



COMMISSIONERS

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SPECIAL MEETING AGENDA

April 24, 2024

2:00pm-2:30pm

625 Court Street

Board of Supervisors Conference Room 2nd Floor
Woodland, CA 95695

ADMINISTRATIVE AGENDA

1. Chair Call to Order
2. Chair Roll Call
3. Chair Consider Approval of the Agenda
4. Chair Opportunity for Commissioners to state Conflict and Recusal
5. Public Public Comment

CONSENT AGENDA

Executive Director recommends approval of Consent Agenda Item 6

General Administrative Function

6. Chair Approve Contract for Health Communication Partners not to exceed \$10,500 through June 30, 2024.

REGULAR AGENDA Presentation/Discussion/Possible Action

7. Executive Director Align Benefit Package Amounts to County Benefit Package Amounts for Benefit Year 2024 and Subsequent Years. 10 min
8. Chair Adjournment

Next meeting scheduled:
Commission Meeting

May 15, 2024

International House
10 College Park, Davis, CA 95616

I declare under penalty of perjury that the foregoing agenda was posted **April 22, 2024**, by 5:00 PM at the following places:

- 1) On the bulletin board at the East entrance of the Erwin Meier Administration Center, 625 Court Street, Woodland, California 95695
- 2) At www.first5yolo.org the website for First 5 Yolo, 2779 Del Rio. Place, Unit A, Davis, CA 95618

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact First 5 Yolo for more information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should telephone or otherwise contact the First 5 Yolo as soon as possible and preferably at least 24 hours prior to a meeting. First 5 Yolo may be reached at telephone number 530-669-2475 or at the following address: **First 5 Yolo, 2779 Del Rio. Place, Unit A, Davis, CA 95618.**

**First 5 Yolo Children and Families Commission
Agenda Item Cover Sheet**

Attachments

Agenda Item- Approve Contract for Health Communication Partners not to exceed \$10,500 through June 30, 2024
<i>Background</i>
<p>First 5 Yolo receives CalWORKs Home Visiting Program funds to implement Yolo County’s CalWORKs Home Visiting Program. These funds support home visiting services for eligible families receiving CalWORKs benefits within First 5 Yolo’s Road to Resilience Initiative.</p>
<i>Executive Director Overview</i>
<p>First 5 Yolo has identified a need for additional professional development and training for partners delivering CalWORKs HVP services under First 5 Yolo’s Road to Resilience. The Contract with Health Communication Partners would support the development of best practices and recommendations for ongoing supports that would be tailored to meet the needs of County of Yolo CalWORKs, First 5 Yolo, and First 5 Yolo Funded Partner staff to support the “warm hand-off” process for clients. Warm hand-offs have shown to be supportive in sustaining engagement with highest-risk and hard to reach populations.</p> <p>Health Communication Partners has previously provided consulting and training focused on Road to Resilience and this Contract is a continuation/augmentation of a previously provided service.</p>
<i>Additional Information and attachments</i>
<p>Sole Source Documentation is included as Attachment A to this Item.</p>
<i>Action Requested</i>
<p>Approve Contract for Health Communication Partners not to exceed \$10,500.</p>



SOLE SOURCE PROCUREMENT AND CONTRACTING JUSTIFICATION FORM

Name of Potential Provider/Contractor: Health Communication Partners
Name of Project: Warm Hand-Off Support for CalWORKs families entering Home Visiting through Road to Resilience
Project Dates: April 24, 2024-June 30, 2024

Description of Service to be provided: _____
Needs assessment and recommendations to support warm hand-offs within First 5 Yolo's implementation of CalWORKs Home Visiting Program.

Amount: Up to \$10,500

Justification:

Sole source procurement will only be used when competitive procurement procedures are deemed infeasible for at least one of the following reasons: (check the boxes that apply)

- There is only one viable provider of the required service in the community.
- After solicitation of a number of sources, competition is determined to be inadequate.
- A local provider is the only provider with the required expertise, skills and capacity to provide the service.
- All local providers of a particular service will receive funding.
- The Commission is contemplating an effort that has not previously been done in the community and is therefore unable to either develop an RFP with sufficient specificity or to identify potential providers.
- The contract is with a state, federal or local government.
- The contract is for a continuation or augmentation of a project or service previously performed by the contractor.
- Other: The proposal specifically addresses situations where State, federal or other grant funding reductions/cuts impact the ability of agencies to meet existing and/or increased demand in service needs of eligible families, but would not violate the supplantation prohibition.

Whenever sole source procurement is used, the rationale will be fully justified in writing and approved by the Commission or its designated agent (e.g., Executive Director) before a contract is signed. The documentation justifying a sole source procurement include the following:

The effort made to solicit competitive bids or proposals, if any.

A summary outlining the reason for the sole source, based on the allowable exceptions set forth above.

Same/similar services as previous contract under Welcome Baby/Road to Resilience.

Special factors affecting the cost under the contract.

Other Comments:

Approval and Signature:



Executive Director

4/22/2024

Date

**First 5 Yolo Children and Families Commission
Agenda Item Cover Sheet**

Attachments

Agenda Item- Align Benefit Package Amounts to County Benefit Package Amounts for Benefit Year 2024 and Subsequent Years.

Background

First 5 Yolo is an agency of Yolo County with certain independent authorities. All First 5 Yolo employees are at-will County employees, and per First 5 Yolo policies, each position is aligned to a Benefit Unit at County of Yolo. While The Commission sets salary scales and considers COLA adjustments, CalPERS and CalPERS associated health plans are maintained by County of Yolo.

All County employees (including First 5 Yolo employees) receive a Benefit Package amount tied to their respective Benefit Units. Health insurance, dental, and vision coverage is covered out of that Benefit Package. The dollar amount of County Benefit Packages rises and falls with the cost of insurance plans available to County of Yolo through CalPERS. As the cost of health insurance has been rising, the total dollars in Benefit Package have been increasing. Benefit Package amounts are automatically calculated in County Human Resources (HR) and applied to employees each benefit year. Calculations are driven by a formula tied to 90% of the lowest cost family medical plan.

Executive Director Overview

Following recent discussions with County HR/Payroll and County Counsel, it's clear that Benefit Package amounts for First 5 Yolo employees have not been automatically adjusted at County HR/Payroll, and thus there is a divergence in amounts being received and available to employees in their Benefit Packages. As amounts are based on the cost of insurance and automatically adjusted as described above, rather than on annual decisions by a policy body, this request for action would clarify for County HR the direction to apply the same treatment to First 5 Yolo employees as County employees in this regard for Benefit Year 2024 and continuing in subsequent years.

The total cost of adjustment for Benefit Year 2024 is: \$23,634.08. This amount can be absorbed in the First 5 Yolo Budget, given recently updated projections for Proposition 10 and other revenue.

The Executive Director is planning to meet more extensively with County Counsel and the Interim Director of Human Resources to determine if any additional actions are needed or recommended.

Additional Information and attachments

Current First 5 Yolo employees eligible for benefits have Supervisor, Management, and Department Head level Benefit Packages.

Action Requested

Align Benefit Package Amounts to County Benefit Package Amounts for Benefit Year 2024 and Subsequent Years.