 will allow the confirmed report of delinquent accounts to be submitted to the Auditor-Controller's Office by the August 10, 2018 deadline in order to impose the delinquent fees and administrative charges as special assessments on the FY2018/19 property tax roll.

FINANCIAL IMPACT:

The collection of the delinquent fees will be remitted to Solano Garbage Company, while the \$50 administration charge per account will be transferred to the Real Estate Services Division (Budget Unit 1642) to cover the costs of processing the delinquent fees including the release of liens. These revenues have been included in the FY2018/19 Recommended Budget.

DISCUSSION:

Solano Garbage Company sends delinquency notices to property owners for bills that have not been paid within 30 days of the billing date at which time those accounts become delinquent. Solano County Code section 23-72 was amended on October 6, 2009 to require that these notices be sent within 15 days after the date of the delinquency. Solano Garbage Company submits to the County, on an annual basis, a current report of accounts that have gone unpaid for more than 60 days as of May 1st for assignment to the County. In early June, Solano Garbage Company sends the affected property owners a final delinquency notice via certified mail stating that they can appear before the Board of Supervisors at a noticed public hearing on July 24, 2018 to object to the delinquent charges.

A noticed public hearing to confirm delinquent garbage service accounts is mandatory pursuant to the contractual requirements of the service agreement with Solano Garbage Company, California Government Code section 25831 and section 23-72 of the Solano County Code. The Board of Supervisors must hear any objections or protests to the report of delinquent accounts from liable landowners, make any revisions or corrections as deemed appropriate and confirm the report of delinquent accounts by resolution.

ALTERNATIVES:

The Board could choose to set another noticed public hearing date to confirm delinquent accounts for the

unincorporated areas of Fairfield and Suisun. This alternative is not recommended since requests to impose special assessments for FY2018/19 must be received by the Auditor-Controller's Office by August 10, 2018. The hearing date of July 24, 2018 will guarantee the delivery of the confirmed report of delinquent accounts by the deadline.

OTHER AGENCY INVOLVEMENT:

County Counsel has previously reviewed the lien process for legal sufficiency. The Auditor-Controller's Office has notified General Services of the deadline to include special assessments for the FY2018/19 real property tax roll being prepared.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

**NOTICE OF PUBLIC HEARING
CONCERNING DELINQUENT GARBAGE SERVICE ACCOUNTS IN THE
UNINCORPORATED AREAS OF FAIRFIELD AND SUISUN**

Notice is hereby given that the Solano County Board of Supervisors will meet in public session to conduct a noticed public hearing on July 24, 2018 at 9:00 a.m., or as soon as possible thereafter, in the Board of Supervisors Chamber located at 675 Texas Street in the City of Fairfield to receive a Report of Delinquent Accounts and adopt a resolution confirming delinquent accounts for mandatory garbage collection, disposal and recycling services in the unincorporated areas of Fairfield and Suisun. The noticed public hearing will allow property owners with delinquent accounts to object to or protest the delinquent amount(s). Additional information or assistance may be obtained by calling the County Real Estate Manager of General Services, Keith Hanson, at (707)784-7906.



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #:	9	Status:	Consent Calendar
Type:	Miscellaneous	Department:	General Services
File #:	18-372	Contact:	Keith Hanson, 784-7906
Agenda date:	06/05/2018	Final Action:	

Title: Set July 24, 2018 as a noticed public hearing date to consider adopting a resolution confirming delinquent accounts for mandatory garbage collection, disposal and recycling services in the unincorporated areas of Vallejo; Approving a \$50 administrative charge for lien processing; Directing the Clerk of the Board to file a certified copy of the resolution with the County Recorder; Authorizing the County Auditor-Controller to impose the delinquent fees and administrative charges as special assessments on the FY2018/19 property tax roll; Authorizing the Department of General Services to record a Release of Lien when delinquent amounts are paid; and Direct the Clerk of the Board to publish the notice of public hearing in the Vallejo Times Herald at least 10 days prior to the hearing date

Governing body: Board of Supervisors

District: District 1 and District 2

Attachments: A - Notice of Public Hearing

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ____ No X
Public Hearing Required? Yes ____ No X

DEPARTMENTAL RECOMMENDATION:

The Department of General Services recommends that the Board of Supervisors:

1. Set July 24, 2018 as a noticed public hearing date to consider adopting a resolution:
 - a) Confirming delinquent accounts for mandatory garbage collection, disposal and recycling services in the unincorporated areas of Vallejo;
 - b) Approving a \$50 administrative charge for lien processing;
 - c) Directing the Clerk of the Board to file a certified copy of this resolution with the County Recorder thus allowing the placement of liens against the parcels contained in the confirmed report of delinquent accounts;
 - d) Authorizing the County Auditor-Controller to impose the delinquent fees and administrative charges as special assessments on the FY2018/19 property tax roll; and
 - e) Authorizing the Department of General Services to record a Release of Lien when delinquent amounts are paid.

2. Direct the Clerk of the Board to publish the notice of public hearing (Attachment A) in the Vallejo Times Herald at least 10 days prior to the hearing date.

SUMMARY:

In accordance with a service agreement with the County, Recology (formerly Vacaville Sanitary Service) provides mandatory garbage collection, disposal and recycling services for approximately 950 homeowners and customers in the unincorporated areas surrounding the city of Vallejo. Solano County Code section 23-72 allows the provider of mandatory garbage services to assign accounts that have gone unpaid for more than 60 days to the County for collection. A list of these accounts can be provided to the County once per year during the month of May.

A noticed public hearing is required under California Government Code section 25831. The Board shall hold a public hearing where they shall hear the report of delinquent fees and any objections or protests to the report. The Board may make revisions or corrections to the report as it deems just, after which, by resolution, the report shall be confirmed. Adoption of the resolution confirming delinquent garbage accounts at the noticed public hearing will enable the County to place liens on properties with delinquent garbage accounts and collect the unpaid amount, plus the \$50 administrative charge per account, on the property tax bills.

The noticed public hearing date of July 24, 2018 will allow the confirmed report of delinquent accounts to be submitted to the Auditor-Controller's Office by the August 10, 2018 deadline in order to impose the delinquent fees and administrative charges as special assessments on the FY2018/19 property tax roll.

FINANCIAL IMPACT:

The collection of the delinquent fees will be remitted to Recology, while the \$50 administration charge per account will be transferred to the Real Estate Services Division (Budget Unit 1642) to cover the costs of processing the delinquent fees, including the release of liens. These revenues have been included in the FY2018/19 Recommended Budget.

DISCUSSION:

Recology sends delinquency notices to property owners for bills that have not been paid within 30 days of the billing date, at which time those accounts become delinquent. Solano County Code section 23-72 was amended on October 6, 2009 to require that these notices be sent within 15 days after the date of the delinquency. Recology submits to the County, on an annual basis, a current report of accounts that have gone unpaid for more than 60 days as of May 1st for assignment to the County. In early June, Recology sends the affected property owners a final delinquency notice via certified mail stating that they can appear before the Board of Supervisors at a noticed public hearing on July 24, 2018 to object to the delinquent charges.

A noticed public hearing to confirm delinquent garbage service accounts is mandatory pursuant to the contractual requirements of the service agreement with Recology, California Government Code section 25831, and section 23-72 of the Solano County Code. The Board of Supervisors must hear any objections or protests to the report of delinquent accounts from liable landowners, make any revisions or corrections as deemed appropriate and confirm the report of delinquent accounts by resolution.

ALTERNATIVES:

The Board could choose to set another noticed public hearing date to confirm delinquent accounts for the unincorporated areas of Vallejo. This alternative is not recommended since requests to impose special

assessments for FY2018/19 must be received by the Auditor-Controller's Office by August 10, 2018. The hearing date of July 24, 2018 will guarantee the delivery of the confirmed report of delinquent accounts by the deadline.

OTHER AGENCY INVOLVEMENT:

The Office of County Counsel has previously reviewed the lien process for legal sufficiency. The Auditor-Controller's Office has notified General Services of the deadline to include special assessments for the FY2018/19 real property tax roll being prepared.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

**NOTICE OF PUBLIC HEARING
CONCERNING DELINQUENT GARBAGE SERVICE ACCOUNTS IN THE
UNINCORPORATED AREAS OF VALLEJO**

Notice is hereby given that the Solano County Board of Supervisors will meet in public session to conduct a noticed public hearing on July 24, 2018 at 9:00 a.m., or as soon as possible thereafter, in the Board of Supervisors Chamber located at 675 Texas Street in the City of Fairfield to receive a Report of Delinquent Accounts and adopt a resolution confirming delinquent accounts for mandatory garbage collection, disposal and recycling services in the unincorporated areas of Vallejo. The noticed public hearing will allow property owners with delinquent accounts to object to or protest the delinquent amount(s). Additional information or assistance may be obtained by calling the County Real Estate Manager of General Services, Keith Hanson, at (707)784-7906.



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #:	10	Status:	Consent Calendar
Type:	Miscellaneous	Department:	General Services
File #:	18-373	Contact:	Keith Hanson, 784-7906
Agenda date:	06/05/2018	Final Action:	

Title: Set July 24, 2018 as a noticed public hearing date to consider adopting a resolution confirming delinquent accounts for mandatory garbage collection, disposal and recycling services in the unincorporated areas of Vacaville, Dixon and Elmira; Approving a \$50 administrative charge for lien processing; Directing the Clerk of the Board to file a certified copy of the resolution with the County Recorder; Authorizing the County Auditor-Controller to impose the delinquent fees and administrative charges as special assessments on the FY2018/19 property tax roll; Authorizing the Department of General Services to record a Release of Lien when delinquent amounts are paid; and Direct the Clerk of the Board to publish the notice of public hearing in the Vacaville Reporter at least 10 days prior to the hearing date

Governing body: Board of Supervisors

District: District 4 and District 5

Attachments: A - Notice of Public Hearing

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ____ No X
Public Hearing Required? Yes ____ No X

DEPARTMENTAL RECOMMENDATION:

The Department of General Services recommends that the Board of Supervisors:

1. Set July 24, 2018 as a noticed public hearing date to consider adopting a resolution:
 - a) Confirming delinquent accounts for mandatory garbage collection, disposal and recycling services in the unincorporated areas of Vacaville, Dixon and Elmira;
 - b) Approving a \$50 administrative charge for lien processing;
 - c) Directing the Clerk of the Board to file a certified copy of this resolution with the County Recorder thus allowing the placement of liens against the parcels contained in the confirmed report of delinquent accounts;
 - d) Authorizing the County Auditor-Controller to impose the delinquent fees and administrative charges as special assessments on the FY2018/19 property tax roll; and
 - e) Authorizing the Department of General Services to record a Release of Lien when delinquent amounts are paid.

2. Direct the Clerk of the Board to publish the notice of public hearing (Attachment A) in the Vacaville Reporter at least 10 days prior to the hearing date.

SUMMARY:

In accordance with a service agreement with the County, Recology (formerly Vacaville Sanitary Service) provides mandatory garbage collection, disposal and recycling services for approximately 3,000 homeowners and customers in the unincorporated areas surrounding the cities of Vacaville and Dixon, including Elmira. Solano County Code section 23-72 allows the provider of mandatory garbage services to assign accounts that have gone unpaid for more than 60 days to the County for collection. A list of these accounts can be provided to the County once per year during the month of May.

A noticed public hearing is required under California Government Code section 25831. The Board shall hold a public hearing where they shall hear the report of delinquent fees and any objections or protests to the report. The Board may make revisions or corrections to the report as it deems just, after which by resolution, the report shall be confirmed. Adoption of the resolution confirming delinquent garbage accounts at the noticed public hearing will enable the County to place liens on properties with delinquent garbage accounts and collect the unpaid amount plus the \$50 administrative charge per account on the property tax bills.

The noticed public hearing date of July 24, 2018 will allow the confirmed report of delinquent accounts to be submitted to the Auditor-Controller's Office by the August 10, 2018 deadline in order to impose the delinquent fees and administrative charges as special assessments on the FY2018/19 property tax roll.

FINANCIAL IMPACT:

The collection of the delinquent fees will be remitted to Recology, while the \$50 administration charge per account will be transferred to the Real Estate Services Division (Budget Unit 1642) to cover the costs of processing the delinquent fees including the release of liens. These revenues have been included in the FY2018/19 Recommended Budget.

DISCUSSION:

Recology sends delinquency notices to property owners for bills that have not been paid within 30 days of the billing date at which time those accounts become delinquent. Solano County Code section 23-72 was amended on October 6, 2009 to require that these notices be sent within 15 days after the date of the delinquency. Recology submits to the County, on an annual basis, a current report of accounts that have gone unpaid for more than 60 days as of May 1st for assignment to the County. In early June, Recology sends the affected property owners a final delinquency notice via certified mail stating that they can appear before the Board of Supervisors at a noticed public hearing on July 24, 2018 to object to the delinquent charges.

A noticed public hearing to confirm delinquent garbage service accounts is mandatory pursuant to the contractual requirements of the service agreement with Recology, California Government Code section 25831, and section 23-72 of the Solano County Code. The Board of Supervisors must hear any objections or protests to the report of delinquent accounts from liable landowners, make any revisions or corrections as deemed appropriate and confirm the report of delinquent accounts by resolution.

ALTERNATIVES:

The Board could choose to set another noticed public hearing date to confirm delinquent accounts for the unincorporated areas of Vacaville, Dixon and Elmira. This alternative is not recommended since requests to

impose special assessments for FY2018/19 must be received by the Auditor-Controller's Office by August 10, 2018. The hearing date of July 24, 2018 will guarantee the delivery of the confirmed report of delinquent accounts by the deadline.

OTHER AGENCY INVOLVEMENT:

County Counsel has previously reviewed the lien process for legal sufficiency. The Auditor-Controller's Office has notified General Services of the deadline to include special assessments for the FY2018/19 real property tax roll being prepared.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

**NOTICE OF PUBLIC HEARING
CONCERNING DELINQUENT GARBAGE SERVICE ACCOUNTS IN THE
UNINCORPORATED AREAS OF VACAVILLE, DIXON, AND ELMIRA**

Notice is hereby given that the Solano County Board of Supervisors will meet in public session to conduct a noticed public hearing on July 24, 2018 at 9:00 a.m., or as soon as possible thereafter, in the Board of Supervisors Chamber located at 675 Texas Street in the City of Fairfield to receive a Report of Delinquent Accounts and adopt a resolution confirming delinquent accounts for mandatory garbage collection, disposal and recycling services in the unincorporated areas of Vacaville, Dixon, and Elmira. The noticed public hearing will allow property owners with delinquent accounts to object to or protest the delinquent amount(s). Additional information or assistance may be obtained by calling the County Real Estate Manager of General Services, Keith Hanson, at (707)784-7906.



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #:	11	Status:	Consent Calendar
Type:	Contract	Department:	General Services
File #:	18-380	Contact:	Mark Hummel, 784-7908
Agenda date:	06/05/2018	Final Action:	
Title:	Approve an agreement for \$670,000 with Resource Environmental, Inc. of Long Beach for the demolition of the remaining buildings and site utilities for the Fouts Springs Youth Facility Decommissioning and Demolition Project at 1333 Fouts Springs Road, Stonyford; and Authorize the County Administrator, or designee, to execute the agreement and any amendments within the approved project budget		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - Agreement, B - Bid Results		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ____ No X
Public Hearing Required? Yes ____ No X

DEPARTMENTAL RECOMMENDATION:

The Department of General Services recommends that the Board of Supervisors:

1. Approve an agreement for \$670,000 with Resource Environmental, Inc. of Long Beach for the demolition of the remaining buildings and site utilities for the Fouts Springs Youth Facility Decommissioning and Demolition Project at 1333 Fouts Springs Road, Stonyford; and
2. Authorize the County Administrator, or designee, to execute the agreement and any amendments within the approved project budget.

SUMMARY:

The Department of General Services is recommending the Board approve an agreement for \$670,000 (Attachment A) with Resource Environmental, Inc. of Long Beach for demolition of the remaining buildings and site utilities at the Fouts Springs Youth Facility in Stonyford (Colusa County).

FINANCIAL IMPACT:

The Board originally approved the appropriation of \$1,500,000 from the General Fund and \$89,919 in insurance proceeds to fund the decommissioning project (BU 2806). The Board awarded a demolition contract in August 2016 for \$492,782 to fund the Phase I work. One deductive change order totaling \$25,000 was approved, decreasing the Phase I demolition contract amount to \$467,782. The total Project cost of Phase I was \$1,157,656 which included all due diligence work for the complete project. Phase I was completed in May 2017.

Of the remaining \$432,263 in project funds, \$87,951 was used to balance the Fouts operating budget (BU 2802) and \$344,312 was rolled forward into FY2017/18. In FY2017/18, an additional \$500,000 was added to the project to reach a total appropriation of \$844,312 to fund Phase II.

The Department of General Services is requesting additional \$500,000 in the FY2018/19 budget to ensure that sufficient funding is available to close out the Special Use Permit with the United States Forest Service (USFS), which is anticipated to occur in 2019. Any unused project funds will be returned to the General Fund - Capital Renewal Reserve Fund.

DISCUSSION:

The Fouts Springs Youth Facility (Fouts) is located on 74 acres of federally-owned land in Colusa County and was operated by Department of Probation through a Special Use Permit established in 1959 between Solano County and the USFS. In August 2011, the County closed Fouts due to State budget reductions.

Since that time, the County has been developing the Fouts decommissioning and site restoration plan pursuant to USFS requirements set forth in the Special Use Permit. The Special Use Permit requires the County to remove thirty-four buildings totaling approximately 62,000 square feet and return the site to its natural state.

The first phase of work, completed in the spring of 2017, demolished eighteen (18) wooden buildings/structures. The second phase of work consists of decommissioning and demolishing the remaining nineteen (19) concrete and block buildings/structures, grading and re-vegetating the remaining site area to return it to its natural state. Completion of this work will enable the County to terminate the Fouts Springs Special Use Permit with the USFS.

The project was advertised as required by Public Contract Code. A total of four bids were received (Attachment B) with Resource Environmental, Inc. being the lowest responsible bidder.

