

**AGENDA
BOARD OF SUPERVISORS
SONOMA COUNTY
575 ADMINISTRATION DRIVE, ROOM 102A
SANTA ROSA, CA 95403**

TUESDAY

AUGUST 6, 2013

8:30 A.M.

(The regular afternoon session commences at 2:00 p.m.)

Susan Gorin	First District	Veronica A. Ferguson	County Administrator
David Rabbitt	Second District	Bruce Goldstein	County Counsel
Shirlee Zane	Third District		
Mike McGuire	Fourth District		
Efren Carrillo	Fifth District		

This is a simultaneous meeting of the Board of Supervisors of Sonoma County, the Board of Directors of the Sonoma County Water Agency, the Board of Commissioners of the Community Development Commission, the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District, the Board of Directors of the Northern Sonoma County Air Pollution Control District, the Sonoma County Public Finance Authority, and as the governing board of all special districts having business on the agenda to be heard this date. Each of the foregoing entities is a separate and distinct legal entity.

The Board welcomes you to attend its meetings which are regularly scheduled each Tuesday at 8:30 a.m. Your interest is encouraged and appreciated.

AGENDAS AND MATERIALS: Agendas and most supporting materials are available on the Board's website at <http://www.sonoma-county.org/board/>. Due to legal, copyright, privacy or policy considerations, not all materials are posted online. Materials that are not posted are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at 575 Administration Drive, Room 100A, Santa Rosa, CA.

SUPPLEMENTAL MATERIALS: Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the Board of Supervisors office at 575 Administration Drive, Room 100A, Santa Rosa, CA, during normal business hours.

DISABLED ACCOMMODATION: If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact the Clerk of the Board at (707) 565-2241, as soon as possible to ensure arrangements for accommodation.

Public Transit Access to the County Administration Center:

Sonoma County Transit: Rt. 20, 30, 44, 48, 60, 62

Santa Rosa CityBus: Rt. 14

Golden Gate Transit: Rt. 80

For transit information call (707) 576-RIDE or 1-800-345-RIDE or visit or <http://www.sctransit.com/>

APPROVAL OF THE CONSENT CALENDAR

The Consent Calendar includes routine financial and administrative actions, are usually approved by a single majority vote. There will be no discussion on these items prior to voting on the motion unless Board Members or the public request specific items be discussed and/or removed from the Consent Calendar.

PUBLIC COMMENT

Any member of the audience desiring to address the Board on a matter on the agenda: Please walk to the podium and after receiving recognition from the Chair, please state your name and make your comments. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the subject under discussion. Each person is usually granted 3 minutes to speak; time limitations are at the discretion of the Chair.

8:30 A.M. CALL TO ORDER

PLEDGE OF ALLEGIANCE

I. APPROVAL OF THE AGENDA

(Items may be added or withdrawn from the agenda consistent with State law)

II. BOARD MEMBER ANNOUNCEMENTS

III. CONSENT CALENDAR

(Items 1 through 13)

PRESENTATIONS/GOLD RESOLUTIONS

(Items 1 through 3)

PRESENTATIONS AT BOARD MEETING

1. Adopt a Gold Resolution recognizing the critical role that landowners play in the preservation of the coho salmon in the Russian River. (Fourth and Fifth Districts)
2. Adopt a Gold Resolution honoring DIG Leaders for their community contributions and work to prevent the problems associated with underage drinking. (Fifth District)

PRESENTATIONS AT DIFFERENT DATE

3. Adopt a Gold Resolution honoring and acknowledging Sonoma County Farm Trails on the occasion of their 40th Anniversary. (Second District)

BOARD OF SUPERVISORS

4. Authorize the Chair to send a letter in support of the non-profit, volunteer Comparative Aircraft Flight Efficiency (CAFE) Foundation of Santa Rosa Green Flight Challenge Program for its remarkable NASA recognized work in the area of green, quiet, sustainable air vehicles.

FIRE AND EMERGENCY SERVICES

5. Adopt a Resolution authorizing the Chair to execute an agreement with the California Department of Forestry and Fire Protection to provide fire suppression services to specific portions of Sonoma County Fire - County Service Area #40 for Fiscal Years 2013-14 and 2014-15 for \$1,963,142.69. (Second and Fifth Districts)
6. Urban Areas Security Initiative Special Projects Director Position –
 - (A) Adopt a Resolution adding one limited term (1.0 full-time equivalent) Special Projects Director position, to perform the functions of the Bay Area Urban Areas Security Initiative Management Team, Risk Management Program and Risk & Information Sharing Project Manager.
 - (B) Authorize the Fire and Emergency Services Director to sign an amendment to the fiscal year 2011 Urban Areas Security Initiative Memorandum of Understanding to incorporate the financing of this new position.

CONSENT CALENDAR (Continued)

HUMAN SERVICES

7. Adopt two Resolutions authorizing the Director of Human Services to sign three Sonoma County Area Agency on Aging Area Plan Standard Agreements with the California Department of Aging for Fiscal Year 2013-14; Agreement #A3-1314-27 in the amount of \$452,723, #A9-1314-27 in the amount of \$1,472,498, and #H9-1314-27 in the amount of \$332,576 to receive funding for the Area Agency on Aging for a total amount of \$2,257,797.

PERMIT AND RESOURCE MANAGEMENT

8. Authorize the Chair to execute first amendment to agreement for professional services related to building plan check and inspection with Phillips Seabrook Associates to add an additional \$52,500 and extend the agreement term by eight months (new not to exceed agreement total of \$77,450; agreement terminates June 30, 2014).
9. Adopt a Resolution issuing a roiling permit (Ordinance No. 3836R) for in channel work and necessary permit extensions to Gold Ridge Resource Conservation District to implement Phases I and II of the Willow Creek Large Wood Recruitment Project on four parcels, including two State Parks owned parcels, along Willow Creek near Jenner. (4/5 vote required) (Fifth District)

PROBATION

10. Authorize the Chief Probation Officer to execute Amendment No. 3 to Probation's agreement with Voorhis/Robertson Justice Services for Fiscal Year 2012-14 Public Safety Realignment consulting services. Amendment No. 3 increases contract funding by \$72,480, resulting in a new total not-to-exceed amount of \$197,479, and extends the term from August 30, 2013 to June 30, 2014.

APPOINTMENTS/REAPPOINTMENTS

(Items 11 through 13)

11. Appoint Thomas Martin to the Sonoma Valley Citizens Advisory Commission (Springs East) for a 2-year term beginning August 6, 2013 and expiring August 5, 2015. (First District)
12. Appoint Barbara Ganley to Alcohol and Drug Problems (Advisory Board) for a 3-year term beginning August 6, 2013 and expiring August 5, 2016. (First District)
13. Appoint Johanna Jagers to the Commission on the Status of Women for a 2-year term beginning August 6, 2013 through August 5, 2015. (First District).

IV. REGULAR CALENDAR

(Items 14 through 18)

HEALTH SERVICES

14. Accept and approve the Mental Health Services Act Annual Update Fiscal Year 2011-12 and Expenditure Plan Fiscal Year 2013-14.

BOARD OF SUPERVISORS

15. Approve fee waiver in the amount of \$3,822.50 for the Sonoma Veterans Building rental fees for the Blood Centers of the Pacific bi-monthly blood drives. (First District)
16. Approve fee waiver in the amount of \$1,864 for special event permits for the Bodega Volunteer Fire Department's Big Event on August 4, 2013. (Fifth District)
17. **11:00 A.M.** – **PUBLIC COMMENT ON MATTERS NOT LISTED ON THE AGENDA**
(Comments are restricted to matters within the Board jurisdiction. The Board will hear public comments at this time for up to thirty minutes. Please be brief and limit your comments to three minutes. Any additional public comments will be heard at the conclusion of the meeting.)
18. **11:00 A.M.** – Permit and Resource Management Department: Review and possible action on the following:
- a) Acts and Determinations of Planning Commission/Board of Zoning Adjustments
 - b) Acts and Determinations of Project Review and Advisory Committee
 - c) Acts and Determinations of Design Review Committee
 - d) Administrative Determinations of the Director of Permit and Resource Management
 - e) Issuance of an Emergency Coastal Permit

V. CLOSED SESSION CALENDAR

(Items 19 through 22)

- 19. The Board of Supervisors, the Board of Directors of the Sonoma County Water Agency, the Board of Commissioners of the Community Development Commission, and the Board of Directors of the Agricultural Preservation and Open Space District will consider the following in closed session: Conference with Labor Negotiator, Agency Negotiators: Wendy Macy/Carol Allen/ Janae Novotny, Burke & Associates, Carol Stevens, Burke & Associates, and Janet Cory Sommer, Burke & Associates. Employee organization: All. Unrepresented employees: All, including retired employees (Govt. Code Section 54957.6 (b)).
- 20. The Board of Supervisors will consider the following in closed session: Public Employee Performance Evaluation – Title: Human Services Department Director (Govt. Code Section 54957).
- 21. The Board of Supervisors will consider the following in closed session: Public Employee Performance Evaluation – Title: Transportation and Public Works Director (Govt. Code Section 54957).
- 22. The Board of Supervisors will consider the following in closed session: Public Employee Performance Evaluation – Title: Public Defender (Govt. Code Section 54957).

RECONVENE FROM CLOSED SESSION

- 23. Report on Closed Session.

- 24. **ADJOURNMENTS**

VI. REGULAR AFTERNOON CALENDAR - NONE

PLEASE NOTE:

**THE FOLLOWING HEARING WILL BE CONTINUED TO
SEPTEMBER 10, 2013 AT 2:10 P.M.**

PERMIT AND RESOURCE MANAGEMENT

2:10 P.M. – ORD11-0005 – (ALL DISTRICTS)

- a) APPLICANT: N/A
- b) LOCATION: Various
- c) ASSESSOR'S PARCEL NO.: Various
- d) ENVIRONMENTAL DOCUMENT: Negative Declaration
- e) REQUEST: Conduct public hearing on the proposed changes to the General Plan and Zoning Code to enable Renewable Energy and approve the following as recommended by the Planning Commission: Adopt a Resolution adopting a Negative Declaration and amending the General Plan Open Space and Resource Conservation Element to allow commercial renewable energy systems in agricultural and resource areas; and Adopt an Ordinance making changes to the Zoning Code to allow Renewable Energy systems and facilities at appropriate scale in various zoning districts.

NOTE: The next meeting will be held on August 13, 2013 at 8:30 a.m.

Upcoming Hearings (All dates tentative until each agenda is finalized)

- 1. August 20th (PM) – UPE11-0102; Appeal of Use Permit; 1048 Wild Rose Drive, Santa Rosa
- 2. September 10th (PM) – ORD11-0005; Renewable Energy Code Amendments
- 3. September 17th (PM) – PLP11-0042; Appeal of Use Permit, 6445 Highway 12, Santa Rosa
- 4. September 24th (PM) – UPE11-0034; Appeal of Use Permit

7/30



County of Sonoma
Agenda Item
Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 1
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: August 6, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Supervisor Mike McGuire, 565-3758 and
Supervisor Efren Carrillo, 565-2241

Supervisorial District(s):

Fourth and Fifth Districts

Title: Gold Resolution

Recommended Actions:

Adopt a gold resolution recognizing the critical role that landowners play in the preservation of the coho salmon in the Russian River.

Executive Summary:

None

Prior Board Actions:

None

Strategic Plan Alignment Goal 4: Civic Services and Engagement

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
Resolution			
Related Items “On File” with the Clerk of the Board:			



County of Sonoma

State of California

Date: August 6, 2013

Item Number: _____

Resolution Number: _____

4/5 Vote Required

Resolution of the Board of Supervisors of the County of Sonoma, State of California, Adopting a Resolution Recognizing the Critical Role that Landowners Play in the Preservation of the Coho Salmon in the Russian River.

Whereas, many populations of salmon have significantly declined over the last century; and

Whereas, private landowners, organizations, and government agencies have responded to this decline by conserving and enhancing critical habitat throughout California, including significant efforts in the Russian River; and

Whereas, with coho at risk of vanishing from the Russian River basin, the California Department of Fish and Wildlife, National Marine Fisheries Service, and the United States Army Corps of Engineers initiated the Russian River Coho Salmon Captive Broodstock Program in 2001; and

Whereas, progeny of the captive-reared broodstock are stocked into selected Russian River tributaries, where quality habitat and willing landowners provide an opportunity for these fish to thrive; and

Whereas, with almost 90% of the Russian River's coho habitat in private ownership, landowners play a critical role in the preservation of coho salmon within the basin; and

Whereas, these landowner's willingness to allow fisheries' biologists access to stock streams with juveniles and monitor their survival and migration to the ocean and back is instrumental to the success of coho recovery efforts; and

Whereas, there are five landowners in Sonoma County's Fourth Supervisorial District who have earned distinction through their longstanding commitment to the preservation of the coho salmon and they are: Robert Lownes; Westside School, with special recognition to Superintendent Rhonda Belmar; Oliver Max; Kevin Skene; and Quivira Vineyards & Winery, with special recognition to owners Pete and Terri Kight, and Vineyard Manager Ned Horton; and

Whereas, there are six landowners in Sonoma County's Fifth Supervisorial District who

Resolution #

Date:

Page 2

have earned distinction through their longstanding commitment to the preservation of the coho salmon and they are: Westminster Woods, represented by Executive Director Sheila Denton; David Berman; Theresa Martinelli; Dean Martinelli; Virginia Bruno; and F. Korbel & Bros, represented by Vineyard V.P. Mel Sanchiatti, with special recognition to vineyard manager John Bidia.

Now, Therefore, Be It Resolved, that the Board of Supervisors hereby extends its appreciation to all of the landowners whose cooperation has helped to insure a future for coho salmon in the Russian River, and acknowledges the outstanding contributions of those who have gone above and beyond in supporting this program.

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma
Agenda Item
Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 2
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: August 6, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Susan Upchurch 565-2241

Supervisorial District(s):

Fifth District

Title: Gold Resolution

Recommended Actions:

Approve Gold Resolutions honoring DIG Leaders for their community contributions and work to prevent the problems associated with underage drinking. (Fifth District)

Executive Summary:

None.

Prior Board Actions:

None.

Strategic Plan Alignment Goal 1: Safe, Healthy, and Caring Community

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):			
N/A			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
None.			
Attachments:			
Gold resolution.			
Related Items “On File” with the Clerk of the Board:			
None.			



County of Sonoma
State of California

Date: August 6, 2013

Item Number: _____

Resolution Number: _____

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,
Commending Community Action Partnership Sonoma County And DIG Leaders For Their
Advocacy And Proactive Community Contributions To The South Park Neighborhood And The
County Of Sonoma**

Whereas, Community Action Partnership Sonoma County established the Drug Intervention Group (DIG) with funding support from the County thirteen years ago as a youth development program for ages 13 to 24; and

Whereas, DIG Leaders have made numerous contributions to the community to address community problems such as underage drinking, gang violence, and leadership training and all DIG Leaders commit to serving their community for an average of 50-100 hours annually; and

Whereas, DIG Leaders have spearheaded Responsible Alcohol Merchant Awards to recognize and encourage the prevention of underage drinking, Casey's Pledge Campaign which discourages high school students from drinking or riding in a car with someone who has been drinking, mural projects, spring cleanups, bicycle rodeos, town halls on underage drinking, Global Youth Service Day, and the Santa Rosa Parent Pledge to Prevent Underage Drinking; and

Whereas, the DIG Leaders founded and continue to hold the South Park Summer Day and Night Festival, which brings their community together to improve neighborhood safety, police-resident relations, and promotes healthy active living and community volunteerism.

Now, Therefore, Be It Resolved that the Board of Supervisors of the County of Sonoma hereby commends and congratulates the DIG Leaders for their many contributions to the vibrancy, sustainability, and safety of the South Park Community and their example as young leaders in the community.

Be It Further Resolved that the Board of Supervisors thanks Community Action Partnership Sonoma County for its continued support of this forward thinking, proactive leadership effort.

Resolution #

Date:

Page 2

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma
Agenda Item
Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 3
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: August 6, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Supervisor David Rabbitt, (707) 565-2241

Supervisorial District(s):

Second District

Title: Gold Resolution

Recommended Actions:

Gold Resolution Honoring and Acknowledging Sonoma County Farm Trails on the Occasion of their 40th Anniversary

Executive Summary:

Prior Board Actions:

Strategic Plan Alignment Not Applicable

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
Resolution			
Related Items “On File” with the Clerk of the Board:			



County of Sonoma

State of California

Date: August 6, 2013

Item Number: _____

Resolution Number: _____

4/5 Vote Required

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, HONORING AND ACKNOWLEDGING SONOMA COUNTY FARM TRAILS ON THE OCCASION OF THEIR FORTIETH ANNIVERSARY

WHEREAS, Sonoma County Farms Trails was formed 40 years ago by a group of forward thinking Sonoma County farmers whose mission was to help ensure the preservation of Sonoma County's rich agricultural heritage; and

WHEREAS, These farmers created a map and guide for local agriculture with the goal of inviting the public to meet their farmers and learn more about the origins of their food; and

WHEREAS, Sonoma County Farm Trails was formed before the advent of Farmers' Markets, CSAs and campaigns to shop locally, they used their map and guide as well as producing the Gravenstein Apple Fair in Sebastopol to celebrate the heirloom apple and Sonoma County's rural traditions to bring people in contact with farmers; and

WHEREAS, Sonoma County Farm Trails is a non-profit organization which hopes to further cultivate community by facilitating both farmer-to-farmer and farmer-to-public educational forums and offering relevant events to foodies and aspiring producers through their new "Farm Club: and their upcoming "Barn Shop"; and

WHEREAS, Sonoma County Farm Trails also promotes seasonal farm tours such as "Weekends along the Farm Trail" in the Fall and "Blossoms, Bees & Barnyard Babies" in the Spring.

NOW, THEREFORE, BE IT RESOLVED, that the Sonoma County Board of Supervisors honors and acknowledges Sonoma County Farm Trails on the occasion of their fortieth anniversary as they continue their efforts to ensure the preservation of Sonoma County's rich agricultural heritage.

Resolution #

Date:

Page 2

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma
Agenda Item
Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 4
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: August 6, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Supervisors David Rabbitt and Mike McGuire, 565-2241

Supervisorial District(s):

All

Title: Gold Resolution

Recommended Actions:

Authorize the Chair to send a letter in support of the non-profit, volunteer Comparative Aircraft Flight Efficiency (CAFE) Foundation of Santa Rosa Green Flight Challenge Program for its remarkable NASA recognized work in the area of green, quiet, sustainable air vehicles.

Executive Summary:

None.

Prior Board Actions:

Strategic Plan Alignment Not Applicable

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):

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Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

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Attachments:

Letter

Related Items “On File” with the Clerk of the Board:

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COUNTY OF SONOMA
BOARD OF SUPERVISORS

575 ADMINISTRATION DRIVE, RM. 100A
SANTA ROSA, CALIFORNIA 95403

(707) 565-2241
FAX (707) 565-3778



MEMBERS OF THE BOARD

DAVID RABBITT
CHAIR
MIKE MCGUIRE
VICE CHAIR
SUSAN GORIN
SHIRLEE ZANE
EFREN CARRILLO

February 22, 2013

Dear Sir or Madam:

We are honored to endorse the non-profit, all volunteer, Comparative Aircraft Flight Efficiency (CAFE) Foundation based in Santa Rosa, California. CAFE has a 32-year history of success, developing innovative, safe and energy-efficient small aircraft. In 2011, the organization was chosen by NASA to conduct all of its Centennial Challenges including the Green Flight Challenge that was trumpeted as the "Lindbergh Moment" that launched the age of electric flight.

In their current proposal, CAFE would like to move forward with a five-year plan of annual technology prizes based at the Charles M. Schulz Sonoma County Airport. The CAFE Green Flight Challenge Program (CGFCP) will encourage the development of electric-powered "Sky Taxi" aircrafts that are safe, ultra-quiet and emission-free. The potential local and regional economic benefits of the CGFCP are enormous.

CAFE has been a great asset to Sonoma County and the entire San Francisco Bay Area. Unlike many other organizations, CAFE has the ability to bring together a diverse international pool of scientists, high-tech industry engineers and governmental leaders through the CGFCP and their annual Electric Aircraft Symposium.

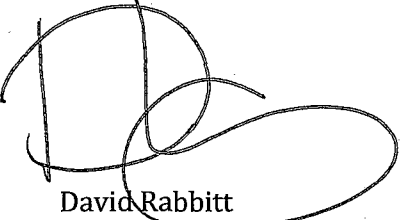
We would be honored to answer any questions that you might have related to CAFE and their long track record of success. Please contact either of our District offices if we can be of assistance.

Thank you for your consideration of this letter.

Sincerely,



Mike McGuire
Supervisor, Northern Sonoma County's
Fourth District



David Rabbitt
Supervisor, Southern Sonoma County's
Second District



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 5
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: August 6, 2013

Vote Requirement: Majority

Department or Agency Name(s): Fire and Emergency Services

Staff Name and Phone Number:

Wes Kitchel, 565-1156

Supervisorial District(s):

Second and Fifth

Title: Fire Suppression Services Agreement with the California Department of Forestry and Fire Protection

Recommended Actions:

Adopt a resolution authorizing the Chair of the Board of Supervisors to execute an agreement with the California Department of Forestry and Fire Protection to provide fire suppression services to specific portions of Sonoma County Fire - County Service Area #40 for Fiscal Years 2013-14 and 2014-15 for \$1,963,142.69

Executive Summary:

The Fire and Emergency Services Department (County Fire) provides fire protection services for the unincorporated areas of the county that are not included in an independent fire protection district. These areas are known collectively as County Fire - County Service Area #40 (CSA 40). The basic level of fire protection services is provided using our volunteer fire companies and through automatic aid and mutual aid agreements with neighboring fire agencies. To supplement the volunteer fire companies' emergency response within portions of County Fire's service area the County contracts with California Department of Forestry and Fire Protection (Cal Fire) to provide staffed fire engines in support of the volunteer response. The fire protection services in this agreement are funded from the County Fire budget, which is a "Special Fund," designated for fire suppression and fire prevention activities within the County's fire service area.

This contractual arrangement has been in place and renewed on an annual basis since 1999. This item brings forward an agreement for two years with the ability to mutually extend the agreement for one additional year. This contract may be cancelled by either County Fire or Cal Fire at any time during the contract's term on giving one year's written notice to the other party. The agreement cost for fiscal year (FY) 13/14 is \$967,066, which is included in the FY 13/14 budget, and \$996,077 for FY 14/15.

In County Fire – The Sea Ranch Fire Service Area (FSA), Cal Fire provides response under a Schedule A Agreement. The Schedule A Agreement provides one staffed fire company with a minimum daily staffing

of two full-time firefighters on duty 24 hours a day, seven days a week. Cal Fire firefighters respond to all emergencies within The Sea Ranch FSA in addition to providing automatic aid response to the Annapolis FSA to supplement the volunteer fire company response. The Sea Ranch Schedule A Agreement cost for FY13/14 is \$784,171, which represents a 2.8% increase over FY 12/13.

Supplemental Command and Control Services will be added in FY 13/14 and FY 14/15 to provide Cal Fire Battalion Chief support to the County Fire Duty Chief by the provision of command and control services on an as-needed basis not to exceed 15, 24-hour days per month. The FY 13/14 cost is \$41,252.

Using the State’s Amador program, County Fire contracts with Cal Fire to provide enhanced fire protection services for the south county response areas of Wilmar, Lakeville, San Antonio and Two Rock. The Amador Agreement supplements delivery of fire protection services to the County Fire volunteers, partnering fire districts and the City of Petaluma during the winter months of November through June. Cal Fire provides response to these areas during the summer months (fire season) without cost. The Zone 9 – South County Amador agreement cost for FY13/14 is \$141,642, which represents a 4.0% increase over FY12/13, primarily due to an increase in unplanned overtime based on the previous fiscal year’s use of overtime.

The use of Cal Fire for these supplemental fire protection services is a cost effective way to ensure the basic level of fire protection is provided in support of our volunteer firefighters.

The Fire Chief/Department Director recommends approval.

Prior Board Actions:

Contracts have been in place annually since 1999.

Strategic Plan Alignment Goal 1: Safe, Healthy, and Caring Community

This agreement allows for a timely, safer and more complete emergency response.

Fiscal Summary - FY 13/14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 967,066		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 967,066
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 967,066	Total Sources	\$ 967,066

Narrative Explanation of Fiscal Impacts (If Required):

The agreement cost for fiscal year (FY) 13/14 is \$967,066, which is included in the FY 13/14 budget approved by the Board and \$996,077 for FY 14/15.

Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
Resolution			
Related Items “On File” with the Clerk of the Board:			
Agreement, eight (8) copies			



County of Sonoma

State of California

Date: August 6, 2013

Item Number: _____
Resolution Number: _____

4/5 Vote Required

Resolution of the Board of Supervisors of the County of Sonoma, State of California, Authorizing the Chair to Execute an Agreement (1CA02079) with the California Department of Forestry and Fire Protection to Provide Amador Plan Services within County Fire, F.S.-The Sea Ranch V.F.C., and Zone 9-Wilmar V.F.C., Lakeville V.F.C, San Antonio V.F.C. and Two Rock V.F.C. (July 1, 2013 - June 30, 2015).

Whereas, the California Department of Forestry and Fire Protection (Cal Fire) has heretofore provided fire suppression services to augment fire protection in County Fire Service Areas of The Sea Ranch, Wilmar, Lakeville, San Antonio and Two Rock;

Whereas, an agreement covering fire suppression services during the 2013-14 fiscal year in the amount of \$967,066 and during the 2014-15 fiscal year in the amount of \$996,077 has been presented by the State of California, Department of Forestry and Fire Protection for fire protection services to augment fire protection in County Fire Service Areas of The Sea Ranch, Wilmar, Lakeville, San Antonio and Two Rock;

Whereas, this Board by Resolution No. 12-0326 dated June 19, 2012 entered into an agreement with the California Department of Forestry and Fire Protection for fire suppression services for the period of July 1, 2012 to June 30, 2013, which included a holding-over clause in Section 4 of the agreement.

Now, Therefore, Be It Resolved by the Board of Supervisors of the County of Sonoma, State of California that the Chairperson of the Board is hereby authorized and directed to enter into an agreement with the Department of Forestry and Fire Protection, State of California, to provide fire suppression services to augment fire protection in County Fire Service Areas: The Sea Ranch, Wilmar, Lakeville, San Antonio and Two Rock.

Supervisors:

Gorin:	Zane:	McGuire:	Carrillo:	Rabbitt:
Ayes:	Noes:	Absent:	Absain:	

So Ordered.



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 6
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: August 6, 2013

Vote Requirement: Majority

Department or Agency Name(s): Fire and Emergency Services

Staff Name and Phone Number:

Christopher Helgren, 565-2052

Supervisorial District(s):

All

Title: Special Projects Director position allocation and Urban Area Security Initiative Memorandum of Understanding amendment.

Recommended Actions:

1. Adopt resolution adding one limited term (1.0 full-time equivalent) Special Projects Director position, to perform the functions of the Bay Area Urban Areas Security Initiative Management Team, Risk Management Program and Risk & Information Sharing Project Manager.
2. Authorize the Fire and Emergency Services Director to sign an amendment to the fiscal year 2011 Urban Areas Security Initiative Memorandum of Understanding to incorporate the financing of this new position.

Executive Summary:

The United States Department of Homeland Security (DHS) has a Homeland Security Grant Program, which includes the Urban Areas Security Initiative (UASI) Program. The UASI Program addresses the unique planning, equipment, training, and exercise needs of high-threat, high-density Urban Areas and assists those areas in building an enhanced and sustainable capacity to prevent, protect against, respond to, and recover from threats and acts of terrorism.

Since the November 2011 approval of a Memorandum of Understanding (MOU) with the City and County of San Francisco, the County Fire Chief/Department Director of Fire and Emergency Services has represented of the County of Sonoma, as well as Solano and Napa, as a voting member of the local Bay Area UASI Approval Authority. The new level of responsibility required as a full member of the Approval Authority necessitated additional staffing resources within the Department to support the UASI MOU and related functions. In 2012, the position of North Bay UASI Program Manager was allocated by the Board of Supervisors to administer the UASI grant program duties and support a robust level of effort and participation in this regional grant program. The position has given the Department the ability to comprehensively plan, coordinate, develop, liaise and implement, grant projects/programs that are complicated, cross-departmental and involve multiple Counties and public safety agencies.

In December 2012, a Bay Area UASI Management Team, Risk & Information Sharing Project Manager position became available. The current North Bay UASI Program Manager was selected to fill this position which involves a considerably different level of responsibility and skill. The position is responsible for managing over \$8 million in UASI grants across 12 Bay Area counties each fiscal year, leading working groups of subject matter experts in the area of Risk Management, Information/Data Sharing, Automatic License Plate Readers, Cyber Security, and working closely with the Northern California Regional Intelligence Center to ensure terrorist-related and other critical intelligence information is being shared at all appropriate levels in the Bay Area Region. The position will work closely with (12) Bay Area UASI counties and multiple public safety agencies and response partners and will develop, manage and track all UASI program activities, including being the point of contact for the Risk Assessment Program for the County of Sonoma.

The need to fill the position was immediate and staff negotiated with the Bay Area UASI Management Team to begin a transition from the existing job duties as the North Bay UASI Project Manager to the Risk & Information Sharing Project Manager. A Bay Area UASI position agreement outlining the transition timeline, roles and responsibilities for this position was drafted and reviewed (attached) by staff and the Bay Area UASI Management Team. On February 11, 2013, the current North Bay UASI Program Manager began working 50% time as the Risk & Information Sharing Project Manager.

To fully implement this new arrangement, the Bay Area UASI Management Team has asked the Fire & Emergency Services Department to participate under a borrowed executive agreement and to provide a job classification commensurate with the duties and skills required for the Risk & Information Sharing Project Manager position. Staff and County Human Resources have reviewed the job description and agreed that the existing County classification of Special Projects Director (0849) is a suitable classification for these new duties. The position will work under the aforementioned agreement and report directly to the Fire Chief/Department Director. We are asking the BOS to approve this limited term allocation with the understanding that UASI grant funding will offset the cost of salary and benefits for the life of this position or until the maximum term of our Civil Service Code is reached, February 11, 2018 (see amended fiscal year (FY) 2011 UASI MOU). The UASI General Manager's philosophy is to have a balanced representation of Project Managers from each geographical hub (north, east, south and west) within the Bay Area. The appointment of a representative from Sonoma County satisfies this goal and is a first for the North Bay.

This is a unique arrangement, but one that can benefit the County in a myriad of ways, including greater integration with and a higher level representation in the UASI Management Team, access and influence to broader Bay Area information sharing projects, strengthen collaboration and information sharing opportunities with our regional partners. It is anticipated that Risk & Information Sharing Project Manager will work at least two days in San Francisco and the remaining days here.

The Risk & Information Sharing Project Manager duties are estimated to require 1.0 full-time equivalent (FTE) and will require approximately \$180,493 this fiscal year and approximately \$203,444 ongoing annually, including salary and benefits. UASI will cover the salary and benefits cost of this position starting February 11, 2013, continuing for the life of the position as outlined in County of Sonoma job classification.

