

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: June 4, 2019	TYPE OF AGENDA ITEM: <input type="checkbox"/> Regular <input type="checkbox"/> Timed <input checked="" type="checkbox"/> Consent
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DEPARTMENT: Public Health
APPROVING PARTY: Vickie Clark, Director
PHONE NUMBER: (530) 993-6700

AGENDA ITEM: Resolution approving amendment 04 of the Women, Infants and Children (WIC) four-year agreement and authorizing Vickie Clark, Director to sign the amendment

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION: Please see attached memo

FUNDING SOURCE: 0515610
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND: 5630
AMOUNT: \$621,176.00 N/A

ARE ADDITIONAL PERSONNEL REQUIRED? <input type="checkbox"/> Yes, -- -- <input checked="" type="checkbox"/> No	IS THIS ITEM ALLOCATED IN THE BUDGET? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IS A BUDGET TRANSFER REQUIRED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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SPACE BELOW FOR CLERK'S USE

BOARD ACTION: <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2019- _____ Agreement 2019- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
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COMMENTS:

CLERK TO THE BOARD _____	DATE _____
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Memorandum

To: Sierra County Board of Supervisors

From: Vickie Clark, Director

Reference: Agenda Item

Date of memo: May 21, 2019

Date of Board Meeting: June 4, 2019

Requested Action: Resolution approving amendment 04 of the Women, Infants and Children (WIC) four year agreement and authorizing Vickie Clark, Director to sign the amendment.

Mandated by: California Department of Public Health

Funding

Budgeted? YesX No

Revenue	\$621,176.00	California Department of Public Health, Women Infants and Children (WIC)
Expenses	\$621,176.00	California Department of Public Health, Women Infants and Children (WIC)
Difference	0	

Background Information: Sierra County Public Health administers the Women, Infant and Children's (WIC) program for residents of Sierra County. WIC is a federally-funded health and nutrition program for women, infants, and children. WIC helps families by providing nutrition education, issuing checks for healthy supplemental foods, and making referrals to healthcare and other community services. Participants must meet income guidelines and be either: pregnant women, new mothers, infants, or children under age five.

This amendment is shifting funds for fiscal year 4 of the Exhibit B, Attachments I and II Budget and Detail Worksheet in order to compensate the contractor (Sierra County) for actual expenditures invoiced.

The changes made in this amendment are shown as Text additions displayed in bold and underline. Text deletions are displayed as strike through text.

Potential Issues to consider: None

Alternatives or Impacts of disapproval: There are no alternatives to WIC within Sierra County. It is recommended the Board approve this amendment.

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

RESOLUTION NO. _____

**IN THE MATTER OF
APPROVING AMENDMENT A04 OF THE CALIFORNIA DEPARTMENT OF PUBLIC
HEALTH (CDPH) AGREEMENT NO. 15-10116, WOMEN, INFANTS, AND CHILDREN (WIC)
NUTRITIONAL PROGRAM,
AND AUTHORIZING THE DIRECTOR OF PUBLIC HEALTH
TO SIGN THE STANDARD AGREEMENT AND ALL INVOICES TO SECURE FUNDS**

WHEREAS, the Sierra County Board of Supervisors approves the California Department of Public Health (CDPH) Amendment A04 to Agreement No. 15-10116 for services to operate the Women, Infants, and Children (WIC) Nutrition Program.

NOW THEREFORE BE IT RESOLVED, the Sierra County Board of Supervisors authorizes Vickie Clark, the Public Health Director of Sierra County, or her designee, to sign the Standard Agreement and all invoices to secure funds.

ADOPTED by the Board of Supervisors of the County of Sierra, State of California on the 4th day of June, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

PAUL ROEN
Chairman, Board of Supervisors

Date

ATTEST:

APPROVED AS TO FORM:

HEATHER FOSTER
Clerk of the Board

DAVID PRENTICE
County Counsel

STANDARD AGREEMENT AMENDMENT

STD 213A (Rev 6/03)

 Check here if additional pages are added: 1 Page

Agreement Number 15-10116	Amendment Number A04
Registration Number:	

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

State Agency's Name

Also known as CDPH or the State

California Department of Public Health

Contractor's Name

(Also referred to as Contractor)

County of Sierra

2. The term of this Agreement is: October 1, 2015 through September 30, 2019

3. The maximum amount of this Agreement after this amendment is: **\$ 621,176** Six Hundred Twenty One Thousand One Hundred Seventy Six Dollars



4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

I. Purpose of amendment: This amendment is shifting funds for fiscal year 4 of the Exhibit B, Attachments I and II, Budget and Detail Worksheet in order to compensate the Contractor for actual expenditures invoiced.

