

# COUNTY OF LOS ANGELES

## Family and Social Services

FESIA A. DAVENPORT  
Acting Chief Executive Officer



**DATE:** Wednesday, January 13, 2021  
**TIME:** **2:45 PM**

**DUE TO THE CLOSURE OF ALL COUNTY BUILDINGS, MEETING PARTICIPANTS AND MEMBERS OF THE PUBLIC WILL NEED TO CALL IN TO PARTICIPATE:**

**Teleconference Call-In Number: (323) 776-6996/ Conference ID: 599 009 090#**

### AGENDA

Members of the Public may address agenda item. Three (3) minutes are allowed for each item.

#### I. NOTICE OF CLOSED SESSION

**CS-1 CONFERENCE WITH LEGAL COUNSEL** – Anticipated Litigation  
Government Code Section 54956.9, subdivision (d)(2)  
Significant Exposure to Litigation (One Case).  
(Will precede public portion of the meeting)

II. Call to Order

#### III. **Presentation/Discussion Items (2:45PM):**

- a. **Department of Children and Family Services (DCFS):**  
Recommendation to Approve Amendment One for Urine Sample Collection for Drug and Alcohol Testing Services with Pacific Toxicology Laboratories, Inc.
- b. **DCFS:** Recommendation to Approve a One-Year Extension to the Current Sole Source Contract for Pre-Employment Clinical Psychological Evaluation Services

IV. Items continued from a previous meeting of the Board of Supervisors or from a previous FSS Agenda Review meeting.

V. Public Comment

VI. Adjournment



BOBBY D. CAGLE  
Director

GINGER PRYOR  
Chief Deputy Director

## County of Los Angeles DEPARTMENT OF CHILDREN AND FAMILY SERVICES

425 Shatto Place, Los Angeles, California 90020  
(213) 351-5602

Board of Supervisors  
HILDAL. SOLIS  
First District  
HOLLY J. MITCHELL  
Second District  
SHEILAKUEHL  
Third District  
JANICE HAHN  
Fourth District  
KATHRYN BARGER  
Fifth District

January 26, 2021

The Honorable Board of Supervisors  
County of Los Angeles  
Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**RECOMMENDATION TO APPROVE AMENDMENT ONE FOR URINE SAMPLE  
COLLECTION FOR DRUG AND ALCOHOL TESTING SERVICES WITH PACIFIC  
TOXICOLOGY LABORATORIES, INC.  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

The Department of Children and Family Services (DCFS) requests delegated authority to amend the Urine Sample Collection for Drug and Alcohol Testing Services Contract Number 20-0033 with Pacific Toxicology Laboratories, Inc. to update the statement of work. Additionally, DCFS seeks delegated authority to execute future Amendments to incorporate changes to meet service needs.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Delegate authority to the Director of DCFS, or his designee, to execute Amendment One, substantially similar to Attachment I, to Contract Number 20-0033 with Pacific Toxicology Laboratories, Inc. to update the statement of work. There will be no fiscal impact to the Contract.
2. Delegate authority to the DCFS Director, or his designee, to execute Amendments during the term of the contract to incorporate changes necessary to meet service needs, contingent upon: (a) the availability of funding; (b) prior approval by County Counsel; and (c) the Director, or his designee notifies the Board and CEO in writing within ten business days of execution of such Amendments.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Drug testing is a critical tool to ensure the safety and well-being of children in homes where there has been a history of substance abuse. DCFS is frequently ordered to provide drug and alcohol testing services for families under its supervision by the Juvenile Court. Currently, there are no provisions for emergency situations and pandemics, such as COVID-19. The updates made to the Urine Sample Collection for Drug and Alcohol Testing Services Contract include, but are not limited to, revised language regarding clients who visit collection sites without a mask or face covering during a pandemic, clients who exhibit or disclose symptoms associated with a pandemic, and Contractor reporting requirements.

### **IMPLEMENTATION OF LOS ANGELES COUNTY'S STRATEGIC PLAN GOALS**

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal No. 1, Make Investments That Transform Lives: Implement evidence-based practices to increase our residents' self-sufficiency, prevent long-term reliance on the County's social safety net, and prevent involvement with the County's foster, juvenile justice, and adult justice systems.

