

APPROVED  
Board of Supervisors  
by Reso No 2024-0196  
MAR 26 2024  
By *Florence Evans*  
Clerk of the Board

**COUNTY OF SACRAMENTO  
CALIFORNIA**

**46**

For the Agenda of:  
March 26, 2024

To: Board of Supervisors

Through: David Villanueva, County Executive

Chevon Kothari, Deputy County Executive, Social Services

From: Ethan E. Dye, Director, Department of Human Assistance

Subject: Authorize The Department Of Human Assistance To Enter Into An Expenditure Agreement With Valley Vision, Inc. For Administration Of The Human Services Coordinating Council And Serve As An Advisory Body To The Board Of Supervisors In An Amount Not To Exceed \$20,100 Effective April 1, 2024, Through June 30, 2024, With The Option Of Three One-Year Renewals

District(s): All

**RECOMMENDED ACTION**

Adopt the attached Resolution authorizing the Director of the Department of Human Assistance (DHA), or his designee to:

1. Enter into an expenditure agreement with Valley Vision, Inc. (VVI) in an amount not to exceed \$20,100 for Fiscal Year 2023-24, for administration of the Human Services Coordinating Council (HSCC) and serve as an advisory body to the Board of Supervisors effective April 1, 2024, through June 30, 2024; with the option of three one-year renewals with budgets of \$71,461 for FY2024-25 and \$62,472 for FY's 2025-26 and 2026-27; and
2. Amend the agreement for non-monetary changes, monetary decreases and to increase the agreement up to \$25,000 or ten percent of the original agreement, whichever is less, as long as funding exists; and when appropriate and necessary, to exercise the power to assign the agreement; and to exercise the power to terminate, with or without cause, the agreement if/when necessary.

**BACKGROUND**

The HSCC was established in 1994 by the Board of Supervisors. At the time of inception, representatives of the County's human services advisory bodies chose to unite and form the Sacramento County HSCC, with the aim of

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achieving a united and effective voice for Sacramento residents in need of health and human services.

Over the past few years, the Department of Health Services (DHS), Department of Child, Family and Adult Services (DCFAS) and DHA have rotated the staffing for the HSCC. To avoid conflict of interest and possible audit findings, the departments have determined that an outside party will take over the responsibilities of providing staffing and coalition management to the HSCC. On January 10, 2024, DHA released a request for Letters of Interest (LOI) for qualified agencies to carry out this work. VVI was the only agency that responded. VVI was deemed qualified and awarded the contract.

VVI is a civic leadership organization that utilizes research, convening and community engagement to drive action. Valley Vision draws the knowledge, expertise, and enthusiasm of multiple stakeholders to ensure a comprehensive understanding of community issues and co-produce solutions that materialize in results. Additionally, VVI is a champion of alignment to ensure efficient use of resources and maximum impact.

VVI will provide the following services:

- Hold regular meetings with county staff to keep informed on project needs, progress, and challenges.
- Identify overlaps with other committees and implement a coordinated strategy.
- Research and build understanding of current structure, historical background, and future priorities.
- Conduct key interviews with Board of Supervisors (or designated staff), HSCC chair and members, and member advisory board chairs.
- Share discoveries and recommendations for HSCC best use and role.
- Assist with preparing meeting materials in consultation with members and county staff as well as record and distribute meeting notes.
- Track the processes of member recruitment and selection.
- Assist with effective meeting facilitation and moderation; empower voices and establish equity in participation.
- Examine current bylaws and assist with committee review and refresh.

Authorize The Department Of Human Assistance To Enter Into An Expenditure Agreement With Valley Vision For Administration Of The Human Services Coordinating Council And Serve As An Advisory Body To The Board Of Supervisors In An Amount Not To Exceed \$20,100, Effective April 1, 2024, Through June 30, 2024, With The Option Of Three One-Year Renewals  
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- Ensure members, chairs and co-chairs understand their roles and responsibilities.
- Conduct leadership retreat, strategy and/or vision sessions with chairs and co-chairs.
- Identify and enhance opportunities to improve committee's impact and voice for meaning change.
- Send out notifications about Heroes of Human Services Awards to partner agencies, board members, and advisory boards.
- Collect and organize award nominations, prepare for panel selection.
- Record panel selection, notify award recipient, nominees, and relevant agencies.
- Coordinate with County staff on awarding events, at Board of Supervisor's meetings or receptions.