The Fire and Emergency Services Department received the Human Resources' position recommendation on June 4, 2013 and the amendment to the FY11 UASI MOU on July 10, 2013; therefore, the department was not able to include the budget changes related to this position funding in the FY13/14 budget adopted by the Board. The Fire and Emergency Services Department will request a budget adjustment during the first quarter consolidated budget adjustments.

Prior Board Actions:

On August 14, 2011 the Board approved MOU with City & County of San Francisco for FY 2011 UASI grant funds. On November 15, 2011 the Board approved the FY11 MOU providing Sonoma County as full voting members of the Bay Area UASI Approval Authority. On March 13, 2012 the Board approved allocation of 1.00 FTE Department Program Manager Position.

Strategic Plan Alignment Goal 1: Safe, Healthy, and Caring Community

This position will increase the County's ability to assess risk, protect critical infrastructure & key resources; enhance the ability to plan, coordinate, respond, and recover from manmade and natural hazards; position the County to take advantage of federal grant programs to purchase equipment to increase capabilities of first responders and planning efforts.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$ 180,493	State/Federal	\$ 180,493
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 180,493	Total Sources	\$ 180,493

Narrative Explanation of Fiscal Impacts (If Required):

The salary and benefits for this limited term position are funded with Bay Area UASI Management Team grant funds. Should the agreement not be extended or funding eliminated by the Bay Area Management Team, the position will end. The budgetary adjustment request will be submitted in the first quarter consolidated budget adjustments.

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Special Projects Director	\$8,706 -\$10,583	1	

Narrative Explanation of Staffing Impacts (If Required):

This limited term position, including salary and benefits, is fully covered by UASI grant funding under the agreement.

Attachments:

1. Position Allocation Resolution
2. Bay Area UASI Position Agreement
3. Amendment to FY11 UASI MOU

Related Items "On File" with the Clerk of the Board:



County of Sonoma
State of California

Date: August 6, 2013

Item Number: _____

Resolution Number: _____

4/5 Vote Required

**Resolution of the Board of Supervisors of the County of Sonoma, State of California,
Amending the Fire & Emergency Services Department Allocation List, Adding One (1.00) Full-
Time Equivalent Special Projects Director Position**

Whereas, the Bay Area Urban Area Securities Initiative (UASI) Management Team has selected the North Bay UASI Program Manager to become their Risk & Information Sharing Project Manager, and

Whereas, the Bay Area UASI Management Team has asked the County of Sonoma to participate in an executive sharing agreement in accordance with the Bay Area UASI position agreement and fully reimburse the County of Sonoma for the salary and benefits associated with the Risk & Information Sharing Project Manager, and

Whereas, this position would be limited term in effect until at least February 11, 2015 or extended by mutual agreement to a maximum of 60 months, and

Now, Therefore, Be It Resolved that the Board of Supervisors of the County of Sonoma that the Department Allocation List for the Fire and Emergency Services Department, be amended as follows:

Budget Index	Job Class	Class Title	Existing Position for Job Class	Change in Position Allocation	New Total Allocation for Job Class	Effective Date	Duration/End Date	Salary Range
079301	0849	Special Projects Director	0.0	1.0	1.0	07/30/13	02/11/18	\$50.06

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



BAY AREA UASI MANAGEMENT TEAM
SONOMA COUNTY FIRE AND EMERGENCY SERVICES DEPARTMENT

TERMS OF REFERENCE FOR DAVID FRAZER
Bay Area UASI Risk Management and Information Sharing Project Manager

March 13, 2013

This Terms of Reference document outlines the mutual agreement between the Bay Area UASI Management Team of the City and County of San Francisco Department of Emergency Management and the Sonoma County Fire and Emergency Services Department for the full-time position of David Frazer of the Sonoma County Fire and Emergency Services Department. David Frazer will serve as the Risk Management and Information Sharing Project Manager with the Bay Area UASI Management Team.

1. Performance period:

February 11, 2013 – February 11, 2015 (may be extended by mutual agreement)

2. Work location:

As business needs dictate – at least two days a week (Monday and Tuesday) at the Management Team offices in San Francisco. Otherwise located in home office in Sonoma County.

3. Availability:

Due to existing commitments, Dave Frazer will become full time over the course of 8.5 months per this schedule:

- Feb 11 thru the end of May 2013 – 50% time
- June through October 31th 2013 – 85% time
- After October 31th 2013 – 100% time

The Bay Area UASI Risk Management and Information Sharing Project Manager is a full-time position. It is understandable and accepted that the staff person will continue to have professional duties associated with the home department, such as required certifications, training, as well as coordination (e.g., staff meetings). However, unless unusual circumstances prevail (such as an activation for an

emergency), activities that are not directly related to the coordination of Homeland Security grants should not typically consume much, if any, of the staff member's regular work hours, based on a 40-hour work week, and in no case would such activities consume more than 10% of his time.

The following is a list of existing commitments that the staff member must retain with his home department:

- Bi-weekly meeting with Fire Chief and Emergency Manager
- Bi-monthly department meetings
- Semi-annual Emergency Council meetings
- As needed, Fire Chief meetings
- Maintenance of County required manager/employee trainings, e.g., CPR, sexual harassment, range qualification
- Completion of payroll records and travel reimbursements

4. Funding:

This position is funded from the Bay Area UASI Management Team staff budget, which is approved on an annual basis by the Approval Authority in June.

5. Roles and responsibilities of Bay Area UASI Management Team:

(Janell Myhre, Regional Program Manager)

- Conduct weekly check in meetings with the staff member
- Provide oversight to the staff member to ensure successful completion of assigned tasks (see scope of work below)
- Provide information, coaching, support, and other resources to support completion of the scope of work and enhance the professional experience of the staff member
- Verify that the staff member's functional time sheet reflects only grant eligible activities that are related to the management of homeland security grants
- Provide performance plan, mid period, and final evaluation information to home department on an annual basis
- Ensure staff member's compliance with the Bay Area UASI Management Team Policies and Procedures Manual

In addition, the Bay Area UASI Risk Management and Information Sharing Project Manager has responsibility to provide day-to-day management of the Risk Management Program, directed by the Bay Area UASI Assistant General Manager. Towards those ends, the staff person will report to and coordinate with the Assistant General Manager.

6. Roles and responsibilities of employee's home department

(Christopher Helgren, Sonoma County Emergency Manager)

- Prepare performance plans, mid-period reviews, and final evaluations in accordance with home department's policies and procedures, incorporating information provided by the Bay Area UASI Management Team
- Allow employee to fulfill the terms of reference as laid out in this document, including working part time and full time as specified in section 3 above. Should unusual circumstances prevail and these terms of reference need to change, notify the Bay Area UASI at least three months in advance so that this document may be updated.

7. Scope of work:

The Bay Area UASI Risk Management and Information Sharing Project Manager shall be responsible for day-to-day management of the Bay Area UASI Risk Management Program as well as coordinating UASI grants in the risk management and information sharing portfolio. Tasks include:

Risk Management Program:

- Provide training on the asset update process in Digital Sandbox
- Coordinate the measures and metrics initiative
- Facilitate and coordinate the annual kick off meeting
- Manage the Protected Critical Infrastructure Information (PCII) certification process
- Coordinate NCRIC final review and validation of data
- Schedule and facilitate capabilities assessment workshops, engaging subject matter experts to assist in the assessment process
- Review risk analysis and capability relevance information
- Provide coordination, information and project management support throughout the Bay region to ensure successful completion of the annual risk management program

Grant Portfolio Management:

- Support regional partners on information sharing technical solutions such as record management systems and automated license plate readers
- Provide direct contract oversight to and liaison with the Northern California Regional Intelligence Center (NCRIC)
- Facilitate risk management and information sharing workgroup meetings on a regular basis
- Plan, organize, and manage grant program activities within assigned UASI grant area
- Serve as single point of contact for assigned projects
- Support successful project outcomes and deliverables per MOUs and vendor contract, including adherence to timelines and schedules and timely procurement and compliance
- Execute timely project change management requests for updates to timeline, budget, and scope
- Provide verbal presentations to oversight bodies, local or regional emergency management, and other groups on project status and/or program goals/initiatives

- Develop networking strategies and subject matter expertise through training and conference attendance
- Provide regular written and verbal status reports as well as completing tracking tools as directed
- Promote regional collaboration and serve as UASI ambassador
- As needed, support contracting processes such as RFP development, selection panel organization, contract drafting, and contract negotiation
- As needed, lead and facilitate hub and working group project proposal and monitoring activities
- Perform other related duties as assigned

The staff member is currently responsible for serving as Sonoma’s representative on the Advisory Group. However, this work is not under the direct purview of the Bay Area UASI Management Team.

8. Bay Area UASI Management Team Policies and Procedures Manual

As an assigned staff person to the Bay Area UASI Management Team, the staff person is expected to comply with the Bay Area UASI Management Team Policies and Procedures Manual unless they are in conflict with specific provisions of existing labor agreements. This manual provides administrative standards, policies, and procedures for Bay Area UASI Management Team staff members, including staffing and personnel procedures, general office procedures, professional standards, and ethical principles.

9. Termination

Assigned Personnel from other member jurisdictions may be terminated from an assignment to the Bay Area UASI Management Team at any time, with or without cause (2011 Bylaws Article VII, section 7.1 (d)). Prior to terminating an assignment on the UASI Management Team, whenever reasonably possible, the General Manager will contact the Approval Authority Member of the Assigned Personnel not less than 30 days from the termination of assignment date and issue the Assigned Personnel written notice of the termination of assignment (“Termination of Assignment”). Upon receiving the Termination of Assignment, the Approval Authority Member will notify the employee’s Supervisor and arrange for the return of the Assigned Employee to the Employing Jurisdiction. The Assigned Personnel will return all equipment and will not have access to the UASI work place premises no later than two weeks from the actual termination date.

10. Signatures

David Frazer, Sonoma County Fire and Emergency Services

Christopher Helgren, Sonoma County Emergency Manager

Craig Dziezic, Bay Area UASI General Manager

Mark Aston, Director/Fire Chief CFO, Sonoma County Fire and Emergency Services
Sonoma County Representative of the Bay Area UASI Approval Authority

**AGREEMENT BETWEEN THE CITY AND COUNTY OF
SAN FRANCISCO AND THE COUNTY OF SONOMA
FOR THE DISTRIBUTION OF FY 2011 UASI GRANT FUNDS**

FIRST AMENDMENT

THIS AMENDMENT (this “Amendment”) is made as of **FEBRUARY 1, 2013**, in San Francisco, California, by and between the **COUNTY OF SONOMA** (“SONOMA”) and the City and County of San Francisco, a municipal corporation (“City”), in its capacity as fiscal agent for the UASI Approval Authority, acting by and through the San Francisco Department of Emergency Management.

RECITALS

WHEREAS, City and SONOMA have entered into the Agreement (as defined below); and

WHEREAS, City and SONOMA desire to modify the Agreement on the terms and conditions set forth herein;

NOW, THEREFORE, SONOMA and the City agree as follows:

1. Definitions. The following definitions shall apply to this Amendment:

a. Agreement. The term “Agreement” shall mean the “Agreement between the City and County of San Francisco and the County of SONOMA for the Distribution of FY 2011 UASI Grant Funds” dated **May 1, 2012**, between SONOMA and City.

b. Other Terms. Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

2. Modifications to the Agreement. The Agreement is hereby modified as follows:

a. Section 3.1, Duration of Term. Section 3.1 of the Agreement currently reads as follows:

The term of this Agreement shall commence on **MAY 1, 2012** and shall end at 11:59 p.m. San Francisco time on **JANUARY 31, 2014**.

Such section is hereby amended in its entirety to read as follows:

The term of this Agreement shall commence on **MAY 1, 2012** and shall end at 11:59 p.m. San Francisco time on **MARCH 31, 2014**.

b. Section 3.2, Maximum Amount of Funds. Section 3.2 of the Agreement currently reads as follows:

In no event shall the amount of Grant Funds disbursed hereunder exceed **FOUR HUNDRED NINETY-ONE THOUSAND, ONE HUNDRED DOLLARS (\$491,100)**. The City will not automatically transfer Grant Funds to SONOMA upon execution of this Agreement. SONOMA must submit a Reimbursement Request under Section 3.10 of this Agreement, approved by the UASI Management Team and City, before the City will disburse Grant Funds to SONOMA.

Such section is hereby amended in its entirety to read as follows:

In no event shall the amount of Grant Funds disbursed hereunder exceed **SIX HUNDRED THIRTY-SEVEN THOUSAND, ONE HUNDRED DOLLARS (\$637,100)**. The City will not automatically transfer Grant Funds to SONOMA upon execution of this Agreement. SONOMA must submit a Reimbursement Request under Section 3.10 of this Agreement, approved by the UASI Management Team and City, before the City will disburse Grant Funds to SONOMA.

c. Section 10.2, Modification. Section 10.2 of the Agreement currently reads as follows:

This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.

Such section is hereby amended in its entirety to read as follows:

This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement; provided, however, that the General Manager or designee may establish alternate procedures for modification of the Appendix A and the Grant Plan.

d. Appendix A, Authorized Expenditures and Timelines. Appendix A includes project descriptions, deliverables, not to exceed (“NTE”) amounts, and deadlines for deliverables.

Such Appendix is hereby amended to reflect the following:

- i) Decrease planning funds in the amount of \$1,361, for North Bay Planner for Project A;
- ii) Add planning funds, in the amount of \$146,000, for Risk Management Program Manager for Project A;
- iii) Increase equipment funds, in the amount of \$1,361, for BearCat for Project D; and
- iv) Extend the deadline to submit Reimbursement Requests consistent with the extended term of the Agreement.

A revised Appendix A is attached to this Amendment and incorporated by reference as though fully set forth herein. The attached Appendix A supersedes all prior versions of Appendix A.

e. Appendix B, Grant Assurances. Appendix B contains the applicable grant assurances. Appendix B is not amended but SONOMA is re-signing Appendix B in executing this Amendment, to certify its current compliance with all applicable grant assurances.

3. Effective Date. Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

4. Legal Effect. Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first specified herein.

CITY AND COUNTY OF SAN FRANCISCO:

COUNTY OF SONOMA:

SAN FRANCISCO DEPARTMENT OF
EMERGENCY MANAGEMENT

By:

By:

ANNE KRONENBERG
EXECUTIVE DIRECTOR

CHAIR, BOARD OF SUPERVISORS
COUNTY OF SONOMA

Federal Tax ID #: 94-6000539

Approved as to Form:
Dennis J. Herrera
City Attorney

By: _____
Thomas Owen
Deputy City Attorney

Appendices:
Amended Appendix A, Authorized Expenditures and Timelines, dated February 1, 2013
Amended Appendix B, Grant Assurances, dated February 1, 2013
Amended Appendix C, Form of Reimbursement Request, dated February 1, 2013

Appendix A — Authorized Expenditures and Timelines

ENTITY: **SONOMA**

Total allocation to be spent on the following solution areas:

<u>UASI Project Letter and Title</u>	<u>Solution Area</u>	<u>Program Description</u>	<u>Projected Milestone Dates (to be completed on or about)</u>	<u>Deliverable Dates</u>	<u>Amount</u>
Project A Enhance Risk Management and Planning	Planning	North Bay Hub Risk Capability Planner will coordinate vulnerability and risk assessments, manage and develop grant projects that increase regional response capability, liaison with the UASI Management Team and assist in developing regional priorities based on risk and capability for the North Bay Hub Operational Areas.			
		This Planner (1.0 FTE) is an employee of Sonoma County.			
		Planner shall fulfill the following deliverables:			
		<ul style="list-style-type: none"> • Meet with Emergency Managers from Napa, Solano, Marin, and Sonoma Counties to establish a baseline for risk assessment, current projects approved by the Approval Authority along with those in the approval pipeline. Gain insight into each Op Area needs as it pertains to North Bay Region capabilities and capacity. • Meet with emergency managers from local agencies and special districts to discuss specific needs, risks, and capabilities while conducting liaison activities for North Bay Region. • Conduct a Gaps Analysis to assess economic, environmental, and societal recovery and restoration needs vs. current regional capabilities and capacities. • Develop an outline of the gaps as identified through assessment meetings and working groups 	07/31/2012	05/01/2012-11/30/2013	Not to Exceed: \$138,639
		08/01/2012-09/30/2013			
			10/31/2012		
			12/31/2012		

		<p>assuring list meets goals of the Regional Emergency Coordination Plan. Present list to North Bay Advisory Group for discussion and prioritization for FY2013 BAUASI grant period.</p> <ul style="list-style-type: none"> • Provide monthly briefings to North Bay (Sonoma, Napa, Solano, and Marin) participants to include overall status update and update on projects specific to or of interest to the North Bay. • Participate in and attend North Bay region working groups meetings, Advisory Group monthly meetings, and ensure North Bay Approval Authority Board Member is kept apprised of all regional planning activities, potential new projects and status of all approved regional projects and programs. • Coordinate, manage and facilitate the delivery of projects, UASI funds in the North Bay by collaborating with other staff from North Bay jurisdictions. • Facilitate the execution of any MOU's within the North Bay jurisdictions and present to the UASI Grants Manager. • Complete PCII online training and Digital Sand Box training to assure appropriate use of risk assessment tools for the region. • Review existing information in Digital Sand Box and conduct analysis as it pertains to North Bay Region. • Create greater participation in BAUASI funded projects by North Bay Op Areas and local jurisdictions including the use of Digital Sand Box. • Participate in the Regional Training and Exercises Program and CBRNE workshops representing the North Bay 	<p>Monthly – Ongoing</p> <p>Monthly – Ongoing</p> <p>06/30/2013</p> <p>Within 30 days of the final legislative process</p> <p>08/31/2012</p> <p>09/30/2012</p> <p>06/30/2013</p> <p>Monthly – Ongoing</p>		
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		<p>Region.</p> <ul style="list-style-type: none"> • Assist in determining funding priorities for FY 2014 for North Bay Region Op Area and stakeholder working groups. • Participate in the Regional Assessment Working Group representing the North Bay Hub. <p>Personnel – Prior to any expenditures for personnel, SONOMA must submit completed job descriptions to the UASI detailing the planning activities the personnel will complete and the deliverables to be produced. Prior to reimbursement, SONOMA must submit the following: all functional time sheets, payroll documentation showing payment of salaries and benefits, or cancelled checks; work product or certification that work was completed.</p> <p>Contracts – All contracts must be pre-approved by the UASI prior to execution. In addition, SONOMA must satisfy the following guidelines:</p> <ul style="list-style-type: none"> ○ Procurement of contractual services must follow local policies and procedures for competitive purchasing (provided they are not in conflict with Federal regulations which supersede them). If sole source approval is needed, SONOMA must transmit a sole source request to the UASI for submission to the State. ○ The contract must have a clearly stated scope of work and deliverables, deadlines for completion of work, and a schedule of contract payments. ○ All services must be performed and paid within the grant performance period. <p>Travel - travel for planning activities must be pre-approved in accordance with the Bay Area UASI Travel Policy (adopted by the Approval Authority on August 1, 2011) prior to scheduling. Invoices for all travel expenses must be submitted by no later than 01/03/2014. Invoices must include all</p>	<p>06/30/2013</p> <p>Monthly – Ongoing</p>		
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		<p>backup documentation, including conference agendas, programs, brochures, lodging receipts, per diem calculations, airfare receipts/boarding passes, mileage calculations, other transportation receipts, and proof of payment.</p> <ul style="list-style-type: none"> Final deadline for submittal of final claims is 01/03/14. 			
<p>Project A</p> <p>Regional Risk Management and Planning</p>	<p>Planning</p>	<p>Funds for UASI Risk Management Program Manager.</p> <ul style="list-style-type: none"> UASI Management Team Member Salary, Benefits and Travel for planning and oversight of the Regional Risk Management and Info Sharing Programs. Provide Guidance to sub-recipients (including Fusion Center) of all 12 County Bay Area Regions and 3 Core Cities Attend Weekly Staff Meetings Attend Monthly Approval Authority Meetings Assist with the development of the Annual Report <p>Personnel – Prior to any expenditures for personnel, SONOMA must submit completed job descriptions to the UASI detailing the planning activities the personnel will complete and the deliverables to be produced. Prior to reimbursement, SONOMA must submit the following: all functional time sheets, payroll documentation showing payment of salaries and benefits, or cancelled checks; work product or certification that work was completed.</p> <p>Contracts – All contracts must be pre-approved by the UASI prior to execution. In addition, SONOMA must satisfy the following guidelines:</p> <ul style="list-style-type: none"> Procurement of contractual services must follow local policies and procedures for competitive purchasing (provided they are not in conflict with Federal regulations which supersede them). If sole source approval is needed, SONOMA 		<p>01/31/2014</p>	<p>Not to Exceed: \$146,000</p>

		<p>must transmit a sole source request to the UASI for submission to the State.</p> <ul style="list-style-type: none"> ○ The contract must have a clearly stated scope of work and deliverables, deadlines for completion of work, and a schedule of contract payments. ○ All services must be performed and paid within the grant performance period. <p>Travel - travel for planning activities must be pre-approved in accordance with the Bay Area UASI Travel Policy (adopted by the Approval Authority on August 1, 2011) prior to scheduling. Invoices for all travel expenses must be submitted by no later than 02/28/2014. Invoices must include all backup documentation, including conference agendas, programs, brochures, lodging receipts, per diem calculations, airfare receipts/boarding passes, mileage calculations, other transportation receipts, and proof of payment.</p> <ul style="list-style-type: none"> • Final deadline for submittal of final claims is 02/28/2014. 			
<p>Project C</p> <p>Strengthen Communications and Interoperable Communications</p>	Equipment	<p>Funds will be used to purchase two Communications Center MSAT devices that will be interfaced to the existing Dispatch Consoles.</p> <p>AEL#: 06CC-03-SATB</p> <p>SONOMA must inventory, type, organize and track all equipment purchased in order to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.</p> <p>Reimbursement for equipment purchases require:</p> <ul style="list-style-type: none"> • An approved EHP memo, if applicable. • A performance bond is required for any equipment item that exceeds \$250,000, or for any vehicle, aircraft, or watercraft. • As allowable under Federal guidelines, procurement of equipment must follow local 	<p>Purchasing Authority: 09/30/2012</p> <p>Equipment Delivery: 12/01/2012</p> <p>Installation: 02/15/2013</p> <p>Project Complete: 04/30/2013</p>	04/30/2013	Not to Exceed: \$18,478

		<p>policies and procedures for competitive purchasing (provided they are not in conflict with Federal regulations which supersede them). If sole source approval is needed, SONOMA must transmit the request to the UASI for request to the State.</p> <ul style="list-style-type: none"> • Prior to reimbursement, SONOMA must submit all invoices, AEL numbers, and a list of all equipment ID numbers and the deployed locations. • Final deadline for submittal of claims is 06/30/2013. 			
<p>Project C</p> <p>Strengthen Communications and Interoperable Communications</p>	Equipment	<p>Funds will be used to purchase Mountain Top Cameras to be installed at the following radio sites:</p> <ul style="list-style-type: none"> • Sonoma Mountain • Mt. Jackson • Oak Ridge • Sea View • Siri Road • Geyser Peak • Bay Hill <p>AEL#: 04MD-01-VCAM</p> <p>SONOMA must inventory, type, organize and track all equipment purchased in order to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.</p> <p>Reimbursement for equipment purchases require:</p> <ul style="list-style-type: none"> • An approved EHP memo, if applicable. • A performance bond is required for any equipment item that exceeds \$250,000, or for any vehicle, aircraft, or watercraft. • As allowable under Federal guidelines, procurement of equipment must follow local policies and procedures for competitive purchasing (provided they are not in conflict with Federal regulations which supersede them). If sole source approval is needed, SONOMA must transmit the request to the UASI for request to 	<p>Purchasing Authority: 09/30/2012</p> <p>Equipment Delivery: 01/01/2013</p> <p>Equipment Staging: 02/01/2013</p> <p>Installation: 06/01/2013</p> <p>Project Complete: 07/15/2013</p>	07/15/2013	Not to Exceed: \$26,500

		<p>the State.</p> <ul style="list-style-type: none"> • Prior to reimbursement, SONOMA must submit all invoices, AEL numbers, and a list of all equipment ID numbers and the deployed locations. • Final deadline for submittal of claims is 09/30/2013. 			
<p>Project D</p> <p>Strengthen CBRNE Detection, Response and Decontamination</p>	Equipment	<p>Funds to purchase a BearCAT for the Sonoma County Sheriff's Office. This vehicle will be used for the transport of response equipment and personnel during an emergency or catastrophic disaster.</p> <p>AEL#: 12VE-00-SPEC</p> <p>SONOMA must inventory, type, organize and track all equipment purchased in order to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.</p> <p>Reimbursement for equipment purchases require:</p> <ul style="list-style-type: none"> • An approved EHP memo, if applicable. • A performance bond is required for any equipment item that exceeds \$250,000, or for any vehicle, aircraft, or watercraft. • As allowable under Federal guidelines, procurement of equipment must follow local policies and procedures for competitive purchasing (provided they are not in conflict with Federal regulations which supersede them). If sole source approval is needed, SONOMA must transmit the request to the UASI for request to the State. • Prior to reimbursement, SONOMA must submit all invoices, AEL numbers, and a list of all equipment ID numbers and the deployed locations. • Final deadline for submittal of claims is 09/30/2013. 	<p>Seek Bids: 10/02/2012</p> <p>Award Bid: 12/01/2012</p> <p>Purchase Order: 02/04/2013</p> <p>Receive: 07/03/2013</p>	07/31/2013	<p>Not to Exceed: \$307,483</p>
		TOTAL ALLOCATION			NOT TO EXCEED: \$637,100

- All requests for reimbursements must be submitted by February 28, 2014 unless an earlier deadline is set in this Appendix. There will be NO EXTENSIONS. SONOMA should submit reimbursement requests on a quarterly basis, as applicable.
- Authorized expenditures must fall into one of the following categories: Planning, Organization, Equipment, Training, or Exercises. Descriptions of authorized expenditures are in the following documents:
 - FY 2011 Homeland Security Grant Program, Guidance and Application Kit dated May, 2011 http://www.fema.gov/pdf/government/grant/2011/fy11_hsgp_kit.pdf
 - California Supplement to Federal Program Guidance and Application Kit: <http://www.calema.ca.gov/EMS-HS-HazMat/Pages/Homeland-Security-Grant-Program-Documents.aspx>
 - Authorized Equipment List: www.rkb.us
 - Office of Justice Programs Financial and Administrative Guide for Grants: <http://www.ojp.usdoj.gov/financialguide/>
- **Any equipment purchased under this Agreement must match the UASI 2011 Grant Application Workbook. Any modification to the inventory list in that Workbook must receive prior written approval from by the Bay Area UASI Program Manager.**
- **No Management and Administration expenses are allowed, unless expressly identified and authorized in this Appendix.**
- **Sustainability requirements may apply to some or all of the grant funded projects or programs authorized in this Appendix. See Agreement, ¶13.12.**
- **All EHP documentation must be submitted and approved prior to any expenditure of funds requiring EHP submission.**

Appendix B-- Grant Assurances

Name of Jurisdiction: County of Sonoma

Name of Authorized Agent: Mark Aston, County Fire Chief-Department Director

Address: 2300 County Center Drive, Suite 221A

City: Santa Rosa State: CA Zip Code: 95403

Telephone Number: (707) 565-1152

Fax Number: (707) 565-1172

E-Mail Address: maston@sonoma-county.org

As the duly authorized representative of the SONOMA, I certify that SONOMA:

1. Will assure that grant funds will support efforts related to providing an integrated mechanism to enhance the coordination of national priority efforts to prevent, respond to, and recover from terrorist attacks, major disasters and other emergencies.
2. Has the legal authority to apply for Federal assistance and has the institutional, managerial and financial capability to ensure proper planning, management and completion of the grant provided by the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) and sub-granted through the State of California, California Emergency Management Agency (Cal EMA).
3. Will assure that grant funds are used for allowable, fair, and reasonable costs only and will not be transferred between grant programs (for example: State Homeland Security Program, Urban Area Security Initiative, Citizen Corps Program, and Metropolitan Medical Response System) or fiscal years.
4. Will comply with any cost sharing commitments included in the FY2011 Investment Justifications submitted to DHS/FEMA/Cal EMA, where applicable.
5. Will give the Federal government, the General Accounting Office, the Comptroller General of the United States, the State of California, the Office of Inspector General, through any authorized representative, access to, and the right to examine, all paper or electronic records, books, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards and/or awarding agency directives.
6. Agrees that funds utilized to establish or enhance State and Local fusion centers must support the development of a statewide fusion process that corresponds with the Global Justice/Homeland Security Advisory Council (HSAC) Fusion Center Guidelines, follow the Federal and State approved privacy policies, and achieve (at a minimum) baseline level of capability as defined by the Fusion Capability Planning Tool.

7. Will provide progress reports, and other such information as may be required by the awarding agency, including the Initial Strategy Implementation Plan (ISIP) within 45 (forty-five) days of the award, and update via the Grant Reporting Tool (GRT) twice each year.
8. Will initiate and complete the work within the applicable time frame after receipt of approval from Cal EMA.
9. Will maintain procedures to minimize the time elapsing between the award of funds and the disbursement of funds.
10. Will comply with all regulations applicable to DHS/FEMA grants, including, but not limited to, 44 CFR, Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments including, but not limited to, all provisions relevant to the payment of interest earned on advances.
11. Will comply with all provisions of 48 CFR, Part 31.2, Federal Acquisition Regulations (FAR), contracts with Commercial Organizations.
12. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes, or presents the appearance of, personal or organizational conflict of interest, or personal gain for themselves or others, particularly those with whom they have family, business, or other ties.
13. Understands and agrees that Federal funds will not be used, directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express prior written approval from DHS/FEMA/Cal EMA.
14. Agrees that, to the extent contractors or subcontractors are utilized, will use small, minority-owned, women-owned, or disadvantaged business concerns and contractors or subcontractors to the extent practicable.
15. Will notify Cal EMA of any developments that have a significant impact on award-supported activities, including changes to key program staff.
16. Will comply, if applicable, with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of structures.
17. Will comply with all Federal and State Statues relating to Civil Rights and Nondiscrimination. These include, but are not limited to:
 - a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352), as amended, which prohibits discrimination on the basis of race, color or national origin.
 - b. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686), which prohibits discrimination on the basis of gender.
 - c. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination against individuals with disabilities.

