



Legislation Text

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TO: Board of Supervisors
FROM: Jennifer Yasumoto, Director Health and Human Services Agency
REPORT BY: Summer Isham, Contracts Supervisor
SUBJECT: Agreement No. 230086B with Shared Vision Consultants, Inc.

RECOMMENDATION

Director of Health and Human Services Agency (HHS) requests approval of and authorization for the Chair to sign Agreement No. 230086B with Shared Vision Consultants, Inc. (Shared Vision), in the amount of \$95,000 with the term commencing upon approval through June 30, 2023, in order to provide consulting services to the Child Welfare Services (CWS) division as part of a multi-year initiative to create and update a comprehensive suite of written policies and procedures to ensure ongoing compliance with program and service mandates.

EXECUTIVE SUMMARY

Approval of today's action will allow CWS to continue their working relationship with Shared Vision for the completion of the division's online policy and procedure manual for use by staff employed in the division. The prior agreement that initiated this process had an expanded scope of work. This new agreement comes before the Board to remove provisions that no longer apply.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health and Human Services Agency, Child Welfare Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	There is no mandate to contract for these services, however, this Agreement is necessary to keep CWS compliant with State and Federal mandates by updating and incorporating new policies and procedures.
Is the general fund affected?	No
Future fiscal impact:	None, this Agreement terminates June 30, 2023.

Consequences if not approved:	If the recommended Agreement is not approved, Shared Vision Consultants will be unable to support the division in the expeditious completion of a substantial number of policies and procedure.
County Strategic Plan pillar addressed:	Effective and Open Government
Additional Information	None.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

In April 2021, CWS began working to update and develop online Policy and Procedures with the assistance of Shared Vision. The staff at Shared Vision are subject matter experts in Child Welfare practices and procedures as a result of their contracted work with multiple counties throughout the State of California. Shared Vision has provided State approved policies for implementation to CWS staff that are then reviewed for alignment with local practice, edited and finalized in the context of a policy and procedure workgroup consisting of managers, supervisors and line staff.

Prior to April 2021, Napa County Child Welfare Services last updated their policy and procedures in 2013. New mandates and regulatory practices are issued on a continual basis. Policy and procedures are a necessary component for ensuring that the workforce has clear guidance for service delivery and that the Agency and County are compliant with existing and applicable Federal and State laws and mandates in the area of child protection. With the assistance and support of Shared Visions Consultants, Child Welfare Services have drafted approximately fifty policy and procedures that are awaiting finalization.

CWS needs updated policies and procedures in order to maintain its delivery of quality services to children and their families. The existing policies and procedures are in need of revision with regard to evolving State and Federal mandates to ensure compliant and optimal service delivery. In addition to the revision of the existing policy and procedures, there are approximately fifty to seventy-five policies and procedures that have not yet been created due to the lack of staffing resources needed to complete the task in its entirety.

There was a statewide search amongst Bay Area County Child Welfare Directors to locate an external entity with the capacity, expertise and experience to revise and create policies and procedures for a Child Welfare agency. Shared Visions came highly recommended by the Child Welfare Directors of San Benito and San Joaquin counties. Each county reported that Shared Visions delivered a quality work product that was well researched and aligned with state and federal mandates within the terms of the established contract.