DHA will administer the agreement with VVI and the cost will be shared among four county departments.

ENTITY	Percent
Human Assistance	30%
Child, Family and Adult Services	30%
Health Services	30%
Homeless Services and Housing	10%

The Valley Vision contract spans multiple fiscal years, and the cost will be allocated amongst DHA and three other departments. Refer to the table below for the proposed budget breakdown:

Fiscal Year	DHA 30%	DHS 30%	DCFAS 30%	DHSH 10%	Total
2023-2024	\$6,030	\$6,030	\$6,030	\$2,010	\$20,100
2024-2025	\$21,438.30	\$21,438.30	\$21,438.30	\$7,146.10	\$71,461
2025-2026	\$18,741.60	\$18,741.60	\$18,741.60	\$6,247.20	\$62,472
2026-2027	\$18,741.60	\$18,741.60	\$18,741.60	\$6,247.20	\$62,472
<b>TOTAL</b>					<b>\$216,505</b>

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**71-J Analysis**

County Counsel has reviewed the requests in this letter and has determined that the services identified are not subject to 71-J requirements because County civil service employees currently are not providing these types of services.

**FINANCIAL ANALYSIS**

This recommendation does not require any additional General Fund. All four county departments will absorb their share of costs within existing appropriations in the FY 2023-24 Adopted Budget. Further, all departments will continue to absorb their share of costs in all subsequent fiscal year budgets.

Attachment(s):

RES - Resolution

ATT 1 – Draft Contract Scope of Work

**RESOLUTION NO. 2024-0196**

**AUTHORIZE THE DEPARTMENT OF HUMAN ASSISTANCE TO ENTER  
INTO AN EXPENDITURE AGREEMENT WITH VALLEY VISION, INC.  
FOR ADMINISTRATION OF THE HUMAN SERVICES COORDINATING  
COUNCIL AND SERVE AS AN ADVISORY BODY TO THE BOARD OF  
SUPERVISORS IN AN AMOUNT NOT TO EXCEED \$20,100, EFFECTIVE  
APRIL 1, 2024, THROUGH JUNE 30, 2024, WITH THE  
OPTION OF THREE ONE YEAR RENEWALS**

**WHEREAS**, the Human Services Coordinating Council (HSCC) was established in 1994 by the Board of Supervisors.

**WHEREAS**, representatives of the County's human services advisory bodies have chosen to unite and form the HSCC, with the aim of achieving a united and effective voice for Sacramento Residents in need of health and human services; and

**WHEREAS**, the HSCC was previously coordinated by a Department of Human Assistance (DHA) employee, and

**WHEREAS**, VVI is the only entity to respond to the Letter of Interest (LOI) released by DHA on January 10, 2024; and

**WHEREAS**, Valley Vision, Inc (VVI), an experienced third-party organization, has demonstrated a strong track record of necessary expertise to effectively manage and coordinate the delivery of the HSCC, and

**WHEREAS**, VVI shall be responsible for: 1) holding regular meetings with County staff to keep them informed on project needs, progress, and challenges; 2) researching and building understanding of current structure, historical background, and future priorities; 3) sharing discoveries and recommendations for the HSCC best use and role; 4) conducting key interviews with the Board of Supervisors (or designated staff), HSCC chair and members, and member advisory board chairs; 5) assisting with preparing meeting materials in consultation with members and county staff as well as record and distribute meeting notes; 6) tracking the processes of

AUTHORIZE THE DEPARTMENT OF HUMAN ASSISTANCE TO ENTER INTO AN EXPENDITURE AGREEMENT WITH VALLEY VISION, INC. FOR ADMINISTRATION OF THE HUMAN SERVICES COORDINATING COUNCIL AND SERVE AS AN ADVISORY BODY TO THE BOARD OF SUPERVISORS IN AN AMOUNT NOT TO EXCEED \$20,100, EFFECTIVE APRIL 1, 2024, THROUGH JUNE 30, 2024, WITH THE OPTION OF THREE ONE YEAR RENEWALS