- d. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age.
 - e. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse.
 - f. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism.
 - g. Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records.
 - h. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing.
 - i. Title 44 Code of Federal Regulations (CFR) Parts 7, 16, and 19 relating to nondiscrimination.
 - j. The requirements on any other nondiscrimination provisions in the specific statute(s) under which the application for Federal assistance is being made.
 - k. The nondiscrimination requirements and all other provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1.
18. In the event that a Federal or State court or Federal or State Administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, gender, or disability against a recipient of funds, the recipient will forward a copy of the finding to Cal EMA, FEMA and the U.S. Department of Justice Office of Civil Rights, Office of Justice Programs.
19. Will provide an Equal Employment Opportunity Plan, if applicable, to the Department of Justice Office of Civil Rights within 60 days of grant award.
20. Will comply with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. § 4601 et seq. [P.L. 91-646]) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interested in real property acquired for project purposes regardless of Federal participation in purchases. Will also comply with Title 44 CFR, Part 25, Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted programs.
21. Will comply, if applicable, with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is ten thousand dollars (\$10,000) or more.
22. Will comply with all applicable Federal, State, and Local environmental and historical preservation (EHP) requirements. Failure to meet Federal, State, and Local EHP requirements and obtain applicable permits may jeopardize Federal funding. Applicant Will comply with all conditions placed on any project as the result of the EHP review; any change

to the scope of work of a project will require reevaluation of compliance with these EHP requirements.

23. Will comply with all regulations applicable to DHS/FEMA grants including, but not limited to, 44 CFR, Part 10, Environmental Considerations. Applicant will also comply with all State laws, including the California Environmental Quality Act.
24. Agrees not to undertake any project having the potential to impact the EHP resources without the prior written approval of DHS/FEMA/Cal EMA, including, but not limited to, ground disturbance, construction, modification to any structure, physical security enhancements, communications towers, any structure over 50 years old, and purchase and/or use of any sonar equipment. The subgrantee must comply with all conditions and restrictions placed on the project as a result of the EHP review. Any construction- related activities initiated without the necessary EHP review and approval will result in a noncompliance finding, and may not be eligible for reimbursement with DHS/FEMA/Cal EMA funding. Any change to the scope of work will require re-evaluation of compliance with the EHP. If ground-disturbing activities occur during the project implementation, the subgrantee must ensure monitoring of the disturbance. If any potential archeological resources are discovered, the subgrantee will immediately cease activity in that area and notify DHS/FEMA/Cal EMA and the appropriate State Historic Preservation Office.
25. Agrees any construction activities that have been initiated prior to the full environmental and historic preservation review could result in non-compliance finding. Subgrantees must complete the FEMA EHP Screening Form (OMB Number 1660-0115/FEMA form 024-0-01) and submit it, with all supporting documentation, to Cal EMA for review. The EHP Screening Form is part of an Information Bulletin available at: www.fema.gov/doc/government/grant/bulletins/info329_final_screening_memo.doc. Grantees should submit the FEMA EHP Screening Form for each project as soon as possible upon receiving their grant award.
26. Will ensure that the facilities under its ownership, lease or supervision, which shall be utilized in the accomplishment of this project, are not on the Environmental Protection Agency's (EPAs) List of Violating Facilities, and will notify Cal EMA and FEMA of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating if a facility to be used in the project is under consideration for listing by the EPA.
27. Will provide any information requested by DHS/FEMA and/or Cal EMA to ensure compliance with applicable laws, including the following:
 - a. Institution of environmental quality control measures under the National Environmental Policy Act, National Historical Preservation Act, Archaeological and Historic Preservation Act, Endangered Species Act, and Executive Orders on Floodplains (11988), Wetlands (11990) and Environmental Justice (12898) and Environmental Quality (11514).
 - b. Notification of violating facilities pursuant to EO 11738.
 - c. Assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.).

- d. Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.).
 - e. Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523).
 - f. California Environmental Quality Act (CEQA). California Public Resources Code Sections 21080-21098. California Code of Regulations (CCR), Title 14, Chapter 3 Section 15000-15007.
 - g. Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
 - h. Applicable provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
28. Will comply with Standardized Emergency Management System (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447, and 2448.
29. Agrees that all publications created or published with funding under this grant shall prominently contain the following statement: *“This document was prepared under a grant from FEMA’s Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA’s Grant Programs Directorate or the U.S. Department of Homeland Security.”* The recipient also agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: *“Purchased with funds provided by the U.S. Department of Homeland Security.”*
30. Acknowledges that DHS/FEMA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for Federal government purposes: a) the copyright in any work developed under an award or sub-award; and b) any rights of copyright to which a recipient or sub-recipient purchases ownership with Federal support.
31. The recipient agrees to consult with DHS/FEMA and Cal EMA regarding the allocation of any patent rights that arise from, or are purchased with, this funding.
32. Has requested through the State of California, Federal financial assistance to be used to perform eligible work approved in the submitted application for Federal assistance and after the receipt of Federal financial assistance, through the State of California, agrees to the following:
- a. Promptly return to the State of California all the funds received which exceed the approved, actual expenditures as accepted by the Federal or State government.
 - b. In the event the approved amount of the grant is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.

- c. Separately account for interest earned on grant funds, and will return all interest earned, in excess of \$100 per Federal Fiscal Year.
33. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Sections 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
 34. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
 35. Will comply, if applicable, with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
 36. Understands and agrees that the applicant, grantees, subgrantees, recipients, sub-recipients, employees of the applicant, grantees, subgrantees, recipients and sub-recipients, may not:
 - a. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - b. Procure a commercial sex act during the period of time that the award is in effect; or
 - c. Use forced labor in the performance of the award or subawards under the award.

Applicant understands and agrees that Cal EMA and/or DHS/FEMA may unilaterally terminate any award, without penalty, if the subgrantee that is a private entity:

- d. Is determined to have violated a prohibition identified in paragraph 35, subsections a,b, or c;
or
- e. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph 35 subsection a, b, or c through conduct that is either:
 - i. associated with performance under this award; or
 - ii. imputed to the authorized agent or sub-recipient using the standards and due process for imputing the conduct of an individual to an organization provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Government wide Department and Suspension (Non-procurement)", as implemented by DHS/FEMA at 2 CFR, Part 3000.

And further understand that subgrantees and sub-recipients must:

- f. Inform Cal EMA immediately of any information received from any source alleging a violation of a prohibition in paragraph 35 subsection a, b, or c;
- g. FEMA's right to terminate unilaterally as described in paragraph 35 implements section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 USC 7104(g)). The right of FEMA and Cal EMA to terminate this award

unilaterally is in addition to all other remedies for noncompliance that are available under this award.

- h. For purposes of this term:
- i. "Employee" means either:
 - i. an individual employed by the subgrantee or sub-recipient who is engaged in the performance of the project or program under this award; or
 - ii. another person engaged in the performance of the project or program under this award and not compensated by the subgrantee or sub-recipient, including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
 - ii. "Forced labor" means labor obtained by any of the following methods; the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage or slavery.
 - iii. "Private entity" means any entity other than a state, local government, Indian Tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25, and includes non-profit organizations, including any non-profit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian Tribe at 2 CFR 175.25(b), and for-profit organizations.
 - iv. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 USC 7102).
37. Will comply, if applicable, with the Laboratory Animal Welfare Act of 1966 (P. L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
38. Will comply with the minimum wage and maximum hour provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.
39. Agrees that "Classified national security information," as defined in Executive Order (EO) 12958, as amended, means information that has been determined pursuant to EO 12958 or any predecessor order to require protection against unauthorized disclosure and is marked to indicate its classified status when in documentary form.
40. Agrees that no funding under this award shall be used to support a contract, subaward, or other agreement for goods or services that will include access to classified national security information if the award recipient has not been approved for and has access to such information.
41. Agrees that where an award recipient, grantee, sub-recipient, or subgrantee has been approved for and has access to classified national security information, no funding under this award shall be used to support a contract, subaward, or other agreement for goods or

services that will include access to classified national security information by the contractor, subawardee, or other entity without prior written approval from the DHS Office of Security, Industrial Security Program Branch (ISPB), or, an appropriate official within the Federal department or agency with whom the classified effort will be performed. Such contracts, subawards, or other agreements shall be processed and administered in accordance with the DHS "Standard Operating Procedures, Classified Contracting by States and Local Entities," dated July 7, 2008; EOs 12829, 12958, 12968, as amended; the National Industrial Security Program Operating Manual (NISPOM); and/or other applicable implementing directives or instructions. All security requirement documents are located at: <http://www.dhs.gov/xopnbiz/grants/index.shtm>.

42. Understand that immediately upon determination by the award recipient that funding under this award will be used to support such a contract, subaward, or other agreement, and prior to execution of any actions to facilitate the acquisition of such a contract, subaward, or other agreement, the award recipient shall contact ISPB, or the applicable Federal department or agency, for approval and processing instructions.

DHS Office of Security ISPB contact information:

Telephone: 202-447-5346

E-mail: DD254AdministrativeSecurity@dhs.gov

Mail: Department of Homeland Security

Office of the Chief Security Officer

ATTN: ASD/Industrial Security Program Branch

Washington, DC 20528

43. Agrees with the requirements regarding Data Universal Numbering System (DUNS) Numbers, meaning if recipients are authorized to make subawards under this award, they must notify potential sub-recipients that no entity (see definition in paragraph C of this award term) may receive or make a subaward to any entity unless the entity has provided its DUNS number.

a. For purposes of this award term, the following definitions will apply:

- i. "Data Universal Numbering Systems (DUNS)" number means the nine digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
- ii. "Entity", as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C, as a Governmental organization, which is a State, Local government, or Indian Tribe; or a foreign public entity; or a domestic or foreign nonprofit organization; or a domestic or foreign for-profit organization; or a federal agency, but only as a sub-recipient under an award or subaward to a non-federal entity.
- iii. "Subaward" means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received

this award and that you as the recipient award to an eligible sub-recipient. It does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. 210 of the attachment to OMB Circular A-133, 'Audits of States, Local Governments, and Non-Profit Organizations') and may be provided through any legal agreement, including an agreement that you consider a contract.

- iv. "Sub-recipient" means an entity that receives a subaward from you under this award; and is accountable to you for the use of the Federal funds provided by the subaward.

44. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Section 276a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for Federally-assisted construction sub-agreements.

45. Agrees that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.
- b. If any other funds than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or an employee of Congress, or employee of a Member of Congress in connection with the Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- c. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontract(s) and that all sub recipients shall certify and disclose accordingly.
- d. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

46. Agrees that equipment acquired or obtained with grant funds:

- a. Will be made available pursuant to applicable terms of the California Disaster and Civil Defense Master Mutual Aid Agreement in consultation with representatives of the various fire, emergency medical, hazardous materials response services, and law enforcement agencies within the jurisdiction of the applicant, and deployed with personnel trained in the use of such equipment in a manner consistent with the

California Law Enforcement Mutual Aid Plan or the California Fire Services and Rescue Mutual Aid Plan.

- b. Is consistent with needs as identified in the State Homeland Security Strategy and will be deployed in conformance with that Strategy.
47. Agrees that funds awarded under this grant will be used to supplement existing funds for program activities, and will not supplant (replace) non-Federal funds.
 48. Will comply with all applicable Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars A102 and A-133, E.O. 12372 and the current Administrative Requirements, Cost Principles, and Audit Requirements.
 49. Will comply with all provisions of 2 CFR, including: Part 215 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110); Part 225 Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87); Part 220 Cost Principles for Educational Institutions (OMB Circular A-21); Part 230 Cost Principles for Non-Profit Organizations (OMB Circular A-122).
 50. Will comply with Subtitle A, Title II of the Americans with Disabilities Act (ADA) 1990.
 51. Agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this agreement.
 52. Will comply with Federal Acquisition Regulations (FAR), part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations.
 53. Will comply with the financial and administrative requirements set forth in the current edition of the DHS Financial Management Guide.
 54. Agrees that all allocations and use of funds under this grant will be in accordance with the FY 2011 Homeland Security Grant Program Guidance and Application Kit, and the California Supplement to the FY 2011 Homeland Security Grant Program Guidance and Application Kit. All allocations and use of funds under this grant will be in accordance with the Allocations, and use of grant funding must support the goals and objectives included in the State and/or Urban Area Homeland Security Strategies as well as the investments identified in the Investment Justifications which were submitted as part of the California FY 2011 Homeland Security Grant Program application. Further, use of FY 2011 funds is limited to those investments included in the California FY 2011 Investment Justifications submitted to DHS/FEMA and Cal EMA and evaluated through the peer review process.
 55. Will not make any award or permit any award (subgrant or contract) to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under EOs 12549 and 12689, "Debarment and Suspension".

56. As required by EO 12549, Debarment and Suspension, and implemented at 44 CFR Part 17, for prospective participants in primary covered transactions, the applicant certifies that it and its principals:
- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency.
 - b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
57. Agrees to comply with the Drug-Free Workplace Act of 1988, and certifies that it will or will continue to provide a drug-free workplace by:
- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
 - b. Establishing an on-going drug-free awareness program to inform employees about:
 - i. The dangers of drug abuse in the workplace;
 - ii. The grantee's policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
 - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - i. Abide by the terms of the statement; and
 - ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

- e. Notifying Cal EMA, in writing, within 10 calendar days after receiving notice under subparagraph (d)(ii) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to:

Department of Justice, Office of Justice Programs
ATTN: Control Desk
633 Indiana Avenue, N.W.
Washington, D.C. 20531

Notice shall include the identification number(s) of each affected grant.

- f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(ii), with respect to any employee who is so convicted.
- i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
58. Will comply with all applicable requirements of all other Federal and State laws, executive orders, regulations, program and administrative requirements, policies and any other requirements governing this program.
59. Understands the reporting of subawards and executive compensation rules, including first tier subawards to Cal EMA.
- a. Applicability: unless you are exempt as provided in subsection (d) of this paragraph, sub-recipient must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009.
 - b. Where and when to report: you must report each obligating action described in the following paragraphs to Cal EMA. For subaward information, report no later than the end of the month following the month in which the obligation was made, (For example, if the obligation was made on November 7, 2011, the obligation must be reported by no later than December 31, 2011.)
 - c. What to report: You must report the information about each obligating action that the submission instructions posted in Information Bulletin 350, to Cal EMA.
 - d. Reporting Total Compensation of Recipient Executives: You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if:

- i. The total Federal funding authorized to date under this award is \$25,000 or more:
 - ii. In the preceding fiscal year, you received 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
 - iv. Sub-recipient Executive. Unless you are exempt as provided above, for each first-tier sub-recipient under this award, you shall report the names and total compensation of each of the sub-recipient's five most highly compensated executives for the sub-recipient's preceding completed fiscal year, if in the sub-recipient's preceding fiscal year, the sub-recipient received 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and the public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S. C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www/sec.gov/answers/execomp.htm>.) You must report sub-recipient executive total compensation to Cal EMA by the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the sub-recipient by November 30 of that year.
60. Exemptions to Paragraph 59 include: If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report on subawards, and the total compensation of the five most highly compensated executive of any sub-recipient.
- a. Definitions associated with paragraph 59 include:

- i. "Executive means officers, managing partners, or any other employees in management positions.
- ii. "Total compensation" means the cash and noncash dollar value earned by the executive during the recipient's or sub-recipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - Salary and bonus.
 - Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - Above-market earnings on deferred compensation which is not tax-qualified.
 - Other compensation, if the aggregate value of all such other compensation (e.g., severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

61. Understands that failure to comply with any of the above assurances may result in suspension, termination, or reduction of grant funds.

The undersigned represents that he/she is authorized by SONOMA to execute these Grant Assurances for and on behalf of SONOMA.

Signature of Authorized Agent: _____

Printed Name of Authorized Agent: Mark Aston

Title: County Fire Chief-Department Director Date: _____

Appendix C -- Form of Reimbursement Request

REIMBURSEMENT REQUEST

_____, 2013

UASI Management Team
711 Van Ness Avenue, Suite #420
San Francisco, CA 94102

Re: FY 11 UASI Grant Reimbursement Request

Pursuant to Section 3.10 of the "Agreement between the City and County of San Francisco and the County of SONOMA for the Distribution of FY 2011 UASI Grant Funds" (the "Agreement"), dated MAY 1, 2012, between the County of SONOMA ("SONOMA") and the City and County of San Francisco, and as amended by the First Amendment dated February 1, 2013, SONOMA hereby requests reimbursement as follows:

Total Amount of
Reimbursement
Requested in this
Request: \$ _____

Maximum Amount of
Funds Specified in
Section 3.2 of the
Agreement: \$ _____

Total of All Funds
Disbursed Prior to this
Request: \$ _____

SONOMA certifies that:

- (a) The total amount of funds requested pursuant to this Funding Request will be used to reimburse SONOMA for Authorized Expenditures, which expenditures are set forth on the attached Schedule 1, to which are attached true and correct copies of all required documentation of such expenditures.
- (b) After giving effect to the disbursement requested pursuant to this Reimbursement Request, the Funds disbursed as of the date of this disbursement will not exceed the maximum amount set forth in Section 3.2 of the Agreement, or the not to exceed amounts specified in Appendix A for specific projects and programs.

- (c) The representations, warranties and certifications made in the Agreement are true and correct in all material respects as if made on the date hereof, and SONOMA is in compliance with all Grant Assurances in Appendix B of the Agreement;
- (d) No Event of Default has occurred and is continuing; and
- (e) The undersigned is an officer of SONOMA authorized to execute this Reimbursement Request on behalf of SONOMA.

Signature of Authorized Agent: _____

Printed Name of Authorized Agent: _____

Title: _____ Date: _____

SCHEDULE 1 TO REQUEST FOR REIMBURSEMENT

The following is an itemized list of Authorized Expenditures for which reimbursement is requested:

Project	Payee	Amount	Description
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The following are attached as part of this Schedule 1:

- (i) An invoice for each item of expenditure for which reimbursement is requested;
- (ii) The front and the back of canceled checks or other written evidence documenting the payment of each invoice;
- (iii) For expenditures which are wages or salaries, payroll registers containing a detailed breakdown of earnings and withholdings, together with both sides of canceled payroll checks evidencing payment thereof (unless payment has been made electronically).



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 7
(This Section for use by Clerk of the Board Only.)

To: Sonoma County Board of Supervisors

Board Agenda Date: August 6, 2013

Vote Requirement: Majority

Department or Agency Name(s): Human Services Department

Staff Name and Phone Number:

Diane Kaljian, Adult & Aging Director, 565-5950
Tracy Repp, Analyst, 565-5982

Supervisorial District(s):

All

Title: Execution of FY 2013-14 California Department of Aging Standard Agreements for Sonoma County Area Agency on Aging

Recommended Actions:

Adopt the resolutions authorizing the Director of Human Services to sign three Sonoma County Area Agency on Aging Area Plan Standard Agreements with the California Department of Aging for FY 2013-14; Agreement #A3-1314-27 in the amount of \$452,723, #A9-1314-27 in the amount of \$1,472,498, and #H9-1314-27 in the amount of \$332,576 to receive funding for the Area Agency on Aging for a total amount of \$2,257,797.

Executive Summary:

The Board of Supervisors is requested to adopt the resolutions authorizing the Director of Human Services to sign Area Agency on Aging Area Plan Standard Agreements # A3-1314-27, A9-1314-27, and H9-1314-27 with the California Department of Aging (CDA). Copies of the agreements are on file with the Clerk.

AAA Area Plan Services Overview

The Area Agency on Aging (AAA) is responsible for planning and developing policy and advocating for the needs of seniors, adults with disabilities, and their caregivers throughout Sonoma County. CDA is authorized to distribute Federal funds of the Older Americans Act (OAA) to local AAAs to fund services to assist seniors and people with disabilities to remain safely in their own homes for as long as possible.

The AAA is required to conduct a needs assessment and prepare an Area Plan every four years to establish goals, objectives, and service needs for the AAA service area. The current Area Plan guides programs and services from FY 2012-2016. In 2011, the AAA Advisory Council and AAA staff released Request for Proposals for services identified in the needs assessment; senior nutrition, social service, health promotion, family caregiver services, and elder abuse prevention.

CDA Area Plan Services contract in the amount of \$1,925,221

Contains FY 2013-14 funding for the Sonoma County Area Agency on Aging Area Plan Services from federal OAA programs which provide nutrition programs (dining sites, home-delivered meals) for the social service programs (adult day care, case management, legal services and transportation), health promotion programs (fall prevention and medication management), family caregiver services (respite and caregiver support groups, and assessment) and elder abuse prevention.

To address the Federal Sequestration reductions of \$54,693 for the remainder of the 12/13 Federal Fiscal Year, as well as provide funding for State Fiscal Year 13/14, CDA has split the Area Plan Services contracts into 2 separate periods, one for the 3 months remaining of the FFY; 7/1/13 to 9/30/13 (contract #A3-1314-27) for \$452,723 and one for the 9 months remainder of the State FY; 10/1/13-6/30/14 (contract #A9-1314-27) for \$1,472,498. Using Realignment funding, the Human Services Department supplanted \$54,693 to mitigate the sequestration reductions in order to continue services at existing levels.

CDA Health Insurance Counseling and Advocacy Program contract in the amount of \$332,576

Contains funding of a nine-month contract in FY 2013-14 with terms of 7/1/13 to 3/31/14 for the Sonoma County Area Agency on Aging from the Health Insurance Counseling and Advocacy Program (HICAP), which provides public information, education and counseling services to more than 6,000 Medicare beneficiaries. CDA will fund the remainder of FFY from 4/1/14 to 6/30/14 in an additional contract to be issued in September. Senior Advocacy Services (SAS), who has held the contract for many years, was awarded the contract through a competitive RFP process and will continue to operate the HICAP program in 2013-14.

To address the delay of Federal Sequestration reductions of \$39,063 that were not taken for HICAP programs through June 2013, CDA has allocated three quarters of anticipated State Fiscal Year State funding in the nine-month contract (#H9-1314-27) referenced herein. Using Realignment funding, the Human Services Department supplanted \$39,063 to mitigate the sequestration reductions in order to continue services at existing levels.

Total funding for Area Plan services and HICAP services for FY 2013-14 is \$2,257,797.

Prior Board Actions:

The Board has approved state contracts for operation of Area Agency on Aging programs every fiscal year since 1980.

Strategic Plan Alignment Goal 1: Safe, Healthy, and Caring Community

Assists frail seniors to remain safely at home.

Fiscal Summary - FY 13-14			
Expenditures		Funding Source(s)	
Budgeted Amount	\$ 2,257,797		\$
Add Appropriations Req'd.	\$	State/Federal	\$ 2,257,797
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 2,257,797	Total Sources	\$ 2,257,797
Narrative Explanation of Fiscal Impacts (If Required):			
These amounts have already been included in the FY 13-14 approved budget.			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
None			
Attachments:			
Resolutions			
Related Items "On File" with the Clerk of the Board:			
Sonoma County Area Agency on Aging FY 2013-14 CDA Standard Agreements			



County of Sonoma
State of California

Date: August 6, 2013

Item Number: _____

Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, to authorize Director of Human Services to sign and execute Standard Agreement A3-1314-27 and A9-1314-27 with the California Department of Aging for FY 2013-14 in the amount of \$1,925,221 and authorize the Director of the Human Services Department to amend and execute future Standard Agreement amendments to adjust for revenue levels based on additional funding.

Whereas, the Sonoma County Area Agency on Aging designated by the California Department of Aging; and

Whereas, the Sonoma County Area Agency on Aging receives funds from the California Department of Aging in order to pay for the development and operation of certain services for the elderly; and

Whereas, standard agreements must be executed with the state before funds become available for Sonoma County;

Now, Therefore, Be It Resolved that the Board of Supervisors of the County of Sonoma authorizes the Director of Human Services to sign and execute Standard Agreement A3-1314-27 in the amount of \$452,723 and A9-1314-27 in the amount of \$1,472,498 with the California Department of Aging for FY 2013-14 in the amount of \$1,925,221 and authorizes the Director of Human Services Department to amend and execute future Standard Agreement amendments to adjust for revenue levels based on additional funding

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma
State of California

Date: August 6, 2013

Item Number: _____

Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, to authorize Director of Human Services to sign and execute Standard Agreement H9-1314-27 with the California Department of Aging for FY 2013-14 in the amount of \$332,576 and authorize the Director of the Human Services Department to amend and execute future Standard Agreement amendments to adjust for revenue levels based on additional funding.

Whereas, the Sonoma County Area Agency on Aging designated by the California Department of Aging; and

Whereas, the Sonoma County Area Agency on Aging receives funds from the California Department of Aging in order to administer the Health Insurance Counseling and Advocacy Program (HICAP); and

Whereas, standard agreements must be executed with the state before funds become available for Sonoma County;

Now, Therefore, Be It Resolved that the Board of Supervisors of the County of Sonoma authorizes the Director of Human Services to sign and execute Standard Agreement H9-1314-27 in the amount of \$332,576 with the California Department of Aging for FY 2013-14 and authorizes the Director of Human Services Department to amend and execute future Standard Agreement amendments to adjust for revenue levels based on additional funding

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 8
(This Section for use by Clerk of the Board Only.)

To: Sonoma County Board of Supervisors

Board Agenda Date: August 6, 2013

Vote Requirement: Majority

Department or Agency Name(s): Permit and Resource Management Department

Staff Name and Phone Number:

DeWayne Starnes 565-1146

Supervisorial District(s):

All

Title: Building Inspection Services Contract

Recommended Actions:

Authorize the Chairman to execute First Amendment to Agreement for Professional Services related to building plan check and inspection with Phillips Seabrook Associates to add an additional \$52,500 and extend the agreement term by eight months (new not-to-exceed agreement total of \$77,450; agreement terminates 6/30/2014).

Executive Summary:

Since Fiscal Year 95-96, pursuant to Government Code Section 31000, the Permit and Resource Management Department (PRMD) has contracted with various firms to provide supplemental inspection services for our customers. These contracts have proven to be an effective tool for meeting the Department's established inspection turn-around time of 24 hours. Turn-around times of PRMD staff can be impacted by vacancies and/or workload. Activity for construction typically increases during the spring and summer months creating a peak in building plan check and inspection workload. Historically PRMD maintains staffing levels below peak activity and utilizes contract help during times of peak activity when workload exceeds the ability for staff to maintain turn-around times. PRMD goals for inspection turn-round time is within 24 hours from when the request for inspection is made and Board established turn-around time goals for Plan Check is 4 weeks for residential plans and 5 weeks for non-residential plans.

The current contract with Phillips Seabrook Associates Santa Rosa was entered into during FY 12/13 to help with the impacts of two vacancies in the Building & Safety Division. It is anticipated that both of these vacancies will be filled sometime in August; however, current and projected building activity will continue to exceed PRMD's ability to maintain established turn-around time goals throughout the summer. This is the first amendment to the agreement needed to accommodate current and projected workloads for the summer peaks, and will add funds and extend the terms as follows:

1. Original Agreement: Term: 6/1/13 to 10/31/13; amount: \$24,950.

2. First Amended Agreement: Term: 6/1/13 to 6/30/14; additional amount budgeted: \$52,500. Project total: \$77,450. Scope of contract is unchanged.

SELECTION PROCESS

Phillips Seabrook Associates (Consultant), formerly “The Phillips Group” is one of two local firms specializing in municipal building plan check and inspection services. In past contracts, peak workloads were split between both firms. Due to the relatively small size of the contract, only one firm was selected based on past performance and familiarity of Sonoma County PRMD policies and procedures.

SERVICES TO BE PERFORMED

Consultant shall perform building and/or code enforcement inspection on a schedule that is developed and agreed upon by both County and Consultant. Building inspections shall be done in accordance with PRMD approved plans for each project and in conformance with the currently adopted model codes and Sonoma County Code.

Consultant shall review plans, specifications, calculations, and other information submitted to the Sonoma County Permit & Resource Management Department (PRMD) pursuant to a building permit application to verify that the project submittals comply with applicable county building codes and state laws.

The scope of services for both plan check and inspection is needed to ensure PRMD can maintain established turn-around time goals in the peak construction season.

Prior Board Actions:

None. Previous agreement approved by Purchasing Agent.

Strategic Plan Alignment Goal 1: Safe, Healthy, and Caring Community

Assists the County in verifying code compliance of project plans with building and model codes and conformance of project construction to approved project plans ensuring health and life safety of all present and future occupants of project structure/building.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 52,500		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 52,500
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$52,500		\$ 52,500
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):

Original contract was budgeted for in Fiscal Year 2012-13 and \$52,500 budgeted for in current fiscal year 2013-14 budget.

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

None

Related Items "On File" with the Clerk of the Board:

Original Contract
4 copies Original 1st Amendment Contract for signature.



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 9
(This Section for use by Clerk of the Board Only.)

To: Sonoma County Board of Supervisors

Board Agenda Date: August 6, 2013

Vote Requirement: 4/5

Department or Agency Name(s): Permit and Resource Management Department (PRMD)

Staff Name and Phone Number:

Nathan Quarles 565-3507

Supervisorial District(s):

Fifth

Title: An Ordinance 3836R Permit and Permit Extensions.

Recommended Actions:

Adopt a resolution issuing a roiling permit (Ordinance No. 3836R) for in channel work and necessary permit extensions to Gold Ridge Resource Conservation District to implement Phases I and II of the Willow Creek Large Wood Recruitment Project on four parcels, including two State Parks owned parcels, along Willow Creek near Jenner.

Executive Summary:

Section VIII of Ordinance No. 3836R requires that an application for a permit be filed with the Board of Supervisors prior to the performance of certain prescribed work or operations in a river, stream, or channel which may decrease the clarity of these waterways.

Concurrent Resolution No. 88-1220 of the Board of Supervisors requires that applications for permits describe the work or operations to be done, the purpose of the work or operations, the manner in which the work or operations will be carried out, and the time within which the work or operations will be completed. Pursuant to the Resolution, applications must be accompanied by a copy of the agreement required by Section 1601 et seq. of the California Fish and Game Code and waste discharge permits applicable to the work or operations, if any, pursuant to the Porter-Cologne Water Quality Control Act. Applications by public agencies must also be accompanied by evidence of compliance with the California Environmental Quality Act.

The application submitted by Gold Ridge Resource Conservation District complies with the requirements of the 3836R Ordinance. The applicant proposes to place unanchored large wood pieces directly into Willow Creek on 52 total sites on four separate parcels to improve rearing habitat by increasing shelter for coho salmon in a section of Willow Creek, tributary of the Russian River. As described in the application, the work requires greater than 30 days to complete.

Work on the project is restricted by the California Department of Fish and Game to start no earlier than

July 1st and end by October 15, 2013. To accomplish this, the permit may be extended for additional 30-day periods if such permit period extensions are approved by the Board of Supervisors. The Director of PRMD shall confirm the need for each permit extension immediately prior to the expiration of the current permit periods to ensure that the work is not yet completed and an additional 30-day period extension is necessary. Two 30-day extensions may be required.

The 3836R permit and 30-day extensions require a 4/5 approval vote by the Board according to the requirements of the 1988 ballot measure creating the 3836R Ordinance.

Prior Board Actions:

None.

Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship

Permit allows Gold Ridge Resource Conservation District to address Willow Creek’s salmon habitat deficiencies and implement improvements.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):

There are no fiscal impacts associated with this administrative action.

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

None.

Attachments:
Resolution A) First page of application B) Location maps
Related Items "On File" with the Clerk of the Board:
Application.