ALTERNATIVES:

The Board could reject the bids or direct staff to re-bid the Project. This action is not recommended since the Project was advertised in accordance with Public Contract Code requirements and Resource Environmental, Inc. submitted a responsive bid within the approved Project construction budget.

OTHER AGENCY INVOLVEMENT:

The Department of Resource Management Building and Safety Services has approved demolition plans and County Counsel has reviewed the contract as to form. The USFS has approved the demolition plans and specifications.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

AGREEMENT

This Agreement is made as of the 18th day of April, 2018 between the COUNTY OF SOLANO, a political subdivision of the State of California, (referred to as 'Owner') and the Contractor: **Resource Environmental, Inc.**

the Project: **Fouts Springs Youth Facility Decomissioning and Demolition Phase II**
1333 Fouts Springs Road, Stonyford, CA 95979
Architect/Engineer: **Kitchell CEM**
2750 Gateway Oaks Drive, Suite 300, Sacramento, CA 95833

The Owner and the Contractor agree as set forth below.

ARTICLE 1 **THE CONTRACT DOCUMENTS**

The Contract documents consist of this Agreement, the General Conditions and those documents enumerated in Sub-paragraph 1.1.1 of the General Conditions, which documents are incorporated into and made a part of this Agreement

ARTICLE 2 **THE WORK**

The Contractor shall perform all the Work required by the Contract Documents for **Fouts Springs Youth Facility Decomissioning and Demolition Phase II, 1333 Fouts Springs Road, Stonyford, CA 95979.**

ARTICLE 3 **TIME OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**

The Work to be performed under this Contract shall commence no later than five (5) calendar days after the Notice to Proceed is issued to the Contractor, and shall be carried out and completed according to the schedule set forth in Document 00 73 00/ Supplementary Conditions, and Section 00 11 00/ Notice To Bidders.

The Contractor agrees that the Work will be completed in 120 calendar days from the Notice to Proceed. The Contractor agrees that the County will suffer economic damages, which may be difficult to quantify, in the event that the Work is not completed within this time period and therefore, Contractor agrees to pay the County liquidated damages in the amount outlined in Document 00 73 00/ Supplementary Conditions, Article 1.4, Liquidated Damages for each and every calendar day of delay beyond the 120 calendar days provided above.

ARTICLE 4 **CONTRACT SUM**

The County shall pay the Contractor for the performance of the Work, subject to additions and deductions by Change Order or as otherwise provided in the Contract Documents, a total

Contract Sum of **Six Hundred Seventy Thousand Dollars and No Cents (\$670,000)**, which includes the Base Bid only. No Deductive Alternates have been accepted.

ARTICLE 5 **PROGRESS PAYMENTS**

Based upon Applications for Payment submitted to the Project Manager by the Contractor and Project Certificates for Payment issued by the Project Manager, the County shall make progress payments on account of the Contract Sum to the Contractor as provided in the Contract Documents as follows:

Progress Payments: The Contractor shall on or before the first day of each month, make an estimate of the work performed during the preceding month and submit same to the Project Manager for checking and approval. On or about the 20th day of the month following the month in which the work was performed, the County shall pay to the Contractor ninety five (95%) percent of the value of said work in place, as checked and approved by the Project Manager. The balance of five (5%) percent of the estimate shall be retained by the County until the time of final acceptance of said work.

ARTICLE 6 **FINAL PAYMENT**

Final payment, constituting the entire unpaid balance of the Contract Sum, shall be paid by the County to the Contractor when the Work has been completed, the Contract fully performed, the Project Manager has issued a Project Certificate for Payment which approves the final payment due the Contractor, Board of Supervisors of Solano County has formally accepted the project as complete by Resolution and Notice of Completion filed by the County Recorder's Office.

ARTICLE 7 **MISCELLANEOUS PROVISIONS**

7.1 Terms used in this Agreement, which are defined in the Document 00 72 00/ General Conditions of the Contract for Construction, shall have the meanings designated in those Conditions.

7.2 Notices shall be addressed as follow:

OWNER:
COUNTY OF SOLANO
Birgitta E. Corsello, County Administrator
675 Texas Street
Fairfield, CA 94533

CONTRACTOR:
Resource Environmental, Inc.

6634 Schilling Avenue
Long Beach, CA 90805

7.3 **Prevailing Wages.** The Contractor agrees that State Prevailing Wages apply to this Project, and that the Contractor will pay the rates for each trade or craft and shall require the subcontractors on the project to pay the rates for each trade and craft. The Payroll

Submittal Information attached as Section 00 45 46/ Payroll Information is incorporated as if set forth in full and is a part of this Contract. The Contractor agrees to repay the County any and all amounts paid to any subcontractor in violation of Public Contract Code section 6109.

- 7.4 Execution of Contract in Counterparts.** This Contract may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument, it being understood that all parties need not sign the same counterpart. In the event that any signature is delivered by facsimile or electronic transmission (e.g., by e-mail delivery of a ".pdf" format data file), such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or electronic signature page were an original signature.

ARTICLE 8
EXECUTION OF AGREEMENT

The parties have executed this Agreement as of the day and year first above written.

COUNTY:

By:

Birgitta E. Corsello, County Administrator
Solano County

CONTRACTOR:

By:

Cynthia Smith, VP
Resource Environmental, Inc.

APPROVED AS TO FORM:

By:

Benedette Amy, Deputy
County Counsel of Solano County, California

Bidders of Record
Bid Results
Fouts Springs Youth Facility
Decommission and Demolition Project, Phase II

Name of Firm	Location	Bid
Resource Environmental	Long Beach	\$ 670,000
CVE Demolition / Environmental	Vernalis	\$ 692,700
Walberg, Inc.	Corning	\$ 994,658
Demolition Services & Grading, Inc.	Manteca	\$ 1,303,175



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #:	12	Status:	Consent Calendar
Type:	Notice of Completion	Department:	General Services
File #:	18-387	Contact:	Mark Hummel, 784-7908
Agenda date:	06/05/2018	Final Action:	
Title:	Approve the Notice of Completion for the County Administration Center Roof Recoating Project at 675 Texas Street constructed by Cal-Inc. of Vacaville; and Authorize the Clerk of the Board to record the executed Notice of Completion		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - Notice of Completion, B - Summary of Project Funding and Expense		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

The Department of General Services recommends that the Board of Supervisors:

1. Approve the Notice of Completion (Attachment A) for the County Administration Center (CAC) Roof Recoating Project at 675 Texas Street constructed by Cal-Inc. of Vacaville; and
2. Authorize the Clerk of the Board to record the executed Notice of Completion.

SUMMARY:

The Department of General Services is requesting that the Board approve the Notice of Completion for the Project and authorize the Clerk of the Board to record the document, and to allow release of retention funds held by the County.

FINANCIAL IMPACT:

In FY2015/16 the Board approved \$141,500 in Accumulated Capital Outlay (ACO) funds within Budget Unit (BU) 1736 for the roof recoating projects at both the Probation and County Administration Center (CAC) buildings. In FY2016/17 the Board approved an additional \$160,000 from the ACO Fund for a total combined funding allocation of \$301,500. The approved budget was allocated to cover the cost of \$174,000 for the County Administration Center Roof Recoating Project and the remaining \$127,500 for the Probation Roof Recoating project. The CAC Project expenses are summarized in Attachment B.

DISCUSSION:

On October 24, 2017, the Board awarded a construction contract to Cal-Inc. in the amount of \$141,577 to

provide roof recoating improvements to the County Administration Center (Project). During the course of the construction, the quality of work satisfied the requirements of the construction documents and has been deemed code compliant.

The Project provided a new roof coating for the County Administration Center, including minor repairs to the existing roofing substrate, extending the useful life of the roof by approximately 10 years. During the course of construction, one Change Order totaling \$4,200 was approved for additional repair materials.

The CAC and Probation Building roof recoating work was originally funded in Budget Unit 1736 as a single project. The work was bid three times due to unfavorable first results, which were over budget. Capital Projects Management staff self-performed design and specification services, along with additional product research, to help lower the construction cost. Staff also separated the work on each building into separately bid projects to allow flexibility in awarding the work.

ALTERNATIVES:

The Board could choose not to execute and record the Notice of Completion. This action is not recommended because Cal-Inc. successfully fulfilled the terms of the contract.

OTHER AGENCY INVOLVEMENT:

The Department of Resource Management Building and Safety Division provided building inspection and code compliance services for the Project.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

Recorded at request of the
County of Solano

When recorded return to:
Department of General Services
675 Texas Street, Suite 2500
Fairfield, CA 94533

NOTICE OF COMPLETION

NOTICE IS GIVEN that the undersigned:

County of Solano, OWNER, 675 Texas Street, Fairfield, California 94533, caused certain construction work to be performed within the County of Solano, which work is generally described as follows:

Project: County Administration Center Roof Re-Coating Project

Address: 675 Texas Street
Fairfield, CA 94533

Nature of the
Interest of
the Owner: Fee

Parcel #(s): 0030-251-020

That the contract for the performance of such work was awarded to Cal-Inc. of Vacaville; that said work was completed on March 28, 2018 and was accepted by the Board of Supervisors and said County of Solano on June 5, 2018; and that Cal-Inc. was the contractor; and furthermore, that Suretec Insurance Company was the surety on the contractor's bonds.

State of California}
County of Solano}

The undersigned, John M. Vasquez, being duly sworn says that he is the Chair of the Solano County Board of Supervisors; that he is the person signing the above document; and that he swears under penalty of perjury that he has read the same, knows the contents thereof, and that the facts stated above are true.

By _____
JOHN M. VASQUEZ, Chair
Solano County Board of Supervisors

Attested:

By _____ Date _____
Jeanette Neiger, Chief Deputy Clerk,
Solano County Board of Supervisors

**County Administration Center (CAC)
Roof Re-Coating Projects**

Budget Unit 1736: Budget Summary and Expenses

Approved Project Budget BU 1736	\$ 174,000
Construction Expense	
Construction Contract	\$ 141,577
Change Order	\$ 4,200
Total Construction Expense	\$ 145,777
Project Management Expenses	
Project Management	\$ 24,445
Permits / Inspections	\$ 1,367
Miscellaneous Expenses	
Advertising/Printing	\$ 411
Total Project Management Expenses	\$ 26,223
Total Project Expense	\$ 172,000
Project Fund Balance	\$ 2,000
(return to Accumulated Capital Outlay Contingency Fund)	



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #:	13	Status:	Consent Calendar
Type:	Notice of Completion	Department:	General Services
File #:	18-388	Contact:	Mark Hummel, 784-7908
Agenda date:	06/05/2018	Final Action:	
Title:	Approve the Notice of Completion for the Probation Building Roof Recoating Project at 475 Union Avenue, Fairfield constructed by Western Roofing Services of San Leandro; and Authorize the Clerk of the Board to record the executed Notice of Completion.		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - Notice of Completion - Probation, B - Summary of Project Funding and Expenses		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ____ No X
Public Hearing Required? Yes ____ No X

DEPARTMENTAL RECOMMENDATION:

The Department of General Services recommends that the Board of Supervisors:

1. Approve the Notice of Completion (Attachment A) for the Probation Building Roof Recoating Project at 475 Union Avenue, Fairfield constructed by Western Roofing Services of San Leandro;
2. Authorize the Clerk of the Board to record the executed Notice of Completion.

SUMMARY:

The Department of General Services is requesting that the Board approve the Notice of Completion for the Project and authorize the Clerk of the Board to record the document, and to allow release of retention funds held by the County.

FINANCIAL IMPACT:

In FY2015/16 the Board approved \$141,500 in Accumulated Capital Outlay (ACO) funds within Budget Unit (BU) 1736 for the roof recoating projects at both the Probation and County Administration Center (CAC) buildings. In FY2016/17 the Board approved an additional \$160,000 from the ACO Fund for a total combined funding allocation of \$301,500. The approved budget was allocated to cover the cost of \$127,500 for the Probation Roof Recoating project and the remaining \$174,000 was used to cover the project costs for the County Administration Center Roof Recoating Project. The Probation Building Roof Recoating project expenses are summarized in Attachment B.

DISCUSSION:

On December 5, 2017, the Board awarded a construction contract to Western Roofing Services in the amount of \$70,886 to provide roof recoating improvements to the Probation Building (Project). During the course of the construction, the quality of work satisfied the requirements of the construction documents and has been deemed code compliant. The Project provided a new roof coating for the Probation Building, extending the useful life of the roof by approximately 10 years.

The CAC and Probation Building roof recoating work was originally funded in Budget Unit 1736 as a single project. The work was bid three times due to unfavorable first results, which were over budget. Capital Projects Management staff self-performed design and specification services, along with additional product research, to help lower the construction cost. Staff also separated the work on each building into separately bid projects to allow flexibility in awarding the work.

ALTERNATIVES:

The Board could choose not to execute and record the Notice of Completion. This action is not recommended since Western Roofing Services successfully fulfilled the terms of the contract.

OTHER AGENCY INVOLVEMENT:

The Department of Resource Management Building and Safety Division provided building inspection and code compliance services for the Project.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

Attachment A

Recorded at request of the
County of Solano

When recorded return to:
Department of General Services
675 Texas Street, Suite 2500
Fairfield, CA 94533

NOTICE OF COMPLETION

NOTICE IS GIVEN that the undersigned:

County of Solano, OWNER, 675 Texas Street, Fairfield, California 94533, caused certain construction work to be performed within the County of Solano, which work is generally described as follows:

Project: Solano County Probation Building Roof Re-Coating Project

Address: 475 Union Avenue
Fairfield, CA 94533

Nature of the
Interest of
the Owner: Fee

Parcel #(s): 0030-291-140

That the contract for the performance of such work was awarded to Western Roofing Services of San Leandro; that said work was completed on February 8, 2018 and was accepted by the Board of Supervisors and said County of Solano on June 5, 2018; and that Western Roofing Services was the contractor; and furthermore, that Westchester Fire Insurance Company was the surety on the contractor's bonds.

State of California}
County of Solano}

The undersigned, John M. Vasquez, being duly sworn says that he is the Chair of the Solano County Board of Supervisors; that he is the person signing the above document; and that he swears under penalty of perjury that he has read the same, knows the contents thereof, and that the facts stated above are true.

By _____
JOHN M. VASQUEZ, Chair
Solano County Board of Supervisors

Attested:

By _____
Jeanette Neiger, Chief Deputy Clerk,
Solano County Board of Supervisors

Date

**Probation Building
Roof Re-Coating Project**

Budget Unit 1736: Budget Summary and Expenses

Approved Project Budget BU 1736	\$ 127,500
Construction Expense	
Construction Contract	\$ 70,886
Project Management Expenses	
Project Management	\$ 53,169
Permits / Inspections	\$ 922
Miscellaneous Expenses	
Advertising/Printing	\$ 124
Total Project Management Expenses	\$ 54,214
Total Project Expense	\$ 125,100
Project Fund Balance (return to Accumulated Capital Outlay Contingency Fund)	\$ 2,400



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #:	14	Status:	Consent Calendar
Type:	Grant Funding	Department:	First 5 Solano
File #:	18-378	Contact:	Michele Harris, 784-1332
Agenda date:	06/05/2018	Final Action:	
Title:	Approve a one year revenue contract with Kaiser for up to \$90,000 for an Adverse Childhood Experiences Media Campaign for a term starting August 1, 2018 and ending June 30, 2019; and Authorize the County Administrator to sign the agreement and any future amendments within budget appropriations		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - Grant Agreement		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes___ No X

Public Hearing Required? Yes___ No X

DEPARTMENTAL RECOMMENDATION:

First 5 Solano Children and Families Commission recommends that the Board of Supervisors approve a one year revenue contract with Kaiser for up to \$90,000 for an Adverse Childhood Experiences (ACEs) Media Campaign with a term starting August 1, 2018 and ending June 30, 2019; and Authorize the County Administrator to sign the agreement and any future amendments within budget appropriations.

SUMMARY:

Adverse Childhood Experiences (ACEs) are stressful or traumatic events that an individual either experiences or witnesses before they turn 18 years of age. ACEs cause what experts have termed "toxic stress," an excessive, persistent stress that a person's own system can't deal with any longer. Toxic stress can alter a child's brain and body development, create greater risk for health issues such as heart disease and mental illness, and result in long-term outcomes such as homelessness, prison time, or early death. This one year revenue contract with Kaiser supports a countywide media campaign to further efforts in bringing awareness to ACEs.

FINANCIAL IMPACT:

Revenue and expenditures for this contract are included in the FY2018/19 Supplemental Requested Budget. There is no impact to the General Fund.

DISCUSSION:

Solano Kids Thrive (SKT), funded through First 5 Solano, is a community collaboration composed of different sectors including health, education, and government and has recently been involved in generating ACEs

awareness. In FY2017/18, SKT hosted screenings of the film "Resilience: The Biology of Stress and the Science of Hope" followed by community discussion. SKT has also promoted trauma informed care within the community by working with ACEsConnection.com to build a community hub centered around ACEs awareness. First 5 Solano, representing SKT, applied for the Kaiser grant in April of 2018 since it aligns with the SKT goals and current efforts. First 5 Solano was awarded the grant in May of 2018 and will be the primary agency working on the media campaign.

Kaiser has awarded up to \$90,000 for the media campaign which will start in August 1, 2018 and conclude on June 30, 2019. The campaign aims to reduce mental health-related stigma and increase normalization of discussions around ACEs. Messages will be targeted to high poverty areas in Solano County and include the use of Pandora, billboards, and bus ads. SKT members will provide input around messaging, placement, and design of the announcements. This grant gives Solano County the opportunity to influence community awareness about ACEs and its negative impacts. By bringing awareness to ACEs through the media campaign, individuals will be able to combat ACEs resulting in a healthier Solano County.

ALTERNATIVES:

The Board could deny approval of the revenue contract. This is not recommended as it would result in the delay of bringing valuable information to the community.

OTHER AGENCY INVOLVEMENT:

First 5 Solano has collaborated with Solano Kids Thrive to apply for the grant to develop a media campaign.