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member recruitment and selection; 7) assisting with effective meeting facilitation and moderation; empowering voices and establishing equity in participation; 8) sending out notifications about Heroes of Human Service Awards to partner agencies, board members, and advisory boards; 9) Collecting, organizing and recording award panel selections, notifying recipients, nominees, and relevant agencies; 10) Coordinating with County staff on awarding event, at BOS meetings or receptions; and

**WHEREAS**, DHA is seeking authority to enter into an expenditure agreement with VVI, to administrate the HSCC, in amount not to exceed \$20,100 effective April 1, 2024, through June 30, 2024; with the option of three one-year renewals; and

**WHEREAS**, DHA will administer the agreement with VII, and the cost will be shared among four departments as follows: the Department of Human Assistance (DHA) will consume 30% of the cost; the Department of Child, Family and Adult Services (DCFAS) will consume 30% of the cost; the Department of Health Services (DHS) will consume 30% of the cost; and the Department of Homeless Services and Housing (DHSH) will consume 10% of the cost; and

**WHEREAS**, in accordance with the VVI contract, which extends across multiple fiscal years, the total cost for each fiscal year shall be as follows: FY2023-24 \$20,100; FY2024-25 \$71,461; FY2025-26 \$62,472; and FY2026-27 \$62,472; and

**BE IT RESOLVED** that the Director of the Department of Human Assistance, or his designee, on behalf of the COUNTY OF SACRAMENTO, a political subdivision of the State of California, be and is hereby authorized to execute an expenditure agreement with Valley Vision, Inc, in an amount not

AUTHORIZE THE DEPARTMENT OF HUMAN ASSISTANCE TO ENTER INTO AN EXPENDITURE AGREEMENT WITH VALLEY VISION, INC. FOR ADMINISTRATION OF THE HUMAN SERVICES COORDINATING COUNCIL AND SERVE AS AN ADVISORY BODY TO THE BOARD OF SUPERVISORS IN AN AMOUNT NOT TO EXCEED \$20,100, EFFECTIVE APRIL 1, 2024, THROUGH JUNE 30, 2024, WITH THE OPTION OF THREE ONE YEAR RENEWALS

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to exceed \$20,100 from April 1, 2024 through June 30<sup>th</sup> 2024, with the option of three one year renewals of an annual rate not to exceed of \$71,461 for FY2024-25, \$62,472 for FY2025-26 and \$62,472 for FY2026-27, to administrate the HSCC and to amend the agreement for non-monetary changes, monetary decreases and to increase the agreement up to \$25,000 or ten percent of the original agreement, whichever is less, as long as funding exists; and when appropriate and necessary, to exercise the power to assign the agreement; and to exercise the power to terminate, with or without cause, the agreement if/when necessary and to do and perform everything necessary to carry out the purpose of this Resolution.

AUTHORIZE THE DEPARTMENT OF HUMAN ASSISTANCE TO ENTER INTO AN EXPENDITURE AGREEMENT WITH VALLEY VISION, INC. FOR ADMINISTRATION OF THE HUMAN SERVICES COORDINATING COUNCIL AND SERVE AS AN ADVISORY BODY TO THE BOARD OF SUPERVISORS IN AN AMOUNT NOT TO EXCEED \$20,100, EFFECTIVE APRIL 1, 2024, THROUGH JUNE 30, 2024, WITH THE OPTION OF THREE ONE YEAR RENEWALS

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On a motion by Supervisor Hume, seconded by Supervisor Desmond, the foregoing Resolution was passed and adopted by the Board of Supervisors of the County of Sacramento this 26<sup>th</sup> day of March, 2024, by the following vote, to wit:

AYES: Supervisors Desmond, Frost, Hume, Serna, Kennedy

NOES: None

ABSENT: None

ABSTAIN: None

RECUSAL: None

(PER POLITICAL REFORM ACT (§ 18702.5.)