### **FISCAL IMPACT/FINANCING**

No Fiscal Impact to the Contract.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On June 2, 2020, the Board approved a contract with Pacific Toxicology Laboratories, Inc. to perform Urine Sample Collection for Drug and Alcohol Testing Services.

The Chief Executive Office and County Counsel reviewed the Board Letter and the attached Amendment. The Amendment has been approved as to form by County Counsel.

### **CONTRACTING PROCESS**

Contract Number 20-0033 with Pacific Toxicology Laboratories, Inc. for Urine Sample Collection for Drug and Alcohol Testing Services was procured through an Invitation for Bid and approved by the Board on June 2, 2020.

**CONTRACTOR PERFORMANCE**

Contractor has continually met all performance standards as outlined in their contract and has been determined to be a responsive and responsible contractor by County's Program Manager.

**IMPACT ON CURRENT SERVICES**

The recommended actions will provide updates to the Drug and Alcohol Testing Services statement of work.

**CONCLUSION**

Upon approval by the Board of Supervisors, it is requested that the Executive Officer/Clerk of the Board send an adopted stamped copy of the Board letter and attachments to the Department of Children and Family Services:

Department of Children and Family Services  
Contracts Administration Division  
Attn: Leticia Torres-Ibarra, Contracts Division Manager  
425 Shatto Place, Room 400  
Los Angeles, CA 90020

Respectfully submitted,



BOBBY D. CAGLE  
Director

BDC:GP:CMM  
KDR: LTI:EO  
JS:jd

Attachment

c: Acting Chief Executive Officer  
Acting County Counsel  
Executive Officer, Board of Supervisors



**County of Los Angeles  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

425 Shatto Place, Los Angeles, California 90020  
(213) 351-5602

BOBBY D. CAGLE  
Director

GINGER PRYOR  
Chief Deputy Director

Board of Supervisors  
HILDA L. SOLIS  
First District  
HOLLY J. MITCHELL  
Second District  
SHEILA KUEHL  
Third District  
JANICE HAHN  
Fourth District  
KATHRYN BARGER  
Fifth District

January 26, 2021

Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST FOR APPROVAL FOR A ONE-YEAR EXTENSION TO THE CURRENT  
SOLE SOURCE CONTRACT FOR PRE-EMPLOYMENT CLINICAL  
PSYCHOLOGICAL EVALUATION SERVICES  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

The Department of Children and Family Services (DCFS) requests Board's approval to extend the existing Pre-Employment Clinical Evaluation Services contract for one (1) year, effective February 8, 2021 through February 7, 2022 in order to continue Pre-Employment Clinical Psychological Evaluation Services on an as-needed basis to applicants.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and delegate authority to the Director of DCFS, or his designee, to execute an amendment substantially similar to Attachment A to Contract No. 19-4-029 with Susan Saxe-Clifford, PH.D., Contract No. 19-4-030 with Jay Michael Nagdimon PH.D., and Contract No. 19-4-031 with Psychological Consulting Associates, Inc. for the Pre-Employment Clinical Psychological Evaluation Services for the Children's Social Worker (CSW) and Human Services Aide (HSA) classifications. The term of these contracts will be for 12 months effective February 8, 2021 through February 7, 2022. The Maximum Annual Contract Budget for these contracts is \$500,000 financed by 22.5 percent federal funds and 77.5 percent local funds.

*"To Enrich Lives Through Effective and Caring Service"*

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

DCFS considers CSWs and HSAs to be “High-Risk Positions” as they provide services to at-risk children and families in Los Angeles County. Thus, DCFS has determined that it is appropriate that each applicant be required to complete a Pre-Employment Clinical Psychological Evaluation. These evaluations will assist DCFS in the screening and selection of CSW and HSA applicants to protect the children and families it serves. CSW and HSA applicants who have the appropriate psychological adjustment, judgment and reliability necessary to ensure that children at-risk are not re-abused, exploited or neglected, shall be eligible for a conditional employment offer.