II. **Certain changes made in this amendment are shown as: Text additions are displayed in bold and underline. Text deletions are displayed as strike through text (i.e., Strike).**

All other terms and conditions shall remain the same.

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

CONTRACTOR		CALIFORNIA Department of General Services Use Only
Contractor's Name (If other than an individual, state whether a corporation, partnership, etc.) County of Sierra		
By (Authorized Signature) 	Date Signed (Do not type)	
Printed Name and Title of Person Signing Vickie Clark, Director of Sierra County Health & Social Services		
Address 202 Front Street, Loyalton, CA 96118		
STATE OF CALIFORNIA		
Agency Name California Department of Public Health		
By (Authorized Signature) 	Date Signed (Do not type)	
Printed Name and Title of Person Signing Jeff Mapes, Chief, Contracts Management Unit		
Address 1616 Capitol Avenue, Suite 74.262, MS 1802, P.O. Box 997377, Sacramento, CA 95899-7377		
		<input type="checkbox"/> Exempt per:

**Exhibit B Attachment II A3 A4
Detail Worksheet**

Personnel	Exhibit A SOW 6.A	Exhibit A Attach I	Current Base Annual Salary Minimum	Current Base Annual Salary Minimum Amend	Current Base Annual Salary Maximum	Current Base Annual Salary Maximum Amend	Year 1		Year 2		Year 3		Year 4			Totals	Totals Adj.	Totals Amend		
							10/1/2015 - 9/30/2016	FTE	Budget Amend	10/1/2016 - 9/30/2017	FTE	Budget Amend	10/1/2017 - 9/30/2018	FTE	Budget Amend				10/1/2018 - 9/30/2019	
Position Title							FTE	Budget Amend	FTE	Budget Amend	FTE	Budget Amend	FTE	FTE Amend	Budget	Budget Adj.	Budget Amend			
HEALTH AND HUMAN SERVICES DIRECTOR	22	0	109,509		109,509		0.02	1,985	0.00	-	0.00	-	0.00		-		-	1,985	-	1,985
WIC COORDINATOR	1-22	1-6	44,092		65,144		0.96	43,065	0.90	50,144	0.90	56,746	0.90		54,962	3,000	57,962	204,917	3,000	207,917
INTERDEPARTMENTAL FISCAL OFFICER	17	0	48,951		59,500		0.03	1,893	0.00	-	0.00	-	0.00		-		-	1,893	-	1,893
ACCOUNT TECHNICIAN II	5, 10, 12-13	0	30,184		36,689		0.04	1,449	0.00	-	0.00	-	0.00		-		-	1,449	-	1,449
HEALTH ASSISTANT	6,12	0	36,547		44,423		0.05	1,873	0.00	-	0.00	-	0.00		-		-	1,873	-	1,873
CONTRACT ANALYST	4, 12	0	44,092		53,594		0.04	2,107	0.00	-	0.00	-	0.00		-		-	2,107	-	2,107
Overtime																				
Total Salaries and Wages								52,372		50,144		56,746			54,962	3,000	57,962	214,224	3,000	217,224
Fringe Benefits							Percent	Budget Amend	Percent	Budget Amend	Percent	Budget Amend	Percent		Budget	Percent Amend	Budget Amend		Budget Adj.	Budget Amend
							57.39%	30,056	57.39%	28,777	57.39%	32,566	57.39%		31,542		33,264	122,941	1,722	124,663
Total Personnel								82,428		78,921		89,312			86,504		91,226	337,165	4,722	341,887
Operating Expenses	Exhibit A SOW	Exhibit A Attach I						Budget Amend		Budget Amend		Budget Amend			Budget	Budget Adj.	Budget Amend		Budget Adj.	Budget Amend
Minor Equipment	17, 18	1-9						2,000		-		-			-	-	-	2,000	-	2,000
General Office Expenses	EXA1.C, 17, 18	1-9						13,032		20,540		11,195			11,381	(590)	10,791	56,148	(590)	55,558
Training	7	1-9						2,500		2,000		500			1,500	(1,000)	500	6,500	(1,000)	5,500
Travel	8							1,500		1,500		1,000			2,000	(1,500)	500	6,000	(1,500)	4,500
Professional Certifications	4, 5							300		400		400			400		400	1,500	-	1,500
Outreach		5						1,500		2,000		1,000			1,500	(1,000)	500	6,000	(1,000)	5,000
Media/Promotion		5						1,000		1,000		1,000			1,000	(500)	500	4,000	(500)	3,500
Program Materials	6	1-9						1,000		2,500		1,500			2,000	(1,012)	988	7,000	(1,012)	5,988
Vehicle Maintenance	8, 19							500		360		500			700	(300)	400	2,060	(300)	1,760
Audit	9, 10, 12-14							600		800		800			900		900	3,100	-	3,100
Facility Costs (See Exhibit B Attachment III for breakdown)	11							12,732		13,008		13,224			13,248		13,248	52,212	-	52,212
Total Operating Expenses								36,664		44,108		31,119			34,629	(5,902)	28,727	146,520	(5,902)	140,618
Major Equipment <small>unit cost must be \$5,000 or more</small>	Exhibit A SOW	Exhibit A Attach I						Budget Amend		Budget Amend		Budget Amend			Budget	Budget Adj.	Budget Amend		Budget Adj.	Budget Amend
Telephone System	17	1-9						-		-		-			-	-	-	-	-	-
Information Technology Equipment	17, 18, 20, 21	1-9						-		-		-			-	-	-	-	-	-
Vehicle (s)	8, 17, 18, 19							-		-		-			-	-	-	-	-	-
Photocopy Equipment	6, 17, 18							-		-		-			-	-	-	-	-	-
Total Major Equipment								-		-		-			-	-	-	-	-	-
Subcontracts	Exhibit A SOW	Exhibit A Attach I						Budget Amend		Budget Amend		Budget Amend			Budget	Budget Adj.	Budget Amend		Budget Adj.	Budget Amend
KATHRYN DYRR R.D./WIC Director	1-22,	1-4,						13,300		13,300		13,300			13,300		13,300	53,200	-	53,200
Total Subcontracts								13,300		13,300		13,300			13,300	-	13,300	53,200	-	53,200
Total Indirect Costs							Percent	Budget Amend	Percent	Budget Amend	Percent	Budget Amend	Percent		Budget	Percent Amend	Budget Amend		Budget Adj.	Budget Amend
							% of Total Personnel Costs	25.0000%	20,607	25.0000%	19,730	25.0000%	22,328	25.0000%	21,626		22,806	84,291	1,180	85,471
Total Costs								152,999		156,059		156,059			156,059	-	156,059	621,176	-	621,176