ATTEST:

*Florence Evans*  
Clerk, Board of Supervisors

*Ruth OR —*  
Chair of the Board of Supervisors  
of Sacramento County, California  
**FILED**  
BOARD OF SUPERVISORS

MAR 26 2024

*Florence Evans*  
Clerk of the Board

In accordance with Section 25103 of the Government Code  
of the State of California a copy of the document has been  
delivered to the Chair of the Board of Supervisors, County  
of Sacramento on *Mar 26, 2024*  
By: *John Carter*  
Deputy Clerk, Board of Supervisors

**EXHIBIT A to Contract  
between the County of Sacramento,  
hereinafter referred to as "COUNTY", and  
Valley Vision, Inc,  
hereinafter referred to as "CONTRACTOR"**

**SCOPE OF SERVICES**

**I. SERVICE LOCATION(S)**

CONTRACTOR shall provide services primarily at:

Valley Vision, Inc  
3400 3<sup>rd</sup> Ave  
Sacramento, CA 95817

**II. PURPOSE**

The purpose of this agreement is to assist with providing staffing and coalition management to the Human Services Coordinating Council (HSCC)

**III. BACKGROUND**

The HSCC was established in 1994 by the Board of Supervisors by Resolution 94-1379. Representatives of the County's human services advisory bodies have chosen to unite and form the Sacramento County Human Services Coordinating Council, with the aim of achieving a united and effective voice for Sacramento Residents in need of health and human services. Membership consists of twenty-three (23) members representing various federally required categories. Two members, from each of the six members advisory boards (MABs), including Adult and Aging Commission, Alcohol and Drug Advisory board, Children's Coalition, Disability Advisory Commission, Mental Health Board and Public Health Advisory Board. HSCC conducts two general membership meetings per month.

On January 10, 2024, the Department of Human Assistance (DHA) released a request for Letters of Interest (LOI) for qualified agencies to carry out this work. Valley Vision, Inc (VVI) was the only agency that responded.

To avoid conflict of interest and possible audit findings, VVI will take over the responsibilities of providing staffing and coalition management to the HSCC, which was previously coordinated by a DHA employee.

VVI is a civic leadership organization that utilizes research, convening and community engagement to drive action. Valley Vision draws the knowledge, expertise, and enthusiasm of multiple stakeholders to ensure a comprehensive understanding of community issues and co-produce solutions that materialize in results. Additionally, VVI is a champion of alignment to ensure efficient use of resources and maximum impact.

**IV. DESCRIPTION OF SERVICES**

CONTRACTOR shall provide the following services:

- A. Work with the HSCC Chair/Co-Chair respectively, to support monthly general meetings and committee meetings for each body with:
  - a. Meeting preparation (agenda creation, speaker identification and scheduling, materials preparation, meeting notices,
  - b. Meeting support and logistics (room set-up and breakdown and/or zoom meeting set-up and support),
  - c. Recording and distributing meeting notes,

- d. Meeting follow-up (draft and distribute meeting minutes, follow-up on issues raised during meetings),
- e. Assisting with effective meeting facilitation and moderation; empower voices and establish equity in participation,
- f. Identifying overlap with other committees and implementing a coordinated strategy,
- g. Performing administrative duties related to project work.

B. Research and build understanding of current structure, historical background, and future priorities.

C. Conduct key interviews with Board of Supervisors (or designated staff), HSCC chair and members, and member advisory board chairs.

D. Share discoveries and recommendations for HSCC best use and role.

E. Track the process for member recruitment and selection.

F. Examine current bylaws and assist with committee review and refresh.

G. Ensure members, chairs and co-chairs understand their role and responsibilities.

H. Strengthen collaborative approach to solutions.

I. Organize the Heroes of Human Service Award ceremony by:

- a. Sending out notifications to partner agencies, board members, and advisory boards,
- b. Collecting and organizing nominations and prepare for panel selections,
- c. Recording panel selections, notifying recipients, nominees, and relevant agencies,
- d. Coordinating with County staff on awarding events, at BOS meetings or receptions.

**V. COUNTY RESPONSIBILITIES**

COUNTY shall:

- A. Provide invoice template to CONTRACTOR
- B. Serve as a liaison between CONTRACTOR and HSCC
- C. COUNTY contact will be as follows:

Lana Fomichev  
Fomichevs@saccounty.gov  
916-875-1590

**VI. GENERAL PROVISIONS**

- A. CONTRACTOR shall obtain prior written permission of COUNTY, and coordinate with COUNTY for any press and/or media release, and/or contact regarding HSCC activities.

**VII. EVALUATION**

COUNTY may at any time, evaluate this program. Adequate notice shall be given to CONTRACTOR of such action, and CONTRACTOR shall be given opportunities to participate and respond in the evaluation process.