DCFS hires an average of 80 CSW and HSA applicants per month to meet staffing requirements and operational needs. The evaluation services are needed to avoid disruption in services and to continue to provide support and quality child welfare services for children. The absence of these services would create a backlog of cases thus negatively impacting the lives of the children of Los Angeles County.

The extension of the current contract will provide additional time to address the unexpected challenges caused by the COVID-19 Pandemic. The additional time will allow the Department to complete the Request for Statement of Qualifications (RFSQ) solicitation process in compliance to the modified procedures established by the COVID-19 Proclamation, to receive Statements of Qualifications appropriately and to conduct conferences in compliance to social distancing directives, as the County was not prepared for the unforeseeable disruptions and state of emergency caused in response to the unknown COVID-19 conditions. The COVID-19 pandemic has delayed the RFSQ process, resulting in a potential interruption of services, which can impede the Department to award contracts to qualifying providers to assist DCFS with reducing employee turnover. The interruption of these services can directly impact the support and child welfare services provided to the children and families of Los Angeles County by hindering the process to effectively selecting the most qualified CSW and HSA applicants, who have the appropriate psychological adjustment to diligently assess casework and operational services to the children and families of Los Angeles County.

## **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The recommended services support the County’s Strategic Plan Goal III, Realize Tomorrow’s Government Today; Strategy III.1, Continually Pursue Development of Our Workforce; Objective III.1.1, Develop Staff Through High Quality Multi-Disciplinary Approached to Training: Implement training models that envision learning and professional growth occurring over time that includes relevant department, academia, labor and other stakeholders.

### **FISCAL IMPACT/FINANCING**

The total Maximum Contract Budget will be \$500,000 financed by 22.5 percent federal and 77.5 percent local funds. Funding is included in the Department's Fiscal Year 2020-2021 Adopted Budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The CSW and HSA classifications are considered high-risk positions. The clinical psychological evaluation services are used as a condition to employment and are justified under the Americans with Disabilities Act to ensure that individuals with certain kinds of mental illness in high-risk positions do not endanger the health and safety of others. High-risk positions are those that involve: 1) the management of potentially life-threatening situations; 2) the requirement to manage immense stress; 3) the requirement to make quick and responsible decisions; and 4) the employee's actions have implications for public welfare.

These services have allowed DCFS to achieve the following:

1. Ensure applicants with serious mental disorder or defect are not placed in a "High-Risk Position" that could pose a threat to the health and safety of others.
2. Reduce the likelihood that at-risk children are abused, exploited or neglected.
3. Increase employee permanency and retention.
4. Assure continuous high quality of services are provided to children and families.

DCFS requested approval from the California Department of Social Services (CDSS) to extend the existing Sole Source contract for one (1) year per CDSS Manual Letter Number OPS 23.621.15.151. CDSS approved this request on September 18, 2020.

County Counsel and the Chief Executive Officer have reviewed this Board Letter, County Counsel approved the amendment as to form.

### **CONTRACTING PROCESS**

DCFS sent a Notice of Intent to negotiate the existing contract on October 15, 2020 to secure the extension as DCFS finalizes and administers the solicitation. DCFS will not be involved in a new contracting process and will negotiate for the extension of this contract.

The services to be provided under this contract are professional and are needed on a part-time or intermittent basis; therefore, the provisions of County Code Chapter 2.121 do not apply to this contract.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will enable DCFS to continue to receive uninterrupted Pre-Employment Clinical Psychological Evaluation Services, and to provide support and quality child welfare services to the children of Los Angeles County without creating a delay to attend the casework during the unexpected COVID-19 pandemic.

**CONCLUSION**

Upon approval by the Board of Supervisors, it is requested that the Executive Officer/Clerk of the Board send an adopted stamped copy of this Board Letter to:

Department of Children and Family Services  
Contract Administration Division  
Attention: Leticia Torres-Ibarra, Division Manager  
425 Shatto Place, Room 400  
Los Angeles, CA 90020

Respectfully submitted,



BOBBY D. CAGLE  
Director

BDC:GP:CMM  
KDR:LTI:CP

Attachments

c: Chief Executive Office  
County Counsel  
Executive Officer, Board of Supervisors