



David Sanders, Ph.D.
Director

COUNTY OF LOS ANGELES
**DEPARTMENT OF CHILDREN AND FAMILY
SERVICES**

425 SHATTO PLACE -- LOS ANGELES, CALIFORNIA 90020
(213) 351-5602

Board of Supervisors:

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Third District

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Fifth District

March 25, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90020

Dear Supervisors:

**AGREEMENT WITH MARJORIE KELLY FOR CONSULTANT SERVICES TO THE
DIRECTOR OF CHILDREN AND FAMILY SERVICES FOR THE TRANSITIONING AND
RESTRUCTURING OF THE DEPARTMENT
(ALL DISTRICTS) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Make the requisite findings of special circumstances pursuant to County Code Section 2.180.010 to contract with former County employee Marjorie Kelly.
2. Approve and instruct the Chair to execute the attached Agreement with Marjorie Kelly for a maximum amount not to exceed \$36,000 beginning upon the date of approval by your Board and continuing until June 30, 2003, for the provision of consultant services to assist the Director of Children and Family Services in the transitioning and restructuring of the Department.

PURPOSE OF RECOMMENDED ACTION/JUSTIFICATION

The purpose of the recommended action is to allow the Director of Children and Family Services to utilize Ms. Kelly's services in continuing the transitioning and restructuring of the Department. The Department is currently working on several major initiatives to improve the consistency and quality of decision-making, ensure prompt permanence for children, establish community-based and neighborhood-based shelter and foster care options, and to establish an effective decentralized system of delivering community-

based and family-centered services. The Director requires the expertise of a qualified individual for issues concerning the transitioning and restructuring of the department who understands and embraces the philosophy that the Department's family care system must be family-centered and community and neighborhood-based to best serve the needs of children and immediate families. Ms. Kelly's input will assist the Director in these transitioning and restructuring efforts.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

This action is consistent with the County Strategic Plan Goals of Service Excellence and Children and Families' Well-Being since the implementation of this Contract will help expedite the transition and restructuring of the Department of Children and Family Services, thus improving the quality of life for children in the County.

FISCAL IMPACT/FINANCING

The funding for this Agreement is included in the Department's Approved Budget for the remainder of Fiscal Year 2002-03.

Ms. Kelly will be paid an hourly rate of \$150.00 per hour and the amount of the Agreement shall not exceed \$36,000. Funding for this Agreement is provided as follows: 84% Federal/State and 16% net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Agreement with Ms. Kelly will begin upon approval by your Board and continue until June 30, 2003. The Agreement constitutes an exception to County Code 2.121, Contracting with Private Businesses based on the provision that the service is of an extraordinary professional or technical nature and the services are of a temporary nature. The Agreement will terminate on the expiration date or before, should Ms. Kelly's services no longer be necessary. The County is permitted to execute this negotiated agreement by California Department of Social Services contracting regulations, Section 23.650.13.

Ms. Kelly resigned from her position as Interim Director of Children and Family Services effective on March 23, 2003 and is currently available to perform consultant services for the Department as a contractor. County Code Section 2.180.010 precludes the County from contracting with a former County employee for 12 months from the date they leave County service. However, the Board may find that special circumstances exist which justify contracting with a former County employee before the 12 month period expires. Under the recommended Agreement, Ms. Kelly will consult with and advise the Director on the Department's transitioning and restructuring efforts. Ms. Kelly's demonstrated success in obtaining permanency for children through utilization of progressive family and adoption practices, and her understanding and experience with building strong neighborhood community-based service systems and resources to support family and children's service needs in a manner that preserves family and community relationships

make her uniquely qualified to provide these services. Because of her consultant status, Ms. Kelly will not manage or supervise any County employees while providing services under this Agreement. Since this contract is for under \$50,000, Contractor Employee Jury Service Provision is not applicable.

The Board letter has been reviewed by the Chief Administrative Office and County Counsel, and the Agreement has been reviewed and approved as to form by County Counsel.

CONTRACTING PROCESS

Section 23-650.1.13 of the State of California Department of Social Services contracting regulations permits the negotiation of contracts without formal advertising if the aggregate annual amount of the services does not exceed \$100,000 and the contract is solicited through a manner consistent with the County's own procurement policies.

The Department did not initiate a formal solicitation process for this consulting service. Ms. Kelly was selected, after consideration of all other options, due to her vast experience, knowledge, and unique expertise in the County environment, as well as the quality of her work, immediate availability, and her contract price, which compares favorably with market rates. Ms. Kelly is exceptionally qualified to assist the Director in the transitioning and restructuring of the Department.

IMPACT ON CURRENT SERVICES

The transitioning and restructuring of the Department of Children and Family Services is of great importance in its provision of vital services to children and families. These changes will affect all levels of the Department's activities including line, managerial and clerical support functions. Without your Board's approval of this request, Ms. Kelly's absence from the transitioning and restructuring process will severely impact the Director's ability to accomplish these major tasks.

CONCLUSION

Upon execution of this Agreement by your Board, please instruct the Executive Office/Clerk of the Board to return two (2) executed copies of the Board Letter and

Honorable Board of Supervisors
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Agreement to:

Department of Children and Family Services
425 Shatto Place, Room 205
Los Angeles, CA 90020
Attention: Walter Chan, Manager
Contract Management Services

and, one executed copy of the Board Letter, Agreement and the minute order to County Counsel.

Respectfully submitted,

Signed Copy on File

David Sanders, Ph.D.
Director of Children and Family Services

DS:lu

Attachments

cc: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors
Director of Personnel