County of Sonoma
State of California

Date: August 6, 2013

Item Number: _____

Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Issuing A Permit And Permit Extensions Pursuant To Section VIII Of Ordinance No. 3836R Of The County Of Sonoma To Gold Ridge Resource Conservation District To Implement Phases I and II of the Willow Creek Large Wood Recruitment Project In Willow Creek, Near Jenner.

Whereas, Section VIII of Ordinance No. 3836R requires that an application for a permit be filed with the Board of Supervisors prior to the performance of certain prescribed work or operations in a river, stream, or channel which may decrease the clarity of a river or stream; and

Whereas, an application was filed by the Gold Ridge Resource Conservation District for an Ordinance No. 3836R Permit and necessary permit extensions for implementation of Phases I and II of the large wood recruitment project in Willow Creek at the Permit and Resource Management Department in the manner prescribed by Resolution No. 88-1220 as amended by Resolution No. 89-0746 of the Board of Supervisors; and

Whereas, the Board of Supervisors has reviewed said application; and

Whereas, the work requires greater than 30 days to complete, as described in the application and demonstrated in practice in past years; and

Whereas, the requirements of Section VIII of the Sonoma County Code include a restriction to perform permitted activities within a period of 30 days, except that additional 30-day permit periods may be granted by the Board of Supervisors, and a requirement that all approval votes be by a 4/5th majority of the Board of Supervisors.

Now, Therefore, Be It Resolved

1. That the Board of Supervisors finds and determines that the work and operations described on said application is necessary and that the work and operations will be performed in a manner which will not unreasonably decrease the clarity of the waters of the rivers or streams of the County of Sonoma;
2. That a permit is hereby granted to applicant to perform the work and operations described in the aforementioned application;

3. That the work shall be completed within 30 days from the start date and any additional 30-day extensions which may be required to complete the work;
4. That permit extensions are hereby granted to the applicant to perform the work described herein for additional 30-day periods commencing on September 5, 2013, subject to the Director of PRMD confirming the need for the permit extension immediately prior to the expiration of the permit period;
5. That the work and operations shall be performed in the manner described in the application and in accordance with the terms and conditions of any applicable agreement required by Section 1601 et seq. of the California Fish and Game Code, any applicable waste discharge permit issued pursuant to the Porter-Cologne Water Quality Control Act (commencing at Section 13000 of the California Water Code), and Chapter 26A of the Sonoma County Code and any plans adopted pursuant thereto;
6. That the permit and permit extensions are hereby granted to the applicant pursuant to Section 255266 of the Government Code

Supervisors:

Gorin:	Zane:	McGuire:	Carrillo:	Rabbitt:
Ayes:	Noes:	Absent:	Abstain:	

So Ordered.

Rolling Permit Application

DRN-003

The Board of Supervisors approves all rolling permits under Section VIII of the Water Clarity Ordinance of the County of Sonoma, Ordinance No. 3836R (Chapter 23 of the Sonoma County Code).

A complete application must be submitted to the Permit and Resource Management Department a minimum of eight weeks before the start of project.

Applicant Owner Architect \ Engineer

John K. Green - Gold Ridge RCD

Name

2776 Sullivan Road

Mailing Address

Sebastopol

CA 95472

City/Town

(707) 823-5244

State/Zip

(707) 823-5243

Phone

Fax

August 15, 2013

Work start date

Signature

Project Site Information

See attached

Address(es)

Jenner, CA

City/Town

See attached

Assessor's Parcel Number(s)

Willow Creek

River or Stream Name

October 15, 2013

Estimated completion date

Date

6/25/2013

Types of work (check one):

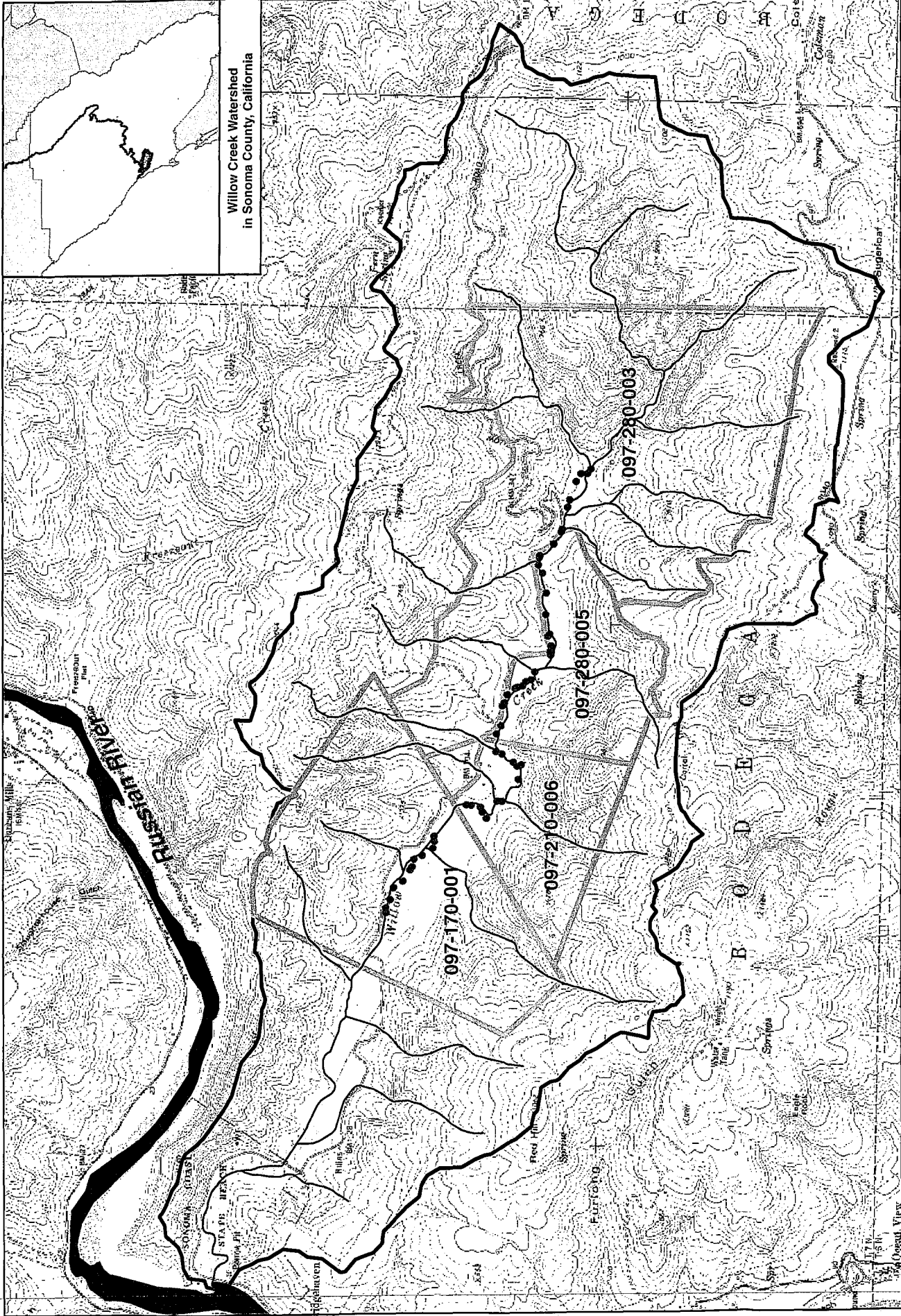
- To protect riparian property adjacent to a river or stream.
- To construct recreational dams.
- To perform construction work on riparian property, the nature of which may decrease the clarity of the waters of the river or stream.
- To construct temporary bridges, dikes, dams and settling ponds in connection with mining operations, or for agricultural uses.

Application Requirements:

- A. A detailed statement describing the work or operations to be done and the manner in which they will be carried out to avoid unreasonably decreasing the clarity of the river or stream, including any proposed monitoring or mitigation measures.
- B. A location/vicinity map (8 ½ in. X 11 in.) showing where the project is located in relation to nearby lots, streets, highways and/or major natural features (e.g., locator maps & road maps).
- C. A copy of the Fish and Game permit or waiver.
- D. A copy of the Army Corps of Engineers permit for this project, if required.
- E. A copy of the California Regional Water Quality Control Board water quality certification, if required.
- F. A copy of the last rolling permit, if any.
- G. A check payable to "PRMD" (see current fee schedule). This fee includes any requested extensions for the calendar year.
- H. A copy of the California Environmental Quality Act (CEQA) document.
- I. A copy of any approved County permit conditions (e.g. mining approval).

Sonoma County Permit and Resource Management Department

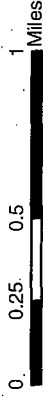
2550 Ventura Avenue ❖ Santa Rosa, CA ❖ 95403-2829 ❖ (707) 565-1900 ❖ Fax (707) 565-1103



Willow Creek Large Wood Recruitment Project, Phases I and II

Project Vicinity Map
 Willow Creek Watershed
 Sonoma County, CA
 USGS Quad Duncans Mills 7.5 minute

- Large wood recruitment sites
- ▬ Willow Creek watershed
- ▬ Streams
- ▭ Participating landowner parcels



1:35,002



Gold Ridge RCD

Attachment B



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 10
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors of Sonoma County

Board Agenda Date: August 6, 2013

Vote Requirement: Majority

Department or Agency Name(s): Probation

Staff Name and Phone Number:

Robert Ochs, Probation: 565-2732

Supervisorial District(s):

Countywide

Title: Public Safety Realignment Consulting Services for Fiscal Year 13-14

Recommended Actions:

Authorize the Chief Probation Officer to execute Amendment No. 3 to Probation's Agreement with Voorhis/Robertson Justice Services for Realignment consulting services. Amendment No. 3 increases contract funding by \$72,480, resulting in a new total not-to-exceed amount of \$197,479, and extends the term from August 30, 2013 to June 30, 2014.

Executive Summary:

Overview

In September 2011, after initiating and completing a Request for Qualifications (RFQ) process, Probation awarded a contract to Voorhis/Robertson Justice Services (VRJS) to provide consulting services to the Community Corrections Partnership (CCP) in support of AB 109 Public Safety Realignment. The Probation Department requests approval to amend its contract with VRJS to allow for continued consulting support to the CCP through Fiscal Year 2013-14. Amendment No. 3 adds \$72,480 to the contract, as follows: 1) \$41,680 for the consultant to complete its ongoing work to develop and implement the County's Pre-Trial Services Program; and 2) \$30,800 to support to the CCP's general planning activities on an "as-needed" basis.

Background

Probation issued a RFQ on behalf of the CCP that sought services from a consultant with criminal justice expertise and familiarity with Sonoma County's Criminal Justice System. The CCP intended for the original RFQ to secure support from the selected consultant for a three year period to help meet program needs through full implementation of Realignment. The County awarded a contract to VRJS in October 2011, and the CCP subsequently engaged VRJS to develop a recommendation for implementing a Pre-Trial Services program in Sonoma County. Based on VRJS' recommendation and cost estimate for Pre-Trial Services, the CCP approved (and the Board subsequently appropriated) Fiscal Year 12-13 funds for Pre-Trial Services consulting support. Following CCP and Board approval to proceed, Probation

executed Amendment No. 1 to the consulting agreement in order to extend the ongoing consultant support and add Pre-Trial Services to the VRJS scope of work. VRJS began work on the Pre-Trial Services program in Fall 2012. As a result of evolving workload demands—primarily an increased emphasis on Pre-Trial Services versus ongoing support—in June 2013, the CCP approved a FY 12-13 contract adjustment to transfer \$25,089 from ongoing support to Pre-Trial Services (a net \$0 change to the overall budget). Probation executed Amendment No. 2 to the Agreement in June 2013 to accomplish the aforementioned contract adjustment and to extend the term for two months at no-cost.

Execution of Amendment No. 3 will allow VRJS to complete its ongoing work and fulfill the CCP's goal of implementing Pre-Trial Services in FY 13-14. In the event that Amendment No. 3 is not approved, VRJS would be forced to stop work on this critical project, and the CCP would need to issue another RFQ to procure consultant services to complete the Pre-Trial Services implementation. Both of these outcomes would cause significant schedule delays and impact continuity of the implementation process.

Pre-Trial Services

Pre-Trial Services serves a core system function by providing a universal front-end screening for all persons booked into jail. The County's hybrid Pre-Trial Services program model will have two components: 1) the assessment component, which will operate as a function of the Sheriff's Classification Unit in the Main Adult Detention Facility; and 2) the supervision component, which will operate as a unit of the Probation Department. The CCP included Pre-Trial Services as a key component of its recommended Public Safety Realignment Implementation Plans for FY 13-14. VRJS recommended a three-phase approach for Pre-Trial Services program implementation. Amendment No. 3 includes \$41,680 for the consultant to complete Phases 2 and 3 of the program implementation process.

Phase 1 included consensus-building for pre-trial services and the beginning steps of developing a validated pre-trial risk assessment instrument. The risk assessment instrument has been developed based on local data and a supplemental assessment for Early Case Resolution (ECR) Court. As of July 2013, the pre-trial risk assessment interview instrument is in process of being reviewed and accepted by the CCP. Sheriff's office staff assigned to pre-trial risk assessment interviews are in the process of being selected and training needs are being developed. Further, the equipment needs and renovations required to establish the interview area are being assessed.

Amendment No. 3 will fund Phase 2 and 3 activities. Phase 2 focuses on continuing the implementation process and will culminate in a fully operational Pre-Trial Services program starting in December 2013 (target date). Phase 2 activities are currently in progress and include: hiring and training of new pre-trial staff; development of workflow diagrams and operational procedures; procurement of necessary equipment; completion of jail booking area building renovations; and implementation of performance measurement criteria. Amendment No. 3 will also fund the consultant's final Phase 3 work, anticipated to start in January 2014, which entails evaluating the program and adjusting staffing and resource allocations based on actual workload.

Community Corrections Partnership Planning Support

Amendment No. 3 includes \$30,800 for ongoing consultant services support to support the CCP's general planning activities. VRJS will assist the CCP on an "as-needed" basis to study system-wide issues, and to develop potential solutions, recommendations, and/or enhancements to policies and programs.

The processes developed by VRJS in collaboration with the CCP will provide a template for implementing and administering a comprehensive, collaborative, evidence-based local justice system.

Prior Board Actions:

7/31/2012: The Board approved the CCP’s Recommended Public Safety Realignment Plan and associated budget for FY 12-13 (Year 2).

10/23/2012: The Board authorized the Chief Probation Officer to execute Amendment No. 1.

6/4/2013: The Board approved the CCP’s Recommended Public Safety Realignment Plan and associated budget for FY 13-14 (Year 3).

Strategic Plan Alignment Goal 1: Safe, Healthy, and Caring Community

Implementation of Pre-Trial Services aligns with the Safe, Health & Caring Community strategic goal, and it is also consistent with the recommendations of the County’s 2010 Criminal Justice Master Plan. Pre-Trial Services is an innovative public safety program that is anticipated to foster a safer community by: increasing criminal justice system efficiency; improving risk-based decision-making that assists the system in identifying the appropriate outcome for each defendant; expediting access to available services; and reducing pre-trial failure (both in new arrests and failures to appear at trial).

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 72,480	County General Fund	\$ 0
Add Appropriations Req'd.	\$ 0	State/Federal	\$ 72,480
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 72,480	Total Sources	\$ 72,480

Narrative Explanation of Fiscal Impacts (If Required):

The CCP included \$72,480 to fund FY 13-14 consulting work in its recommended Public Safety Realignment Implementation Plan for Year 3, accepted by the Board on June 4, 2013. The adopted FY 13-14 budget covers the full Amendment No. 3 scope; therefore, Probation has not requested any additional funding appropriations. This activity will be fully funded by revenues received from the State for AB 109 Public Safety Realignment, and it has been included in Probation’s adopted FY 13-14 budget.

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
N/A	N/A	N/A	N/A

Narrative Explanation of Staffing Impacts (If Required):			
None.			
Attachments:			
None; contract amendment "on file" with Clerk of the Board.			
Related Items "On File" with the Clerk of the Board:			
Amendment No. 3 to the VRJS Consulting Agreement.			



County of Sonoma
Agenda Item
Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 11
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: August 6, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Supervisor Susan Gorin, 565-3752

Supervisorial District(s):

First District

Title: Appointment

Recommended Actions:

Appoint Thomas Martin to the Sonoma Valley Citizens Advisory Commission (Springs East) for a 2-year term beginning 8/6/13 and expiring 8/5/15.

Executive Summary:

Prior Board Actions:

Strategic Plan Alignment Goal 4: Civic Services and Engagement

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
Related Items “On File” with the Clerk of the Board:			



County of Sonoma
Agenda Item
Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 12
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: August 6, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Supervisor Susan Gorin, 565-3752

Supervisorial District(s):

First District

Title: Appointment

Recommended Actions:

Appoint Barbara Ganley to Alcohol and Drug Problems (Advisory Board) for a 3-year term beginning 8/6/13 and expiring 8/5/16.

Executive Summary:

Prior Board Actions:

Strategic Plan Alignment Goal 4: Civic Services and Engagement

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
Related Items “On File” with the Clerk of the Board:			



County of Sonoma
Agenda Item
Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 13
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: August 6, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Supervisor Susan Gorin, 565-3752

Supervisorial District(s):

First District

Title: Appointment

Recommended Actions:

Appoint Johanna Jagers to the Commission on the Status of Women for a 2-year term beginning 8/6/13 and expiring 8/5/15.

Executive Summary:

Prior Board Actions:

Strategic Plan Alignment Goal 4: Civic Services and Engagement

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
Related Items “On File” with the Clerk of the Board:			



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 14
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors of Sonoma County

Board Agenda Date: August 6, 2013

Vote Requirement: Majority

Department or Agency Name(s): Department of Health Services

Staff Name and Phone Number:

Rita Scardaci, 565-4700

Supervisorial District(s):

Countywide

Title: Mental Health Services Act Annual Update and Plan

Recommended Actions:

Adopt the Mental Health Services Act Annual Update FY 11/12 and Expenditure Plan FY 13/14.

Executive Summary:

In November 2004, California voters approved Proposition 63, the Mental Health Services Act (MHSA). The Act imposes a 1 percent income tax on personal income in excess of \$1 million. Originally, the California Department of Mental Health planned a sequential implementation for each of six program components outlined by MHSA:

1. Planning – support for broad based community planning processes;
2. Community Services and Supports (CSS) – focus on the transformation of services provided to individuals with serious mental illnesses and youth with serious emotional disturbances;
3. Capital Facilities and Information Technology (CAP IT) – funding for infrastructure to support system transformation;
4. Workforce Education and Training (WET) – support to develop and enhance the pool of individuals available to work in the public mental health field;
5. Innovation – focus on implementing new service models that will create collective learning across the system.
6. Prevention and Early Intervention (PEI) – focus on a broad continuum of prevention and early intervention services.

The MHSA Annual Update and Expenditure Plan is prepared annually with outcomes of the prior year and budget for the upcoming year. In Sonoma County, all six components have been implemented with ongoing programs and services. Detailed information on programs and services for each of the six components is provided in the Annual Update including a description of MHSA-funded programs, clients served, program performance outcome data, and cost. In addition, the Expenditure Plan provides a listing of all programs for which MHSA funding is being proposed in FY 13-14 and identifies the proposed

expenditures for each type of funding.

In March 2011 Assembly Bill 100 changed a number of long standing state practices in managing the public mental health system. Changes related to MHSA include an updated process for developing, reviewing, approving, and submitting the annual MHSA plan. For example, the plan can now be approved locally, whereas in the past, plans were submitted to the Department of Mental Health and the Oversight and Accountability Committee for approval. The requirement to accept stakeholder input remains.

In compliance with state requirements, in March 2013 the Department posted the *Mental Health Services Act: Annual Update FY 11/12 and Expenditure Plan FY 13/14* (Annual Update and Plan) for a 30 day review and comment period. At the end of the review period, on April 24, 2013 the Mental Health Board conducted a public hearing providing the community an opportunity to give input in development of the *Annual Update and Plan*. Over 85 community members and stakeholders attended the public hearing with about 30 taking the opportunity to address the Mental Health Board. The speakers shared their experience as a client or family member in an MHSA funded program. They shared stories of recovery and support and were thankful for the services they received. A number of the Department's community partners reported on the activity of their programs and also expressed their appreciation for the funding and their collaborative relationship with the Department.

The attached *Annual Report and Plan* reflects input from the community during the original extensive planning process and ongoing feedback from stakeholders. The *Annual Update and Plan* includes no significant changes in the programs or services being funded by MHSA. Rather, it continues the programs and services developed with community input and continued community support.

Any difference in the numbers contained in the Annual Update and Plan and the FY 13-14 budget are due to the fact the Annual Update and Plan contain the Department's best estimates at the time the Plan was approved by the Mental Health Board in March 2013 prior to the adoption of the FY 13-14 Sonoma County budget. The \$1.8 million difference in total MHSA funding (\$16.9M) in the Annual Update and Plan and the FY 13-14 adopted budget (\$18.7M) is attributable to increased revenue and more accurate use of available fund balance.

Prior Board Actions:

None. In the past, plans were submitted to the Department of Mental Health and the Oversight and Accountability Committee for approval.

Strategic Plan Alignment Goal 1: Safe, Healthy, and Caring Community

This administrative function supports the Department's efforts in providing mental health services.

Fiscal Summary - FY 13-14			
Expenditures		Funding Source(s)	
Budgeted Amount	\$ 18,698,252	County General Fund	\$ 0
Add Appropriations Req'd.	\$ 0	State/Federal	\$ 18,698,252
	\$	Fees/Other	\$ 0
	\$	Use of Fund Balance	\$ 0
	\$	Contingencies	\$ 0
	\$		\$
Total Expenditure	\$ 18,698,252	Total Sources	\$ 18,698,252
Narrative Explanation of Fiscal Impacts (If Required):			
<p>The FY 13-14 Proposed Budget reflects the MHSA Plan presented here and provides funding for all the programs and services. The total amount of MHSA funding included in the Proposed Budget is \$18,698,252. Funding is available as a result of Proposition 63, the Mental Health Services Act, passed by California voters in November 2004. The Act imposes a 1 percent income tax on personal income in excess of \$1 million.</p>			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
N/A			
Attachments:			
Mental Health Services Act: Annual Update FY 2011/12 and Expenditure Plan FY 2013/14			
Related Items "On File" with the Clerk of the Board:			
None			



Behavioral Health Division

Mental Health Services Act

Annual Update

FY 2011/12

Expenditure Plan

FY 2013/14

**Submitted by: Michael Kennedy, MFT – Behavioral Health
Division Director**

Prepared by: Susan Castillo, MSW – Mental Health Services Act Coordinator

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B. Expenditure Plan for Fiscal Year 2013/2014

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Attachment 1: Public Hearing

MHSA COUNTY FISCAL ACCOUNTABILITY CERTIFICATION¹

County/City: _____

- Three-Year Program and Expenditure Plan
- Annual Update
- Annual Revenue and Expenditure Report

Local Mental Health Director	County Auditor-Controller / City Financial Officer
Name: _____	Name: _____
Telephone Number: _____	Telephone Number: _____
E-mail: _____	E-mail: _____
Local Mental Health Mailing Address: _____	

I hereby certify that the Three-Year Program and Expenditure Plan, Annual Update or Annual Revenue and Expenditure Report is true and correct and that the County has complied with all fiscal accountability requirements as required by law or as directed by the State Department of Health Care Services and the Mental Health Services Oversight and Accountability Commission, and that all expenditures are consistent with the requirements of the Mental Health Services Act (MHSA), including Welfare and Institutions Code (WIC) sections 5813.5, 5830, 5840, 5847, 5891, and 5892; and Title 9 of the California Code of Regulations sections 3400 and 3410. I further certify that all expenditures are consistent with an approved plan or update and that MHSA funds will only be used for programs specified in the Mental Health Services Act. Other than funds placed in a reserve in accordance with an approved plan, any funds allocated to a county which are not spent for their authorized purpose within the time period specified in WIC section 5892(h), shall revert to the state to be deposited into the fund and available for other counties in future years.

I declare under penalty of perjury under the laws of this state that the foregoing and the attached update/report is true and correct to the best of my knowledge.

Local Mental Health Director (PRINT)

Signature Date

I hereby certify that for the fiscal year ended June 30, _____, the County/City has maintained an interest-bearing local Mental Health Services (MHS) Fund (WIC 5892(f)); and that the County's/City's financial statements are audited annually by an independent auditor and the most recent audit report is dated _____ for the fiscal year ended June 30, _____. I further certify that for the fiscal year ended June 30, _____, the State MHSA distributions were recorded as revenues in the local MHS Fund; that County/City MHSA expenditures and transfers out were appropriated by the Board of Supervisors and recorded in compliance with such appropriations; and that the County/City has complied with WIC section 5891(a), in that local MHS funds may not be loaned to a county general fund or any other county fund.

I declare under penalty of perjury under the laws of this state that the foregoing and the attached report is true and correct to the best of my knowledge.

County Auditor Controller / City Financial Officer (PRINT)

Signature Date

¹ Welfare and Institutions Code Sections 5847(b)(9) and 5899(a)
Three-Year Program and Expenditure Plan, Annual Update, and RER Certification (02/14/2013)

Description of the Stakeholder Process

Sonoma County Behavioral Health Division partners with the community to ensure each plan and update is developed with local stakeholders with meaningful input and involvement on mental health policy, program planning, implementation, monitoring, quality improvement, evaluation, and budget.

BHD uses a variety of opportunities and processes to seek stakeholder input to ensure full community participation. BHD continues to use traditional (meetings, forums, etc.) and non-traditional (radio, one-on-one and small group discussion) approaches for engaging the community about the planning process and seeking input from the community about the Update. BHD takes special care to meet with and receive input from historically underserved communities in ways identified as appropriate by these groups and individuals. BHD seeks input and used the following methods to educate and seek input from the public about the Update. These methods included:

- Existing Ongoing Opportunities for update of accomplishments, opportunity for community input and discussion with the public. These include: monthly Mental Health Board meetings held the third Tuesday of each month which includes quarterly MHSA updates; BHD director/mental health consumer meeting held the first Thursday of every month where consumer-driven mental health services are discussed; monthly Quality Improvement Committee meetings whose members include consumers, family members, and mental health staff, and mental health treatment contractors who look at issues of services quality, and make recommendations for changes and enhancements and are held the last Wednesday of each month; a Sonoma consumer advocacy Group - Corrine Camp Action Network quarterly meetings; Annual specialty mental health system of care treatment contractor meetings each held each April and monthly meetings with individual system of care treatment contractors; quarterly MHSA Learning Circles with ALL MHSA contractors; monthly First 5 Sonoma County coordination meeting; quarterly Early Childhood Mental Health Collaborative Partners meeting; monthly Department of Rehabilitation – Co Op meetings; every other month South County Mental Health/Behavioral Health Collaborative; monthly Foster Child birth to age 5 Collaborative meeting; monthly Sonoma County Community Corrections Partnership meetings; monthly Alcohol and Other Drug Advisory Committee held the third Wednesday of each month; monthly meetings with Santa Rosa Police Department Downtown unit, and Petaluma Police Department; monthly Russian River Area Resources and Advocates; quarterly Care Transitions Planning Group.
- Relevant updates to key representative stakeholders with specific populations or services focus: Mobile Support Team Steering (quarterly beginning November 2011 to present); Mobile Support Team Operations Committees (monthly January 2012 to present); Sonoma County Suicide Prevention Advisory Committee held every other month beginning October 2011 to present); geographically specific community meetings: River Area Shelter and Downtown Task Group (twice monthly meetings) March 2011-November 2012); Workforce, Education, and Training Request for Proposal Review Committee (9/30/11, 8/15 and 8/18/11); McMinn Housing Project: 7/6/11; 8/9/12; 1/29/13); Juvenile Restoration Project Partners (12/5/12); Redwood Community Health Coalition & Partner Health Care Centers (8/8 & 8/30/11 – West County Health Services; Santa Rosa Community Health Centers – 9/7 & 13/11,12/11/11; Alliance Medical Centers 12/15/12; Sonoma Valley Community Health Center 2/8/13; Redwood Community Health Coalition 11/28/12); Human Services Division - JobLink (11/26/12); (2/27/12; 9/19/12 & 1/17/13); Sonoma County Office of

Education (9/23/12; 8/9/12; 10/21/12; Sonoma County Special Education Local Plan Area (8/12 & 12/12); Santa Rosa Junior Colleges (3/9, 24 & 28/12; 10/24/12); Sonoma State University (4/5/12).

- Informal stakeholder meetings individually or in groups with mental health consumers (4/14/11; 7/29/12; 10/23/12; 12/4/12; 1/18/13) and faith-based advocacy groups (10/3/12; 6/26/12; 11/16/12), representatives from specific diverse ethnic and cultural communities (2/18/11; 6/10/11; 7/12/11; 8/9/11; 10/14/11; 1/13 & 26/12; 2/06/12; 3/9/12 & 12/12/12; 6/8/12; 9/15/12; 11/16 & 11/30/12; 1/14, 16 & 31/13); Veterans (February 26/12).

BHD Director and MHSA Coordinator presented relevant information using methods appropriate to the setting, interest area, and the stakeholders that reflect MHSA guidelines, current initiatives and programs, MHSA community planning processes and allowed for clarification, feedback and input.

All stakeholders were referred to the Update posted on the website or provided with a hard copy if requested. Stakeholders are comprised of all MHSA required and recommended stakeholder groups. A *partial* list of participant stakeholders include:

Mental Health Consumers

- Russian River Empowerment Center
- Interlink Self Help Center
- Wellness and Advocacy Center
- Corinne Camp Action Network

Family Members and loved ones of consumers of mental health services

- NAMI-Sonoma County
- Buckelew Programs

Providers of Service & Social Services Agencies

- Latino Services Providers
- Community Baptist Church
- Human Services Department
- Action Network
- Goodwill Industries
- Social Advocates for Youth
- Positive Images

Health Care Organizations

- St. Joseph's Healthcare Systems
- Kaiser Permanente
- Alexander Valley Health Center
- Sonoma County Indian Health Project
- Redwood Community Health Coalition

Veterans

- Veterans Administration
- VetConnect

Education

- Sonoma County Office of Education
- Santa Rosa Junior College
- City of Santa Rosa School District
- West County Union High School District

Families & Children

- Early Learning Institute
- First 5 Sonoma
- California Parenting Institute
- VOICES

Law Enforcement

- Sonoma County Sheriff's Department
- Santa Rosa Police Department
- Petaluma Police Department
- Cloverdale Police Department

Older Adult/Seniors

- Council on Aging
- Community & Family Services Agency
- Jewish Family & Children's Services

Substance Use Disorders Providers

- Drug Abuse Alternatives Center
- California Human Development

Housing Providers

- Burbank Housing
- Community Housing Sonoma

Public Comment

Sonoma County Behavioral Health Division continues to engage the community to ensure stakeholders are aware of MHSA programs, services, updates, and plans, as well as how individuals can participate in the MHSA community planning processes. Stakeholder participation is key to ensuring the Sonoma County Behavioral Health Division (SCBH) understands community needs. Lastly, participation of stakeholders offers transparency in the planning process.