Kaiser Foundation Hospital and Rehabilitation Center
975 Sereno Drive
Vallejo, California 94589-2485
(707) 651-1300

Shiyama Clunie
Public Affairs Director

April 26, 2018

Ms. Gene Ibe
Program Manager
County of Solano First 5 Solano Children and Families Commission
601 Texas St. Ste 210
Fairfield, CA 94533

Re: Grant Award Letter for Grant Number 20661344

Dear Ms. Ibe:

On behalf of Kaiser Permanente's Northern California Community Benefit Programs, we are pleased to inform you that a grant in the amount of \$90,000.00 has been awarded to County of Solano ("Grantee"). The purpose of these funds is to support the ACEs Awareness Campaign (the "Grant").

Kaiser Permanente has a 70-year history and our mission includes improving the health of the communities we serve. As a nonprofit integrated healthcare delivery organization, we make investments in our communities. We believe in supporting organizations like yours that make a difference in people's lives.

The Grant period (or term of the Grant) is: August 1, 2018 to June 30, 2019. The progress report is due 12/10/18 and the final report is due 8/01/19. All required reports must be submitted electronically at https://www.grantrequest.com/SID_946/Default.asp?SA=AM

Documents to Sign and Send Back

Please review the enclosed Grant Agreement (pages 1-4) and Communications Guidelines (page 5) which describe the terms and conditions of your grant. In order to receive your payment, **please sign and return this award letter and the attached Grant Agreement promptly. Keep an original signed copy for your files.**

Mail both signed documents in the attached pre-addressed envelope to:

Shan Magnuson
Kaiser Permanente, Community Benefit
401 Bicentennial Way 3550 Roundbarn Ste 107
Santa Rosa, CA 95403

If you have questions or require additional information, please contact your grant manager, **Molly Bergstrom** at molly.e.bergstrom@kp.org

A handwritten signature in black ink, appearing to read "Shiyama A. Clunie", written over a horizontal line.

Clunie, Shiyama A.
Napa Solano Area Public Affairs Director

April 26, 2018

Date

ACCEPTED AND AGREED

Bing-Ho E Corseello
Salano County Administrator

20661344

Date _____

- Grant Agreement -

In addition to the specific terms of the Grant Award Letter for Grant Number 20661344, Kaiser Foundation Hospital's ("KFH") award of this Grant, managed by the KFH Northern California Community Benefit Programs Division, is contingent upon Grantee's compliance with the following terms and conditions, and Grantee agrees to all these terms and conditions. Together, the Grant Award Letter and these terms and conditions are "the Agreement."

1. Tax-Exempt Status

Grantee is a (i) tax-exempt organization currently recognized by the Internal Revenue Service ("IRS") as a public charity described in section 501(c)(3), (8), (10) or (19) or 501(k) or 509(a)(1), (2), or (3) of the Internal Revenue Code of 1986, as amended (the "Code") or (ii) a local, state or federal government agency. If Grantee is a public charity as described in (i), then Grantee represents and warrants that

- Grantee's tax-exempt status under the Code has not been revoked or modified since the issuance of the IRS determination letter provided to KFH and shall not be revoked or modified during the term of this Grant; and
- there is no issue presently pending before any office of the IRS that could result in any proposed changes to Grantees' tax-exempt status under the Code; and
- Grantee shall immediately notify KFH if Grantee's tax-exempt status is revoked, suspended or modified during the term of this Grant.

2. Expenditure of Funds

This Grant must be used for the project identified in the Grant Award Letter, as described in the Grantee's proposal and related correspondence, and may not be expended for any other purposes without KFH's prior written approval. If the Grant is intended to support a specific project or to provide general support for a specific period, any portion of the Grant unexpended at the completion of the project at the end of the period shall be returned immediately to KFH, unless otherwise agreed by KFH in writing. Grantee may not expend any Grant funds for any purpose that is not charitable or educational, for any political or lobbying activity, or for any purpose other than one specified in Section 170(c)(2)(b) of the Code. Grantee must obtain prior written approval from KFH for changes to budgetary allocations that amount to 10% or more of the total budget of the Grant award or for changes to the Grant period.

Grantee may not use any portion of this grant in connection with the enrollment of individuals in any Qualified Health Plan or non-Qualified Health Plan. If Grantee serves as a Certified Enrollment Entity or Navigator funded by the California Health Benefit Exchange (Covered California), Grantee will fully comply with any applicable state and federal statutes, regulations, and sub-regulatory guidance requiring disclosure of receipt of this funding to Covered California and consumers receiving application assistance from Grantee's personnel.

Kaiser Foundation Hospitals, Northern California Region
- Grant Agreement -

3. No Assignment or Delegation

Grantee may not assign, or otherwise transfer, its rights or delegate any of its obligations under this Grant without prior written approval from KFH.

4. Records and Reports

Grantee is required to keep a record of all receipts and expenditures relating to this Grant and to provide KFH with written reports summarizing the progress made, as detailed on KFH's reporting requirements outline. KFH may also require additional interim reports. Grantee's reports should describe its progress in achieving the purposes of the Grant and include a detailed accounting of the uses or expenditure of all Grant funds. Grantee also agrees to provide any other information reasonably requested by KFH. If Grantee obtains any audited financial statements covering any part of the Grant period, Grantee shall provide a copy to KFH as well. Grantee is required to keep the financial records with respect to this Grant, along with copies of any reports submitted to KFH, for at least four years following the year in which all Grant funds are fully expended.

5. Required Notification

Grantee is required to provide KFH with immediate written notification of: (1) any changes in its tax-exempt status; (2) its inability to expend the Grant for the purposes described in the Grant Award Letter; (3) any expenditure from this Grant made for any purpose other than those for which the Grant was intended; (4) any modification of the budget, Scope of Work or timeline; and (5) any significant changes in Grantee's leadership or staffing.

6. Reasonable Access for Evaluation

Grantee is expected to actively participate in the evaluation of Kaiser Permanente's Community Benefit Program, including KFH's evaluation of Grantee's project within that program. At KFH's request, Grantee will permit KFH and its representatives to conduct site visits and have reasonable access during regular business hours to Grantee's files, records, accounts, personnel and clients or other beneficiaries for the purpose of making financial audits, verifications or program evaluations as KFH deems necessary or appropriate concerning this Grant award.

7. Publicity

Whenever possible, Grantee shall obtain KFH's prior written or oral consent of any proposed publicity concerning this Grant prior to the release of such publicity. When acknowledging this Grant, Grantee will incorporate the following text: *"The project is supported by Kaiser Permanente Northern California Community Benefit Programs."*

KFH may include information regarding this Grant, including the amount and purpose, photographs provided by Grantee, Grantee's logo or trademark, or other

Kaiser Foundation Hospitals, Northern California Region
- Grant Agreement -

information or materials about Grantee's organization and activities, in KFH's periodic public reports, newsletters, online channels, and news releases.

8. Right to Modify or Revoke Payments

Payments made under this Grant are contingent upon Grantee's compliance with the terms of this Agreement. KFH reserves the right to discontinue, modify or withhold any payments to be made under this Grant award or to require a total or partial refund of any Grant funds if, in KFH's sole discretion, such action is necessary: (i) because Grantee has not fully complied with the terms and conditions of this Grant, including without limitation, Grantee's loss of tax-exempt status or Grantee's use of Grant funds for purposes other than those designated; (ii) to protect the purpose and objectives of the Grant or any other charitable activities of KFH or the Kaiser Permanente Medical Care Program; or (iii) to comply with the requirement of any law, regulation, or regulatory agency policy applicable to Grantee, KFH or this Grant.

9. Termination

KFH may terminate this Grant for convenience upon 30 days' written notice to Grantee and may terminate this Grant immediately for the reasons specified in Section 8 or for Grantee's engagement in willful misconduct or negligence.

10. Independent Contractors

With respect to administration of this Grant, the parties understand and agree that each is at all times acting and performing as an independent contractor with respect to the other. Except as expressly set forth in this Agreement, neither party, nor any of its employees, shall be construed to be the agent, employee or representative of the other for any purpose, or liable for any acts or omissions of the other.

11. Compliance

Grantee shall (i) maintain, in full force and effect, all required governmental or professional licenses and credentials for itself, its facilities and its employees and all other persons engaged in work in conjunction with this Grant, and (ii) perform its duties and obligations under this Agreement according to industry standards and in compliance with all applicable laws. As an organization with numerous contracts with the federal government, KFH and its affiliates are subject to various federal laws, executive orders and regulations regarding equal opportunity and affirmative action. This Section constitutes notice that Grantee may be required to comply with the following Federal Acquisition Regulations (each a "FAR") at 48 CFR Part 52, which are incorporated herein by reference: (a) Equal Opportunity (April 2002) at FAR 52.222-26; (b) Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Sept. 2006) at FAR 52.222-35; (c) Affirmative Action for Workers with Disabilities (June 1998) at FAR 52.222-36, and (d) Utilization of Small Business Concerns (May 2004) at FAR 52.219-8. In addition, Executive Order 13495 concerning the obligations of federal contractors and

**Kaiser Foundation Hospitals, Northern California Region
- Grant Agreement -**

subcontractors to provide notice to employees about their rights under Federal labor laws, or its successor, shall be incorporated herein by reference.

12. Miscellaneous

This Agreement shall be governed by the laws of the State of California. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be one and the same instrument. Grantee may not assign any right, duty or obligation under this Agreement without prior written approval from KFH. Any change of ownership or control of Grantee shall be deemed an assignment. This Agreement shall be binding upon and inure to the benefit of the parties and their respective, permitted successors and assigns. This Agreement, including any exhibits and attachments (all of which are incorporated into this Agreement by this reference), is the entire agreement of the parties with respect to the subject matter herein, and supersedes any and all other agreements, promises, negotiations or representations, whether oral or written. This Agreement, including exhibits and attachments, may not be amended except in a writing signed by each party.

ACCEPTED AND AGREED by duly authorized officers of KFH and Grantee:

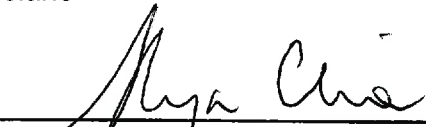
KFH

Grantee:

Kaiser Foundation Hospitals
Napa/Solano

County of Solano

By:


Clunie, Shiyama A.

By:



Title: Public Affairs Director

Title: Solano County Administrator

Date: Thursday, April 26, 2018

Date: _____

Kaiser Foundation Hospitals, Northern California Region
– Communications Guidelines –

Congratulations on your Kaiser Permanente Northern California Region grant. We appreciate the opportunity to partner with you and to help others learn about your important work. Please review the information below concerning communications and publicity and contact your grant manager if you have any questions.

How to acknowledge your grant. To make it easy to communicate about your grant, we have prepared language describing our partnership. This language can be used for newsletters, websites, or other communications. ***Please use this description when acknowledging your Kaiser Permanente grant.*** You can also find this text on our grantee website at kp.org/communitybenefit/ncal/forgrantees.

Short credit:

The project is supported by Kaiser Permanente Northern California Community Benefit Programs.

Longer credit:

About the Kaiser Permanente Northern California Community Benefit Grants Program

Kaiser Permanente's community involvement uniquely pairs grant funding with 65 years of clinical expertise, medical research, and volunteerism to support prevention-focused, evidence-based programs that are expanding access to care and creating healthy environments. Kaiser Permanente recently awarded LifeLong Medical Care a \$85,000.00 grant that will help more people in this community get access to the resources they need to lead a healthy life. For more information about Kaiser Permanente's work in the community, visit www.kp.org/communitybenefit/ncal.

Logo. If you would like to use a Kaiser Permanente logo, please contact your grant manager. Tell them your preferred file type (JPEG or EPS) and color (blue or black). As a nonprofit organization, the Kaiser Permanente logo cannot be used on materials that imply endorsement of legislation or a candidate.

Promoting your Kaiser Permanente grant. Your new grant is an excellent time to tell the story of your important work—to your partners, the community, and the media. There are many ways to communicate, including via a press release, newsletter, Web site, social media, and donor communications. If you are interested in doing outreach or promotion, our communications team may be available to help. Please contact your grant manager to discuss this further.

Collecting stories about your work. Personal stories and testimonials are particularly effective ways to illustrate the value of your work—for fundraising, donor and board communications, and grant reports. The reporting requirements for this grant include capturing and relaying at least one story about your work, but we also appreciate your sharing stories with us at any point.

Free online training resources. At www.kp.org/communitybenefit/ncal/forgrantees you will find a "story capture sheet" and storytelling tips. This special website for our grantees has many other useful resources, including trainings and resource lists on storytelling, messaging, social media, and more.

Questions? For further information or questions, please contact your grant manager or send an email inquiry to: Denice.Y.Alexander@kp.org.



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #:	15	Status:	Consent Calendar
Type:	Contract	Department:	Veteran Services Office
File #:	18-351	Contact:	Ted Puntillo, 784-6590
Agenda date:	06/05/2018	Final Action:	
Title:	Approve an annual revenue agreement with the California Department of Veteran Affairs for up to \$40,000 for the term of July 1, 2018 through June 30, 2019 to expand and/or enhance mental health services to veterans currently residing in or returning to Solano County from their military service as they transition back to civilian life; and Authorize the County Administrator to execute the agreement		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - Agreement, B - Contractor Award Letter		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ____ No X
Public Hearing Required? Yes ____ No X

DEPARTMENTAL RECOMMENDATION:

The Solano County Veterans Services Office (CVSO) recommends that the Board:

1. Approve an annual revenue agreement with the California Department of Veterans Affairs for up to \$40,000 for the term of July 1, 2018 through June 30, 2019 to expand and/or enhance mental health services to veterans currently residing in or returning to Solano County from their military service as they transition back to civilian life; and
2. Authorize the County Administrator to execute the agreement.

SUMMARY/DISCUSSION:

The Solano CVSO receives funding annually from the California Department of Veteran Affairs (CDVA) to develop outreach activities in Solano County in accordance with the Department of Mental Health Proposition (Prop 63) funding. This \$40,000 revenue agreement with CDVA is for providing mental health outreach activities at Travis Air Force Base Transition Assistance Program (TAP) classes, the Fairfield Jail, the Sentence Detention Facility on Claybank Road in Fairfield, and the North Bay Stand Down held annually in the Fall in Dixon. The term of the contract is July 1, 2018 through June 30, 2019. The CDVA requires a minute order authorizing the signatory authority.

FINANCIAL IMPACT:

The department's FY 2018/19 budget includes an appropriation for \$40,000 in Prop 63 funding. CDVA will reimburse the County for up to \$40,000 of the cost to provide outreach activities to veterans with mental health

issues.

ALTERNATIVES:

The Board may choose not to approve this contract agreement; however, this is not recommended as the additional funding can be used for increased mental health outreach activities to veterans.

OTHER AGENCY INVOLVEMENT:

County Counsel has approved the revenue contract as to form.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

AGREEMENT NUMBER

18XS0002

REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

California Department of Veterans Affairs

CONTRACTOR'S NAME

County of Solano

2. The term of this Agreement is: July 1, 2018 through June 30, 2019
Or upon approval

3. The maximum amount of this Agreement is: \$40,000.00
Forty thousand dollars and zero cents

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	2 pages
Exhibit A-1 – Program Narrative	4 pages
Exhibit B – Budget Detail and Payment Provisions	2 pages

Exhibit C* – General Terms and Conditions	GIA 610
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Check mark one item below as Exhibit D:

<input checked="" type="checkbox"/> Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement)	6 pages
<input type="checkbox"/> Exhibit - D* Special Terms and Conditions	

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.
These documents can be viewed at www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

County of Solano

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Birgitta Corsello, CAO

ADDRESS

675 Texas Street, 6th Floor
Fairfield, CA 94533

STATE OF CALIFORNIA

AGENCY NAME

California Department of Veterans Affairs

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

David Gerard, Chief, Facilities and Business Services Division

ADDRESS

1227 O Street, Sacramento, CA 95814

**California Department of General
Services Use Only**

☒ Exempt per: SCM I, 4.04 A.2

VETERAN MENTAL HEALTH OUTREACH SERVICES

1. INTRODUCTION/SERVICES

- A. The County of Solano (Contractor) shall provide “Veteran Mental Health Outreach Services”, as specified in Exhibit A-1, in accordance with the Mental Health Services Act (Proposition 63), for the California Department of Veterans Affairs, (CalVet).
- B. Provider must be able to perform the tasks associated with providing services under the scope of their license. Contractor will provide services in accordance with federal and state laws and regulations and CalVet policies.
- C. The Contractor is not authorized to deliver or commence services until written approval has been obtained from CalVet Contract Manager and the Contractor has received an executed contract from CalVet. Any delivery or service commenced prior to the Contractor obtaining all written approvals shall be considered voluntary on the part of the Contractor.

2. CONTRACTOR’S RESPONSIBILITIES

The Contractor shall provide the following services:

- A. Expand and/or enhance mental health services to include treatment, and other related recovery programs to Veterans currently residing in or returning to the community as they transition to civilian life.
- B. Provide the following performance measures on a periodic and annual basis:
 - 1. Four (4) periodic progress reports to include the following:
 - a) Performance table that includes the goal for each performance measure and the source of collecting the performance measure (See Exhibit B – Budget Detail and Payment Provisions for periodic progress report/metric due dates).
 - b) Any narrative related to Performance Assessment and Data.
 - 2. Annual progress report at the end of the funding period. The report must summarize information from the periodic reports, describe the accomplishments of the project, and describe the next steps for implementing any plans for additional work identified during the funding period.

3. INDEPENDENT CONTRACTOR STATUS

The Contractor/Providers shall be considered “Independent Contractors” in relation to CalVet and the State. Therefore, the Contractor/Providers shall not be considered employee(s) of the CalVet and shall not be entitled to any employee benefits from the CalVet or the State.