152,999.00	156,059.00	156,059.00	Revised Yr. 4 Budget	156,059.00
-	-	-	Yr. 4 - Budget Increase	-
0	0	0	Yr. 4 - Checks/Balances	0

- ① Bilingual - Positions that receive Bilingual pay will show a higher salary. Justification will be kept on file with the original contract.
- ② Longevity, Retention, Differential and COLA - Positions that receive these compensations will show a higher salary. Justification and Union Contract will be kept on file with the original contract.
- ③ Overtime - Is budgeted for up to a 3% increase for each year.
- ④ Fringe Benefits - Any fringe benefit Years 1-4 that exceeds 50% will need a written justification.
- ⑤ General Office Expenses -Effective this year, pursuant to new OMB rules, Minor Equipment, and General Office Expenses, will include Desks, Computers, Chairs, Tables, Modular furniture, Monitors and printers
- ⑥ Vehicle Maintenance - maintenance over \$500 will need CDPH/WIC Division approval.
- ⑦ Facility Costs - Includes Rent, Janitorial, Security, Maintenance and Utilities
- ⑧ Major Equipment - Refer to Exhibit D(F) page 3, Paragraph 3 for instructions; Vehicle(S)-Will be used for Facility Site Visits, Conferences, Trainings, and Outreach. **Unit cost must be \$5,000 or more.**
- ⑨ Subcontractors - List the subcontractor's name and short list of services provided. If the subcontractor has not been selected, enter TBD and list of services to be provided.

Exhibit B, Attachment III A3 A4 Facility Costs

County of Sierra
15-10116 A03 **A04**

													Total Facility Costs:													
				Year 1 Total Costs			12,732			Year 2 Total Costs			13,008			Year 3 Total Costs			13,224			Year 4 Total Costs				
Street Address, City, Zip Code	WIC MIS Clinic Site # or N/A	Type of Space (Clinic Site, Administrative Site, Training Center, Warehouse, Storage Area, satellite clinic site)	Total Square Feet	Total Cost of Site Per Month Amendme nt	New Total Amendme nt	Amended Cost of Space Per Year	Total Cost of Site Per Month Amendmen t	New Total Amendm ent	Amended Cost of Space Per Year	Total Cost of Site Per Month Amendme nt	New Total Amendme nt	Amended Cost of Space Per Year	Total Cost of Site Per Month	Total Cost of Site Per Month Adj.	Total Cost of Site Per Month Amendme nt	Price Per Square Foot	Price Per Square Foot Adj.									
202 Front Street, Loyalton, CA 96118		clinic site, Administrative site, Storage site	234	820	3.50	9,840	838	3.58	10,056	851	3.64	10,212	851		851	3.64										
22 Maiden Lane, Downieville, CA 95936		Satellite clinic site	35	241	6.89	2,892	246	7.03	2,952	251	7.17	3,012	253		253	7.23										
				-	-	-	-	-	-	-	-	-			-											
				-	-	-	-	-	-	-	-	-			-											
				-	-	-	-	-	-	-	-	-			-											