SCBH used a variety of opportunities and processes to seek stakeholder input that would ensure full community participation. SCBH continues to use traditional and non-traditional approaches for educating the community about the planning process and seeking input from the community about the Update and Plan. SCBH takes special care to meet with and receive input from historically underserved communities in ways identified as appropriate by these groups and individuals. SCBH used the following methods to educate the public about the community planning process and to receive stakeholder input to the Update. These methods included:

- Existing opportunities such as monthly Mental Health Board meetings, Alcohol and Other Drug Advisory Committee meetings, reports to the Board of Supervisors, monthly SCBH director/consumer meetings with NAMI, contractor meetings, quarterly meetings with Corrine Camp Advocacy network (C-CAN) a mental health consumer advocacy group, and regularly attended community meetings with law enforcement, schools, health care organizations, community meetings with service providers (Russian River Area Resources and Advocates, South County Mental Health Collaborative), etc.
- Key representative stakeholder meetings such as Mobile Support Operations Committee, and Steering Committee; Suicide Prevention Advisory Committee; MHSA Learning Circle; Birth to age Five Collaborative; Department of Rehabilitation Co-op meetings.
- Informal stakeholder meetings individually or in groups with mental health consumer advocates, family members and loved ones and allies of mental health consumers, clergy, and faith based advocacy groups, representatives from specific diverse ethnic and cultural communities, community health centers.

SCBH Director and MHSA Coordinator presented the information using methods appropriate to the setting and the audience, providing stakeholders throughout the presentation or conversation of overview of MHSA, guidelines for each MHSA component, current initiatives and programs in each MHSA component, MHSA community planning processes, status of current planning processes, plans of remaining MHSA components, current state of SCBH including budget, challenges, upcoming activities, tasks, and endeavors.

All stakeholders were referred to the Update and Plan posted on the website or provided with a hard copy if requested.

Stakeholders are comprised of all MHSA required and recommended stakeholder groups. A partial list of participant stakeholders includes:

- Mental Health Consumers
 - Russian River Empowerment Center
 - Interlink Self Help Center
 - The Wellness and Advocacy Center
 - Corinne Camp Advocacy Network
 - Consumer Relations Program
 - Consumers of Sonoma County Behavioral Health services
- Family Members and loved ones of consumers of mental health services
 - Members of NAMI – Sonoma County
 - Parent service recipients from Prevention and Early Intervention projects and Full Service Partnership programs
- Contract Providers
 - Community and Family Services Agency (formerly West County Community Services and Family Services Agency)
 - Buckelew Programs, Inc.
 - Petaluma People Services Center
 - California Parenting Institute
 - Latino Services Providers
 - Community Baptist Church
 - Telecare – Sonoma
 - Sonoma County Indian Health Project
- Education
 - Sonoma County Office of Education
 - Santa Rosa Junior College
- Law Enforcement
 - Sonoma County Sheriff's Department
 - Santa Rosa Police Department
- Other
 - unaffiliated community members, mental health consumers, family members and loved ones of consumers of mental health services
 - Member of Petaluma Healthcare District
 - MSW students – CSU Long Beach Distance Learning Program
 - 8 – 12 individuals refused to sign in

The MHSA FY 11/12 Update and Plan was circulated using the following methods:

- An electronic copy was posted on Sonoma County Behavioral Health MHSA website
- Electronic notification was sent to all stakeholders linked to the website announcing the posting of the report
- Electronic notification was sent to all stakeholders involved in any part of the MHSA planning process at any time
- March 22nd public notice posted to inform public of public hearing date, time, and place including a website link and phone number
- Update and Plan posted on March 22, 2013

- Public hearing was conducted at the Finley Center in Santa Rosa on April 23, 2013 at 5:00 PM and attended by over 60 stakeholders (while SCBH requests attendees sign in, some attendees preferred not to do so) Public comment closed on April 23, 2013
- Public comment closed on April 23, 2013

During the public comment period, SCBH received comments from contractors to correct information in the posted draft Progress Update. Those changes have been made to this report. These changes do not represent substantive changes in the content of this report nor services provided to the public.

Public comment at hearing provided overwhelming support of the Update and Plan. However, there was a re-occurring theme for the need to address specifically mental health consumers who live in board and care facilities. SCBH had provided C-CAN with technical support in the writing and submission of a proposal to develop a consumer speaker's bureau through C-CAN to work expressly with individuals in Board and Care facilities to reduce self-stigma often found in mental health consumers.

Description of Sonoma County

Sonoma County measures 1,576 square miles. In 2009, Sonoma County had the 17th largest county population of the 58 counties in California, with 472,102 residents, of whom 117,928 were children ages 0 to 19. Santa Rosa, the county seat and largest city, has one third of the total population of Sonoma County and ranks as the 30th largest city in the state. A majority of Sonoma County residents (69%) lives within nine separate cities, with the remainder living within the unincorporated areas of the county. From 2000 to 2009, the average population increase was 3,113 residents per year.



Demographics. Almost one quarter of Sonoma County's population is under 18 years old, 27% of whom are younger than school age (0 to 5 years old). More than 12% is 65 years and older, and the remainder (65%) is between 19 and 64 years old. Although its racial/ethnic composition is changing, Sonoma County is still substantially less diverse than the state as a whole: 67.7% of Sonoma County residents are white (non Hispanic); 23.6% are Latino, 4.3% are Asian/Pacific Islander, and 1.8% are African American. The biggest demographic shift is within the Latino population. This is the fastest growing ethnic group, already having surpassed the State's 21% projection for increase by 2010, and 23% by 2020. The total Latino population is now projected to increase 300% by 2050 - from 80,742 in 2000 to 250,692 in 2050. This increase means that the county's culture has changed over the last two decades and it is essential to take cultural and linguistic competency into account when designing effective activities and projects.

MediCal Beneficiaries and Threshold Languages. California's External Quality Review Organization (EQRO), *APS Healthcare*, reports that Sonoma County Mental Health Plan's MediCal average monthly

unduplicated eligibles by race and ethnicity for FY 2011/12 is as follows: 44% of all MediCal beneficiaries are Hispanic; 2.88% are African American; 1.75% are Native American; and 2.26% are Asian or Pacific Islander.

California's Department of Mental Health Information Notice 11-7 reports Spanish as a threshold language for Sonoma County. The California Department of Mental Health (DMH) defines threshold languages as the annual numeric identification on a county-wide basis and as indicated on the Medi-Cal Eligibility Data System of the Medi-Cal beneficiary population in an identified geographic area, whose primary language is other than English, and for whom information and services shall be provided in their primary language [per California Code of Regulations (CCR), Title 9, Rehabilitative and Developmental Services, Section 1810.410 (f) (3)].

Systems Transformation – MHSA Guiding Principles

CCR Title 9 Section 3320 states that counties shall adopt the following standards in planning, implementing, and evaluating programs:

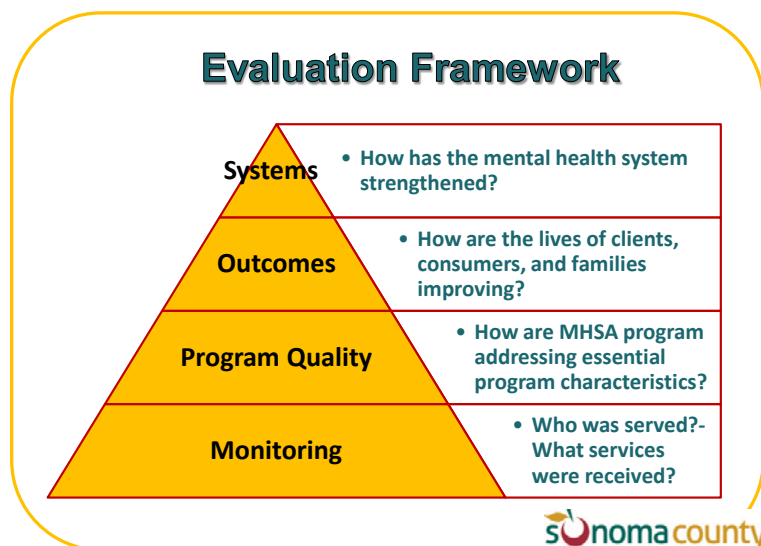
- Community collaboration: Individuals, families, agencies, and businesses work together to accomplish a shared vision
- Cultural competence: Adopting behaviors, attitudes and policies that enable providers to work effectively in cross-cultural situations
- Client- and family-driven system of care: Adult clients and families of children and youth identify needs and preferences that result in the most effective services and supports
- Focus on wellness, including recovery and resilience: People diagnosed with a mental illness are able to live, work, learn and participate fully in their communities
- Integrated service experiences: Services for clients and families are seamless; clients and families do not have to negotiate with multiple agencies and funding sources to meet their needs

Sonoma County uses these Guiding Principles as our map for stakeholder involvement to achieve system transformation.

Mental Health Services Act Evaluation Activities

To assist in the accomplishment of the systems transformation goal, *Sonoma County Behavioral Health Division (BHD)* continued its partnership with *Harder+Company Community Research (H+C)* to build upon previous planning efforts not only to transform but to strengthen Sonoma’s mental health system. To that end, *H+C* partnered with *Community Action Partnership of Sonoma (Community Action)* to assist *Sonoma County Behavioral Health Division (BHD)* do the following:

- Develop and implement a Mental Health Services Act Evaluation Design using Francine Jacobs’ Five Tiered Approach (FTA) as an organizing framework to support the collection of high quality data at each tier, while simultaneously emphasizing low burden on contractors. The FTA model has been presented in previous MHSA Progress Reports and Updates. FTA recognizes multiple purposes for engaging in evaluation, as well as different information needs at different times in a program’s evolution and for diverse constituencies.



First Year Systems Transformation Evaluation focused on Community Collaboration with a special emphasis on cultural competency. Second Year Systems Transformation Evaluation builds upon

Cultural Competence with a special emphasis on Focus on Wellness. Below are highlights from a Systems-Level Evaluation of MHPA-funded programs along with a Retrospective Evaluation that includes the voices of consumers participating in consumer-driven services.

- Develop MHPA Performance Management and Reporting Systems that includes performance management, reporting systems, and data collection methods and systems for every Tier of evaluation.

During 2011/12, BHD developed and piloted a uniform data collection tool that allows uniform collection of data from MHPA contractors. BHD will finalize this reporting system in 2012/13 and move to a web-based reporting system in mid 2012/13, to ready our data capture efforts for collecting service outcomes.

- Deliver Capacity Building and Technical Assistance and Support Services to engage contractors in the evaluation process, support community collaboration, increase communication and integration of services, and provide training and technical assistance.

BHD has convened Learning Circles that bring together MHPA funded programs that focus on the implementation of MHPA Guiding Principles; published two Prevention and Early Intervention Newsletters; and held specialized technical assistance Upstream Investment workshops for smaller MHPA-funded programs, to facilitate their inclusion in the Upstream Investment Portfolio.

Performance outcomes, where available, are presented alongside each project throughout this report. Sonoma County BHD continues working closely with contractors to collect demographic data and to define and develop performance outcomes for each project.

Notable Community Impact – Implementing MHPA Guiding Principles

Sonoma County's MHPA Systems-Level Evaluation is based, in part, on in-depth, annual surveys completed by over 60 BHD staff and community contractors who are responsible for delivering services funded by the System of Care services and Prevention and Early Intervention (PEI) initiatives. This evaluation is intended to provide insights into key factors that impact the system of mental health services available in Sonoma County. Among the notable findings were the following:

- *Services are more culturally and linguistically responsive.* A majority of agencies in 2011-12 have staff members who resemble the bilingual and bicultural identities of the people they serve. As a result, vital services such as enrollment/intake, primary program activities, referrals and follow-up are often available in both Spanish and English.
- *Agencies may be helping to reduce some barriers to service.* Certain barriers to services may be declining based on a comparison of participant responses for 2010-11 and 2011-12. For example, agencies reported declines of 17 percentage points in long waiting lists (from 38 percent, down to 21 percent) and 13 percentage points in distrust of the local service provider network (from 13 percent down to 0 percent). In addition, services appear to be more available and more conveniently located. Ninety-six percent of Sonoma County's MHPA-funded agencies reported offering services on weekday mornings, and 71 percent of agencies reported that their headquarters were "very accessible" to public transportation.

- *Families are playing a greater role in agency activities.* In 2011-12, agencies reported greater family involvement in evaluations (from 63 to 76 percent) and volunteer activities (from 42 to 52 percent). The share of agencies that involve family members by having them work as program staff grew from 21 to 32 percent.
- *More MHSA community contractors want trainings on capacity building.* Surveys revealed various types of trainings that would be particularly helpful in improving service delivery, including trainings that focus on how to better serve diverse cultural and racial/ethnic populations, how to improve cultural and linguistic competence, and how best to involve clients and consumers in the design, delivery, and evaluation in services.
- *There are slight increases in agencies' ability to access non-MHSA funding.* Twenty-one percent of agencies increased their ability to secure funding beyond that from the Sonoma County BHD.
- *Agencies are satisfied with BHD's role as a convener and advocate.* Eighty-four percent of agencies reported being "very" or "moderately" satisfied with their relationship with BHD.
- *More MHSA-funded agencies are collaborating with one another.* Fifty-four percent of agencies reported collaborating "a good deal" with other MHSA-funded agencies and disseminating information to the broader community.

Recommendations. The executive directors, program coordinators, and line staff who participated in the 2011-12 Systems-Level Evaluation provided valuable insights into how effectively MHSA-funded agencies are serving Sonoma County's clients, consumers, and families. At the same time, the findings revealed some important ways that processes and programs could be adapted to improve service delivery. With this in mind, several recommendations stemming from the survey findings were offered to help guide the BHD in moving toward the vision of systems transformation. Recommendations for community contractors and BHD included:

- identifying new outreach strategies for underserved populations
- forming partnerships to offer joint trainings on culturally and linguistically responsive services and to leverage joint funding opportunities to sustain local mental health programs and services
- deepening the involvement of clients, consumers, and families in agency activities
- improving tracking of referrals
- exploring opportunities to educate agencies on how to establish and sustain effective relationships

Retrospective Evaluation

- In 2011-12, a retrospective evaluation engaged more than 30 consumers at three consumer-operated agencies - Wellness and Advocacy Center, Interlink Self-Help Center, and Russian River Empowerment Center. Consumers participated in focus groups and completed surveys to shed light on the impacts of consumer-driven mental health services in Sonoma County, along with suggestions for making services more responsive to the needs of people with serious mental illness.

Findings revealed that consumer-operated agencies:

- *Are important partners in achieving wellness and recovery.* Participants explained how consumer-operated activities helped meet their personal goals for recovery. One participant shared, "[The

center] is an outlet to process development that hadn't happened, being able to go through phases that I hadn't gone through because of being stagnated by mental illness." Another participant described that "by attending groups at [the center], I began to feel as though I had a place and sense of purpose in my life. I feel forever positively changed by peer support services and am now running my own group."

- *Provide opportunities to learn social skills and to strengthen connections with others.* Participants discussed the positive changes in their interactions with family, friends, and other community members as a result of the skills they learned. One participant shared that "the sense of community [in the center] taught me how to be part of the larger community." Mental health services also helped another participant to "be sociable with people, which is really good. It's not good to isolate because it makes depression worse."
- *Should consider ways to engage consumers in community outreach activities as a way to promote education and understanding of mental illness.* In order to reduce mental health-related stigma, consumers offered suggestions for greater community outreach and visibility. A participant said, "I'd like to get more positive messages about [this center] out in the community. There are bad things said about this place that hit our community, so others don't even want to try. Maybe do more advertising and outreach because a lot of people don't know about [this center]."

Sonoma County BHD believes it is important to share evaluation findings to document impacts and support reflective practices that improve MHSA-funded services. Evaluation activities are shared at recurring contractor meetings or Learning Circles. These meetings provide a space to build a shared understanding of the evaluation findings, to discuss ways to further improve service delivery, and to identify opportunities to deepen the involvement of clients, consumers, and families in Sonoma County's mental health system.

Mental Health Services Act - Annual Update About Programs

MHSA - Community Services and Supports Programs

“System of Care Services” as required by the MHSA in WIC Sections 5813.5 and 5878.1-3 target adults and older adults who have been diagnosed with or who may have serious and persistent mental illness, and children and youth who have been diagnosed with or who may have serious emotional disorders, and their families.

Full Service Partnerships

Full Service Partnerships provide all the mental health services and supports a person wants and needs to reach his or her goals. Full Services Partnerships (FSP) are multidisciplinary teams that provide intensive field-based specialty mental health services targeted at individuals from specific populations who are identified as:

- Children who meet the criteria in Welfare and Institutions (W&I) Code section 5600.3 subdivision (a) seriously emotionally disturbed (SED), and
- Adults and older adults who meet the criteria identified in W&I subdivision (b) of section 5600.3 to have a serious mental disorder.

FSP programs’ service commitment is doing “whatever it takes” to maintain ongoing client engagement. Full Service Partnerships are a collaborative relationship between Sonoma County and mental health clients, and, when appropriate, the client’s family, through which Sonoma County plans for and provides the full spectrum of community services so that the client can achieve the identified goals.

Over the past year, Sonoma County Behavioral Health Division has focused on FSP model fidelity with particular attention to client eligibility. Sonoma County Behavioral Health’s Quality Improvement staff have implemented evidence-based assessment tools for children (CANS), and for adults (ANSA). The CANS and ANSA are multi-purpose tools developed for behavioral health services to support decision-making, including level of care and service planning, to facilitate quality improvement initiatives, and to allow for monitoring of service outcomes. CANS stands for *Child and Adolescent Needs and Strengths* and ANSA stands for *Adult Needs and Strengths Assessment*. Both tools are used in a number of states and in Canada. In fact, the California Mental Health Realignment Trailer Bill (SB 1009) creates a stakeholder advisory committee for the development of a state-wide performance outcome system for EPSDT mental health services. In developing the plan, the Department of Health Care Services (DHCS) will consider evidence-based models, including the CANS.

The CANS and the ANSA use algorithms to determine levels of care. These algorithms are developed locally to ensure for sensitivity to varying service delivery systems and cultures. The CANS and ANSA will also be used to measure fidelity to look at service/treatment/action planning based on CANS and ANSA assessments. Additionally, these tools will be used to monitor outcomes of consumer progress. It is important to note that the CANS and ANSA will be administered on ALL consumers seeking specialty mental health services, and at 6-month intervals as they receive services and treatment. The

ANSA has demonstrated reliability, and validity. Average reliability with vignettes is 75%, with case records is 84%, and above 90% with live cases; the CANS proves even more reliable.

The CANS and ANSA re-enforce many of the MHSA Guiding Principles in that they assess the whole person related to life domain functioning in 15 areas, consumer strengths in 12 areas, mental health needs in 10 areas, risk behaviors in seven areas, caregiver strengths and needs in six areas, and all through the lens of four areas of acculturation.

In 2011/12, Sonoma County Behavioral Health staff developed, tested, and implemented the CANS algorithm with overwhelming success. Performance outcome data using the CANS and ANSA will be collected beginning in 2012/13. The adult services staff began developing the adult algorithm in 2011/12 and look forward to completing it in 2012/13.

Performance Outcome Data for 2011/12

Family Advocacy Support and Treatment Team (FASTT) provides family-centered wraparound specialty mental health services for children 4-18 years old who are at risk for out of home placement.

Performance Outcome: During 2011/12 children participating in FASTT showed a 10% reduction in days spent in levels of care 12-14.

Total Number Served: 85			
Total by Age		Total by Race/Ethnicity	
5 - 10	22	White	63
11 - 13	19	Hispanic	2
14 - 18	44	Asian/Pacific Islander	2
18 - 21	0	African American	7
Total by Gender		Multi-ethnic	0
Male	44	Other non white	11
Female	41		

Transition Age Youth Team (TAY) serves youth ages 18-25 who are or at risk for homelessness, involuntary hospitalization or institutionalization, and who are aging out of child welfare, juvenile justice, and child and youth mental health systems.

Performance Outcome: During 2011/12 youth participating in TAY services showed a 55% reduction in the number of days in the hospital.

Total Number Served: 69			
Total by Age		Total by Race/Ethnicity	
18 - 20	35	White	53
21 - 23	29	Hispanic	4
24 - 25	5	Asian/Pacific Islander	7
Total by Gender		African American	4
Male	43	Multi-ethnic	
Female	26	Other non-white	1

Integrated Recovery Team serves people who have co-occurring (substance use and mental health) disorders and who are at risk for homelessness, institutionalization, and criminal justice involvement.

Performance Outcome: During 2011/12

Total Number Served: 147			
Total by Age		Total by Race/Ethnicity	
18 - 25	12	White	128
26 - 35	53	Hispanic	6
36 - 45	43	Asian/Pacific Islander	5
46 - 55	32	African American	5
56 - 65	6	Native American	0
>65	1	Multi-ethnic	0

people receiving services from IRT experienced a 30% reduction in the number of days spent in jail.

Total by Gender		Other non-white	3
Male	102		
Female	45		

Forensic Assertive Community Treatment Team (FACT) is an FSP that works with a probation officer to provide community-based specialty mental health services to people referred through Mental Health Court.

Performance Outcome: During 2011/12 people receiving services from FACT experienced a 20% reduction in the number of days spent in jail.

Total Number Served: 76			
Total by Age		Total by Race/Ethnicity	
18 - 25	15	White	62
26 - 35	31	Hispanic	4
36 - 45	12	Asian/Pacific Islander	2
46 - 55	13	African American	2
56 - 65	5	Native American	0
Total by Gender		Other non-white	6
Male	50		
Female	26		

Older Adult Intensive Team serves older adults who are at risk of being placed out of their home.

Performance Outcome: During 2011/12 people receiving services from OAIT experienced a 25% reduction in the number of days spent in the hospital.

Total Number Served: 54			
Total by Age		Total by Race/Ethnicity	
<60	4	White	49
61 - 75	45	Hispanic	0
76 - 85	5	Asian/Pacific Islander	1
>85	1	African American	3
Total by Gender		Native American	0
Male	21	Multi-ethnic	0
Female	33	Other non-white	1

Full Service Partnership programs contract with the following community-based organizations to ensure a full complement of services is available:



- *Buckelew Programs, Inc.*
- *Social Advocates for Youth*
- *Sunny Hills Services*
- *Community & Family Services Agency*



COST PER CLIENT

				Per Client Costs	
Program	Client	MHSA \$\$		Total Cost	
FASST	85	\$	3,512	\$	6,078
TAY	69		7,152		14,838
IRT	147		19,712		27,458
FACT	76		12,309		18,435
OAIS	54		17,797		29,923

Outreach and Engagement

Outreach and Engagement services and activities are used to reach, identify, and engage unserved individuals and communities in the mental health system, and reduce disparities identified by Sonoma County. *Sonoma County Behavioral Health - Community Intervention Program (CIP)* contracts for and provides direct services to Sonoma County’s most vulnerable populations. The MHSA community planning process prioritized the following populations for outreach and engagement:

- People who are homeless
- People who abuse substances
- Veterans
- People experiencing a recent psychiatric hospitalization
- Ethnic and cultural populations, in particular, Latinos
- Lesbian, Gay, Bisexual, Transgendered, Queer, Questioning and Intersex (LGBTQQI) Community
- Individuals from the LGBTQQI community
- People who are geographically isolated

People who are Homeless:

CIP provides information and referral about behavioral health services at sites where homeless people receive their services. *CIP* staff also screen people for mental health issues and assess those who may need care. For those people who refuse to engage in traditional services, *CIP* ensures those who are severely and persistently mentally ill have access and receive all specialty mental health services.

- *Mary Isaak Center - Petaluma*
- *The Living Room - Santa Rosa*
- *Redwood Gospel Mission - Santa Rosa*
- *Samuel Jones Homeless Shelter - Santa Rosa*
- *Morgan Street Homeless Services - Santa Rosa*
- *Sloan House - Santa Rosa*

CIP staff outreach in the West County area to ensure people who are homeless and living around the Russian River area are connected to services, as there are no specific services for people who are homeless in the West County area.

People with Substance Use Disorders are served at the following locations:



Drug Abuse Alternatives Center – Turning Point: CIP outstations a psychiatrist 16 hours per month for medication evaluation and support as part of a collaboration with DAAC, Santa Rosa Community Health Centers, and Sonoma County Behavioral Health. MHSAs funds also support a licensed mental health professional at *Turning Point* to provide on-site screening, assessment, individual and group counseling.

Women’s Recovery Services

Women’s Recovery Services (WRS) provides residential treatment to substance-using Sonoma County women who can be accompanied by up to two children (to age 12). *Sonoma County Behavioral Health* outstations one psychiatrist two times per



month for four hours. The psychiatry consultant meets with residential clients along with the program's nurse practitioner. Diagnostic evaluations are performed at the start of the women's four-month stay, and recommendations for medication treatment are implemented by the NP. Referred women are routinely seen approximately once per month by the psychiatry consultant, until stable. The psychiatrist also takes part in treatment team meetings, collaborating with the case managers, clinical director, and program director in the client's care. Major Depression, Bipolar Disorder, PTSD, ADHD, and residual psychotic symptoms are typical clinical concerns. Prior to each woman's planned discharge from WRS, the psychiatrist and NP review the client's plans for mental health follow-up and provide assistance and referral to community clinics with integrated psychiatric care or specialty mental health services, as needed.

Veterans



Sonoma County VetConnect is a partnership of veteran volunteers and providers of veterans' services to create a bridge between veterans in local communities, and governmental and non-governmental service providers each month in Santa Rosa.

People experiencing a recent psychiatric hospitalization

CIP visits in their homes people who recently experienced psychiatric hospitalization or may be in urgent need of mental health services. Following a psychiatric hospitalization, CIP provides home visits to MediCal beneficiaries and indigent people in the community who are not receiving specialty mental health services, to ensure appropriate follow-up care, medication adherence, benefits counseling, and family/caregiver support. CIP will respond to calls from community members who report a friend or family member may be in urgent need of mental health services.

Ethnic and Cultural Communities

Native Americans: *CIP* provides funding for psychiatry and social work positions at *Sonoma County Indian Health Project (SCIHP)* to identify and provide treatment to Native American people with mental health issues.



CIP works closely with *SCIHP* to identify Native American people who need referrals to specialty mental health services.

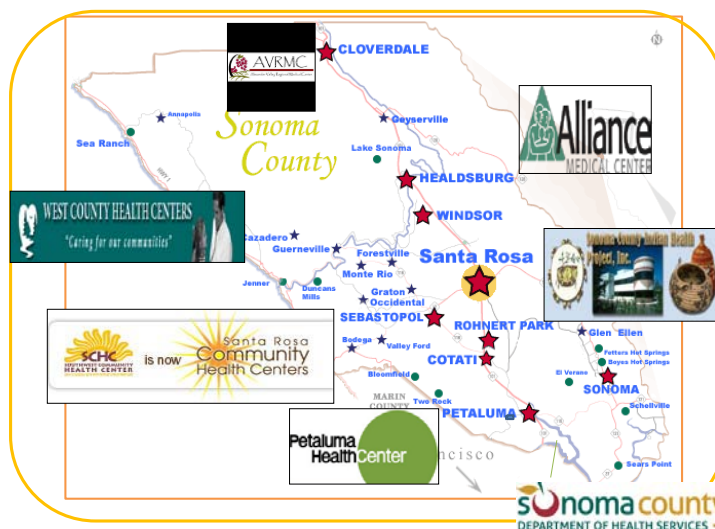
Southeast Asians: *CIP* offers specialized engagement and support groups for adult Laotian and Cambodian men and women. Groups focus on education, and support many people who fear engaging outside of their community. The most pressing issues are language and transportation. Group topics include the following:

Cambodian Men: Education, support around anger and anxiety issues with their spouse, support about medication management, and other health issues, including chronic pain.

Laotian and Cambodian Women: Education about depression and anxiety; support related to physical health, chronic pain, diabetes, parenting support, language issues, fears engaging outside community.

Latinos

Through *CIP*, Sonoma County Behavioral Health has prioritized services to Latinos. *CIP* target Latinos by providing funds to community health centers to hire behavioral health staff, by *co-locating Sonoma County Behavioral Health* staff inside the community health centers, as well as training to community health center staff throughout Sonoma County. Community health centers are where many Latinos seek health services. By embedding services in their trusted health care homes, behavioral health services become accessible services to the Latino community. Participating community health centers include: *Santa Rosa Health Centers – Brookwood Health Center, Vista Family Health Center, and Southwest at Lombardi Court Clinic; Petaluma Health Center; Alliance Health Center in Healdsburg.*



Partner Community Health Centers increasing accessibility for Latinos, LGBTQI and geographically isolated communities

Lesbian, Gay, Bisexual, Transgendered, Queer, Questioning and Intersex (LGBTQQI) Community:

CIP provides funding for a social worker position at *West County Health Services- Russian River Health Center (RRHC)* to identify and provide treatment to the LGBTQI people in the Russian River area with mental health issues. *RRHC* staff provide psychiatric consultation and mental health information with primary care staff.

Other Outreach and Engagement Activities to Priority Communities

- Faith-Based Outreach – outreach to faith-based organizations that have a large people of color congregation, especially Latinos. *CIP* provides information and referral as well as evidence-based Triple P parenting workshops to congregants. *CIP* provides Triple P – Positive Parenting Program - seminars twice a year at *Resurrection Catholic Church* in Santa Rosa, *St. Vincent de Paul* in Petaluma, *Our Lady of Guadalupe Church* in Windsor, as well as *Community Baptist Church’s Martin Luther King Jr. Fair*.
- Targeted Outreach – home visits to any Latino individual or family who needs assistance. *CIP* also targets outreach efforts at programs that focus specifically on serving Latinos, such as *Nuestra Voz*, *La Luz* and day labor centers.
- Law Enforcement – *CIP* meets monthly with *Santa Rosa Police Department-Downtown Patrol* to discuss people who the police have identified as being in need of mental health or other services.
- Fairs and Gatherings – attends community health fairs and other gatherings that target ethnic and cultural groups, especially Latinos, to provide information on mental health. These fairs include: *Fiesta de Independencia-Wells Fargo Center*, *Quality Healthcare Close to Home! Our Lady of Guadalupe Church*, *Latino Health Forum*, *The Fifth Annual Disability Services & Legal Center*, and *Independence Fair in Sonoma* and *Sonoma Valley Health Fair*.
- Task Forces and Committees - *CIP* actively participates in groups, committees, and task forces concerned with special populations. These include *Latino Service Providers*, *Sonoma County Homeless Taskforce*, and, *Sonoma County Continuum of Care*.
- Training and Consultation - *CIP* staff provide ongoing supervision to other service providers who are concerned about the mental wellness of their target populations. Regular meetings include: monthly *Community Health Outreach Worker* meetings, *Nurse Family Partnership* monthly supervision, weekly support for staff who serve a large Latino population at *Nuestra Voz* and *La Luz*, co-lead weekly *Family Support Meeting* with *Buckelew Programs, Inc.* - Family Services Coordinator, co-lead a weekly group at a consumer run drop in center - *Interlink Self-Help Center*, and coordination of the “Nickel Tour.” The Nickel Tour has taken hundreds of mental health professionals, medical providers, teachers, students, and community members to tour available mental health service sites throughout the community.