4. CONTACT INFORMATION

- A. The project representatives during the term of this Agreement will be:

CalVet Representative

Phillip Leggett, Mental Health Coordinator
1227 O Street, Room 105
Sacramento, CA 95814
Phone: (916) 503-8327
Email: phillip.leggett@calvet.ca.gov

Contractor Representative

Ted Puntillo, CVSO
657 Texas Street, Ste. 4700
Fairfield, CA 94533
(707) 784-6590

- B. Contract Representatives, addresses, and phone/fax numbers may be changed by issuing a 20-day prior

written notification and shall not require a formal amendment to this Agreement. The notifying party shall provide complete contact information for the replacement Contract Representative including, name, title, mailing address, phone/fax numbers, and email address.

All other changes require a formal written amendment to this Agreement.

Appendix A – Program Narrative

Solano County Veterans Service Office TAP, Vet Court and Stand Down Mental Health Program

Section A: Statement of Need

Transitional Assistance Program (TAP) Outreach at Travis AFB

The geographic area of Solano County has approximately 33,000 veterans and has the largest military installation in Northern California at Travis AFB. Travis discharges approximately 40 personnel per week through their TAP process. Our program serves discharging service members just prior to and at the time of discharge. The **need** for CVSO counseling and referral **is great**. The Military does not provide these services and relies on the counties and service organizations to fill the gap. No other credible reliable veteran's representatives are available to consistently do this screening, and interviewing and one-on-one counseling. Approximately **30% of the discharging service members have documented mental health issues on their service medical records**. This office serves over 2,000 discharging veterans a year. The Department of Defense is actually referring veterans from as far away as Monterey to come to Travis to discharge and see us to get their benefits. We also get many discharging service members from Beale and local Guard and Reserve units. They would not get this type of support if the Solano County CVSO did not provide it. We serve all veterans including the veterans with bad paper. They are particularly vulnerable to mental health and Substance Use Disorders (SUD). A huge gap would exist if the one-on-one counseling and follow-up through our office did not exist. We counsel all veterans and must do this to identify the veterans with mental health disorders in their records. We identify approximately 600 veterans a year with mental health issues in our interviewing process, and file claims for them. It is essential for this funding to continue in order to combat suicidal ideation and PTSD. This office now has a full time person at Travis 5 days a week to meet the demand of our discharging service members, their families and the civilian veteran workforce and reservists that work there. This is a perfect target for this Prop 63 funding. TAP at Travis is the one best place to intercept these discharging veterans and get them to resources available to them. Solano County is the only CVSO that I know of that funds a full time Vet Rep at a military base and that participates in the TAP briefing. We are unique and the need to keep this one of a kind operation going for veterans. We work closely with DOD and the VA to maintain this service for future veterans.

Veterans Court Jail and Prison Inmate Outreach

Solano County has three county jails and two state prison facilities with many thousands of inmates. Approximately 10% of this inmate population is identified as veterans. This is done by the Sheriff when the inmates are booked. Every one of the veteran inmates we interview weekly has the aforementioned mental health and substance use issues. Crystal meth and alcohol are the most common substance use problems and depression is the number one mental health issue. In October 2014 this office and the Solano County Courts embarked in the Veterans Treatment Court process in this county. This operation has grown to present 24 veterans enrolled in the program and 20 veterans participating in our diversion program. Our first graduation happened on April 29, 2016 when 4 veterans graduated and had their records expunged and their SUD and mental health problems under control. Since then our Vet Court has had three more graduations and we have graduated a total of 13 veterans so far. The most recent in December 2017. Our vet court team receives 3 to 4 referrals a week from private lawyers and other judges for new potential vet court participants. This office started regular jail visits in August 2011 and has jail and prison outreach every other week in Solano County. The program has been so successful; we now are working with a veteran almost daily with whom we have made contact while he/she was incarcerated. We work with the DA's Office, the Public Defender, the Courts and the Sheriff. All are very supportive of our outreach and the positive results. We work with the non-profits from Sac Veterans Resource Center, Swords to Plowshares, The Bridge to Life, Mission Solano and the Community Action Committee of North Bay. They provide the very necessary residential treatment benefit that these incarcerated veterans need. Veterans are released to our custody and we transport them to a treatment facility. Our recidivism rate is very positive in that people given a chance, tend to not return to jail and do become productive citizens. Our rate is close to 25% compared to a 75% rate for nonveterans.

Stand Down Activity

This office provides support in the planning and execution of the North Bay Stand Down. This four-day event is held in October at the Dixon May Fair. This office supplies one person for the planning committee that meets

monthly for three months and then every week for next three months prior to the event. The veteran service office then spends 10 hours a day for 4 days during the Stand Down including set up and take down. Our VSR Pat Sheehan is a full time board member for the North bay Stand Down also. This event caters to the down and out and homeless veterans who almost all have mental health and substance use problems. This office uses one hundred and thirty hours to help the stand down happen. The stand down services approximately 250 veterans and their families each year. We also do all of the verification of the DD-214's and registration. **The need for this stand down is great in that we support Yolo, Sonoma & Napa Counties who do not have a regular stand down.**

Section B: Proposed Service/Project

The Solano County Veterans Office will provide staffing and an outreach program that will pre-screen, counsel and advocate for veterans, reservists and guard members that have disclosed mental illness or substance use issues. This outreach program will focus on the following access points:

Transitional Assistance Program (TAP)

The Solano County Veterans Office goes to the Travis AFB TAP process for five full days a week to counsel and file claims for the discharging veterans. Thanks to the increased subvention and the Prop 63 funding, we have expanded the hours we spend at Travis AFB TAP center from 3 days a week to a full 5 days a week. The vet rep gives a briefing to all TAP participants on Tuesday and meets with the discharging vets and questions all the veterans on the nature of their disabilities and experiences in the service that could result in VA benefit claims for compensation. Approximately 40 service members attend these classes every week. Prior to the Prop 63 funding there was no CVSO presence at the TAP classes and veterans had to rely on the spotty Veterans Service Organization briefing. There was no nexus to the CVSO office in Solano County. Since the Prop 63 funding, this office is able to send a person to these all day briefings and records check. A good 30% of the veterans we see at these briefings have mental health issues. We refer them to the proper resources and file claims for them. This office files well over 400 claims a year from the discharging veterans from Travis AFB alone. Many veterans have depression, Military Sexual Trauma and anxiety along with PTSD. While in the service most troops are hesitant to admit that they have mental health disorders as it would negatively affect their promotion and longevity plans. Upon discharge we ask them the hard questions that they are now in a position to answer. We do not want people to leave the service with undiagnosed mental health conditions. This could lead to jail, homelessness and other social failures. Discharging veterans are the perfect target for this Prop 63 money to catch them before they fall through the cracks. Solano County is one of very few CVSO's with vet reps embedded in the TAP process and with a full time office at a major military base. This is a unique opportunity for the State, CVSO and the veterans in California and **compliments the new CALTAP initiative coming from the state.**

Veteran Court and Jail Outreach

This office started on a program in August of 2011 to have jail and prison outreach every other week in Solano County. The program has been so successful; we now are working a veteran almost daily with whom we have made contact while he/she was incarcerated. We work with the DA's Office, the Public Defender, the Courts and the Sheriff. Our vet court that started in September of 2014 now has 24 active participants and 20 in the diversion program all with SUD or mental health issues and is growing. Our first graduation was April 29, 2016. We have had three more graduations since, the most recent in December 2017. We work with the non-profits from Sac Veterans Resource Center, Swords to Plowshares, The Bridge to Life, Mission Solano and the Community Action Committee of North Bay, the Concord Vet Center and the VA. They provide the very necessary residential treatment benefit that these incarcerated veterans need. This office spends at least 30 hours a week working on incarcerated veteran's issues. Every week incarcerated veterans are released to our custody and we transport them to a treatment facility. Our recidivism rate is very positive in that people given a chance, tend to not return to jail and do become productive citizens. Our rate is close to 25% compared to a 75% rate for nonveterans. The vet court team comprises of our vet court judge, DA, 2 Public Defenders, a Probation Officer, our Vet Court Case manager, a VJO from the VA and the CVSO. Our county has been a leader in showing other counties how to run a successful vet court and recently had visits from Lake County, Madera, Fresno and Contra Costa Counties to see our Vet Court. The VA uses us as a model to show others how to do it.

Stand Down Activity

This office provides support in the planning and execution of the North Bay Stand Down. This four-day event is held in October at the Dixon May Fair. This office supplies one person for the planning committee that meets monthly for three months and then every week for next three months prior to the event. The veteran service office then spends 10 hours a day for 4 days during the Stand Down including set up and take down. Our VSR is a full time board member for the North Bay Stand Down. This event caters to the down and out and homeless veterans who almost all have mental health and substance use problems. This office uses one hundred and thirty hours to help the stand down happen. The stand down services approximately 250 veterans and their families each year. We also do all of the verification of the DD-214's and registration. This Stand Down covers Sonoma, Napa & Yolo Counties. Those counties do not have regular stand downs.

Section C: Proposed Implementation Approach

TAP Outreach and Counseling

The Solano County CVSO already has the TAP process going and has an ongoing relationship with Travis to provide the necessary work hours on site to counsel and refer the discharging veterans. This was established with Prop 63 funding that we had received in 2012. It is our hope that we can continue to provide this service to our veterans. The number of veterans being discharged is increasing due to the cutbacks and current downsizing in the military. The screening is done for five full days every week. The vet rep gives a one-hour presentation and then the troops are counseled individually by the vet rep in a private room and the service treatment records are examined thoroughly and a claim information sheet is developed and given to the service members along with referral information for mental health and substance abuse resources, if appropriate. The service member is then advised to report all physical and mental health issues to the medical personnel while they are still in the service so that they can establish a service connection. We file a BDD Claim or a Quick Start for the veteran on the spot or a FDC when they finally leave the service. Failure to obtain this very important funding would require this office to lay off one vet rep and eliminate our ability to visit Travis weekly and help these future veterans just as they transition to civilian status.

Jail Outreach and Vet Court Initiative

Jail outreach is being done on a weekly basis and on an as-needed basis. This office has been responsible for migrating over 250 veterans to treatment facilities in the last year. We regularly negotiate with the DA, Public Defender and Courts to get veterans released to a residential treatment facility. The Sheriff identifies veterans when they are booked and we are alerted when they want to see us. We work closely with the Veterans Justice Outreach personnel from the VA and the housing coordinator for the VA along with all the non-profits in Northern California including Swords to Plowshares, Bridge to Life, Mission Solano, Sac Veterans Resource Center, Community Action Committee of North Bay and others. This office spends well over \$18,000 a year in work hours and resources to facilitate the contact and release of these veterans to treatment facilities. We also get them connected to VA medical, HUD VASH housing, pension and compensation benefits. We regularly work with and help veterans with bad paper and find them resources that will help them. The new Vet Court that started in September 2014 now has 24 ongoing participants and will increase participation depending on the resources we can muster. We feel our maximum would be 30 with existing resources. Our Vet Court differs from most Vet Courts in that we take veterans who are violent offenders and offer a diversion program to those who do not qualify for or do not need a full blown Vet Court experience. We have started a diversion process where we help veterans with SUD and mental health problems get out of jail and into treatment even if they do not have nexus to qualify them for 1170.9 treatment under the authority of the Penal Code and Vet Court. We are indeed unique in the state. We have also started a new Vet Court in Vallejo that meets once a month to take the load off the Fairfield Vet Court. As stated, this process is already implemented and needs increased funding to use more resources as the population of the court grows. The CVSO uses 8 to 10 hours a week on vet court activities.

Stand Down

Stand Down support is also dependent on the continuation of the Prop 63 funding and is an already implemented process. We have had this process implemented for the last three years and it is working well. This office has supported this stand down with approximately 130 work hours plus materials. We participate on the planning committee and do the scheduling, advertisement, registration and verification of the veterans who attend. We handle all registrations. Our VSR, Pat Sheehan is a full time North Bay Stand Down Board Member. We coordinate with the courts to get the court records of the veterans to the stand down when the veteran requests

vet court help. Without this funding we would have to pull back from Stand Down support.

Section D: Performance Assessment and Data

TAP Outreach

Performance data for the TAP initiative consists of data collected from counseling over 2,000 discharging service members a year. Out of the 2,000 service members approximately 620 have mental health or substance use problems. We file claims for these veterans and refer them to resources to help their problems. We use Vet Pro to track the claims we file for these veterans and a log is kept of the veterans who attend our presentations, records screening and counseling. We have used the metric table below to account for the number of veterans we see, counsel, screen and file claims for due to mental health and other issues.

Jail Visits

This office sees approximately 250 inmates a year, counsels them and helps them get into treatment along with pension, compensation, housing and medical care. We track the people we see weekly and track where they go into treatment and the claims we file for them. We see approximately 250 inmates and 100% of them have mental health or substance use issues, usually both as most have co-occurring conditions. The recidivism rate is very low with the veterans we have helped. It is 25% compared to a 75% rate for non-vets who do not participate in our program.

Stand Down

The Stand Down census will be over 250 veterans again this year and the interest is growing, especially for the Vet Court portion where the judges clean up their outstanding fines and warrants so they can get a job.

I. STANDARD BUDGET DETAIL AND PAYMENT PROVISIONS

1. Invoicing and Payment

- A. For services satisfactorily rendered, and upon receipt and approval of the invoices, the State agrees to compensate the Contractor for services rendered in accordance with the rates specified.
- 1) The amount of this contract shall not exceed \$40,000.00
 - 2) The first quarterly payment shall be made upon approval of the contract in the amount of \$10,000.00.
 - 3) The remaining three payments shall be made upon receipt of quarterly invoices by the CalVet Contract Manager.
 - 4) Quarterly invoices shall be submitted no later than the following dates:

July 1, 2018	Contract Begins	Term: July 1, 2018 – June 30, 2019
October 31, 2018	1 st Quarter Invoice/Metrics Due	1 st Quarter (07/01/2018 – 9/30/2018)
January 31, 2019	2 nd Quarter Invoice/Metrics Due	2 nd Quarter (10/01/2018 – 12/31/18)
April 28, 2019	3 rd Quarter Invoice/Metrics Due	3 rd Quarter (01/01/2019 – 03/31/2019)
July 31, 2019	Annual Progress Reports	Counties must summarize information from the periodic reports, describe the accomplishments of the project and describe next steps for implementing any plans for additional work identified during the funding period. (Annual Progress Reports are due with 4 th Quarter invoices and metrics.) 4 th Quarter (04/01/19 – 06/30/19)

- B. Quarterly payments shall only be approved upon periodic invoices that shall include the Agreement Number, County name, address and telephone number. Quarterly invoices shall also be accompanied by the quarterly reports identified in Exhibit A – Scope of Work, and shall be submitted in duplicate not more frequently than listed above to:

Original Invoice	Approval Copy
Department of Veterans Affairs CalVet Accounting Office 1227 O Street Room 402 Sacramento, CA 95814	Department of Veterans Affairs Veterans Services Division 1227 O Street, Room 105 Sacramento, CA 95814 Attn: Phillip Leggett

2. Budget Contingency Clause

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further form and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an Agreement amendment to Contractor to reflect the reduced amount.

3. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, Government Code, Chapter 4.5, commencing with Section 927.

II. SPECIAL BUDGET DETAIL AND PAYMENT PROVISIONS

1. Submissions of Invoices/Claims

- A. All invoices/claims must be completed thoroughly and legibly, with all applicable fields completed. Invoices/claims that are submitted to the appropriate location but have been altered, or are inaccurate, or do not provide all necessary information will not be accepted and will be returned to the Contractor for correction.
- B. Any changes to this provision relating to the invoice/claim submittal process, including but not limited to an address, form, or process change, shall be an administrative change managed through the appropriate designated CalVet office and shall not require a contract amendment.
- C. Invoices/claims submitted shall include the following information in order to be considered complete and acceptable for processing, or the invoice/claim will be returned:
 - 1) Contractor's Company name
 - 2) Contractor's Company address, phone number and e-mail
 - 3) Date of invoice/claim
 - 4) Invoice/claim number
 - 5) Location where services were performed
 - 6) Agreement Number
 - 7) Contractor Federal Employer Identification Number and National Provider Identifier number
 - 8) Date(s) of Service
 - 9) Total dollar amount being billed
 - 10) First and Last name of Contractor or Provider performing services, if applicable
 - 11) Contractor's or Provider's Classification, whichever is applicable
 - 12) Contractors shall include the following information on the invoice/claim submitted for hourly reimbursement:
 - a) Hourly Rate
 - b) Time in and time out
 - c) Total hours worked
 - d) Total number of Residents seen
 - e) Any other medical information or documentation reasonably required to verify and substantiate the provision of services and the charges for such services.

1. EXCISE TAX:

The State of California is exempt from Federal Excise Taxes, and no payment will be made for any taxes levied on employees' wages. The State will pay for any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this Contract. California may pay any applicable sales or use tax imposed by another state.

2. STATUTORY AND REGULATORY PROVISIONS

- A. This Contract shall be governed and construed in accordance with all applicable statutory and regulatory provisions including, but not limited to:
- 1) Title XVIII of the Federal Social Security Act
 - 2) Title XIX of the Federal Social Security Act
 - 3) Chapters 7 and 8 (commencing with Section 14000), Part 3, Division 9, Welfare and Institutions Code
 - 4) Division 3, Title 22, California Code of Regulations (CCR)
 - 5) Health and Safety Code Section 1340 et seq.
 - 6) All applicable Federal provisions which regulate the administration of health care programs and budget revisions, as contained in the Code of Federal Regulations (CFR), Title 42, and Title 45, Part 74, Title 42 United States Code, Sections 1395 et seq. and 1396 et seq.
 - 7) Sub-chapter 13 (commencing with Section 6800), Chapter 4, Part 1, Title 17, CCR; and
 - 8) All other applicable laws and regulations.
- B. Any provision of this Contract in conflict with the applicable laws and regulations is hereby amended to conform to the provisions of those laws and regulations. Such amendment of the Contract shall be effective on the effective date of the statutes or regulations necessitating it, and shall be binding on the parties even though the amendment may not have been reduced to writing and formally agreed upon and executed by the parties. If, due to amendment in laws of regulations, Contractor is unable or unwilling to comply with the provisions of the amendment(s), State or Contractor may terminate this Contract in accordance with the Termination provision of this Contract.