**Exhibit B, Attachment III A3 A4
Facility Costs**

County of Sierra
15-10116 A03 A04

52,212	
	13,248
New Total Amendme nt	Amended Cost of Space Per Year
3.64	10,212
7.23	3,036
-	-
-	-
-	-

**Exhibit B, Attachment I A3-A4
Budget**

	Year 1	Year 2	Year 3	Year 4			Totals	Total Adj.	Totals Amendment
	10/1/2015 - 9/30/2016	10/1/2016 - 9/30/2017	10/1/2017 - 9/30/2018	10/1/2018 - 9/30/2019					
Personnel	Budget Amendment	Budget Amendment	Budget Amendment	Budget	Budget Adj.	Budget Amendment			
Total Salaries and Wages	52,372	50,144	56,746	54,962	3,000	57,962	214,224	3,000	217,224
Fringe Benefits	30,056	28,777	32,566	31,542	1,722	33,264	122,941	1,722	124,663
Personnel	82,428	78,921	89,312	86,504	4,722	91,226	337,165	4,722	341,887
Operating Expenses	Budget Amendment	Budget Amendment	Budget Amendment	Budget	Budget Adj.	Budget Amendment	Totals	Adj.	Total Amendment
Minor Equipment	2,000	-	-	-	-	-	2,000	-	2,000
General Office Expenses	13,032	20,540	11,195	11,381	(590)	10,791	56,148	(590)	55,558
Training	2,500	2,000	500	1,500	(1,000)	500	6,500	(1,000)	5,500
Travel	1,500	1,500	1,000	2,000	(1,500)	500	6,000	(1,500)	4,500
Professional Certifications	300	400	400	400	-	400	1,500	-	1,500
Outreach	1,500	2,000	1,000	1,500	(1,000)	500	6,000	(1,000)	5,000
Media/Promotion	1,000	1,000	1,000	1,000	(500)	500	4,000	(500)	3,500
Program Materials	1,000	2,500	1,500	2,000	(1,012)	988	7,000	(1,012)	5,988
Vehicle Maintenance	500	360	500	700	(300)	400	2,060	(300)	1,760
Audit	600	800	800	900	-	900	3,100	-	3,100
Facility Costs (See Exhibit B Attachment III for breakdown)	12,732	13,008	13,224	13,248	-	13,248	52,212	-	52,212
Operating Expenses	36,664	44,108	31,119	34,629	(5,902)	28,727	146,520	(5,902)	140,618
Major Equipment	Budget Amendment	Budget Amendment	Budget Amendment	Budget	Budget Adj.	Budget Amendment	Totals	Adj.	Total Amendment
Telephone System	-	-	-	-	-	-	-	-	-
Information Technology Equipment	-	-	-	-	-	-	-	-	-
Vehicle (s)	-	-	-	-	-	-	-	-	-
Photocopy Equipment	-	-	-	-	-	-	-	-	-
Major Equipment	-	-	-	-	-	-	-	-	-
Subcontracts	Budget Amendment	Budget Amendment	Budget Amendment	Budget	Budget Adj.	Budget Amendment	Totals	Adj.	Total Amendment
Subcontracts	13,300	13,300	13,300	13,300	-	13,300	53,200	-	53,200
Indirect Costs	Budget Amendment	Budget Amendment	Budget Amendment	Budget	Budget Adj.	Budget Amendment	Totals	Adj.	Total Amendment
Indirect Costs	20,607	19,730	22,328	21,626	1,180	22,806	84,291	1,180	85,471
TOTAL COSTS	152,999	156,059	156,059	156,059	-	156,059	621,176	-	621,176

Pursuant to Public Contract Code section 2010, a person that submits a bid or proposal to, or otherwise proposes to enter into or renew a contract with, a state agency with respect to any contract in the amount of \$100,000 or above shall certify, under penalty perjury, at the time the bid or proposal is submitted or the contract is renewed, all of the following:

1. CALIFORNIA CIVIL RIGHTS LAWS: For contracts executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and
2. EMPLOYER DISCRIMINATORY POLICIES: For contracts executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

CERTIFICATION

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.		<i>Federal ID Number</i>
<i>Proposer/Bidder Firm Name (Printed)</i>		
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County and State of</i>	