Outreach and Engagement activities to geographically isolated communities

CIP undertakes outreach and engagement activities to identify adults who live in geographically isolated areas outside of Sonoma County’s service hub of Santa Rosa, and who may be in need of specialty mental health treatment. *CIP* leverages staff from *Sonoma County Behavioral Health Community Mental Health Centers (CMHCs)* to engage in these activities. *CMHC* offices are located in Sonoma, Guerneville, Cloverdale, and Petaluma, and staff is familiar with the unique cultural issues in these areas.

- Law Enforcement – *CIP-CMHC* meet with law enforcement agencies to target residents who may be exhibiting behaviors that may be a result of a mental illness and who may require services. Law enforcement agencies include: *Petaluma Police Department*; *Cloverdale Police Department*, and the *Sonoma County Sherriff’s Department* - Sonoma Valley and Guerneville *CIP-CMHC* may arrange welfare checks, street outreach, and home visits in each of these geographic areas.

- Task Forces and Committees – *West County Multi-Agency Mental Health Collaborative – Guerneville; South County Mental Health Collaborative*, sponsored by the *Petaluma Health Care District, Concilio-Sonoma Valley*.
- Training and Consultation – *CIP-CMHC* staff provides mental health training and support to *Alexander Valley Health Center, Petaluma Health Center, Russian River Health Center, Alliance Health Center, and Wallace House Homeless Shelter*.

Total Number Served by Community Intervention Program & Contractors: 6,033					
Total Number of Contacts: 10,540					
Total By Gender		Total By Race & Ethnicity		Primary Language	
Male	50%	Caucasian/white	62%	English	89%
Female	49%	Latino/Hispanic	12%	Spanish	7%
Transgender	.3%	Asian/Pacific Islander	5%	English & Spanish	1%
Missing/Unknown	.7%	Native American	9%	Language other than English	3%
		African American	2%		
		Multi-ethnic	2%		
		Missing/Unknown	8%		

Support for Employment

CIP partners with *Sonoma County Human Services Department–JobLink* to provide support and vocational opportunities for people who may have mental health issues. Consumers receive vocational counseling, including Career Exploration, Job Search, Computer Lab, Employment Resources workshops, and Workforce Investment Act Approved Training and Self-Directed Services.

Sonoma County Behavioral Health – Access Team

Sonoma County Behavioral Health Access Team improves access to mental health services for residents of Sonoma County. Individuals seeking care are able to quickly receive a mental health screening and, when needed, assessment and treatment planning and/or referral for appropriate levels of care to the network of mental health services available throughout Sonoma County. While the primary purpose of the Access Team is to assist the MediCal beneficiary into care, the Access Team provides links to other community resources for any caller.

	Total Calls Received	Total Callers Screened	Total Callers Assessed	Total Opened for Treatment	Total Transferred to Specialty Mental Health	Total Number Serviced
Children & Youth	2176	668	43		43	43
Adults		1397	259	251	73	259

Older Adults

At Home Friendly Visitor Program Plus is a collaboration between *Community and Family Services Agency* and *Jewish Family and Children's Services (JFCS)* that provides Adult Peer Support Services to Sonoma County's older adult community. The *At Home Friendly Visitor Program* recruits, hires, trains, supervises, and supports senior peer counselors to ensure quality services are being provided and volunteers are retained.

During 2011/12, *At Home Friendly Visitor Program Plus (The Program)* served 136 clients through individual 1:1 Senior Peer Counseling, Senior Support Groups, and Senior Companion Plus. *CFSA* administers a Client Satisfaction Survey for their Senior Peer Counseling clients. Client satisfaction surveys received this fiscal year showed the following:

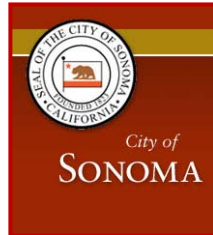
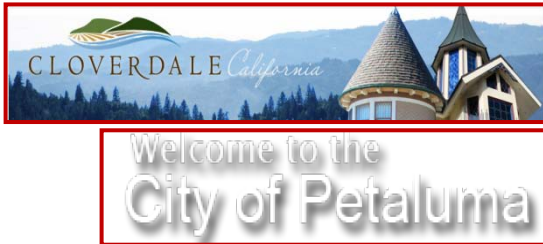
- 79% of the respondents STRONGLY AGREE with the statement. "I am satisfied with the services I received through the *Senior Peer Counseling Program*."
- 92% of the respondents STRONGLY AGREE with the statement, "I would recommend Senior Peer Counseling to a peer in need of support."

Jewish Family and Children's Services administers the *Senior Companion Plus Services* surveys to clients every six months to determine client satisfaction. *Senior Companion Plus Services* received their highest marks for overall satisfaction (89%) in the final quarter of the fiscal year. One client who has advanced Parkinson's disease described his *Senior Companion* as "a lifesaver." A client living in a nursing home described her volunteer's visit as "the best part of my week, by far." Lastly, the majority of clients receiving *Senior Companion Services* report a reduction in symptoms of depression and anxiety.

In spite of the challenges for recruiting and training Senior Peer Counselors, *CFSA* volunteers stay for an average of two to three years. Not only do *CFSA* volunteers receive 35 hours of initial training, they are provided with two-hour monthly trainings, support, and supervision individually and in groups. A sample of training received this fiscal year included: Vicarious Traumatization, Substance Use and Abuse in Seniors, and The Use of Music. Trainings also incorporate supervision discussion about current clients where the training topics are relevant.

Geographically isolated communities

Sonoma County Behavioral Health-Community Mental Health Centers (CMHCs) have a unique role in the organization. The staff in these programs provides both outreach and engagement *Community Intervention Program (CIP)* services as well as specialty mental health services in Sonoma County’s less populated and geographically isolated communities. *CMHC* sites are located in the following towns:



Guerneville

CIP-CMHC outreach activities (see above page 16) resulted in increasing access to specialty mental health services in the following locations:

Service Area → Opened to Specialty Mental Health Teams →	Cloverdale	Petaluma	Sonoma	Guerneville
	45	235	25	135

CMHC’s primary responsibility is to provide specialty mental health treatment services to Sonoma County residents who meet CCR Title 9, Chapter 11, Article 2.1830.205 (Title 9) Medical Necessity Criteria and people who meet Target Population criteria (Welfare and Institutions Code 5600.3). During 2011/12 *CMHC* staff provided specialty mental health services to the following people:

Total Served with Specialty Mental Health Services: 438					
Total by Age		Total by Race/Ethnicity		Total by Gender	
18 - 25	42	White	347	Male	236
26 - 35	78	African American	11	Female	202
36 - 45	73	Asian	17		
46 - 55	123	Hispanic	38		
56 - 65	94	Multi-ethnic			
>65	28	Other non-white	26		

Consumer and Family Driven Services

General System Development programs focus on improving Sonoma County’s mental health service delivery system for all clients and/or, when appropriate, their families. Sonoma County utilizes MHSAs

funds to support wellness, recovery, and support for consumers living with mental illness. MHSA dollars are also used for families and loved ones of consumers with mental illness to provide support, education, and information.

Consumer-Driven Services

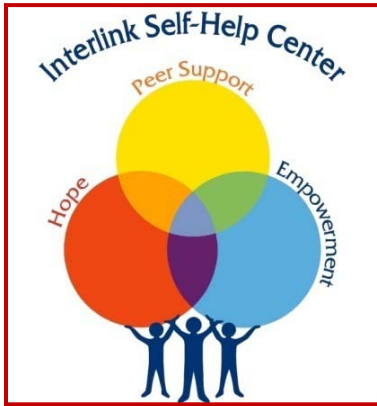


The Wellness and Advocacy Center is a consumer-operated self-help program that provides mental health consumers with the opportunity to participate with their peers in a variety of activities that assist in personal and social enrichment. Ongoing activities include a career/computer lab, the art program, the garden project, self help groups, speakers' bureau, and a quarter-life group. The *Wellness and Advocacy Center* is a program of *Goodwill Industries of the Redwood Empire*. The *Wellness Center* welcomed 145 new members this year. Activity highlights include:

- The Computer and Career Lab averaged 281 people per month. The most popular classes are on PC Basics and the Job Search.
- The Art Program served approximately 305 individuals per month this fiscal year. There has been increased exposure and sales of artists' holiday cards. Twenty-one different artists and craftsmen participated, with 10 individuals selling their work. *Santa Rosa Community Health Centers – Brookwood Health Clinic* approached the *Wellness Center's* Art Program with a proposal to purchase *Wellness Center* Art Work to enhance the environment at the Clinic.
- The Garden Project group continues to plan seasonal vegetables at the lower gardens.
- Groups - Peer counseling and Volunteers - The Center ran eight popular support groups during 2011/12 with 300 *Wellness Center* members participating. Groups included: 'Hopes and Dreams', Peer-Support, Quarter-Life Support, Community Meetings, and Monthly Educational Wellness Forums.

Interlink Self-Help Center (Interlink), a consumer operated self-help center, provides many groups, one-to-one support, Peer Support Training, and information and referral to other agencies and resources, within a safe environment, for people to explore their mental health recovery. MHSA funds were used to support staff and services for people with co-occurring disorders of substance use and mental health issues. *Interlink* provides specific outreach, peer, and group opportunities. *Interlink* is a program of *Goodwill Industries of the Redwood Empire*.

Highlights of activities include:



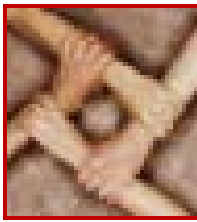
- A new schedule of rotating weekly activities was established as *Wednesday Mid-Week Festivities* alternating monthly birthday celebrations, open mike, game date, and celebration of member achievements.
- The Peer Support Leadership Academy has been revamped to increase the emphasis on experiential learning and role playing. The Academy has also been split into Peer Support I and Peer Support II classes.
- *Self-Help with Interlink* groups are held weekly at one of the mental health modules of the Sonoma County Main Adult Detention Facility. *Interlink* staff visits with *Sonoma County Behavioral Health* staff who work in the jail to circulate fliers informing inmates of the opportunity to meet with *Interlink* staff. A regular system for receiving and responding to referrals was implemented with the jail deputy assigned to inmate programs. Inmates are invited to visit *Interlink* upon their release.
- Outreach activities continue at *Interlink*. Outreach activities support community education about mental health issues as well as inform and engage people who might not be aware of *Interlink* to visit the center. Outreach activities include: Weekly groups at *Santa Rosa Community Health Centers – Brookwood Clinic, Community Development Department – Continuum of Care Mental Health and AOD Committee, Taskforce for the Homeless, VetConnect, Parole and Community Team, Community Health Outreach Worker meetings, and panel presentations at Santa Rosa Junior College.*

Interlink Activity Numbers for FY 11/12

New Members Enrolled - 133

Peer Counseling Trainings	6	Individual Counseling Sessions	739
Individuals Completing Peer Counseling Training	33	Outreach presentations	137
Individual Peer Counseling Sessions	2819	Flyers and Schedules Distributed	551
Interns Trained and Mentored	2	Average Monthly Warmline Calls	12.8
Socialization activities	159	Average Weekly Attendance	59
Average number of Weekly Support Classes	18.7	Days the Center is Open	302
Co-Occurring Disorders Groups	328	Number of Saturdays open	51
Average Number of Individuals Receiving Counseling Sessions	28	Average Saturday Attendance	39

The Russian River Empowerment Center (The Empowerment Center) is a consumer-driven mental health and wellness drop-in center that provides a safe and supportive haven for those who want to transcend serious and persistent mental illness. With peer support, *The Empowerment Center* nurtures a positive self-worth, recovery, self-determination, responsibility, and choice.



Russian River Empowerment Center

The Empowerment Center offers a variety of services to support members, including a garden project, community lunch, groups, and other activities. The *Russian River Empowerment Center* is a program of *Community and Family Services Agency*.



Empowerment Center Activities Include:

Open Support Groups: A safe place to work through issues and challenges

Compassionate Communication: Training and practice listening and speaking

Art Projects: Exploration through artistic expression

Stress Management: Learn stress reduction skills

Creative Writing and Journaling: Groups for exploring topics and healing

Workshops: Related to mental health and wellness

Peer Counseling: To support members interested in making life changes

Volunteerism: Opportunities for members to volunteer and help around the Center

Life Skills: Guidance to learn more life skills

Socialization Opportunities: movies, games, meals



Disability Rights California – Peer/Self-Help Advocacy Program (DRC) helps mental health consumers learn

and understand their rights and become advocates for themselves and their peers, provide technical assistance and training, and develop and implement advocacy projects that will create positive change in a mental health consumer's life.

During 2011/12 DRC facilitated the following weekly groups:

- *Peer Self Advocacy* at *Creekside Skilled Nursing Facility* in Santa Rosa, and at Sonoma County Behavioral Health community-based adult services on Chanate Road
- *FAQ Self Advocacy Groups*, at the *Wellness and Advocacy Center* and *Interlink Self-Help Center* in Santa Rosa
- *Grupo de Salud* a Spanish language self-advocacy group at *Wellness and Advocacy Center*
A total of 211 individuals attended self advocacy group meetings during this fiscal year. A sample of topics includes discharge planning, housing rights, self advocacy skills, voting, and patients rights.
- DRC administers a Client Satisfaction Survey to group participants. Client satisfaction surveys received from 195 respondents for this fiscal year showed the following:
 - 96% were SATISFIED with presentations and discussions in the groups

Performance Outcomes – Disability Rights - California

- 97% report they learned the necessary skills to advocate for themselves.
- 79% of respondents reported that the information disseminated at the groups helped them understand and navigate the mental health system.

Family Driven Services *Buckelew Programs Inc. - Family Service Coordinator (FSC)* offers education and referral to families of those with mental illness. The Family Service Coordinator serves as a liaison with Sonoma County Behavioral Health and other community-based organizations and services. Any family member or support person may contact the Family Service Coordinator for assistance in accessing services for themselves or their loved one.

The Family Service Coordinator conducts Satisfaction Surveys to find out what families think about the service they received, what they want, and where the Family Services Coordinator might need to improve. Survey results showed the following:



Performance Outcomes – Buckelew Programs – Family Services Coordinator

- 79% of survey respondents stated FSC services have given them a sense of more hope and empowerment for their family member's well being.
- 83% of survey respondents who answered the question reported a better understanding and ability to cope with their loved one's illness due to the services and/or referrals received.
- 83% of survey respondents reported the communication with their loved one's service provider improved due to FSC services and/or referral to services or support in the community.

During 2011/12 the Family Services Coordinator (FSC) served 348 individual family members and had 1,912 contacts with referral and follow-up services, and other family resources. The Family Services Coordinator also facilitated Family Support Groups, Family Resource Clinics, Community Health Outreach Worker meetings, Consumer Drop-In Resource Clinics, Criminal Justice Workshops, and Family and Friends Forums to 575 people in Santa Rosa, West County, and Petaluma.



National Alliance on Mental Illness – Sonoma County (NAMI-SC) is a grassroots family, client, and community member

organization, dedicated to improving the lives of people with mental health challenges and the lives of their families and friends. *NAMI* provides health education, support, and advocacy to family members and loved ones of people who have psychiatric disabilities. *Sonoma County Behavioral Health Division* provides funds to support *NAMI's* consumer and family member programs throughout Sonoma County. For 2011/12 *NAMI – Sonoma County* served 1,845 consumers, family members and their loved ones. Individuals participated in the following services and activities:

- NAMI 12-week Family-to-Family groups in Santa Rosa, Sebastopol, Geyserville, and Petaluma

- Drop-in NAMI Family Support Groups in Santa Rosa, Sebastopol, Sonoma, Rohnert Park, and Petaluma
- Warmline activities including support, information, and referral
- Resource Library

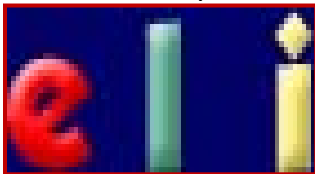
MHSA - Prevention and Early Intervention Programs

The purpose of Prevention and Early Intervention (PEI) approaches in and of themselves is transformational in the way they restructure the mental health system to a “help-first” approach. Prevention programs bring mental health awareness into the lives of all members of the community, through public education initiatives and dialogue. To facilitate accessing supports at the earliest possible signs of mental health problems and concerns, PEI builds capacity for providing mental health early intervention services at sites where people go for other routine activities (e.g., health providers, education facilities, community organizations). Mental health becomes part of wellness for individuals and the community, reducing the potential for stigma and discrimination against individuals with mental illness.

Services Targeting Children Ages Birth through 5 years and Their Families

Early Childhood Mental Health Collaborative Partners

Sonoma County Behavioral Health partnered with First 5 Sonoma County to support four organizations



through its Prevention and Early Intervention 0-5 program (PEI Early Childhood program) to perform services, which aim to “reduce risk factors, build protective factors and skills, and increase support for those at risk of developing serious mental illness.” Early Childhood Collaborative is to help provide a “continuum of care that includes screening, intervention, and support strategies.”

The four PEI Early Childhood projects – California Parenting Institute (CPI), Early Learning Institute (ELI), Jewish Family and Children’s Services (JFCS), and Petaluma People Services Center (PPSC) – provide the following services:

Identifying women with Perinatal Mood Disorder (PMD)
Providing case management and treatment to women identified with PMD
Providing education and support for parents of children with special needs
Providing parent education services using evidence based Triple P—Positive Parenting Program

Providing mental health services for families with mental health concerns of either parent or child (beyond PMD)
Providing further assessment or referral for services to children with identified concerns
Providing comprehensive developmental and social emotional screenings to children 0-5, using the evidence based Ages and Stages Questionnaire (ASQ3) and the ASQ Social-Emotional (ASQ-SE)

Re-screening children following services
Tracking outcomes following services
Providing case management for children in at-risk families for whom a developmental or social-emotional screening identifies potential delays

Children Birth to 5	Parents/guardians/caregivers	Other family members	Providers
1,860	1,173	188	85

In 2011/12, 43% of the parents/caregivers served were Latino, which is nearly double the percentage of the total Latino population in Sonoma County (25% in 2011). Spanish was the primary language of 40% of the families served.

In 2011/12, 35% of the children ages birth to 5 years of age served were Latino, 1% were African American, 1% were Alaska Native/American Indian, 2% were multi-racial, less than 1% were Asian, less than 1% were Pacific Islander, and ethnicity for 14% of children served is unknown. Because 14% of children’s ethnicity was reported as unknown, it is difficult to accurately portray ethnicity of children served. However, the percentage of English versus Spanish speakers does indicate that the number of Latino children served is higher than the 35% indicated.

Of note is that of the 1,860 children served, 187 (10%) have special needs. First 5 defines special needs as one of the following:

- Children with identified disability, health, or mental health conditions requiring early intervention, special education services, or other specialized services and supports; or
- Children without identified conditions, but requiring specialized services, supports, or monitoring.

Performance Outcomes - Early Childhood Mental Health Collaborative Partners

The Early Childhood Collaborative has achieved positive outcomes for the children and families they serve. Some notable outcomes include:

Decrease in children exhibiting difficult behaviors:

- 85% of children who receive an Intensity Score (indicating frequency of problem behaviors) above the clinical cut-off point on the pre-intervention ECBI received scores below the clinical cut-off point on post-intervention ECBI
- 82% of children who receive a Problem Score (indicating the degree to which parents see the child’s behavior is a problem) above the clinical cut-off point on the pre-intervention ECBI received scores below the clinical cut-off point on the post-intervention ECBI

Decrease in negative parent-child interactions

- 58% of parents whose self-assessed ratings place their score above the clinical cut-off point on the pre-intervention Parenting Scale (PS) rated themselves below the clinical cut-off point on the post-intervention PS
- Children deemed at risk are referred for follow-up assessments
- 579 children received a periodic developmental and social emotional screening
- 257 at-risk children were referred for further assessment

Services Targeting School Aged Children and Youth Ages 5-18

Community and Family Services Agency, in partnership with Guerneville Elementary and Monte Rio K-8.



Schools implemented the *Early Risers Skills for Success Program*. This is an evidence-based practice that provides a multi-component, developmentally focused, competency enhancement program targeting elementary school clients ages six to twelve years who are at high risk for development of conduct problems.

The program components for 2011/2012 include:

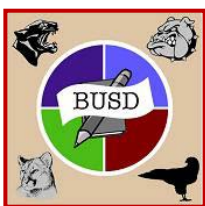
- Six-week Summer Day Camp consisting of social-emotional skills training and education, reading enrichment, and created arts experiences supported by a behavioral management protocol. This year, 12 youth and four parents participated in this six-week program that meets three days per week. Children in grades 5-8 were invited to enroll in this no-cost program.
- School Year Friendship Groups offered during or after school provided advancement and maintenance of skills learned over the summer. A new 4-week group was formed for 2nd and 3rd grade girls to deal with bullying; Club Live at Guerneville School worked with grades 6 through 8 and developed and delivered a “Read Around the World” literacy event, and sponsored a Teacher Appreciation Day.
- School Support and Parent Outreach: The Family Liaison acts as a coordinator of services for individual students and responds to urgent needs identified by the teacher. Nine families received ongoing support in areas of housing and food. Two forums were held to address needs of high risk families.

Total Served by Age	
Students	89
Parents	37

Total Number Served by Race & Ethnicity	
White	96
Latino	30

Total by Gender	
Male	46
Female	80

Total Numbers Served by Primary Language	
English	100
Spanish	26



California Parenting Institute (CPI) partnered with Dovetail Learning to hire staff to provide Parents and children with comprehensive, systematic, and practical methodologies that teach fundamental tools and practices in personal and social awareness. They work

at Bellevue Union School District in southwest Santa Rosa. *Toolbox* is a research-based social and emotional learning curriculum that fosters the development of resilience, emotional intelligence, and other positive behaviors and skills in K-6 students. *Toolbox* uses a strengths-based approach and the simple metaphor of tools to address the needs of the whole child to promote school and life success.

Service breakdowns are as follows:

Santa Rosa Community Health Centers (SRCHC) implemented projects specifically targeting Latino children and youth ages 5-18 and their families at three of the clinics where this population seeks care: *Roseland Children’s Health Center, Southwest Community Health Center at Lombardi, and Elsie Allen Health Center.*

- *Parent Child Interaction Therapy (PCIT)* is an evidence-based practice that targets conduct-disordered young children by placing emphasis on improving the quality of the parent-child relationship and changing parent-child interaction patterns. PCIT scheduling and follow-up has been challenged due to the expanding emphasis on behavioral health services integration at Lombardi Clinic.
- Fourteen staff received certification in *Triple P-Positive Parenting Program* services from Lombardi and Roseland clinics. SRCHC trained a diversity of clinic staff including mental health staff, medical staff including the medical director, and staff who work in the Comprehensive Perinatal Program.
- Drop-in psycho-educational Teen Support Groups got off to a slow start this year. Staff will make changes in time and delivery in the next semester to increase attendance and accessibility.
- Education and outreach activities for this fiscal year: Two bilingual, English and Spanish articles on good mental health and aspects of healthy parenting and communication submitted to *La Voz* to be printed in their summer issue; two call-in radio shows on bilingual radio station *KBBF* discussing issues experienced by families; and eight one-hour presentations for SRCHC’s Teen Advocacy Group on four behavioral health subjects.



Sonoma County Behavioral Health Division partnered with Sonoma County Office of Education’s *Student Assistance Program – Project SUCCESS* to fund a mental health component to create

Project SUCCESS Plus (PS+). *Project SUCCESS* is a school-based substance use prevention and early intervention program and is considered a model program by SAMHSA. *PS+* mental health staff works closely with other *Project SUCCESS* staff to identify youth who may be having mental health issues, and then refer that youth to a *PS+* for further screening, assessment, and care. *PS+* is a collaborative effort project of *SCOE* and the following school districts representing 17 high schools and four community partner agencies:



- Analy High School
- El Molino High School
- Laguna High School



- Healdsburg High School
- Marce Becerra Academy

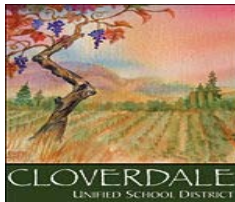




- Rancho Cotati High School
- Phoenix High School
- El Camino High School
- Community Day School



- Windsor High School
- Windsor Oaks Academy



- Cloverdale High School
- Eagle Creek Community Day School
- Johanna Echols-Hansen Memorial Continuation High School



- Casa Grande High School
- Petaluma High School
- San Antonio High School

During 2011/12 PS+ served 6,702 individuals. Services included:

Activity	Numbers Served	Activity	Numbers Served
Students Served in Classroom Prevention and Education Workshops	1,406	Community Coalitions Meetings attended by PS+ counselors	65
Students Reached in Short-term Prevention and Education Groups (Project SUCCESS Groups, Girls Circle, The Counsel, Anger/Stress Management)	516	Training for Project SUCCESS and school staff delivered	3
1:1 sessions of short-term counseling conducted	1,714	Targeted Student Populations Outreach Activities	27
Screenings: Early ID for alcohol and other drugs (AOD) and behavioral health issues	780	Targeted Student Populations served	468
School-wide Prevention Awareness Activities conducted (including: Project Grad, Safe Prom)	46	Students referred to outside services	237
Students reached in School-wide Prevention Awareness Activities	4,751	Parent/Family Engagement Classes in Spanish delivered	11
Active Student Clubs led or co-led by PS+ Counselors	6	NAMI facilitated groups (including Family-to-Family, drop-in family support, peer support)	30

Activity	Numbers Served	Activity	Numbers Served
Parent Engagement Presentations and AOD workshops	10	Students reached by NAMI presentations	804

Project Success+ - Performance Outcomes

- 92.6% of students receiving the Classroom Prevention Education Series for 50 minutes over eight weeks report an increased knowledge of access and availability of alcohol and other drug and behavioral health services
- 66.7% of students participating in Short-term Prevention/Education Groups report an increase in school connectedness
- 90.0% of parents who participated in Parent Engagement Presentations report an increased knowledge of alcohol and other drug and behavioral health issues, and 86% report an increased confidence in addressing these issues with their children
- 60% of NAMI participants report an increased knowledge of support services, and 75% report feeling more confident in their ability to access support



Santa Rosa Community Health Centers (SRCHC) implemented projects specifically targeting Latino children and youth ages 5-18 and their families at three clinics where this population seeks care: *Roseland Children’s Health Center, Southwest Community Health Center at Lombardi, and Elsie Allen Health Center.* Services include: *Parent Child Interaction Therapy (PCIT)* is an evidence-based practice that targets conduct-disordered young children by placing emphasis on improving the quality of the parent-child relationship and changing parent-child interaction patterns; *Triple P-Positive Parenting Program* services from Lombardi and Roseland clinics; and Drop-in psycho-educational Teen Support Groups.

Services Targeting Transition Age Youth Ages 16 to 24 At Risk of Experiencing First Onset of Mental Illness

Crisis Assessment, Prevention, and Education Team (CAPE Team) is a prevention and early intervention strategy specifically designed to intervene with transition age youth ages 16 to 25, who are at risk of, or are experiencing, first onset of serious psychiatric illness and its multiple issues and risk factors: substance use, trauma, depression, anxiety, self harm, and suicide risk.

The CAPE Team aims to prevent the occurrence and severity of mental health problems for transition age youth. The CAPE Team is staffed by Sonoma County Behavioral Health licensed mental health clinicians. Services are located in nine Sonoma County high schools, and at Santa Rosa Junior College.



- Mobile Response in schools by licensed mental health clinicians with youth who may be experiencing a mental health crisis. Mobile response capability provides students with in-person access to a licensed mental health professional who can assist with a mental health crisis. The CAPE Team made in-person contact with over 125 students totaling 280 contacts, and made 548 consultation contacts with school faculty and other individuals about students.
- Consultation, Screening, and Assessment of at-risk youth in high schools and the Junior College. The CAPE Team's licensed mental health clinicians use evidence-based screening and assessment tools as a decision support and communication tool to allow for the rapid and consistent communication of the needs of youth experiencing a crisis that threatens their safety or well being, or the safety of the community. Youth are linked to appropriate community resources that may include Sonoma County's specialty mental health services specifically for transition age youth.
- Training and education for students, selected teachers, faculty, parents, counselors, and law enforcement personnel to increase awareness and ability to recognize the warning signs of suicide and psychiatric illness. The CAPE Team uses QPR (Question, Persuade, Refer), an emergency mental health gatekeeper training intervention that teaches lay and professional gatekeepers, including students, to recognize and respond positively to someone exhibiting suicide warning signs and behaviors. QPR is listed on The Suicide Prevention Resource Center's Best Practice Registry. The CAPE Team also uses Mental Health First Aid, currently under review by SAMHSA's National Registry of Evidence-based Programs and Practices, to assist school personnel to develop key skills to help someone who is developing a mental health problem, or experiencing a mental health crisis.

The CAPE Team estimates they have provided training and education to over 4,000 high school students and school personnel during this school year.

- Peer-based and Family Services, including increasing awareness, education and training, counseling, and support groups for at-risk youth and their families. The CAPE Team provides specific information and support to groups of youth and their families, including two gender-specific support models: Girls Circle, and Council for Boys and Young Men, recognized by Centers for Disease Control, National Center for School Engagement, and Center for Substance Abuse Prevention, as models for building resiliency and skills to increase positive connection, personal and collective strengths, and competence.

The CAPE Team provides informational lectures to parents on various behavioral health issues, including anxiety and panic disorders, stress management and self care, substance use and mental health, depression, psychosis, anger management, bullying and cyber bullying, suicide prevention, and bipolar disorder.

During the school year, 1,105 individuals were trained in mental health related topics.

- Integration and Partnership with existing school and community resources, including School Resource Officers, district crisis intervention teams, student and other youth organizations, health centers, counseling programs, and family supports including *National Alliance on Mental Illness* and BHD CAPE Team, integrates into existing school structures and groups to increase the effectiveness of reaching youth. For example, CAPE Team members participate on the Santa Rosa Junior College (SRJC) Crisis Intervention Resource Team (CIRT). CIRT’s goal is to prevent crises before they occur, through the provision of training, consultation, and intervention at the request of SRJC personnel. CIRT membership is comprised of individuals skilled in dealing with disruptive situations, including representatives from Campus Law Enforcement, Student Services, Student Psychological Services, and Disability Resources and Counseling Department. The CAPE Team is working with CIRT to develop a threat assessment tool to help determine the credibility and seriousness of a threat, and the likelihood that it will be carried out should one occur.

The CAPE Team also partners with School Resource Officers (SROs) who are sworn officers assigned to high schools by local law enforcement agencies. Their goal is to provide security for students, staff, and property, and to enforce violations on and around campus. SROs are an integral part of the schools in which they work and provide a means of communication between staff, students, parents, and the Police Department. SROs work closely with the CAPE Team to identify and provide support for students who are identified as being at risk.