3. EXAMINATION AND AUDIT

- A. Contractor shall allow the State and its related entities, the Comptroller General of the United States, Department of Justice (DOJ), and the Bureau of Medi-Cal Fraud, or their duly authorized representatives, to inspect or otherwise evaluate the quality, appropriateness, and timeliness of services performed under this Contract, and to inspect, evaluate, and audit any and all books, records, and facilities maintained by the Contractor and Subcontractors pertaining to services under this Contract at any time during normal business hours.
- B. Contractor shall be subject to the examination and audit of the State Auditor for a period of three (3) years after final payment under this Contract in accordance with *Government Code, Section 85467.7*. The examination and audit shall be confined to those matters directly connected with the performance of the contract, including, but not limited to, the costs of administering the Contract.
- C. Books and records include, but are not limited to, all physical records originated or prepared pursuant to the performance under this Contract, including working papers, reports, financial records, and books of account, Medical Records, prescriptions files, Subcontracts, and any other documentation pertaining to medical and non-medical services for residents of the Home. Upon request, at any time during the term of this Contract, the Contractor shall furnish any record or copy.

4. RESOLUTION OF DISPUTES:

- A. The Contractor may dispute and appeal a decision or action by the State arising out of the Interpretation or administration of this Contract. A written dispute notice shall be submitted to the Contract Manager within thirty (30) calendar days from the date the Contractor receives notice of the decision or action in dispute.

The Contractor's dispute notice shall state the following, based on the most accurate information available to the Contractor:

- 1) That it is a dispute pursuant to this Section.
 - 2) The date, nature, and circumstances of the conduct, which is the subject of dispute.
 - 3) The names, telephone numbers, function, and activity of each contractor, subcontractor, State official, or employee involved in or knowledgeable about the conduct.
 - 4) The identification of any documents and the substance of any oral communications involved in the conduct. Copies of all identified documents shall be attached.
 - 5) The reason why the Contractor is disputing the conduct.
 - 6) The cost impact to the Contractor directly attributable to the alleged conduct, if any.
 - 7) The Contractor's desired remedy.
- B. The State and the Contractor agree to try to resolve all contractual issues by negotiation and mutual agreement at the Contract Manager level. The parties recognize that the implementation of this policy depends on open-mindedness, and the need for both sides to present adequate supporting information on matters in question. The Contract Manager, in a written decision stating the factual basis for the decision, will decide any disputes concerning performance of this Contract. Before issuance of the Contract Manager's decision, informal discussions between the parties by the individuals who have not participated substantially in the matter in dispute will be considered by the parties in efforts to reach mutual agreement.
- C. The Contract Manager will render a decision or request additional substantiating documentation from the Contractor within thirty (30) days of receipt of the Contractor's appeal. A copy of the decision will be provided to the Contractor. The decision shall be final and conclusive unless, within thirty (30) days from the date of the decision, the Contractor files a written appeal addressed to the Undersecretary, California Department of Veterans Affairs.
- D. The Undersecretary's decision shall be final and conclusive unless the decision is arbitrary, capricious, grossly erroneous or if any determination of fact is unsupported by substantiating evidence. The Undersecretary's decision will be in writing and may encompass facts, interpretations of the Contract, and determination or application of law. The Contractor may, prior to the Undersecretary's decision, present oral or documentary evidence, and arguments in support of the Contractor's appeal. The decision will either:
- 1) Find in favor of the Contractor, in which case the Undersecretary may:
 - a) Countermand the earlier conduct which caused the Contractor to file a dispute; or
 - b) Reaffirm the conduct and, if there is a cost impact sufficient to constitute a change in obligations pursuant to the payment provisions, direct the State to comply with that Section.
 - 2) Deny the Contractor's dispute and, where necessary, direct the manner of future performance; or
 - 3) Request additional substantiating documentation in the event the information in the Contractor's dispute or appeal is inadequate to permit a decision to be made under paragraphs (1) or (2) above, advise the Contractor as to what additional information is required, and establish how that information will be furnished. The Contractor shall have thirty (30) days to respond to the Undersecretary's

request for further information. Upon receipt of this additional requested information, the Undersecretary will have thirty (30) days to respond with a decision. Failure to supply additional information required by the Undersecretary within the time period specified above shall constitute waiver by the Contractor of all claims.

- E. Attorney's fees and costs for any dispute or subsequent trial shall be borne by the respective parties. Both parties waive trial by jury, and any trial in superior or municipal court shall be by a judge alone. Any litigation arising out of this Contract shall be conducted in a California Court pursuant to California law.
- F. Contractor shall continue with the responsibilities under this Contract during any dispute.

5. AGENCY LIABILITY (Applies only to Federally Funded Contracts):

The Contractor warrants by execution of this Contract, that no person or selling agency has been employed or retained to solicit or secure this Contract upon Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the State shall, in addition to other remedies provided by law, have the right to annul this Contract without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

6. POTENTIAL SUBCONTRACTORS:

For all Agreements, with the exception of Interagency Agreements and other governmental entities/auxiliaries exempt from bidding, nothing contained in this Contract or otherwise shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Contractor of Contractor's responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them, as it is for the acts and omissions of persons directly employed by the Contractor.

The Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or enforce the payment of any moneys to any subcontractor.

7. INSURANCE REQUIREMENTS

- A. Upon contract award, contractor must furnish to the State an original certificate(s) of insurance stating that the contractor has the following types of coverage, if applicable:
 - 1) Commercial General Liability: Combined Single Limit (CSL) for no less than \$1,000,000 per occurrence for bodily injury and property damage. The policy must include coverage for liabilities arising out of premises, operations, independent contractors, products/completed operations, personal & advertising injury, and liability assumed under an insured contract. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the contractor's limit of liability.
 - 2) Professional Liability: (Applies to any contract in which the work is of a professional nature such as, but not limited to, physicians, architects, engineers, accountants, or consultants) Covering any damages caused by an error, omission, or any negligent acts. Limits of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate.
 - 3) Automobile Liability (Applies to any contract in which the contractor will likely use a vehicle to complete the project or drive a vehicle onto State property): Limits of not less than \$1,000,000 per accident. Such insurance shall cover liability arising out of an automobile including owned, hired, and non-owned autos.
 - a) MCS90 endorsement on the Automobile policy **(required whenever contractor will be transporting Hazardous materials i.e. Pest Control and Waste contracts.)**

- 4) Pollution Liability/Environmental Impairment Liability (Applies only to Pollution Contracts – i.e. Pest Control and Waste Contracts): In addition, the certificate evidencing general liability must include evidence of one of the following if applicable to the service:
 - a) Pesticide/Herbicide Endorsement, OR
 - b) An endorsement deleting the general liability pollution exclusion, OR
 - c) A separate environmental/pollution liability policy with limits not less than \$1,000,000 covering bodily injury and property damage from pollution and related clean-up costs incurred arising out of the work or services to be performed under this contract.
- 5) Workers' Compensation (Mandatory for all Contractors who have at least one employee): Contractor shall maintain workers' compensation and employer's liability coverage for all its employees who will be engaged in the performance of the contract, including special coverage extensions where applicable. Contractor shall furnish a certificate for Workers' Compensation issued by an insurance carrier licensed to write Workers' Compensation insurance in the State of California, including the name of the carrier and the date of expiration of insurance, or a Certificate of Consent to Self-Insure issued by the Department of Industrial Relations.
- 6) Fidelity Bond/Crime Insurance: (Applies only to contracts handling State money or securities – i.e. Armored Car Service Contracts) Contractor shall maintain Employee Dishonesty and, when applicable, Inside/Outside Money & Securities coverages for state-owned property in the care, custody and control of the Contractor. Coverage limits shall not be less than the amount scheduled in the contract. The policy shall include as Contractor. Coverage limits shall not be less than the amount scheduled in the contract. The policy shall include as loss payee the California Department of Veterans Affairs
- 7) The certificate(s) of insurance shall be on an ACORD form, or equivalent, and must show "occurrence" coverage. The certificates of insurance must also contain all of the following provisions:
 - a) Name and address of the insurance company, policy number, and beginning and ending dates of the policy.
 - b) Statement that the insurer will not cancel the insured's coverage without 30 days prior written notice to the State.
 - c) Statement that the State of California, its officers, agents, employees, and servants are included as additional insured on the policy, but only insofar as the operations under this contract.
- 8) Contractor agrees that any insurance herein provided shall be in full force and effect at all times during the term of the contract. In the event said insurance coverage expires at any time during the term of this contract, Contractor agrees to provide, at least ten (10) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the contract, or for a period of not less than one (1) year. In the event contractor fails to keep in effect at all times insurance coverage herein provided, State may, in addition to any other remedies it may have, terminate the contract upon the occurrence of such event, subject to the provisions of the contract.
- 9) Contractor shall notify the State within five (5) days if any insurance coverage identified in the contract is altered in any way.

8. RIGHT TO TERMINATE

- A. The State reserves the right to terminate this Contract subject to thirty (30) days written notice to the Contractor. Contractor may submit a written request to terminate this Contract only if the State should substantially fail to perform its responsibilities as provided herein. However, the Contract can be immediately terminated for cause. The term "for cause" shall mean that the Contractor fails to meet the

terms, conditions, and/or responsibilities of the contract. In this instance, the contract termination shall be effective as of the date indicated on the State's notification to the Contractor.

- B. This Contract may be suspended or cancelled without notice, at the option of the Contractor, if the Contractor or State's premises or equipment are destroyed by fire or other catastrophe, or so substantially damaged that it is impractical to continue service, or in the event the Contractor is unable to render service as a result of any action by any governmental authority.

9. FORCE MAJEURE:

Neither party shall be liable to the other for any delay in or failure of performance, nor shall any such delay in or failure of, performance constitute default, if such delay or failure is caused by "Force Majeure." As used in this section, "Force Majeure" is defined as follows: Acts of war and acts of god such as earthquakes, floods, and other natural disasters such that performance is impossible.

10. EVALUATION OF CONTRACTOR:

Performance of the Contractor under this Agreement will be evaluated. The evaluation shall be prepared on Contract/Contractor Evaluation Sheet (STD 4), and maintained in the Agreement file. For consultant agreements, a copy of the evaluation will be sent to the Department of General Services, Office of Legal Services, if it is negative and over \$5,000.

11. SB/DVBE PARTICIPATION:

In accordance with requirements set forth by the State, the CalVet shall enforce all laws, rules, and regulations pertaining to this program. It is the Contractors responsibility to provide CalVet with all required documents as outlined in this agreement. The CalVet reserves the right to contact each SB and DVBE identified by the Contractor to verify compliance. Failure to meet SB/DVBE requirements under Exhibit B, and Exhibit C (GTC 610), paragraphs 19.a and 19.b. may deem the Contractor to be non-responsible and rejected from future bid and contract opportunities with the CalVet.

12. LICENSES AND PERMITS:

The Contractor shall be an individual or firm licensed to do business in California and shall obtain at his/her expense all license(s) and permit(s) required by law for accomplishing any work required in connection with this contract.

If you are a Contractor located within the State of California, a business license from the city/county in which you are headquartered is necessary; however, if you are a corporation, a copy of your incorporation documents/letter from the Secretary of State's Office can be submitted. If you are a Contractor outside the State of California, you will need to submit to the California Department of Veterans Affairs a copy of your business license or incorporation papers for your respective State showing that your company is in good standing in that state.

In the event any license(s) and/or permit(s) expire at any time during the term of this contract, Contractor agrees to provide agency a copy of the renewed license(s) and/or permit(s) within 30 days following the expiration date. In the event the Contractor fails to keep in effect at all times all required license(s) and permit(s), the State may, in addition to any other remedies it may have, terminate this contract upon occurrence of such event.

13. CONSULTANT – STAFF EXPENSES:

The Contractor represents that it has or shall secure at its own expense, all staff required to perform the services described in this Agreement. Such personnel shall not be employees of or have any contractual relationship with any governmental entity.

14. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) STANDARDS FOR PRIVACY OF INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION:

For the purpose of this contract, contractor shall comply with the federal Health Insurance Portability and Accountability Act (HIPAA), as well as State and Federal requirements for privacy protection. The definitions and obligations required by the HIPAA Standards for Privacy of Individually Identified Health Information (U.S.C. 1320d et seq.), and implementing regulations including but not limited to 45 Code of Federal Regulations parts 142, 160, 162, and 164, hereinafter referred to as the Privacy Rule, remain enforce and applicable for access to protected health information, including electronic protected health information.

15. LEGAL CONTRACTS (applies only to Legal Services Contracts)

In accordance with (Public Contract Code Section (10353.5), the Contractor shall:

- A. Agree to adhere to legal cost and billing guidelines designated by the State.
- B. Adhere to litigation plans designated by the state agency.
- C. Adhere to case phasing of activities designated by the state agency.
- D. Submit and adhere to legal budgets as designated by the state agency.
- E. Maintain legal malpractice insurance in an amount not less than the amount designated by the state agency.
- F. Submit to legal bill audits and law firm audits if requested by the state agency. The audits may be conducted by employees and designees of the state agency or by any legal cost control providers retained by the state agency for purpose.
- G. Submit to a legal cost and utilization review, as determined by the state agency.

DEPARTMENT OF VETERANS AFFAIRS

Financial Services Division
Office of Procurement and Contracting
1227 O Street, Room 100
Sacramento, CA 95814
Telephone: (916) 653-2513



May 1, 2018

(Sent via e-mail to: TEPuntillo@solanocounty.com)

Birgitta Corsello, CAO
County of Solano
675 Texas Street, 6th Floor
Fairfield, CA 94533

Subject: Contract #18XS0002

Dear Ms. Corsello:

Attached is a copy of Agreement #18XS0002 for signature. Please review all documents to ensure the information is correct, if ANY information is incorrect, contact me immediately via e-mail. Please complete the following checked items and return to my attention to the address shown above:

- ☒ **Std. 213, Standard Agreement:** Please print, sign, date, and return **four** (4) originals (with original signature) of this document. When final approval of this Agreement is obtained, an original will be sent to you. (You do not have to return copies of the Exhibits).
- ☒ **Std. CCC 307 Contractor Certification Clauses:** The Contractor Certification package contains clauses and conditions that may apply to your Agreement and to person(s) doing business with the State of California. Please sign and return Page One. Failure to do so will prohibit the State of California from doing business with your company.
- ☒ Copy of Resolution, Order, Motion, or Ordinance.

The State has no legal obligation, unless and until, the Agreement is approved. The State assumes no responsibility for any work commenced by the Contractor and will not reimburse the Contractor for any work performed prior to approval of the Agreement. When this Agreement is fully approved, an original Agreement will be forwarded to you.

If you have any questions, I can be reached at (916) 653-2513, or annette.ayala@calvet.ca.gov.

Sincerely,

Annette M. Ayala
Contract Analyst

Enclosure(s)



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #:	16	Status:	Consent Calendar
Type:	Resolution	Department:	Health and Social Services
File #:	18-343	Contact:	Gerald Huber, 784-8400
Agenda date:	06/05/2018	Final Action:	
Title:	Adopt a resolution recommending licensure to Caminar, Inc. to provide Driving Under the Influence (DUI) Program services in Solano County in accordance to the California Code of Regulations Title 9, Section 9805.		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - Resolution, B - Links to Application Documents		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ___ No X
Public Hearing Required? Yes ___ No X

DEPARTMENTAL RECOMMENDATION:

The Department of Health and Social Services (H&SS) recommends that the Board adopt a resolution recommending licensure to Caminar, Inc. to provide Driving Under the Influence (DUI) Program services in Solano County in accordance to the California Code of Regulations Title 9, Section 9805.

SUMMARY/DISCUSSION:

The Department of Health Care Services (DHCS), Substance Use Disorder Compliance Division, DUI Unit, licenses and performs compliance monitoring on all DUI programs in California. The objectives of the DUI program are to reduce the number of repeat DUI offenses by persons who complete a state-licensed DUI program and to provide participants an opportunity to address problems related to the use of alcohol and/or other drugs. In accordance to Title 9 of the California Code of Regulations, Section 9805 stipulates that as a condition of licensure, a provider shall submit to DHCS supplemental application documents including a county board of board of supervisors' resolution or minute order recommending the licensure and including a statement indicating demonstrated need. Additional documents include Fire Clearance issued by the local fire authority and County Alcohol Advisory Board recommendation (see Attachment B Link to Application Documents).

H&SS currently contracts with Healthy Partnerships, Inc. a California for-profit corporation, to administer Solano County Substance Use Disorder Programs, including the DUI Program. On April 18, 2018, notice was provided by Caminar, Inc. that it intends to purchase assets of Healthy Partnerships and will assume obligations of certain Healthy Partnerships' contracts. Once finalized, Healthy Partnerships will continue to exist as a separate corporation but will no longer be engaged in its former business, including provision of DUI services.

Caminar, Inc. operates various County programs including a Wellness and Recovery Center, case management services, and a supportive housing program. Caminar Inc. has the capability and agrees to comply with all DUI Program service requirements. This request to adopt a resolution recommending licensure to Caminar, Inc. will prevent interruption and delivery of DUI services to clients currently attending the DUI program at Healthy Partnerships and helps to maintain the availability of DUI services in Solano County, particularly in Fairfield and Vacaville. There is no adverse effect on the participants under AK Bean, another DUI Program provider which also operates in Fairfield and Vacaville.

FINANCIAL IMPACT:

There are no County costs associated with Caminar, Inc.'s asset purchase transaction with Healthy Partnerships and the cost of preparing the agenda item is nominal and absorbed by the department's FY2017/18 Adopted Budget. If Caminar, Inc. is not approved to offer DUI treatment services, the County would no longer receive the statutorily imposed 5% payment on gross receipts from DUI treatment services.

ALTERNATIVES:

The Board may choose not to adopt this resolution recommending Caminar, Inc. to provide DUI Program services. This is not recommended because it would interrupt the delivery of DUI services to those already attending the DUI program at Healthy Partnerships and reduce the availability of DUI services in Solano County.