CAPE Team at Santa Rosa Junior College: The CAPE Team partners with Santa Rosa Junior College to provide mobile crisis response, consultation, screening, and assessment to students at Santa Rosa Junior College (SRJC). SRJC was the first California Community College awarded Mental Health Services Act (MHSA) funds, in January 2010, to develop a Prevention and Early Intervention (PEI) program that provides preventive mental health programs targeting at-risk students. SRJC developed a Prevention and Early Intervention conceptual framework that other community colleges are looking to replicate.



The PEI Program is based in the Student Health Services Department and funds a Health Promotion Specialist. The PEI Program works closely with SRJC Crisis Intervention Resource Team (CIRT) providing training for faculty and staff on recognition, and to students of concern. CIRT has been strengthened through the PEI Program by adding CAPE Team staff representation.

The PEI Program collects and analyzes data from various sources, including the National College Health Assessment. SRJC PEI Program provides First Year Experienced students with updated information and resources for health issues which might interfere with academic performance and student success.

The PEI program also organizes student outreach, such as sponsoring a Mental Health Awareness Week, with on-campus activities and online mental health screening events; developing an online monthly health magazine linked to every student’s home page; participating with BHD in other prevention and early intervention activities, and providing staff and faculty professional development activities, including QPR.

Santa Rosa Junior College – QPR Performance Outcomes

Three hundred and twenty-one (321) SRJC students trained in QPR. Evaluation results showed the following:

	BEFFORE QPR	AFTER QPR
	Number reported HIGH	Number reported HIGH
Degree of knowledge of warning signs of suicide and depression	61	216
Degree of knowledge of how to ask someone about suicide	41	216
Ability to persuade someone to help	40	181
Degree of knowledge of local resources available for help with suicide	31	196

Services Targeting Older Adults

Older Adult Collaborative (OAC) is a five agency project led by *Sonoma County Human Services Department – Adult and Aging Division*. The OAC provides services to reduce depression and suicide among older adults countywide. This is accomplished through outreach to seniors, screening seniors, counseling through an expansion of an intern program, and referral of seniors to *Healthy IDEAS/Care for Elders*. Collaborative partners include:



Strengthening individuals. Strengthening families. Strengthening community.



The OAC continues to refine the definition and data collection for Healthy IDEAS. In the next fiscal year of Healthy IDEAS, the Older Adult Collaborative will revise the service category definitions to more accurately reflect the services being offered and delivered to seniors.

The data on the right indicates that about 70 seniors participated in either Healthy IDEAS or “Activity Engagement” during the year. These interventions require

Services provided contract year 2011/12	
OUTREACH	2,399 seniors offered depression screening
SCREENING	2,126 seniors were screened for depression
CASE MANAGEMENT	30 seniors completed Healthy IDEAS

very prescribed timelines and do not necessarily indicate the totality of the work being completed by the OAC.

The number of home visits, phone calls, and referrals to community resources as a result of OAC involvement far exceeded the projected contract goals. With the new service definitions, the OAC hopes to more accurately project the services being offered and delivered to older adults.

The need for individual in-home counseling continues to exceed capacity of MHSA funding. The OAC has supplemented the MHSA funding to help meet the need. Aging utilization rates for individual counseling in the OAC is extremely high, with most seniors completing all 10 sessions offered.

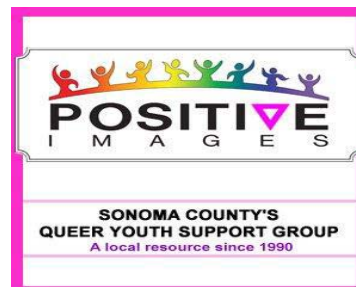
The Senior Liaison works directly with OAC partners and the *Sonoma County Human Services Department – Adult and Aging Liaison*, to provide consultation and training to In-Home Support workers and assessment services for seniors who may need specialty mental health services.

ACTIVITY ENGAGEMENT	40 seniors completed activity engagement
MENTAL HEALTH REFERRALS	<ul style="list-style-type: none"> 174 seniors referred for mental health services 322 seniors received home visits 477 seniors received phone contacts 271 seniors received referrals to other community resources
COUNSELING	<ul style="list-style-type: none"> 58 seniors received counseling 370 sessions were provided 368 sessions occurred in the home

Services Targeting Communities Who Experience Disparity in Access to Mental Health Services

THE GLBTQQI COMMUNITY

Positive Images (PI) is a community-based nonprofit and is the only agency in Sonoma County serving the unique needs of Gay, Lesbian, Bisexual, Transgender, Queer, Gender-Queer, Questioning, and Intersex (GLBTQQI) youth ages 12 to 25. Positive Images provides seminars teaching youth, staff, volunteers and the community the indicators of mental distress specific to the GLBTQQI population; enhanced relationships with ethnic communities through targeted recruitment for youth and adults of color for peer and mentoring programs; sharing information with all partners, especially faith-based groups, law enforcement, and juvenile justice organizations; and training youth outreach workers to engage more GLBTQQI youth and allies in programs and services. *Positive Images'* accomplishments during this fiscal year include:



- Providing 60-minute Awareness and Education Panels to people at K-16 schools, community leaders, professionals, and law enforcement agencies. 755 individuals participated. Sites included: *Sonoma State University, Teen Advocacy Project, Kaiser Permanente, Santa Rosa Junior College, and Russian River Teen Health Center.*
- *Positive Images* continues to increase its community visibility for support services for Queer youth by having a presence at community events. In 2011/12, *Positive Images* contacted approximately 3,627 individuals at the following events: *Wednesday Night Market, River Town Revival, Fabulosa Fest, Latino Health Forum, Disability Services & Legal Center Tech Expo, NAMI Annual Mental*

Health event at Sonoma County Office of Education, Ultimate Access Conference for Teens, Sonoma County Pride in Guerneville, Roseland Accelerated Middle School – Health and Wellness Fair.

- *Positive Images* produced two films that will be used for outreach and visibility purposes that target media-based youth and young adult audiences.
- *Positive Images* continues to sponsor drop-in support groups at their Santa Rosa site, as well as starting up support groups at *Sonoma Valley High Schools – Gay/Straight Alliance*. *Positive Images* enjoys a close connection with all the *Gay/Straight Alliance* groups throughout Sonoma County.
- *Positive Images* hosted a 6-week training to expand peer counseling services with a special emphasis on communities of color; hosted a three-day retreat at the Wildwood Retreat Center in Guerneville that brought together 36 Latino, Native American, and African American youth, along with the European American youth who participated in workshops that dealt with stereotyping, self-actualization, internalized oppression, addiction, personal achievement and compassionate communication.

■

GEOGRAPHICALLY ISOLATED COMMUNITIES



Action Network - Enhanced mental health services to Sonoma County residents of the Redwood Coast. The Redwood Coast is a bi-county region of Northern California coastal and ridge communities spanning Sonoma and Mendocino Counties, from Fort Ross to Elk. Because Action Network is located in one of the most geographically isolated areas in Sonoma County, they provide services to people across the lifespan.

- Outreach Activities
 - Weekly articles in newspaper – *ICO - Independent Coast Observer*
 - Monthly articles in *Lighthouse Peddler*
 - *Action Network* Monthly Newsletter includes articles on mental health and is distributed electronically to 200 residents. Hard copies of the newsletter are placed at sites where residents congregate
 - Participation in local events and fairs:
 - Cinco de Mayo
 - Gualala River Run
 - October Festival
 - July 4th Festival
- Services Provided across the lifespan
 - Services to children ages birth to 5 years on site at *Action Network* and *Kashia Tribal Office* include:
 - One day each week families can participate in a play group for parents and kids. Three days each week families can participate in a pre-school readiness program *Learning Through Play*. During these activities children are screened to receive the evidence based *Ages and Stages Questionnaire (ASQ)* or the *ASQ – SE (Social Emotional)* to monitor for early developmental issues and communicate with parents about available services.

- *Triple P Levels 3 and 4 – Individual* are available to families and extended family who participate in the above activities. *Triple P – Individual* is offered in the home in English and Spanish to families who reside at *Burbank Housing - Sea Ranch Apartments*. *Action Network* has contracted with *California Parenting Institute* to provide *Triple P Level 4 Groups*. *Action Network* staff will receive training in *Group Triple P* in June 2013.
- Services provided to elementary and middle school children at *Kashia Reservation Tribal Office*, *Burbank Housing - Sea Ranch Apartments*, and *Horicon Elementary School* include:
 - Thursdays at *Kashia Reservation Tribal Office* facilitated by *Action Network* staff trained in mental health evidence based practices designed to intervene with people who may be depressed or suicidal including *QPR* and *ASIST*:
 - Activities to increase protective factors including academic success and social connectedness including tutoring, art activities, etc.
 - *Triple P Individual* is available to all family members and extended family who participate in the above activities
 - Wednesdays at *Horicon Elementary School* facilitated by *Action Network* staff provide after school activities to students there. *Action Network* staff are trained in mental health evidence based practices designed to intervene with people who may be depressed or suicidal including *QPR* and *ASIST*:
 - Activities to increase protective factors including academic success and social connectedness using *California Coastal Commissions' Waves, Wetlands, and Watershed* curriculum, academic tutoring, and evidence based *Girls Circle* for girls grades 5 and 6
 - *Triple P* available to all family members and extended family who participate in the above activities
- Services provide to youth
 - Developed and sustained *Mendonoma Teen Voices (MTV) Peer Support Group*. Initial Peer Support Group training provided by *Community Action Partnership* with a focus to increase awareness of signs and symptoms of mental illness
 - Developed and sustained *Mendonoma Teen Voices* website <http://mendonomatv.com/> to provide information and support about mental health issues, substance abuse, family violence, teen pregnancy, dating violence, relationships, STDs, bullying, etc. by real students, in real-time dedicated to helping youth solve problems and get accurate information and help.
 - *QPR* certification program for peer counselors – in development
- Services to seniors – through sub-contract with *South Coast Seniors*
 - Provide *Meals on Wheels* services to isolated Sonoma County seniors by *QPR* trained *Meals on Wheels* drivers
 - Provide congregant meals to decrease isolation and increase social connectedness among Sonoma County seniors
- Staff Training and Education to increase awareness of and access to resources designed to meet the cultural and linguistic needs on the North West Coast of Sonoma County.
 - *QPR Certification* – Question, Persuade, Refer – Depression and Suicide prevention training

- *ASIST Certified* – Applied Suicide Intervention Skills
- *Triple P – Positive Parenting Program Certified*
- *Girls’ Circle Certification* – Gender specific program to promote resiliency and self esteem in adolescent girls.

Below is a demographic snapshot of the people who received services provided by Action Network:

Total Served by Age	
0-15	140
16-25	12
18-59	96
60+	59

Total Number Served by Race & Ethnicity	
White	123
Asian	1
Pacific Islander	2
Native American	59
Latino	120
Multi-ethnic	1

Total Numbers Served by Primary Language	
English	180
Spanish	121

Alexander Valley Health Center – Cloverdale - A total of 1,548 children and youth were administered the *Pediatric Symptom Checklist*. Nine hundred sixty-five (965) were between the ages of 12 and 19 years old, and 583 were between the ages of 5 and 11 years old. The *Pediatric Symptom Checklist (PSC)* is a psychosocial screen designed to facilitate the recognition of cognitive, emotional, and behavioral problems in order to initiate appropriate interventions early. *PSCs* for children between the ages of 5 and 11 years were completed by a parent or guardian; youth ages 12 to 19 years completed the assessment themselves. Fifty-three of the children and youth screened identified as Latino/Hispanic.



COMMUNITIES OF COLOR

Native Americans

Sonoma County Indian Health Project, Inc. (SCIHP) provides services to Native American tribes of SCIHP Northern California: Pomo, Miwok, Wappo, and tribe members from other nations who reside in Sonoma County.

SCIHP continues to implement the Aunties and Uncles program with great success. Workshops for the 188 young people who participated included subjects such as Teen Dating, violence and bullying including cyber-bullying, substance use, and suicide. During 2011/12, Aunties and Uncles Project was recognized as a promising practice and was listed in the *Catalogue of Effective Behavioral Health Practices for California Native American Communities* as a companion piece to the *California Reducing Disparities Project*.



SCIHP continued to increase their capacity by providing mental health trainings to staff, as well as becoming trainers in evidence-based practices. SCIHP staff was trained in *Applied Suicide Intervention Skills (ASIST)*. *ASIST* is for caregivers who want to feel more comfortable, confident, and competent in helping to prevent the immediate risk of suicide. *ASIST* is akin to suicide first aid, to help people at risk for suicide stay safe and seek further help. Staff also received training from Tony Robichoud from Lake County Tribal Health who facilitated a healing circle drum workshop; and Thomas Leon Brown, director of the Circle of Native Minds Wellness Center, who presented a workshop focused on suicide prevention. Lastly, SCIHP staff became a certified trainer in *Mental Health First Aid*, a public education program that helps the public identify, understand, and respond to signs of mental illnesses and substance use disorders. SCIHP staff facilitated six Mental Health First Aid trainings during this fiscal year.

SCIHP continues to struggle with data collection of the transition age youth depression screenings administered. While these depression screenings have become a standard of care at SCIHP, it has been difficult to report consistently. Sonoma County Behavioral Health Division will work with SCIHP to ensure these data are reported in the future.

African Americans

Community Baptist Church (CBC) is located in Santa Rosa and was the denomination's first African American church. Currently, CBC has an ethnically and culturally diverse congregation. CBC provides programming and services to children, youth, and their families, including special services to seniors that are supported by volunteers and donations.



The Saturday Academy: A weekly program that features topics of importance to youth of the church and the community. Adults from the community are asked to bring a youth relative or friend. This is a participatory program that focuses on building character through faith-based teachings and other relevant issues (hygiene, fashion, health, education, respect for elders, etc.), using open discussion, role-playing, speakers, etc. This year the focus was on learning life-skills and bringing out your inner talent to increase self-esteem. The participants were encouraged to suggest activities where they might feel talented. Due to a change in

fundings' reporting requirements, demographics for this project are unavailable; however, *The Saturday Academy* was able to demonstrate how the participants lives have improved:

Performance Outcomes:

- 82% of the children and youth who participated retained the message of the lesson.
- 73% of the children and youth who participated reported feeling able to apply the principles they learned to everyday life.

The Village Project: A weekly program for children ages 8-13 using a faith-based curriculum that focuses on character building. The children and youth have an opportunity to test out what they learned with projects and outings. The children and youth are then given feedback about the individual's ability to maintain positive character traits/behaviors learned from the curriculum. This year's sessions included lessons on perseverance, compassion, and focus.

The Village Project served 234 children and youth during 2011/12. Due to a change in funders' reporting requirements, demographics for this project are available only for the last three quarters (159 people) and are as follows:

The Village Project					
Gender		Age		Ethnicity/Race	
Male	64	0-15	101	White	30
Female	96	16-25	59	African American	103
				Hispanic	13
				Multi-ethnic	8

Bridge to the Future: Rites of Passage: An eight-month program for youth ages 14-18. This program uses adult mentors (civic and community leaders, elected officials, etc.) to provide youth with life skills to assist them in a successful transition into adulthood. In 2011/12, the *Rites of Passage* program enrolled 36 youth and graduated 30 youth, with 17 graduating on April 25, 2012. *Bridges to the Future - Rites of Passage Program (Rites of Passage)* celebrated their 12th year graduation at Vineyard Creek Inn in Santa Rosa with over 200 people in attendance. Graduation students were presented with



Rites of Passage – Class of 2012

plaques with their picture and certificates of recognition from various local and state commissioners and legislators. In May, *Rites of Passage* celebrated its incorporation status with a name change to "*Bridges to the Future – Rites of Passage.*"

Life skills trainings in 2011/12 included: time management, career planning, team building, community services, communication and etiquette, self-esteem, financial awareness, and nutrition and wellness.

Safe Harbor Project: The Safe Harbor Project focuses on alternative methods to assist individuals and their families in coping with issues that arise, specifically using music as relief. The Safe Harbor Project

sponsored a number of *Music as Relief* events and *Music, Meditation, and Stillness* at various sites around Sonoma County. Staff also met with *NAMI Sonoma County* to discuss using *Music as Relief* with their projects. Safe Harbor also provided music for the *North Bay Black Chamber of Commerce Black History Month* event of February 2012. *Safe Harbor Project* has been working hard to produce its first session of *The Unheard - Using Music to Relieve Stress*, a music series to introduce the concept to people. *Safe Harbor Project* served 523 people during 2011/12. Due to a change in funders' reporting requirements, demographics for this project are only available for the last three quarters (434 people) and are as follows:

Safe Harbor Project					
Gender		Age		Ethnicity/Race	
Male	222	0-15	4	White	96
Female	212	16-25	18	African American	316
		26-59	396	Hispanic	10
		60+	25	Unknown	10

Latinos



Latino Service Providers – Sonoma County’s (LSP-SC) mission is to serve and strengthen Hispanic families and children by building healthy

communities and reducing disparities in access to services in Sonoma County. This is done by offering a variety of mechanisms for networking, collaboration, information exchange, enabling all groups to work together to leverage resources, influence service delivery, and promote professional development. The *LSP-SC* was founded in 1989 by Latino leaders in education, government, and social services sectors. As of 2011/12, *LSP-SC* has increased its membership by 189 to 925. Members come from neighborhood and community groups, schools, public and private health service providers, law enforcement, immigration and naturalization agencies, social service agencies, city and county governments, criminal justice systems, and the business community.

Latino Service Providers – Sonoma County’s (LSP-SC):

- Convened and facilitated 90-minute **monthly meetings** hosted by *LSP-SC* members throughout the Sonoma County regions. Members who attend meetings learn about different programs, services, and resources, resulting in a strong base of information. Attendees network and build partnerships as a result of attending these meetings. One site that hosted meetings was *Lingua Franca Academy*.
- Composed 40 **electronic newsletters** at least once a week that include announcements regarding events, job opportunities, new services, etc. These E-newsletters are a lifeline for keeping members informed about services available for the Latino community.
- Enhanced the *LSP-SC* **website** to ensure it is up to date and informative. The *LSP-SC* website serves as an important hub for outreach, information, and available resources. Visitors can access e-



newsletters, educational information, programs, events, and other links.

- Engaged in **Outreach** to promote LSP-SC membership, increase visibility, promote programs, highlight services, and advocate for the Latino community. Successful collaborations include: a forum at Family Justice Center entitled, “Better Understanding of Benefits of the Family Justice Center,” Operation HOPE, and the National Association of Hispanic real estate professionals in Sonoma, to provide information and education on how to avoid foreclosure; LSP-SC facilitated the workshops in English and Spanish. LSP-SC continues to table at fairs and events that attract Latinos including Roseland’s Cinco de Mayo Community Event, Windsor Carnival Festival, and the like.

MHSA - Workforce, Education & Training Programs

Sonoma County Department of Health Services – Behavioral Health Division (BHD) - Workforce Education and Training (WET) component of the Mental Health Services Act (MHSA) addresses the shortage of qualified individuals who provide services in the BHD’s public mental health system. This includes community-based organizations and individuals in solo or small group practices, who provide publicly-funded mental health services.

The goal of the proposed education, training, and workforce development programs and activities is to contribute to developing and maintaining a culturally competent workforce, which will include individuals who have client and family member experience, and who are capable of providing client- and family-driven services that promote wellness, recovery, and resiliency, leading to measurable outcomes.

BHD put together a WET Advisory Committee at the beginning of 2011/12 to review, discuss, and refine the priority recommendations developed at a variety of stakeholder forums, and which were incorporated into the draft WET Plan.

The WET Advisory Committee was also asked to participate in the presentations of the draft WET plan at the public hearings, meetings, etc. The WET Advisory Committee was asked to consider all feedback from the public for inclusion in the final WET plan. WET Advisory Committee members may be asked to be on the Request for Proposal Selection Committee if no conflict exists.

Membership of the WET Advisory Committee was composed of educators, community-based organizations, students, consumers of mental health services and their family members, who represent the ethnic and cultural diversity of Sonoma County. WET Advisory Committee members were chosen based on their unique understanding, experience, and expertise with designing and/or participating in education programs, workforce development programs, mental health services, and internship programs.

Representation of the WET Advisory Committee included workforce, education, and training experts representing *Santa Rosa Junior College, Sonoma State University, Buckelew Program, Latino Service Providers, Petaluma People’s Services Center, West County Community Services*, consumers and family members, students, and representatives from ethnic and cultural communities. WET Advisory Committee members reviewed the WET Plan, provided feedback, and integrated community feedback.

The WET Advisory Committee assisted in recruiting a diverse group of content expert stakeholders who reflect Sonoma County for the WET Request for Proposal Review Committee. The 15 Committee members included: Four Latinos; one African American, five mental health consumers, three family members, two mental health interns, 21 mental health intern supervisors, two services providers, two family members, and one educator.

The Sonoma County Department of Health Services Director and Behavioral Health Director agreed with the Review Committee’s funding recommendations, which were ultimately approved by the Board of Supervisors. The following programs were funded under this MHSA initiative:

Program One: Peer Provider - Independent Living Skills Rehabilitation Program: Workforce Development



Buckelew Programs, Inc. Peer-to-Peer was funded to provide training, employment, and support for consumers to help other mental health consumers toward recovery by helping them to develop and maintain independent living skills, incorporating effective, culturally responsive evidence-based, or best/promising practices in mental health services provision.

Program Two: Consumer Relations Program - Consumer Mental Health Career Pathways



Consumers and other community members who participated in the planning process identified a need for providing education and employment opportunities, and other opportunities for involvement in the public mental health system for

consumers of mental health services. *Goodwill Programs of the Redwood Empire – Consumer Relations Program* was funded to provide: outreach, education and employment coordination, peer mentoring and counseling, consumer satisfaction projects, and quality improvement.

Education and employment coordination encompasses strengthening links between local education programs and interested mental health consumers; promoting internships/externships and certificate programs; collaborating to design job openings that accept and are reflective of consumer experience; and promoting relevant training, evaluations, and announcements about workforce training and education developments. Additionally, in order for consumers of public mental health services to be successful as *providers* of public mental health services, they need specialized support and training.

Program Three: Post Graduate Internship Program - Post-Graduate Internships and Supervision

Sonoma County WET planning process participants identified the need for competent practitioners who reflect the diversity of the community to fill



the needs of mental health clients in Sonoma County. Community members called for the need to create real opportunity for qualified candidates to work in public mental health settings particularly Latino/a



bilingual post graduates and post graduates interested in geriatric, forensic, mental health services, and services to serious emotionally disturbed children and severely, persistently mentally ill adults. *Lomi Psychotherapy Clinic and Save Our Students Community Counseling* both received funding to help fill these shortages.

MHSA – Innovation Programs

The innovative programs shall have the following purposes: to increase access to underserved groups, to increase the quality of services, including better outcomes, to promote interagency collaboration, and to increase access to services.

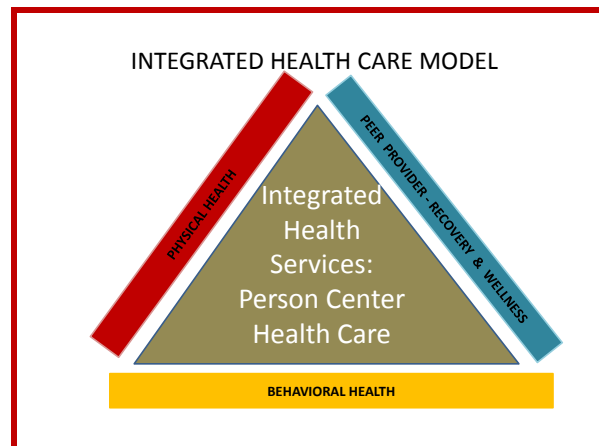
Integrated Health Team

Studies demonstrate that people living with serious and persistent mental illness (SPMI) die twenty-five years earlier than the general population, due in large part to unmanaged and untreated physical health conditions. People living with SPMI have an average life expectancy of 51 years compared with 76 years for the general population. Moreover, people living with SPMI are 3.4 times more likely to die of heart disease, 6.6 times more likely to die of pneumonia and influenza, and 5 times more likely to die of other respiratory ailments.

This proposed innovation creates a new three-pronged model by adapting two existing models: 1) primary care and behavioral health integration model, and 2) peer-based community health education and navigation. The health education component is co-designed and operated by peers with lived experience of mental health.

The learning goal for this innovation is:
In integrated settings, how can we improve the physical health of people living with severe and persistent mental illness?

Our hypothesis is:
Peer involvement in the delivery of health education messages and the creation of individualized care plans, in an integrated primary care, mental health setting will result in improved physical health outcomes for people living with SPMI



Sonoma County Behavioral Health partnered with Santa Rosa Community Health Center to co-locate a primary care clinic in a behavioral health site.

Over 2011/12, efforts focused on building out a physical space, hiring a nurse practitioner, and connecting consumers who were not already connected to care. The Clinic opened in March 2012 and thus far has primarily focused on health issues related to metabolic syndromes that are more likely to occur in people who take anti-psychotic medications.

Beginning in 2012/13 Sonoma County will work with the Consumer Relations Programs to recruit, hire, train, and support mental health consumers to be Peer Providers working with their peers toward recovery and wellness.

Total Served: 85					
Total by Age		Total by Race/Ethnicity	Total by Gender		
18 - 25	22	White	69	Male	49
26 - 35	8	Hispanic	8	Female	36
36 - 45	10	Asian	1		
46 - 55	33	African American	1		
56 - 65	9	Multi-ethnic	6		
> 65	3				

Mobile Support Team

Sonoma County Behavioral Health is currently involved in a number of strategies to improve crisis response in Sonoma County including: Crisis Intervention Training (CIT) to law enforcement agencies; meeting regularly with law enforcement partners to intervene with individuals who have ongoing contact with law enforcement; and the production and dissemination of brochures to consumers and family members so they have the information they need when contacting law enforcement. Despite these efforts, stakeholders continue to voice concern that individuals experiencing a behavioral health crisis continue to be referred to the criminal justice system. It is also noted that sometimes during these interactions the individual and the law enforcement personnel both experience physical harm.

In response to this problem, Sonoma County Department of Health Services Behavioral Health Division partnered with Santa Rosa Police Department and Sonoma County Sheriff’s Department to develop, plan, and implement the Mobile Support Team (MST).

In an effort to test and document whether this innovation is having a positive impact, MST will seek answers to the following questions:

- What kinds of training and service strategies appear to enhance crisis response to individuals experiencing a behavioral health crisis?
- How do you decrease the number of interactions between law enforcement and individuals experiencing a behavioral health crisis that result in the individual getting referred to criminal justice and psychiatric emergency services?
- Does including consumers and family members and trained behavioral health staff as part of the response lead to a reduced number of violent incidences, reduced involvement in the criminal justice system, and increased access to appropriate mental health services?

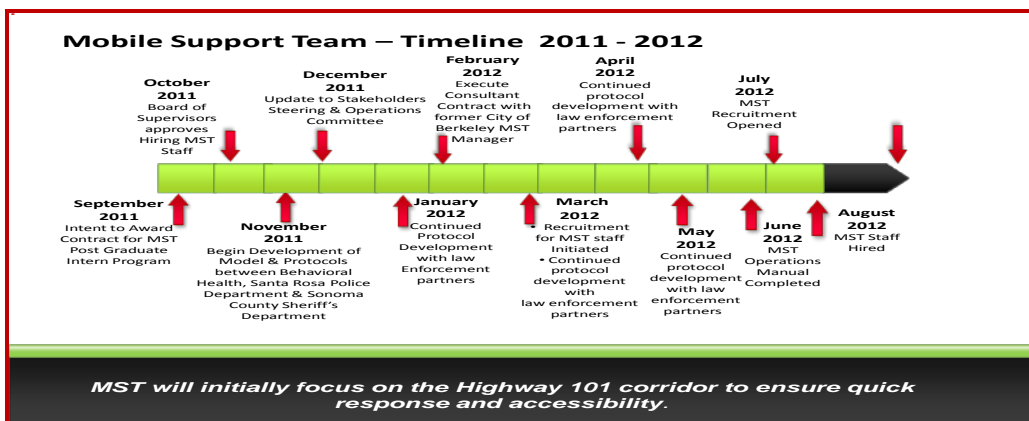
The MST Steering and Operations Committees have been formed with membership from Sonoma County key partners.

Committee	Activities	Membership
Steering	<ul style="list-style-type: none"> ■ Establish Interagency MOUs ■ Budget Approval 	<ul style="list-style-type: none"> ■ Sheriff -Sonoma County Sheriff’s Department (SCSD) ■ Chief of Police - Santa Rosa Police Department (SRPD)

	<ul style="list-style-type: none"> ■ Provide updates to the Board of Supervisors ■ Review feasibility study ■ Evaluate Program Outcomes 	<ul style="list-style-type: none"> ■ Director of the Sonoma County Department of Health Services (DHS) ■ Behavioral Health Division (BHD) Director ■ BHD Section Manager for 24-Hour and Forensic Services
Operations	<ul style="list-style-type: none"> ■ Communication ■ Training ■ Interagency Protocols MST Implementation 	<ul style="list-style-type: none"> ■ Lieutenant – SRPD ■ Sergeant - SCSD ■ Coastal Valleys EMS Agency ■ Representative - Drug Abuse Alternatives Center ■ MST Consultant ■ Program Manager – BHD ■ Mental Health Services Act (MHSA) Coordinator - BHD
Work Group	<ul style="list-style-type: none"> ■ Recruitment, hiring, MST staff ■ Equipment Acquisition ■ Drafting Operations & Training Manual 	<ul style="list-style-type: none"> ■ BHD Section Manager for 24-Hour & Forensic Services ■ BHD Program Manager ■ MHSA Coordinator ■ MST Consultant ■ Goodwill - Consumer Representative

The Steering Committee developed a timeline to launch the Mobile Support Team following the review of the finding from the Feasibility Study. The goals of the Mobile Support Team are:

- Promote the safety and emotional stability of community members experiencing behavioral health crises
- Minimize further deterioration of community members experiencing behavioral health crises
- Help community members experiencing crises to obtain ongoing care and treatment
- Prevent placement in settings that are more intensive, costly, or restrictive than necessary and appropriate



The Mobile Support Team (MST) launched in September 2012 and is staffed by licensed mental health clinicians, certified substance abuse specialists, post-graduate registered interns, mental health consumers, and family members. MST staff received specialized field safety training by law enforcement partners. MST operates during peak activity hours and days as informed by ongoing data

review and coordination with law enforcement agencies. MST staff participates in law enforcement shift briefings to maintain open communication.

MST began taking calls five days per week beginning September 24, 2012. On October 16th 2012, MST began their seven day a week schedule, taking calls between 2:30 and 11:30 every day. As of December 2012, MST has received 153 requests for services, averaging 2.5 calls per day. MST provides follow up to individuals and their family members.

Reducing Disparities Community Fund Initiative

Sonoma County Behavioral Health is requesting a change to its original Innovation Plan so that the work of the project is community relevant while maintaining the purpose of the original proposed project. The central purpose for the Reducing Disparities Initiative was to increase access to underserved groups living with or at risk for serious mental illness, with particular emphasis on people of color and people living in geographically isolated areas. This new project would do the same, but would focus on assisting people to sign up for health care made available under the new Affordable Care Act.