OTHER AGENCY INVOLVEMENT:

None.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

**RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS
APPROVING CAMINAR, INC. TO PROVIDE DRIVING UNDER THE INFLUENCE SERVICES
IN FAIRFIELD AND VACAVILLE**

By: _____
Jeanette Neiger, Chief Deputy Clerk

The following document can be accessed via the link in the list below, in addition to being on file with the Clerk of the Board.

1. [A - DUI App Part 1](#)
2. [B - DUI App Part 2](#)
3. [C - DUI App Part 3](#)
4. [D - DUI App Part 4](#)
5. [E - DUI App Fire Clearance](#)
6. [F - DUI App April 2018 Meeting Minutes](#)



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #: 17
Type: Miscellaneous
File #: 18-386
Agenda date: 06/05/2018
Title: Conduct Quarterly Meeting of the East Vallejo Fire Protection District Board of Directors
Governing body: Board of Supervisors
District: All
Attachments:

Status: Regular Calendar
Department: East Vallejo Fire Protection District
Contact: Magen Yambao, 784-1969
Final Action:

Date:	Ver.	Action By:	Action:	Result:
Published Notice Required?	Yes ____ No <u>X</u>			
Public Hearing Required?	Yes ____ No <u>X</u>			

DEPARTMENTAL RECOMMENDATION:

It is recommended that the Quarterly Meeting of the East Vallejo Fire Protection District be held.

SUMMARY/DISCUSSION:

Regular quarterly meetings are required by the Fire Protection District Law of 1987 which governs the operation of the District. County Resolution No. 2007-147 establishes that the Board of Directors shall meet in March, June, September and December of each year on the first Tuesday meeting of the Board of Supervisors. The District has no business to conduct at this time; however, the Board may provide direction to staff and receive public comment.

FINANCIAL IMPACT:

There is no cost to the County General Fund or any other fund associated with conducting this quarterly meeting. The EVFPD secures its fire protection services through an agreement with the City of Vallejo which is funded by property tax revenue collected from within the District boundaries.

The Board of Supervisors receives no compensation for sitting as the Board of Directors of the East Vallejo Fire Protection District.

DISCUSSION:

Agreement for Contractual Services EVFPD and City of Vallejo

The EVFPD has an agreement with the City of Vallejo (City) to provide fire protection services to the District. The current agreement was entered into in 1995 and has been extended several times with the most recent amendment being approved by the Board of Directors in May 2002. The agreement focuses on the need for fire protection services for the area covered by the EVFPD due to the "lack of sufficient funds to adequately

equip, staff and operate full fire protection service at the levels required for health and safety within the boundaries of the District.” The agreement goes on to define the fire protection services, “which shall be the same priorities, level and responsiveness of services as are provided within the city limits for services.” The City is compensated with all EVFPD revenues and income less a property tax administration fee and other minimal administration costs incurred by County staff to the District.

ALTERNATIVES:

The Board could choose not to hold their regular quarterly meeting. However, this is not recommended as the regular quarterly meetings are required by the Fire Protection District Law of 1987 which governs the operation of the District and County Resolution No. 2007-147 establishes that the Board of Directors shall meet in March, June, September and December of each year on the first Tuesday meeting of the Board of Supervisors.

OTHER AGENCY INVOLVEMENT:

No other agency was involved.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #: 18
Type: Contract
File #: 18-385
Agenda date: 06/05/2018
Status: Regular Calendar
Department: General Services
Contact: Mark Hummel, 784-7908
Final Action:
Title: Receive a verbal update on the Solano360 project; Approve an agreement for \$4,905,162 with Central Valley Environmental, Inc. of Fresno for the Solano County Fairgrounds Grandstands, Stables and Site Demolition Project at 900 Fairgrounds Drive and demolition of the Weights and Measures Building at 540-560 Fairgrounds Drive in Vallejo; Approve an Appropriation Transfer Request in the amount of \$157,000 from the General Fund - Capital Renewal Reserve to augment funding for demolition in Budget Unit 1742 for the Weights & Measures Building Demolition Project (4/5 vote required); Authorize the County Administrator or designee to execute the agreement and any amendments within the approved project budget; and Direct staff to take County control of and secure area of demolition once project is complete
Governing body: Board of Supervisors
District: All
Attachments: A - Agreement, B - Site Map, C - List of Structures for Demolition, D - Land Use Maps, E - Bid Results

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ___ No X
Public Hearing Required? Yes ___ No X

DEPARTMENTAL RECOMMENDATION:

The Department of General Services and the County Administrator's Office (CAO) recommend that the Board of Supervisors:

1. Receive a verbal update on the Solano360 project from CAO staff;
2. Approve an agreement for \$4,905,162 with Central Valley Environmental, Inc. of Fresno for the Solano County Fairgrounds Grandstands, Stables and Site Demolition Project at 900 Fairgrounds Drive and demolition of the Weights and Measures Building at 540-560 Fairgrounds Drive in Vallejo (Attachment A);
3. Approve an Appropriation Transfer Request in the amount of \$157,000 from the General Fund - Capital Renewal Reserve to augment funding for demolition in Budget Unit 1742 for the Weights & Measures Building Demolition Project only (4/5 vote required);
4. Authorize the County Administrator or designee to execute the agreement and any amendments within the approved project budget; and
5. Direct staff to coordinate with the Solano County Fair Association on the transfer of responsibility to

the County for the control and security of the areas of demolition once project is complete.

SUMMARY:

As part of the ongoing Solano360 project, staff has solicited bids for the demolition of structures on the Fairgrounds site consistent with the Specific Plan to continue to move the project forward and clear away blighted and outdated structures. Approval of the agreement with CVE will authorize demolition of several buildings and structures existing at two locations on Fairgrounds Drive in Vallejo (Attachment B). The demolition work proposed will remove site improvements that are beyond useful life and unable to be used in their current condition. A list of the Fairground structures scheduled for demolition, years constructed, and current use is included as Attachment C. It is staff's recommendation that once an area on the Fairgrounds has been demolished by a demolition contractor, that the County assumes control of management of the area as the property owner and secures the area with adequate fencing. The proposed areas of control after demolition are provided in Attachment D.

FINANCIAL IMPACT:

In an effort to take advantage of economies of scale and reduce costs of separate bid solicitations and contractor mobilizations, this project combines two separate County owned sites where demolition is recommended into one contract award. The Fairgrounds demolition scope includes both demolition and site improvements totaling \$4,748,162 which were budgeted as part of the FY2017/18 budget in Budget Unit 1820. The remaining \$157,000 for the Weights and Measures demolition is a General Fund obligation requiring an allocation to Budget Unit 1742.

DISCUSSION:

On June 27, 2017, the Board of Supervisors ended the Exclusive Right to Negotiate agreement with Solano Community Development, LLC for development of the Fairgrounds site. Since that time, staff has been focused on projects that will reduce visible blight at the Fairgrounds, prepare the project for future development including recommendations to perform demolition and site improvement projects consistent with the Solano360 Specific Plan, which was approved by the Board on February 26, 2013. The recommended actions before the Board today are initial steps in that direction.

The Solano County Fairgrounds Grandstands, Stables and Site Demolition and Site Improvements Project is located at 900 Fairgrounds Drive in Vallejo. The project consists of the abatement of hazardous materials and demolition of the grandstands, golf pro-shop, jockey/racing office, jockey trailers, stables, restrooms, race track television towers, race track railing and fencing as well as site improvements including grubbing, grading and underground utility installation to improve water flows on the site and advance portions of the Solano360 project. (Attachment B) Building foundations will be removed to below grade. Underground utility lines for water, sewer, electrical and gas will be removed. The old golf course will be cleared, grubbed and graded to maintain proper drainage to a newly installed storm drain line. Portions of the main utility lines will be left intact and operational so water and power remains available for future use and/or site development. An existing above ground gas/diesel fuel tank will be relocated from the South end of the racetrack to the maintenance area at the North end of the site. Demolished concrete not contaminated with lead based paint will be crushed and used on site for grading. Demolition work and site grading will conform to conditions of the previously approved Environmental Impact Report (EIR) prepared for the Solano 360 development project. Additionally, as part of the bid package, there were two Additive Alternates for potential demolition and abatement of the Expo Hall and adjacent Patio Area. These two areas are not included in the base contract, and the Board could choose to include these Additive Alternates as part of the project contract award today and modify the agreement to include these structures.

The project schedule for the Demolition/Site Improvements anticipates contractor mobilization in mid-June 2018 with substantial completion in December 2018. Preparatory and minor demolition activities will occur after the Solano County Fair, set for June 30 - July 1, 2018 ends. The contractor was informed of the Fair activity areas and understands that demolition work is not to interfere with Fair attendance or operations.

It is recommended that the Appropriation Transfer Request of \$157,000 be approved to fund the cost of abatement and demolition of the former County Ag/Weights & Measures Building (Weights and Measures) located at 540-560 Fairgrounds Drive in Vallejo, which is included in the Base Bid for the demolition at the 2 County owned sites. The former Weights and Measures Building and site will be left graded for proper drainage, and with a new perimeter site security fence installed.

The Project was advertised as required by the Public Contract Code. A total of five bids were received (Attachment E) with Central Valley Environmental, Inc. as the lowest responsible bidder.

ALTERNATIVES:

1. The Board can consider including abatement and demolition of the Exposition Hall and Twilight Patio for an additional \$155,000. If the Board exercises this alternative the agreement would be revised to reflect the added scope for a total of \$5,060,162. No increase in the project duration is anticipated if this additional work is added to the agreement.
2. The Board could reject all bids, or direct staff to re-bid the Project. This action is not recommended since the Project was advertised in accordance with Public Contract Code requirements and Central Valley Environmental, Inc. submitted a responsive bid within the approved project construction budget.

OTHER AGENCY INVOLVEMENT:

The Department of Resource Management, Building and Safety Services Division approved the demolition plans. County Counsel has approved the contract as to form. The City of Vallejo Fire Department reviewed plans and has issued a permit for the fuel tank relocation. The Bay Area Air Quality Management District (BAAQMD) has issued a permit number associated for the main Fair demolition project at 900 Fairgrounds Drive while a separate permit number is in process for 500-540 Fairgrounds Drive. BAAQMD will monitor site construction activities for regulatory compliance.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION



Fairgrounds Grandstand, Stables and Site Demolition
900 Fairgrounds Dr., Vallejo, CA 94589
March 28, 2018

SECTION 00 52 00
AGREEMENT BETWEEN OWNER AND CONTRACTOR

This Agreement is made as of the 5th day of June, 2018 between the COUNTY OF SOLANO, a political subdivision of the State of California, (referred to as 'Owner') and the Contractor: Central Valley Environmental, Inc.

the Project:

**Fairgrounds Grandstands, Stables and Site Demolition located at the Solano County
Fairgrounds 900 Fairgrounds Drive, Vallejo, CA 94589**

Architect/Engineer: brick Architects
1266 66th Street, Suite 1 Emeryville, CA 94608

The Owner and the Contractor agree as set forth below.

ARTICLE 1
THE CONTRACT DOCUMENTS

The Contract documents consist of this Agreement, the General Conditions and those documents enumerated in Sub-paragraph 1.1.1 of the General Conditions, which documents are incorporated into and made a part of this Agreement

ARTICLE 2
THE WORK

The Contractor shall perform all the Work required by the Contract Documents for both the **Fairgrounds Grandstands, Stables and Site Demolition located at 900 Fairgrounds Drive, Vallejo, CA 94589**

ARTICLE 3
TIME OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

The Work to be performed under this Contract shall commence no later than five (5) calendar days after the Notice to Proceed is issued to the Contractor, and shall be carried out and completed according to the schedule set forth in Document 00 73 00/ Supplementary Conditions, and Section 00 11 00/ Notice To Bidders.

The Contractor agrees that the Work will be substantially completed in 160 calendar days from the Notice to Proceed. The Contractor agrees that the County will suffer economic damages, which may be difficult to quantify, in the event that the Work is not completed within this time period and therefore, Contractor agrees to pay the County liquidated damages in the amount outlined in Document 00 73 00/ Supplementary Conditions, Article 1.4, Liquidated Damages for each and every calendar day of delay beyond the 160 calendar days provided above.



Fairgrounds Grandstand, Stables and Site Demolition
900 Fairgrounds Dr., Vallejo, CA 94589
March 28, 2018

ARTICLE 4 **CONTRACT SUM**

The County shall pay the Contractor for the performance of the Work, subject to additions and deductions by Change Order or as otherwise provided in the Contract Documents, the total Contract Sum of **Four Million, Nine hundred five thousand, One hundred sixty-two Dollars And No Cents (\$4,905,162.00).**

The total contract value consists of the base bid of \$2,070,762 plus allowances for off hauling of \$1,477,400 per Unit Price Line Items A through E, \$1,200,000.00 per Additive Alternate #3 for site clearing, grading and underground utility demolition and new installation at the County Fairgrounds at 900 Fairgrounds Drive, and \$157,000.00 per Additive Alternate #4 Abatement and Demolition of the Weights & Measures Building at 540-560 Fairgrounds Drive; all per Central Valley Environmental, Inc. bid proposal of 4/26/18.

ARTICLE 5 **PROGRESS PAYMENTS**

Based upon Applications for Payment submitted to the Project Manager by the Contractor and Project Certificates for Payment issued by the Project Manager, the County shall make progress payments on account of the Contract Sum to the Contractor as provided in the Contract Documents as follows:

Progress Payments: The Contractor shall on or before the first day of each month, make an estimate of the work performed during the preceding month and submit same to the Project Manager for checking and approval. On or about the 20th day of the month following the month in which the work was performed, the County shall pay to the Contractor ninety five (95%) percent of the value of said work in place, as checked and approved by the Project Manager. The balance of five (5%) percent of the estimate shall be retained by the County until the time of final acceptance of said work.

ARTICLE 6 **FINAL PAYMENT**

Final payment, constituting the entire unpaid balance of the Contract Sum, shall be paid by the County to the Contractor when the Work has been completed, the Contract fully performed, the Project Manager has issued a Project Certificate for Payment which approves the final payment due the Contractor, Board of Supervisors of Solano County has formally accepted the project as complete by Resolution and Notice of Completion filed by the County Recorder's Office.

ARTICLE 7 **MISCELLANEOUS PROVISIONS**

- 7.1 Terms used in this Agreement, which are defined in the Document 00 72 00/ General Conditions of the Contract for Construction, shall have the meanings designated in those Conditions.



Fairgrounds Grandstand, Stables and Site Demolition
900 Fairgrounds Dr., Vallejo, CA 94589
March 28, 2018

7.2 Notices shall be addressed as follow:

OWNER:
COUNTY OF SOLANO

Birgitta E. Corsello, County Administrator
675 Texas Street
Fairfield, CA 94533

CONTRACTOR:
Company: Central Valley
Environmental, Inc.
Name: Tim Williamson
Address: 4263 North Selland Avenue
Fresno, CA 93722

7.3 **Prevailing Wages.** The Contractor agrees that State Prevailing Wages apply to this Project, and that the Contractor will pay the rates for each trade or craft and shall require the subcontractors on the project to pay the rates for each trade and craft. The Payroll Submittal Information attached as Section 00 45 46/ Payroll Information is incorporated as if set forth in full and is a part of this Contract. The Contractor agrees to repay the County any and all amounts paid to any subcontractor in violation of Public Contract Code Section 6109.

7.4 Execution of Contract in Counterparts. This Contract may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument, it being understood that all parties need not sign the same counterpart. In the event that any signature is delivered by facsimile or electronic transmission (e.g., by e-mail delivery of a ".pdf" format data file), such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or electronic signature page were an original signature

ARTICLE 8 **EXECUTION OF AGREEMENT**

The parties have executed this Agreement as of the day and year first above written.

COUNTY:

By:

Birgitta E. Corsello, County Administrator
Solano County

CONTRACTOR:

By:

Tim Williamson
Central Valley Environmental, Inc.

APPROVED AS TO FORM:

County Counsel of Solano County, California

By:

Bernadette Lundy, Dyer

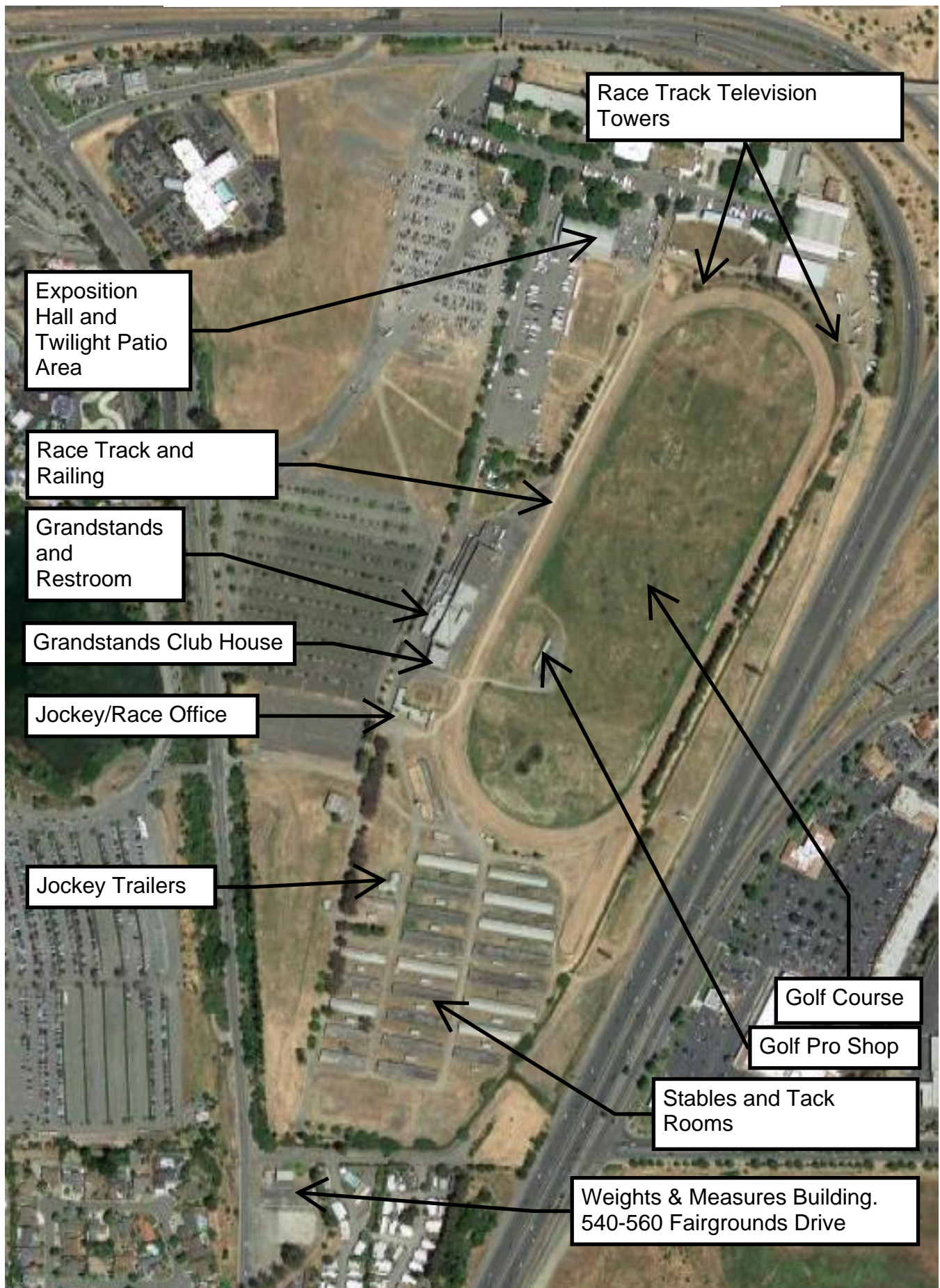
NOTE: If the Contractor is a corporation, attach to this Contract a certified copy of the by-laws, resolutions, or excerpts of a meeting of the Board of Directors of the Corporation authorizing the person executing this Agreement to do so for the Corporation.

END OF SECTION

March 28, 2018
Issue for Bid

00 52 00 - 3
Agreement between Owner and Contractor

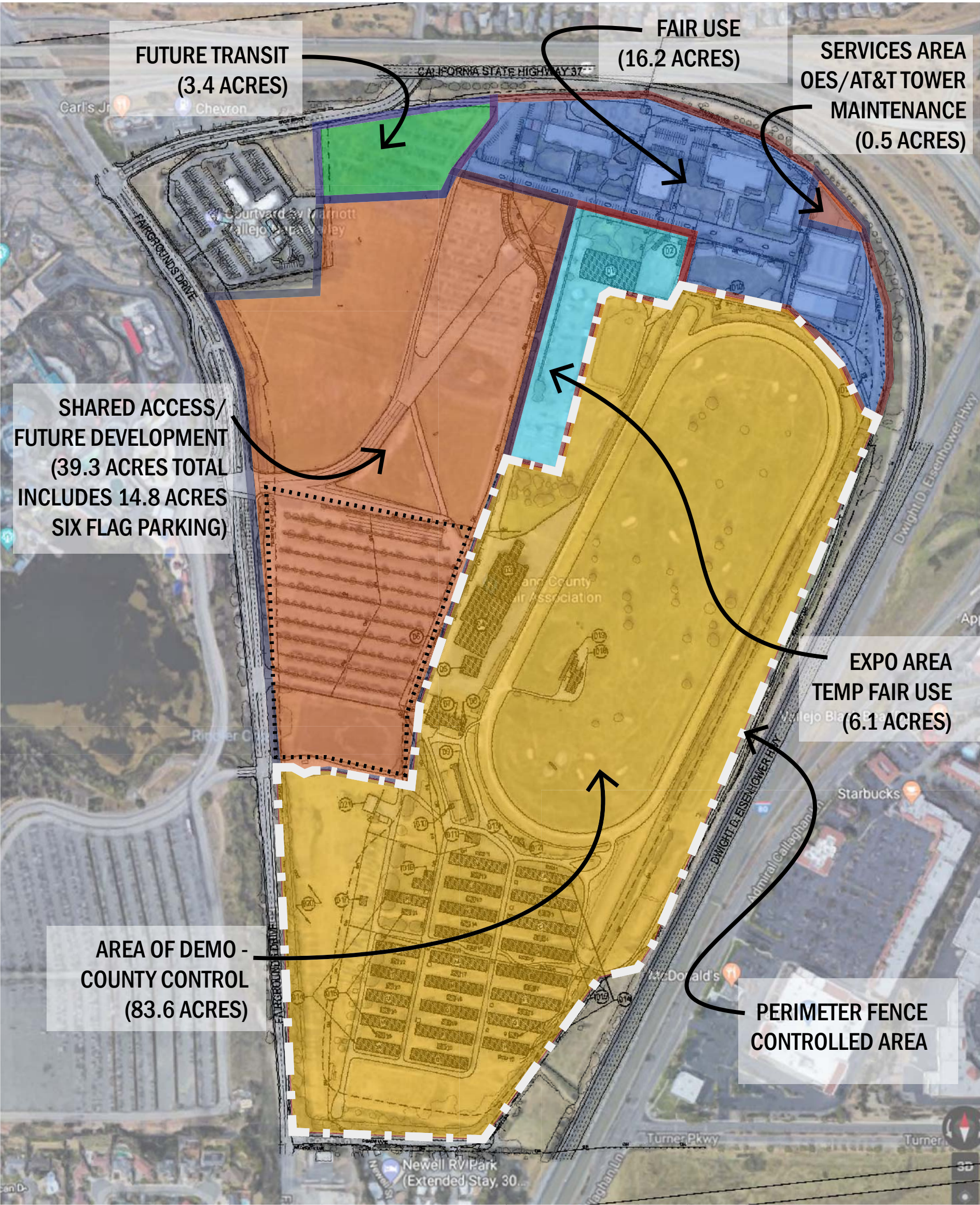
Fairgrounds Demolition Project 2018



LIST OF FAIRGROUNDS STRUCTURES TO BE DEMOLISHED

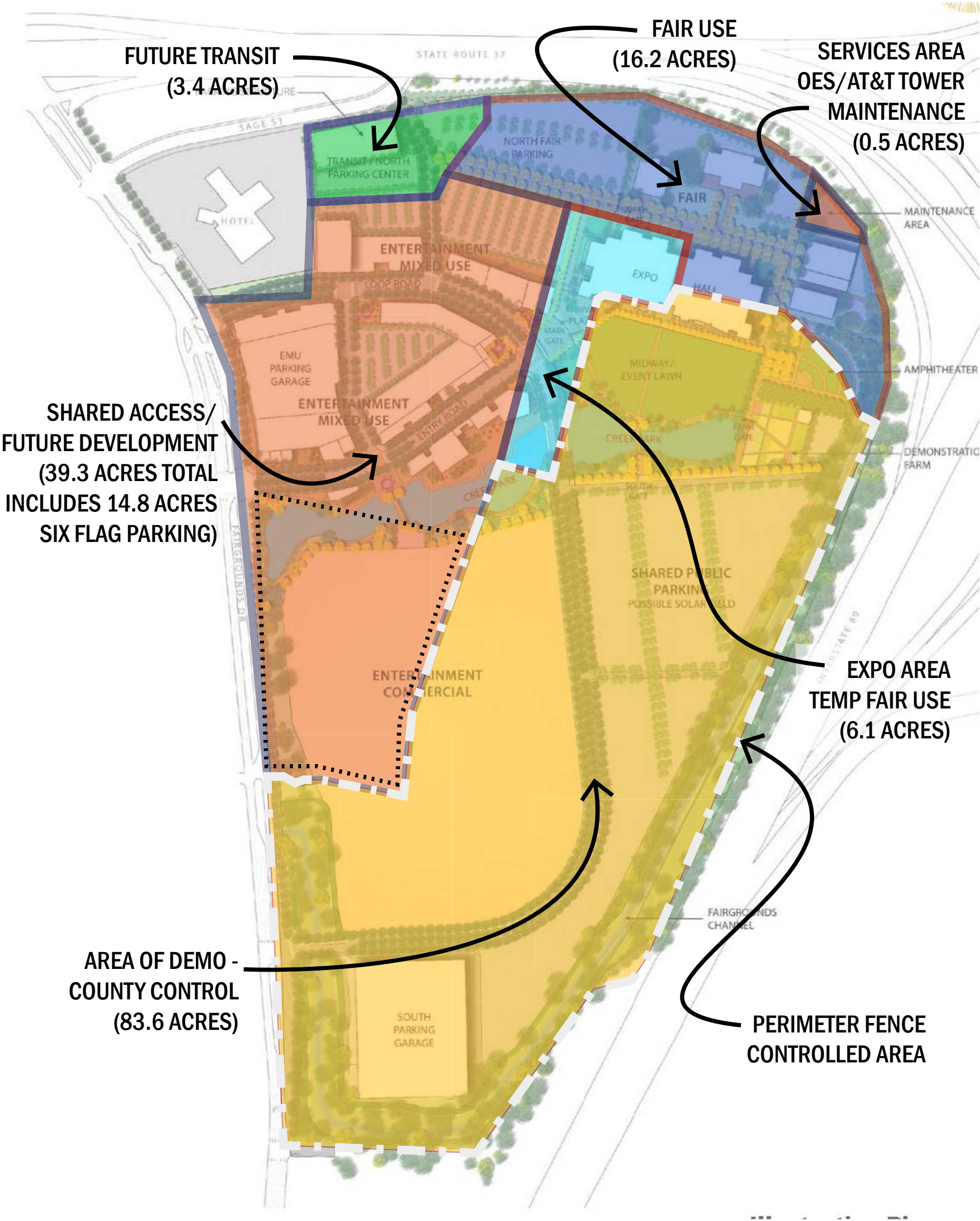
STRUCTURE	DATE CONSTRUCTED	RENOVATIONS	USES
Grandstand	1951	1953 – Roof 1967 – Addition 1960s – VIP Area	Used for Horse Racing which ended in 2010, currently fenced and closed – Used as storage area by Fair Association after end of Horse Racing
Horse Racing Track	1951	1968 – Extended to 7 Furlongs	Used for Horse Racing which ended in 2010, currently fenced and closed
Paddock/Jockey Quarters/Steward's Office	1952	1970s – Addition and alteration to south façade	Closed and unused
Horse Barns (22) and Tack Houses (24)	1952	1968 – complete build out	Closed – mostly unused. Served as animal shelter during October 2017 Fire Event
Receiving Barn	1955		Closed and Unused
Jockey Club, Steward's Offices	1956		Closed and Unused
Jockey Dormitory/Stalls/Tack	1981		Closed and Unused
Golf Course/Inner Track	1987		Closed and Mostly Unused – Occasional leased field events
Tote Board	1955	1987 – Golf Building Added	Closed and Unused
Observation/Video Towers	1987		Unused
ADDITIVE ALTERNATES			
Expo Hall	1957		Actively used for leased events
Twilight Plaza	1957		Area adjacent to Expo Hall used occasionally in support of Expo Hall events

2018 INTERIM LAND USE PLAN - PRIOR TO DEVELOPMENT



EXISTING SITE WITH DEMO OVERLAY

2018 INTERIM LAND USE PLAN - PRIOR TO DEVELOPMENT



SPECIFIC PLAN OVERLAY

Bid Results
Solano County Fairgrounds
Grandstands, Stables and Site Demolition Project

Name of Firm	Location	Bid
Central Valley Environmental, Inc.	Fresno	\$ 4,903,162
Demolition Services & Grading, Inc.	Manteca	\$ 7,905,875
Coleman Construction	Lakeside	\$ 10,266,138
Clauss Construction	Upper Lake	\$ 12,579,491
National Demolition	Long Beach	\$ 13,015,630



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #:	19	Status:	Regular Calendar
Type:	Report	Department:	First 5 Solano
File #:	18-377	Contact:	Michele Harris, 784-1332
Agenda date:	06/05/2018	Final Action:	
Title:	Receive a presentation on the Solano County Nonprofit Capacity Diagnostic Findings and recommendations from the report		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - Link to Report, B - Presentation		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes _____ No X

Public Hearing Required? Yes _____ No X

DEPARTMENTAL RECOMMENDATION:

The Departments of First 5 Solano and Health & Social Services (H&SS) recommend that the Board of Supervisors receive a presentation on the Solano County Nonprofit Capacity Diagnostic Findings and recommendations from the report.

SUMMARY:

First 5 Solano, in partnership with H&SS, has collaborated with Learning for Action to develop and conduct an assessment of Solano nonprofit capacity. The results of the assessment have been published in a report entitled "*Solano County Nonprofit Capacity Diagnostic Findings.*" This report includes recommendations for future actions in the area of Solano nonprofit capacity building.

The assessment results and recommendations from this report are being presented as an informational item to the Board of Supervisors.

FINANCIAL IMPACT:

There is no financial impact associated with receiving this presentation. The costs associated with preparing the agenda item is nominal and absorbed by First 5 Solano's FY2017/18 Adopted Budget.

DISCUSSION:

In discussions regarding quality capacity building support and training for Solano nonprofits, First 5 Solano and Solano County H&SS determined that there was a need for a comprehensive survey to obtain current information from local nonprofits to inform how to best serve the needs of Solano nonprofits in the area organizational capacity building.

A Bay Area consulting group, Learning for Action, published the “Point the Way Capacity Building Landscape Study” which was completed for the Chicago area. In reviewing this report, it was noted that through this study and analysis, specific recommendations came forward that were tailored to the needs of the nonprofits in the Chicago area, and a similar study for Solano would be informative to drive capacity building opportunities.

Through joint funding from First 5 Solano and H&SS, Learning for Action was hired to conduct an assessment of the capacity of Solano nonprofit partners; and to provide a tailored analysis and recommendations for future action. An in-depth diagnostic tool was developed and respondents were advised that the data collected would be used to inform a set of actionable recommendations to direct limited resources to appropriate capacity building support. Of the 103 human services nonprofits identified to receive the survey, 54 responded for a 52% response rate. The majority of the respondents were the Executive Director/Chief Executive Officer (CEO) of the organization.

The results of the assessment included key findings and recommendations, and have been published in a report entitled “*Solano County Nonprofit Capacity Diagnostic Findings.*” Recommendations were developed for areas that match Solano nonprofit’s identified needs, have high leverage to influence other areas of organizational need, and are well-suited for change via capacity-building interventions, including capacity building efforts in the areas of:

- **Vision and Impact Model** - *Clarity on Organizational Strategy*
- **Internal Evaluation and Learning** - *Developing Evaluation Frameworks and Cultivating Reflective Practices*
- **Board Governance and Leadership** - *Strengthening Boards and Developing New Board Members*

A stakeholder group of nonprofit representatives, funders and county staff was convened on April 19, 2018 to review and discuss the findings for the report, and to provide input regarding recommendations for future capacity building systems change efforts. These recommendations will be presented to the First 5 Solano Commission on June 5th at their regularly scheduled meeting.

ALTERNATIVES:

The Board could choose not to receive the presentation. This is not recommended as the presentation provides important information on how continued work to build organizational capacity among Solano nonprofits will benefit the citizens in Solano County.

OTHER AGENCY INVOLVEMENT:

First 5 Solano and H&SS collaborated on conducting the assessment and 54 nonprofit agencies provided input into the report.

The following document can be accessed via the link below, in addition to being on file with the Clerk of the Board.

[A - Nonprofit Capacity Report](#)



Solano County Nonprofit Capacity

Diagnostic Findings + Recommendations

Presented to the Solano County Board of Supervisors
June 5, 2018

First 5 Solano Children and Families Commission and
Health and Social Services Department

Prepared by:



LEARNING *for* ACTION

Background

Bay Area Foundation Giving Report

\$3 per capita foundation giving in Solano

UC Berkeley Fundraising/Volunteer Management Program

Grant from Zellerbach Family Foundation

20 Solano nonprofits participated

Nonprofit Capacity Assessment

Presented today

Since 2006, foundation giving has increased across the Bay Area, but Solano is at the bottom of the funding food chain:

lowest in total foundation funding

lowest in per capita giving

fewest nonprofits per capita

fewest funders per capita

lowest local foundation assets

...and the funding gap only continues to widen.

What Is Nonprofit Capacity?