With the advent of the Affordable Care Act (ACA), behavioral health organizations are under the gun to act now to ensure that people of color who are at risk for serious mental illness get enrolled into the MediCal Expansion programs. Communities must start outreach effort to those who are newly eligible and in need of health care.

Nearly six out of 10 of the 22 million nonelderly uninsured individuals with incomes below 133% FPL are persons of color. The Patient Protection and Affordable Care Act expands Medicaid eligibility to include most individuals with incomes up to 133% FPL, including men and childless adults. The federal poverty level in 2010 is \$10,830 for individuals and \$22,050 for a family of four.

An important part of the outreach efforts needs to address cultural competency issues related to people who have psychiatric disabilities, to ensure information provided to individuals enrolling in Medicaid is culturally and linguistically appropriate.

The purpose of this project is to work with community leaders of Sonoma County's people of color, to find out how best to help individuals who are at risk for mental illness sign up for care.

MHSA – Housing Programs

Mental Health Services Act (MHSA) funds financed capital costs associated with development, acquisition, and construction of permanent supported housing for individuals with mental illness and their families, especially including homeless individuals with mental illness and their families. These two additional housing projects have exhausted all housing program funds in fiscal year 2011/12.

Guerneville’s Fife Creek Commons Affordable Housing Development (Fife Creek Commons) provides new permanent supportive housing for eight (8) MHSA target population adults and children residing in eight units set aside for MHSA housing in an affordable rental housing development with a total of 48 units of mixed-population low-income housing. The other 39 affordable housing units serve individuals and families; one unit is the manager’s unit. Fife Creek Commons is located on a 1.71- acre site.



The development is within walking distance of a supermarket, shops, banks, restaurants, the library, community service organizations, public transit (Sonoma County Transit Route 20) and the Russian River. The site is centrally located in a diverse, mixed-use neighborhood, which consists of commercial businesses, apartments, single-family homes, river resort businesses, and an array of community services.

Santa Rosa’s McMinn Avenue Shared Housing (pictured below) will provide new, permanent, supportive housing for eight Mental Health Services Act (MHSA) target population adults in an existing four-unit apartment house. Each unit provides two bedrooms with lockable doors, a kitchen, living room, and full bathroom.

MHSA services will be full wraparound integrated services provided by Sonoma County Behavioral Health and other community partners. The services and goals will be developed in partnership with each tenant, and will be client-directed, utilizing a strengths-based approach. Services will include “whatever it takes” to support the tenant in maintaining housing.



The multi-disciplinary team will include a psychiatrist, a nurse, mental health consumers, and personal service coordinators. While all services will be voluntary, a range of mental health services shall be offered and available to all tenants who express desire for such services.

MHSA - Capital Facilities and Information Technology

Sonoma County Behavioral Health Division prepares for the implementation of Electronic Health Records. In the previous fiscal year, the Division conducted an assessment of its current practice and its goals, needs, and financial and technical readiness. Having completed that, the Division hired a Project Manager to execute a contract with *NetSmart* for their AVATAR software solution, and to evaluate, recommend, and execute an ongoing software and support relationship with a vendor who is providing support for Health Services' use of the CANS and ANSA assessment tools. During 2011/12, the Project Manager:

- Successfully completed the Initiation phase of the Behavioral Health Electronic Health Records project; documented project charter, assumptions and constraints, and high-level risk; performed stakeholder analysis and met with key stakeholders to understand their needs, objectives, and success criteria.
- Developed project budget and negotiated contract with *Netsmart Technologies* for the Behavioral Health *Electronic Health Records Project*.
- Established a governance process to manage project approvals, stage gates, and scope, schedule and budget the changes.
- Completed the planning phase of the Behavioral Health *Electronic Health Records Project*. Developed the project plan, risk assessment, determined implementation approach, resource requirements, and held the Project Kick-Off.
- Participated in the recruitment, interview, and selection of line staff; established work priorities for project team; monitored and provided feedback on quality of work and deliverables.

Expenditure Plan for Fiscal Year 2013/2014

A. Overview of FY 2013/2014 MHSA Funded Programs:

Community Services and Supports

The Community Services and Supports component of the plan and budget in FY 13/14 includes MHSA funding of \$12.1 million. Services include: 1) Full Service Partnerships that provide intensive mental health treatment services (medication support, rehabilitation, case management, crisis intervention services) to individuals diagnosed with severe and persistent mental illness. These populations include people with co-occurring disorders, older adults with health conditions that put them at risk for out of home placement, transition age youth, adults who have committed misdemeanor offenses, and children at risk of out of home placement. FSP programs also assist with housing, employment, and education services. Services are provided in the community, in individuals' homes, and other locations; 2) Outreach and Engagement Services including information and referral, linkage to mental health services, and case management. Outreach and Engagement services focus on engaging underserved populations, including people who are homeless, people who use substances, and ethnic and cultural communities; and 3) General Systems Development services that include consumer-run and family-driven services offering classes in art, gardening, and computer literacy, and provide support through support groups and peer advocacy. Services are provided by peers (consumers and family members) who have lived with mental health challenges.

Prevention and Early Intervention

The Prevention and Early Intervention component of the plan and budget in FY 13/14 includes MHSA funding of \$2.3 million. Prevention and Early Intervention services target specific populations including: 1) Children From Birth to Age Five - Screening pregnant and post-partum mothers for depression, screening children for developmental and social/emotional disorders, providing education and support to families with children with special needs, and providing parent education classes; 2) Children and Youth From Age 5 to 18 – School-based services including: screening, individual and group education activities, parent and family engagement activities, and school personnel training; 3) Transition Age Youth, Age 16 to 25 - Outreach, education and information, mental health screening, individual and group counseling, linkage to mental health services, and crisis intervention; and 4) Seniors - Outreach and engagement to isolated seniors, depression screening, engagement activities for social inclusion, mental health referrals, and case management. Prevention and Early Intervention services also target communities who experience disparity in access to mental health services. Services provided are community defined, culturally appropriate services and include outreach to inform people about mental health services using traditional media (newspapers, radio) and social media, participation in local fairs and events, education and information groups, support groups, mentorship programs, life skills training, and gatekeeper training.

Workforce Education and Training

Workforce Education and Training (WET) component of the plan and budget in FY 13/14 includes MHSA funding of \$940K. WET services include: 1) Post Graduate Intern Programs where interns receive supervision and training to provide individual counseling to people with mental illness,

outreach to people in crisis, and case management to people with severe and persistent mental illness; 2) Independent Living Skills Peer Provider program that recruits, hires, trains, supervises, and supports mental health consumers to provide psychiatric rehabilitation services that will increase peers independent living skills to help them continue living independently in the community; and 3) a Consumer Relations Program that creates opportunities for mental health consumers to participate in the mental health workforce through advocacy, training, and educational opportunities throughout the larger mental health system of care.

Innovation

The Innovation component of the plan and budget in FY 13/14 includes \$758K of MHSAs funding to the Mobile Support Team and the Integrated Health Team. The Mobile Support Team dispatches mental health professionals and certified substance use disorders counselors to assist law enforcement officers to provide crisis intervention services to people experiencing a behavioral health crisis. The Integrated Health Team provides primary care at a community based behavioral health clinic site to people with severe and persistent mental illness who have not engaged in physical health care. The Integrated Health Team ensures the integration of primary care and psychiatry to improve the overall health of the mental health consumer.

Capital Facilities & Information Technology

The Capital and Facilities and Information Technology component of the plan and budget in FY 12/13 includes MHSAs funding of \$810K for Phase 2 of the Avatar Software implementation plan, which includes full electronic clinical records and e-prescribing functionality. Phase 2 of the implementation plan is the Go-Live phase. Implementation will be staged to allow the organization to maintain an electronic and limited paper-based system until full implementation occurs. This staged deployment will create fewer service interruptions.

B. MHSAs Plan Budget Narrative FY 13/14

As of FY 12/13, Sonoma County has implemented programs, services, projects and/or activities in each of the original component areas. In FY 13/14, the Plan calls for the continuation of all existing MHSAs programs as previously approved. The total costs for the Plan is \$23.8 million with MHSAs funds accounting for \$16.9 million and the remaining \$7 million in costs being covered by non-MHSAs sources (e.g., Medi Cal Federal Financial Participation [FFP] revenues, realignment and/or intergovernmental transfer [IGT] funds). Table One below summarizes the funding by component.

Table One: MHSA Component Funding Summary FY 13/14		
Components	MHSA Funds	Total Costs
Community Services & Supports	\$12,121,903	\$15,984,049
Prevention & Early Intervention	\$2,272,857	\$2,799,138
Innovation	\$757,619	\$2,818,196
Workforce Education & Training	\$934,746	\$939,657
Capital Facilities & Technology	\$809,891	\$1,309,891
TOTAL	\$16,897,016	\$23,850,931

Community Services and Supports

The Community Services and Supports component of the plan and budget in FY 13/14 includes MHSA funding of \$12.1 million for the previously approved and implemented programs. There are no new programs proposed for FY 13/14.

Prevention and Early Intervention

The Prevention and Early Intervention component is funded by \$2.3 million in MHSA funds. The County-operated Crisis/Assessment/Prevention/Education (CAPE) Team is funded with \$250K of these funds with the remaining \$286K covered by non-MHSA funding. The balance of the \$2.3 million supports contracts with over 16 community-based organizations. There are no new programs proposed. Table Three summarizes the allocation of these funds.

Innovation

The two previously approved Innovation projects (the Integrated Health Team and the Mobil Support Team) will continue in FY 13/14. The total cost for these two programs is \$2.8 million, with \$758K in MHSA funds and \$2.1 in non-MHSA funds covering these costs. Table Four provides a funding summary.

Workforce Education and Training

All the approved projects in this component have been implemented in FY 12/13 and are planned to continue in FY 13/14. The total cost for the three projects is about \$935K, with MHSA covering almost all of these costs. Table Six provides a funding summary for this component.

Capital Facilities & Information Technology

In FY 12/13, Phase One of the Avatar Software Implementation began. It is scheduled for completion on June 30, 2013. "Go Live" for the Cal PM module will occur on July 1, 2013. During FY 13/14, the Plan calls for completion of Phase Two, which will include the full electronic clinical record and e-prescribing functionality. The Plan calls for the use of \$810K of MHSA funding and about \$490K of non-MHSA funds to cover Phase Two costs for the project.

Table Two: Planned MHSA Funding FY 13/14	
Community Services & Supports Approved Programs	Planned Funding
Family Advocacy Stabilization & Support Team (FASST)	\$298,497
Transition Age Youth Program (TAY)	\$493,487
Forensic Assertive Community Treatment Program (FACT)	\$935,453
Integrated Recovery Team (IRT)	\$2,897,658
Older Adult Integrated Services Team (OAIS)	\$925,642
FSP Sub Total	\$5,550,737
Older Adult Peer Support Program (OAPS)	\$285,211
Community Mental Health Centers (CMHCs)	\$2,121,585
Community Intervention Program (CIP)	\$2,170,970
Access Services	\$858,508
Outreach & Engagement Sub Total	\$5,436,274
Consumer Driven Operated Services (CDOS)	\$966,430
General System Development Sub Total	\$966,430
Sub Total: Programs	\$11,953,441
Plus up to 15% County Administration	\$168,462
Plus up to 10% Operating Reserve	
Sub Total: County Admin/Operating Reserve	\$168,462
Total MHSA Funding for CSS	\$12,121,903

**Table Three: Planned MHSA Funding
FY 13/14**

Prevention & Early Intervention	Planned Funding
Approved Programs	
Early Childhood - 0 to 5	\$412,000
Jewish Family and Children Services	\$59,508
Early Learning Institute	\$128,261
California Parenting Institute	\$160,137
Petaluma Peoples Service Center	\$64,094
School Based	\$810,070
California Parenting Institute	\$ 81,000
Sonoma County Office of Education	\$267,300
Santa Rosa Community Health Centers	\$ 93,150
Community & Family Services Agency (west county)	\$ 28,350
Santa Rosa Junior College	\$ 90,000
Crisis/Assessment/Prevention/Education Team (CAPE)	\$250,270
Older Adults - Reducing Depression & Suicide	\$243,387
Sonoma County Human Services Department	\$243,387
Reducing Disparities	\$506,074
Action Network	\$ 76,635
Alexander Valley Health Center	\$ 41,400
Community Baptist Church	\$162,258
Positive Images	\$ 69,455
Sonoma County Indian Health Project	\$ 68,455
Community & Family Services Agency/Latino Providers	\$ 87,871
Sub Total: Programs	\$1,971,531
Plus up to 15% County Administration	\$ 301,326
Plus up to 10% Operating Reserve	
Sub Total: County Admin/Operating Reserve	\$ 301,326
Total MHSA Funding for PEI	\$2,272,857

Table Four: Planned MHSA Funding FY 13/14	
Innovation Approved Programs	Planned Funding
Integrated Health Team (IHT)	\$500,298
Mobile Support Team (MST)	\$257,321
Sub Total: Programs	\$757,619
Plus up to 15% County Administration	
Plus up to 10% Operating Reserve	
Sub Total: County Admin/Operating Reserve	
Total MHSA Funding for INN	\$757,619

Table Five: Planned MHSA Funding FY 13/14	
Workforce Education & Training Approved Programs	Planned Funding
County Staffing & Services/Supplies Costs	\$378,836
Contracts	
Post Graduate Internship Program - LOMI	\$160,000
Consumer Relations Program - Goodwill Industries	\$120,000
Peer Provider-Independent Living Skills-Buckelew Programs	\$222,900
Sub Total: Programs	\$881,736
Plus up to 15% County Administration	\$ 53,010
Plus up to 10% Operating Reserve	
Sub Total: County Admin/Operating Reserve	\$ 53,010
Total MHSA Funding for WET	\$934,746

Table Six: Planned MHSA Funding FY 13/14	
Capital Facilities & Technology Approved Programs	Planned Funding
Avatar Project (Technology)	\$809,891
Sub Total: Programs	\$809,891
Plus up to 15% County Administration	
Plus up to 10% Operating Reserve	
Sub Total: County Admin/Operating Reserve	
Total MHSA Funding for Capital Facilities & Technology	\$809,891

C. MHSa Funding Summary Narrative FY 13/14

County: Sonoma

	MHSa Funding					
	CSS	WET	CFTN	PEI	INN	Local Prudent Reserve
A. Estimated FY 2013/14 Funding						
1. Estimated Unspent Funds From Prior Fiscal Years	2,831,235	217,694	1,300,186	875,769	842,059	
2. Estimated New FY 2013/14 Funding	11,422,598			3,053,104	761,800	
3. Transfer in FY 2013/14						\$0
4. Access Local Prudent Reserve in FY 2013/14						\$0
5. Use of Non MHSa Funds	1,730,216	721,963	500,000		1,214,337	\$0
6. Estimated Available Funding for FY 2013/14	\$ 15,984,049	\$ 939,657	\$ 1,800,186	\$ 3,928,873	\$ 2,818,196	
B. Estimated FY 2013/14 Expenditures	15,984,049	939,657	1,309,891	2,799,138	2,818,196	
C. Estimated FY 2013/14 Contingency Funding	\$ -	\$ -	\$ 490,295	\$ 1,129,735	\$ -	

D. Estimated Local Prudent Reserve Balance	
1. Estimated Local Prudent Reserve Balance on June 30, 2013	\$0
2. Contributions to the Local Prudent Reserve in FY 2013/14	\$0
3. Distributions from Local Prudent Reserve in FY 2013/14	\$0
4. Estimated Local Prudent Reserve Balance on June 30, 2014	\$0



County of Sonoma
Agenda Item
Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 15
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: August 6, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Supervisor Susan Gorin, 565-3752

Supervisorial District(s):

First District

Title: Fee Waiver

Recommended Actions:

Approve the fee waiver of Sonoma Veterans building rental fees for the Blood Centers of the Pacific bi-monthly community blood drives in the amount of \$3,822.50. (First District)

Executive Summary:

Blood Centers of the Pacific is scheduling their community bi-monthly blood drives at the Sonoma Veterans Building and requests building rental fees be waived.

Prior Board Actions:

Veterans building fees were waived in 2012.

Strategic Plan Alignment Goal 4: Civic Services and Engagement

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$ 3,822.50	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$ 3,822.50
	\$		\$
Total Expenditure	\$ 3,822.50	Total Sources	\$ 3,822.50

Narrative Explanation of Fiscal Impacts (If Required):			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
None.			
Attachments:			
Fee waiver application and related exhibits.			
Related Items “On File” with the Clerk of the Board:			
None.			

SUBMIT TO:
 Board of Supervisors
 575 Administration Dr, Ste 100A
 Santa Rosa, CA 95403

COUNTY OF SONOMA

For Board of Supervisors Use Only

Fee Waiver/Board Sponsorship Request Form

1. Contact information for individual requesting fee waiver/sponsorship:

Name: Andrea Casson
First Middle Last

Mailing Address: 2324 Bethards Drive Santa Rosa Ca 95405
Number, Street, Apt/Suite City State Zip

Phone: (707) 280 - 6618 Email: acasson@bloodcenters.org
Area Code, Number

2. Name of Community Based Organization, Non-Profit, or Government Agency for which fee waiver/sponsorship is requested:

Name: Blood Centers of the Pacific

Mailing Address: 2324 Bethards Drive Santa Rosa Ca 95405
Number, Street, Apt/Suite City State Zip

Phone: (707) 280 - 6618 Email: acasson@bloodcenters.org
Area Code, Number

3. Please indicate by check mark the supervisory district in which the organization or agency submitting this request is located, where the project/activity/event will be held, and the district office to whom you would like to submit this request:

Board Member and District	Susan Gorin District 1	David Rabbitt District 2	Shirlee Zane District 3	Mike McGuire District 4	Efren Carrillo District 5
Entity or organization location (select all that apply)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project/activity/event location (select all that apply)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
District office to receive request (select only one)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Type of Community Based Organization, Non-profit, or Government Agency for which the fee waiver/sponsorship is requested:

- City Special District Other Local Government
 School Non-profit or CBO

Other (please specify): _____

5. Please provide a description of the project/activity/event for which a fee waiver/sponsorship is being requested on a separate sheet of paper. Please include the number of individuals who will participate or be served, etc.

6. Please indicate if this is a one-time or annual event: One Time Annual

Bi-Monthly

7. Type and amount of fee waiver/sponsorship requested. Please list all County fees you are requesting be waived/sponsored in conjunction with this project/activity/event. Please attach a copy of an estimate or receipt from the County Department or Veteran's Building Operator documenting the amount of each fee you are requesting be waived/sponsored.

Department Assessing Fee	Type of Fee	Amount of Fee
Sonoma County General Services	Sonoma Memorial Veterans Hall - Rental Fee.	\$3,822.50

8. If your Community Based Organization, Non-Profit, or Governmental Agency has received a fee waiver/sponsorship for a similar project/activity/event in the past, please list below:

Date of Fee Waiver	Department Assessing Fee:	Type of Fee	Amount of Fee
8 / 21 / 2012	Board of SPV	Rental	\$2,930.00
/ /			
/ /			
/ /			

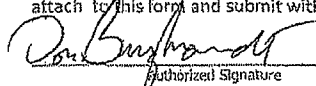
9. Does the organization or agency for which the fee waiver/sponsorship is requested receive funding from any of the following sources? If so, please specify:

- Property Tax
 Sales Tax
 Special Assessment

 User Fees

Other (please specify): _____

10. If you checked any of the boxes in number 9 above, please provide an explanation and supporting documentation regarding the inability of the organization or agency to pay the fees which you are requesting be waived/sponsored. Please attach to this form and submit with your request.
11. Will the organization or agency be charging an entry fee or be requesting a donation for the project/activity/event for which you are requesting a fee waiver/sponsorship? If so, please provide an explanation detailing why the fees to be waived/sponsored cannot be recovered through the entry fee. Please attach to this form and submit with your request.



 Authorized Signature
 7/8/13

 Date

 Director
 Title

5. Description:

Blood Centers of the Pacific would like to host bi monthly blood drives for the community on the following dates:

Tuesday, July 2, 2013

Tuesday, September 3, 2013

Tuesday, November 5, 2013

Tuesday, January 7, 2014

Tuesday, March 4, 2014

Tuesday, May 6, 2014

Based on prior events, we anticipate 25 to 45 donors plus our 5 to 7 staff members.



County of Sonoma Fee Waiver Policy

Authority: Board of Supervisors
Approval Date: June 2, 2009
Effective Date: July 1, 2009

1. Purpose

The purpose of this policy is to establish guidelines to be used to evaluate requests for fee waivers and to implement a structure and process through which consistent information for fee waiver requests will be collected and evaluated.

2. Background

Sonoma County is facing unprecedented fiscal challenges. As a result of the economic downturn, job and income losses, declining home values, and reduced consumption, the County's major sources of revenue property tax and sales tax have declined substantially. The situation is exacerbated by an increase in demand for county services. In light of this new fiscal reality, the county is reviewing all resource allocation decisions. Fee waivers, are an expense to the County General Fund. Fees are established to pay for the cost of a service provided by a county department. When a fee waiver is granted, the County General Fund pays the department in an amount equal to the fee waived.

3. Policy

The Board of Supervisors may, at their sole discretion, approve or disapprove fee waiver requests. Effective July 1, 2009, the following general guidelines will be used to assist in the determination of whether a requested fee waiver is eligible or ineligible.

Eligible for fee waivers	Ineligible for fee waivers
Community based organizations (CBO) or non-profits providing a direct service that is similar to or complimentary to a key county policy goal or direct service that the county is typically responsible for providing; e.g. emergency or economic assistance or basic sustenance needs (emergency food, shelter, etc.)	Flood elevation program fees
	Other county department fees
	Other governmental agencies – unless they can demonstrate an inability to pay the county fee
Governmental agencies that do not receive tax funding and can demonstrate an inability to pay the county fee	Fund raising events - where attendees pay a fee for admission to the event or in the case of festivals where vendors pay to participate in the event

4. Phased in Reduction for CBOs and Non-Profits

CBOs and non-profits that have received a fee waiver in the 12 months prior to the effective date of this policy, for an activity/event that may no longer be eligible under this policy, will be considered for a phased reduction in fees as follows:

- Year 1 – Up to two-thirds of the fee amount previously waived, may be waived
- Year 2 – Up to one-third of the fee amount previously waived, may be waived
- Year 3 – Fee waiver ineligible

The phased-in reduction does not apply to CBOs and non-profits who received fee waivers for a fund raising activity/event, where the CBO or non-profit has the ability to set entry or participation fees at a level necessary to cover costs, including the cost of any associated fees.

5. Fee Waiver Request Form

Fee waiver requests submitted on or after June 2, 2009, must be accompanied by a Fee Waiver Request Form (Attachment A). Copies of this form may be obtained from the County of Sonoma, Clerk of the Board of Supervisors, located at 575 Administration Drive, Room 100A, Santa Rosa, CA, 95403, or at the following website: <http://www.sonoma-county.org/board/index.htm>.

Fee Waiver Request Forms must be complete, signed, and accompanied by supporting documentation to demonstrate eligibility for the requested fee waiver. Demonstrated eligibility does not assure approval of a fee waiver request.

Completed Fee Waiver Request Forms shall be submitted to the Clerk of the Board of Supervisors at the address above. The Clerk will forward requests to the Board Member specified by the applicant.



County of Sonoma
Agenda Item
Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 16
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: August 6, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Susan Upchurch 565-2241

Supervisorial District(s):

Fifth District

Title: Fee Waiver

Recommended Actions:

Approve fee waiver in the amount of \$1,864 for special event permits for the Bodega Volunteer Fire Department's Big Event on August 4, 2013. (Fifth District)

Executive Summary:

The Bodega Volunteer Fire Department holds their "Big Event" every August. The Board of Supervisors has supported their effort with a fee waiver for many years. The Volunteer company raises a good deal of their operating budget at this event, and relies on this funding to serve their large rural area. An annual institution, the Big Event supports fire and emergency services to the District which recently built its fire station with the majority of labor and materials donated by the community. BVFD does not have parcel tax support, and relies on community fundraisers for operations support.

Prior Board Actions:

Fee waivers approved.

Strategic Plan Alignment Goal 4: Civic Services and Engagement

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$ 1,864	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$ 1,864
	\$		\$
Total Expenditure	\$ 1,864	Total Sources	\$ 1,864

Narrative Explanation of Fiscal Impacts (If Required):

N/A

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

None.

Attachments:

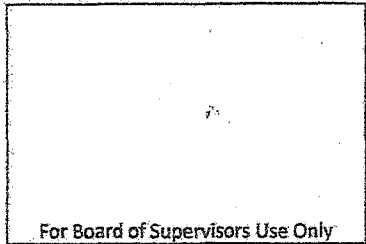
Fee Waiver.

Related Items "On File" with the Clerk of the Board:

None.

SUBMIT TO:
 Board of Supervisors
 575 Administration Dr. 100A
 Santa Rosa, CA 95403

COUNTY OF SONOMA



Fee Waiver Request Form

1. Contact information for individual requesting fee waiver:

Name: JIM GRANT
First Middle Last
 Mailing Address: P O Box 265 BODEGA CA 94922
Number Street City State/ZIP
 Phone: 707 876 9611 Email: JIM GRANT @ SONIC . NET
Area Code/Number

2. Name of organization or entity for which fee waiver is requested:

Name: BODEGA VOL. FIRE DEPT
 Mailing Address: P O Box 28 BODEGA, CA 94922
Number Street City State/ZIP
 Phone: 876 9438 Email: 8700 @ BODEGA FIRE . ORG

3. Please indicate by check mark the supervisory district in which the organization or entity submitting this request is located, where the project/activity/event will be held, and the district office to whom you would like to submit this request:

Board Member and District	Valerie Brown District 1	David Rabbitt District 2	Shirlee Zane District 3	Mike McGuire District 4	Efren Carrillo District 5
Entity or organization location (select all that apply)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Project/activity/event location (select all that apply)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
District office to receive request (select only one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4. Type of organization or entity for which the fee waiver is requested:

- City Special District Other Local Government
 School Non-profit or CBO Individual

Other Fees (please specify): _____

5. Please provide a description of the project/activity/event for which a fee waiver is being requested on a separate sheet of paper. Please include the type of project/activity/event, the number of individuals who will participate or be served, etc.

6. Please indicate if this is a one-time or annual event: One Time Annual

Reset

7. Type and amount of fee waiver(s) requested. Please list all County fees you are requesting be waived in conjunction with this project/activity/event:

Department Assessing Fee	Type of Fee	Amount of Fee
ARMD	SPECIAL EVENT ZONING PERMIT	1864.00
ARMD	ARMD	
ARMD	ARMD	
ARMD	ARMD	

8. If your entity or organization has received a fee waiver(s) for a similar project/activity/event in the past, please list fee waivers below:

Date of Fee Waiver	Department Assessing Fee	Type of Fee	Amount of Fee
16 JULY '12	ARMD	SPECIAL EVENT	\$1864.-
21 JUN '11	"	"	1339.-
28 JUN '10	"	"	1293.-
5 AUG '09	"	"	1293.-

9. Does the organization or entity for which the fee waiver is requested receive funding from any of the following sources? If so, please specify:

- Property Tax Sales Tax Special Assessment
 User Fees

Other Fees (please specify): NONE

10. If the organization or entity receives tax funding or has the ability to assess fees, please provide an explanation and supporting documentation regarding the complete inability of the organization or entity to pay the fees which you are requesting be waived. Please attach information/documentation to this form and submit with your request for a fee waiver.

11. Will the organization or entity be charging an entry fee or be requesting a donation for the project/activity/event for which you are requesting a fee waiver? If so, please provide an explanation and supporting documentation detailing why the fees to be waived cannot be recovered through the entry fee. Please attach information/documentation to this form and submit with your request for a fee waiver.

JIM GRAM
 Authorized Signature
18 JUN. '13
 Date

SECRETARY, BVFD
 Title



County of Sonoma Fee Waiver Policy

Authority: Board of Supervisors
Approval Date: June 2, 2009
Effective Date: July 1, 2009

1. Purpose

The purpose of this policy is to establish guidelines to be used to evaluate requests for fee waivers and to implement a structure and process through which consistent information for fee waiver requests will be collected and evaluated.

2. Background

Sonoma County is facing unprecedented fiscal challenges. As a result of the economic downturn, job and income losses, declining home values, and reduced consumption, the County's major sources of revenue property tax and sales tax have declined substantially. The situation is exacerbated by an increase in demand for county services. In light of this new fiscal reality, the county is reviewing all resource allocation decisions. Fee waivers, are an expense to the County General Fund. Fees are established to pay for the cost of a service provided by a county department. When a fee waiver is granted, the County General Fund pays the department in an amount equal to the fee waived.

3. Policy

The Board of Supervisors may, at their sole discretion, approve or disapprove fee waiver requests. Effective July 1, 2009, the following general guidelines will be used to assist in the determination of whether a requested fee waiver is eligible or ineligible.

Eligible for fee waivers	Ineligible for fee waivers
Community based organizations (CBO) or non-profits providing a direct service that is similar to or complimentary to a key county policy goal or direct service that the county is typically responsible for providing; e.g. emergency or economic assistance or basic sustenance needs (emergency food, shelter, etc.)	Flood elevation program fees
	Other county department fees
	Other governmental agencies – unless they can demonstrate an inability to pay the county fee
Governmental agencies that do not receive tax funding and can demonstrate an inability to pay the county fee	Fund raising events - where attendees pay a fee for admission to the event or in the case of festivals where vendors pay to participate in the event

4. Phased in Reduction for CBOs and Non-Profits

CBOs and non-profits that have received a fee waiver in the 12 months prior to the effective date of this policy, for an activity/event that may no longer be eligible under this policy, will be considered for a phased reduction in fees as follows:

- Year 1 – Up to two-thirds of the fee amount previously waived, may be waived
- Year 2 – Up to one-third of the fee amount previously waived, may be waived
- Year 3 – Fee waiver ineligible

The phased-in reduction does not apply to CBOs and non-profits who received fee waivers for a fund raising activity/event, where the CBO or non-profit has the ability to set entry or participation fees at a level necessary to cover costs, including the cost of any associated fees.

5. Fee Waiver Request Form

Fee waiver requests submitted on or after June 2, 2009, must be accompanied by a Fee Waiver Request Form (Attachment A). Copies of this form may be obtained from the County of Sonoma, Clerk of the Board of Supervisors, located at 575 Administration Drive, Room 100A, Santa Rosa, CA, 95403, or at the following website: <http://www.sonoma-county.org/board/index.htm>.

Fee Waiver Request Forms must be complete, signed, and accompanied by supporting documentation to demonstrate eligibility for the requested fee waiver. Demonstrated eligibility does not assure approval of a fee waiver request.

Completed Fee Waiver Request Forms shall be submitted to the Clerk of the Board of Supervisors at the address above. The Clerk will forward requests to the Board Member specified by the applicant.