Any nonprofit organization needs these seven **capacities** to varying degrees depending on its context, in order to function effectively:

Vision and impact model

Description of the impact the organization is trying to create, mapped to activities that help produce that impact (e.g., Theory of Change)

Governance and leadership

Board and staff leadership with appropriate skills

Program delivery

Staff, technology, facilities, and other capabilities to deliver programs effectively

Resource generation

A strong funding model

Internal operations and management

IT, financial management, communications and marketing, and human resources management

Evaluation and learning

Tools, processes, infrastructure, and culture that support continuous improvement

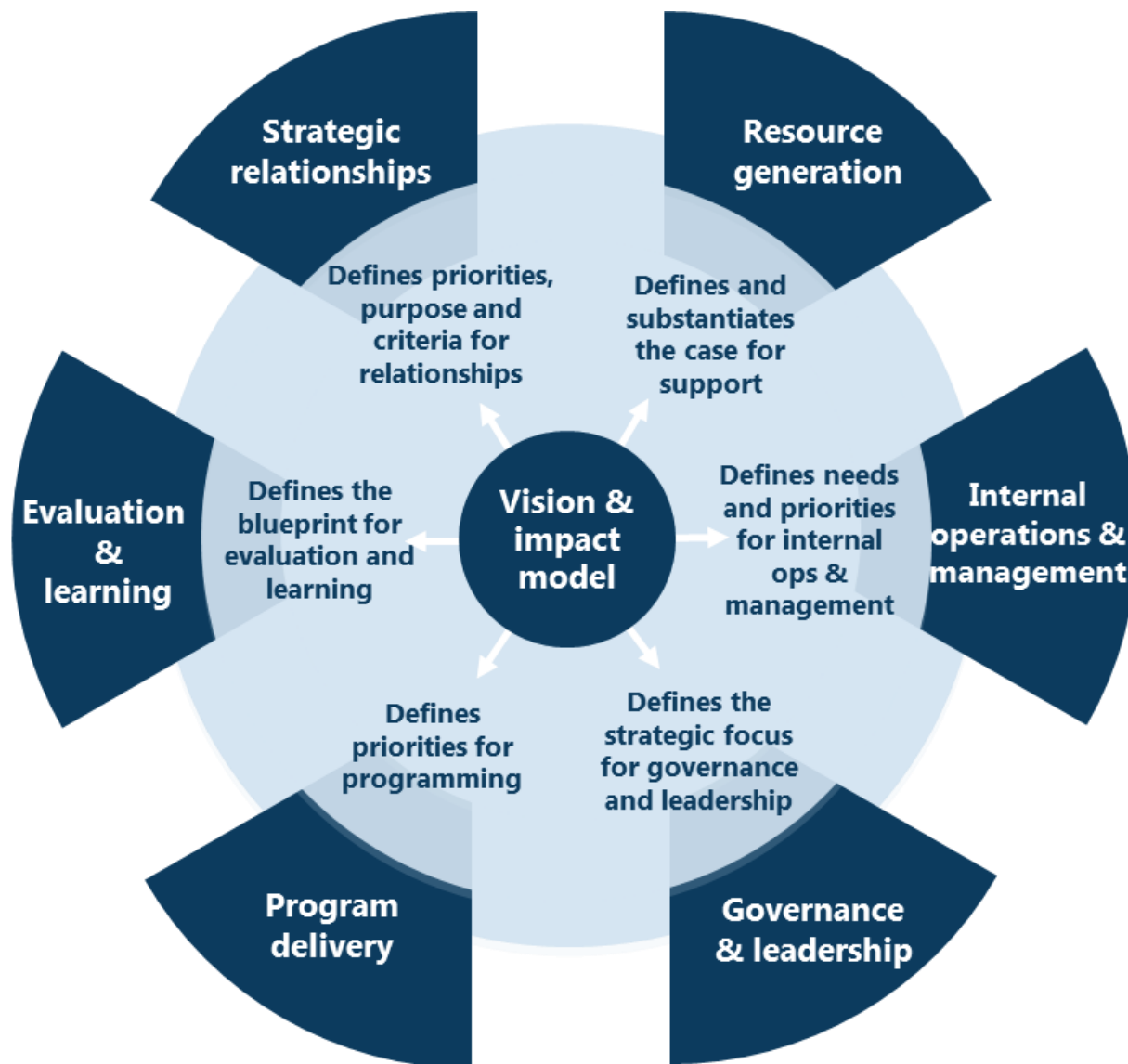
Strategic relationships

The ability to nurture and maintain external relationships necessary for success



Vision and Impact are Foundational

The Vision and Impact Model Drives Nonprofit Effectiveness



What is Capacity Building?

A simple definition of **capacity building** is:

**Any intentional
and sustained
effort to
improve an
organization's
functioning**



How Can Nonprofits and Funders Prioritize Among the Areas for Capacity Building?

Nonprofits and funders have limited resources available to dedicate to capacity building and must prioritize which areas of nonprofit capacity to focus their attention.

LFA recommends that nonprofits and funders choose the area(s) that best meet the following criteria:



- **Match an organization's specific needs** for growth and support (which can be assessed by the Nonprofit Capacity Diagnostic)
- Have **high leverage to influence other areas** of organizational need
- Are **well-suited for change** via capacity-building interventions

Nonprofit Capacity Diagnostic Overview



Diagnostic Tool

In partnership with First 5 Solano, LFA designed the Solano County Nonprofit Capacities Diagnostic to assess organizations' capacity across the seven dimensions of capacity



Assessment and Analysis

LFA administered the diagnostic tool to organizations throughout Solano County and analyzed the results to determine **three priority areas** for growth and development

Example of the Diagnostic Tool

Dimension: Vision and Impact Model

Definition: A clear and detailed description of the impact the organization is trying to create, which is mapped to the set of organizational activities that help produce that impact and a plan for achieving that impact (e.g., Theory of Change)

Indicate the extent to which the following statements are true for your organization on a scale from: 1=Not true, 2=Somewhat true, 3=Completely true, and Don't know

Level One

a) Our organization has a written mission and vision.

Level Two

a) Our organization has board-approved mission and vision statements that are used to guide our decisions and work.

b) Each and every one of our programs intentionally contributes to our mission and vision.

c) Our organization has a multi-year strategic plan with clear and agreed-upon goals.

Level Three

a) Our strategic plan is used to set written annual goals that are regularly reflected on and adjusted based on progress and learnings.

b) Our organization has a theory of change that details the impact it seeks and how each of its programs intentionally contributes to that impact.

c) All of our organization's staff and board members can clearly articulate our vision and impact model.

d) Our organization has a dashboard and system for monitoring progress on organizational and programmatic objectives.

e) Our organization can quickly adapt our programs and strategies based on changes in the external landscape (such as laws, policies, or new organizations in our field).

Level Four

a) Our organization has an annual implementation plan based on our strategic plan that details organizational and programmatic objectives, roles, and responsibilities with timeframes and resource implications.

b) Our organization relies heavily and regularly on strategic planning and monitoring tools, including a theory of change for each of our programs and organizational dashboard, to guide our work on an ongoing basis.

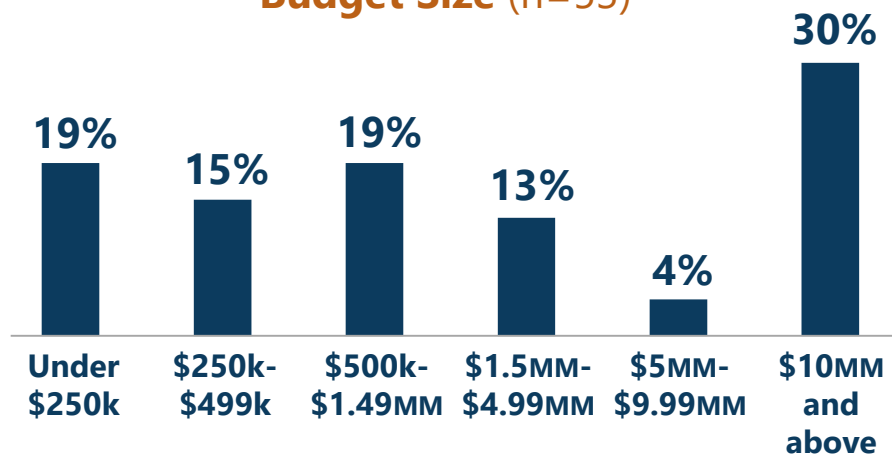
c) Our organization can quickly adapt our programs and strategies based on our progress and learnings.

About the Responding Nonprofits

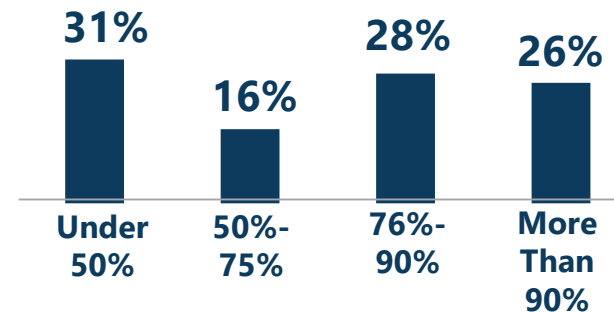
Of the 103 grantees of First 5 Solano and Solano H&SS initially identified, **54 responded** for a 52% response rate.

- Responding organizations have a range of annual budget sizes
- **Over one-third (34%) have an annual budget under \$500k**
- Many organizations are not overly reliant on government funding
- For **one-third** of respondents, **less than half of their budget comes from government funding**

Organization Annual Budget Size (n=53)



Percent of Annual Organization Budget from Government Funding (n=51)



Key Findings

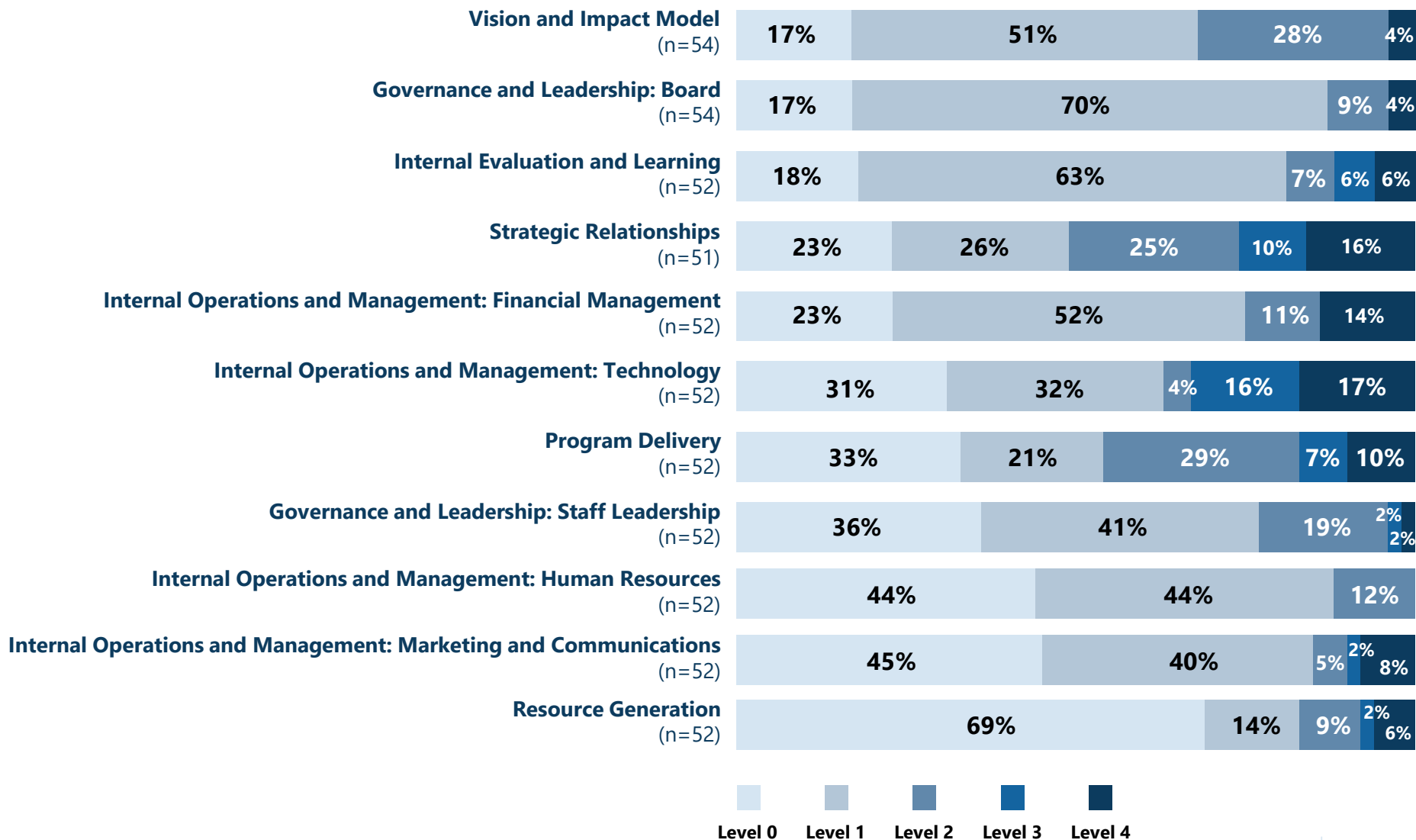
What did we learn about Solano County nonprofits' strengths?

- Solano County nonprofits **deliver services with intention, expertise, and cultural responsiveness.**
- Solano County nonprofits have **high levels of capacity**, relative to the other dimensions, in the following areas: **Program Delivery, Strategic Relationships, and Technology** (part of Internal Operations and Management).

What did we learn about where Solano County nonprofits need support?

- **Capacity is low** among Solano County nonprofits in many of the seven dimensions.
- **Low levels of capacity**, relative to the other dimensions, in **Vision and Impact, Board Development, Internal Evaluation, Resource Generation, and Human Resources.**
- **Key challenges** are **insufficient staff capacity and time, insufficient staff skill and expertise, and insufficient funding.**

Nonprofit Capacity Results in Core Dimensions



Self-Reported Capacity Needs



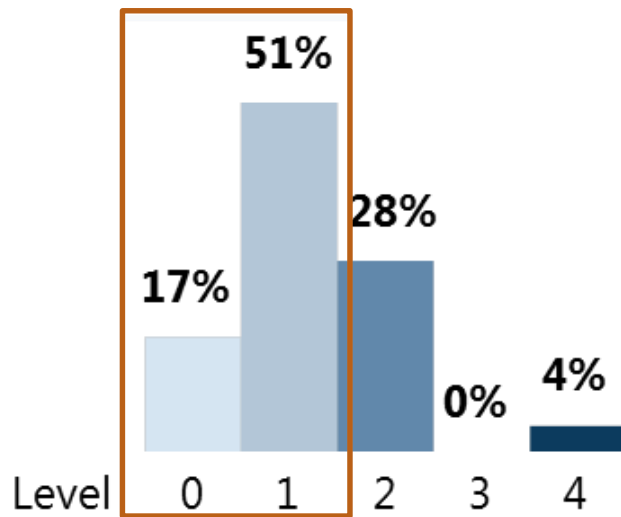
(n=54)

Recommended Areas of Nonprofit Capacity Investment



Vision and Impact Model

Nonprofit Capacity Level: Vision and Impact (n=54)



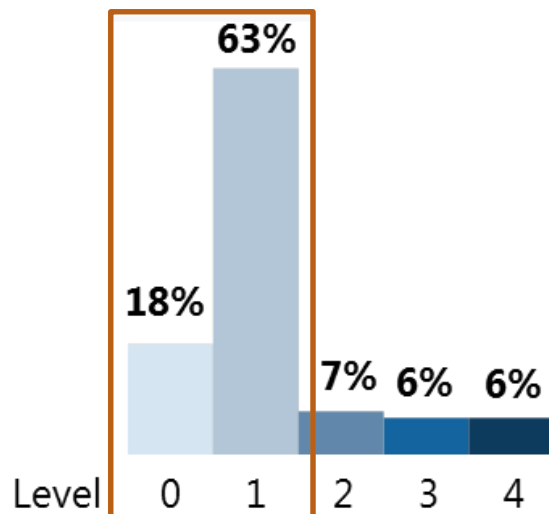
The data show that organizations have a **deep and foundational need for support in the area of organizational strategy.**

While organizations indicated in the survey that they have strong mission and vision statements, **the majority do not conduct strategic planning, or have a Theory of Change.**

“As an **independent nonprofit** that relies on donations for 85% of our budget, in a low-income area, **we tend to work in survival, not planning mode.**”

Internal Evaluation and Learning

Nonprofit Capacity Level: Internal Evaluation and Learning (n=52)



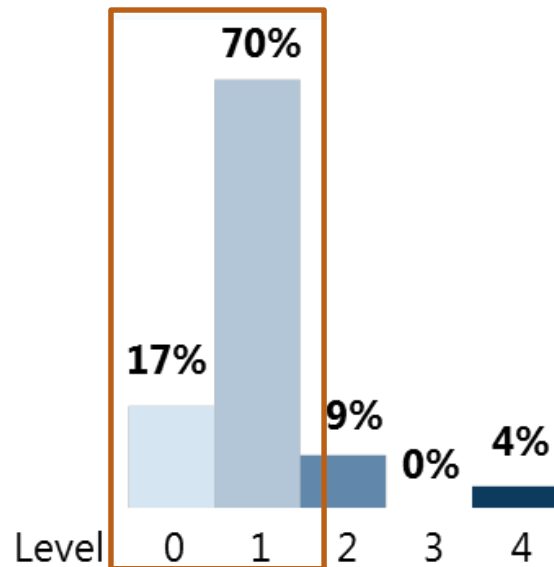
Organizations in Solano County **need support with their capacity to measure, track, and reflect on data.**

The majority of organizations collect data on the number of people they serve and client-level data; However, **most do not have a system for collecting, analyzing, and adjusting strategies based on outcome data.**

Everything is challenging in this area. We need to have a concerted effort and plan to manage data collection, analysis, and make changes based upon evaluation of data. We have taken initial steps, but **need to have a solid plan and implement across the agency.**

Board Governance and Leadership

Nonprofit Capacity Level: Board Governance and Leadership (n=54)

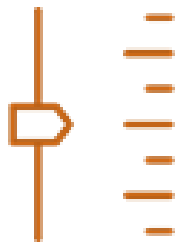


There is **room for improvement in the area of board governance and leadership**, particularly regarding:

- Board fundraising;
- Board members serving as ambassadors of the organization; and
- Board collectively engaging in reflective practices.

“Most members of the board have been working individuals from the field and the **board needs members that have connections, time, and financial connections.**”

Possible Capacity Building: Cohort Program for Vision & Impact and Evaluation & Learning



- A **medium intensity effort**: Cohort-based intervention focused on Vision and Impact, followed by Evaluation and Learning
- Includes some group sessions and some individual coaching
 - Organizations learn together with their peers--many organizations receive some information on topics like strategic planning and theories of change together in joint sessions
 - Each organization also receives coaching tailored to their organization
 - Costs are spread out over multiple years

Possible Capacity Building: Board Governance and Leadership



A **low intensity effort**: provide access to third-party resources to enhance board knowledge and capacity

- Create a small scholarship fund for organizations to apply to for support
- Provide access to BoardSource materials and resources
- Send executive directors and/or board members to CompassPoint trainings

Next Steps: Nonprofit Capacity Building Information Learning Session

- Hosted by Solano County Health and Social Services and First 5 Solano
- June 27, 2018: 1-4pm
- Designed for nonprofit leaders to:
 - Learn about the 7 dimensions of nonprofit capacity
 - Receive the results of the Solano nonprofit capacity assessment
 - Hear about the upcoming capacity building opportunities available for Solano nonprofits

Questions/Comments?