

COUNTY OF LOS ANGELES

Family and Social Services

FESIA A. DAVENPORT
Chief Executive Officer



DATE: Wednesday, April 28, 2021
TIME: 1:30 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. Two (2) minutes are allowed for each item.

- I. Call to Order
- II. **Presentation/Discussion Items:**
 - a. **Los Angeles County Youth Commission:** Youth Commission Update.
- III. **Informational Items:**
 - a. **Department of Public Social Services:** Recommendation to Extend the Sole Source Stage One Child Care Services Contract with Ten Alternative Payment Program Agencies.
 - b. **Workforce Development, Aging and Community Services:** Request Authorization to Award and Execute Fiscal Year 2021-22 Subaward for Dietary Administrative Support Services Program.
 - c. **Workforce Development, Aging and Community Services:** Request Authorization to Award and Execute Fiscal Year 2021-22 Subaward for Disease Prevention and Health Promotion Program 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. **NOTICE OF CLOSED SESSION**

CS-1 CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation 2:45 PM
Government Code Section 54956.9, subdivision (d)(2)
Workforce Development, Aging and Community Services/ Department of Public
Social Services

CS-2 CONFERENCE WITH LEGAL COUNSEL – Existing Litigation 3:15 PM
Government Code Section 54956.9, subdivision (d)(1)
Ibrahim v. County of Los Angeles
Department of Children and Family Services

VII. Adjournment

EXECUTIVE OFFICE

BOARD OF SUPERVISORS

CELIA ZAVALA
EXECUTIVE OFFICER**YOUTH COMMISSION**
COUNTY OF LOS ANGELESKENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 383
LOS ANGELES, CALIFORNIA 90012
(213) 300-4430 • YouthCommission@bos.lacounty.gov**MEMBERS OF THE BOARD**

HILDA L. SOLIS

HOLLY J. MITCHELL

SHEILA KUEHL

JANICE HAHN

KATHRYN BARGER

April 13, 2021

TO: Supervisor Hilda L. Solis, Chair
Supervisor Holly J. Mitchell
Supervisor Sheila Kuehl
Supervisor Janice Hahn
Supervisor Kathryn Barger

FROM: Alain Datcher *Alain Datcher*
Executive Director

SUBJECT: STATUS REPORT ON ESTABLISHING THE LOS ANGELES COUNTY
YOUTH COMMISSION (ITEM NO. 2, AGENDA OF FEBRUARY 4, 2020)

Background

On February 4, 2020 the Los Angeles County Board of Supervisors approved the establishment of the Youth Commission (YC) to give youth access to and influence decision-making that affects their lives. The Commission will provide a forum for youth perspectives, opinions, and voices to be heard and to impact the systems that are intended to serve and support them, their families, and their communities.

This report provides an update on the status and next steps required to develop and launch the Youth Commission.

Progress on Board Ordinance*Establishing the Youth Commission and Hiring the Executive Director*

The Executive Office launched a search for an Executive Director of the Youth Commission in April 2020. I was hired and began my assignment on January 4, 2021. To support the Youth Commission's launch, a program development team was identified in February 2021. This team is comprised of myself, a Project Manager provided by Casey Family Programs, two Foster America Fellows and a Senior Administrative Analyst from Los Angeles County Department of Mental Health + UCLA Public Partnership for Wellbeing.

We began meeting in March 2021 and will support the launch of the Youth Commission through July 2021.

The Executive Office and I conducted interviews for a Career Development Intern (CDI) to provide administrative support to the Commission. The CDI program provides individuals with lived experiences in foster care, unhoused, ability spectrum and other systems with structured on-the-job training in preparation for entry-level careers.

100-Day Action Plan Developed

I developed a 100-Day Action Plan which identified short-term strategic goals and outlined key activities to support the development and launch of the Commission. The 100-Day Action Plan was used to identify vital tasks and strategically aligning resources. Key tasks for the plan included:

- Hire and onboard Youth Commission staff and program development team
- Identify and secure county resources
- Develop scope of work, timeline, and deliverables for Youth Commission launch
- Select first cohort of Youth Commissioners
- Conduct Youth Commissioner orientation and training
- Launch Youth Commission

Timeline and Recommended Next Steps

Convene Youth Commission Community Stakeholder Conversation

I held an introductory meeting on March 25, 2021 which included youth, County agencies provide status update and key achievements, and provide opportunities for engagement as commission launches. Over 100 people attended the meeting. A survey link was sent to attendees to identify and recruit youth for co-design sessions and workgroup participation. Over 30 youth responded with interest in joining workgroups.

Launch Youth Commission Website

The Youth Commission unveiled its new website on March 25, 2021 during the Community Stakeholder Conversation. The website was developed as a “beta site” and will be co-designed and rebranded with insights from youth leaders and workgroup members.

Launch Core Workgroups

The Youth Commission program development team will identify youth participants, co-facilitators, and other stakeholders to participate on three Workgroups:

1) Recruitment & Retention, 2) Training and 3) Communications & Engagement.

Each of these workgroups were identified as core workgroups to develop vital elements of the Youth Commission program.

- Recruitment and Retention's core goal is to develop an application and interview process, outreach strategy, and retention procedures for the LA County Youth Commission.
- Training Workgroup's core goal is to identify, develop and deliver a training curriculum for the LA County Youth Commission.
- Communications & Engagement Workgroup's core goal is to develop a strategic comms plan for the LA County Youth Commission including mission and vision statements, website, and social media content.

Three additional workgroups have been identified for consideration following the launch of the core workgroups: 4) Policy & Operations, 5) Anti-racism, Diversity & Inclusion (ARDI) and 6) Data & Continuous Quality Improvement (CQI). To meet implementation timelines, these workgroups will be discussed as optional sub-committees once all Youth Commissioners have been onboarded. These 3 areas may be folded into the general scope of the YC if determined to be necessary. All workgroups will be co-facilitated by youth and young adults with lived experience in the foster care and juvenile justice systems and supported by the YC Executive Director. The first workgroup meetings are scheduled to launch in mid-April.

April 2021

- Hire and Onboard Career Development Intern
- Develop and Launch Youth Commission Application
 - Co-design the Youth Commission application and receive insight and recommendations on the Board appointees
 - Co-design the evaluation process with workgroup meetings
- Initiate process for Board appointed Youth Commissioners including collaboration with Board Offices and Commission Services
 - Board nominees should be selected by April 23, 2021 to ensure they are placed on the May 18th Board agenda
- Develop YC Mission and Vision Statements, Logo and Outreach Materials
 - Conduct a series of co-designing sessions with youth leaders and key stakeholders to update website content and other information

May 2021

- Conduct Information Sessions for Youth and Community Based Organizations
 - Host virtual information sessions across LA County Supervisorial Districts in partnership with BOS Offices, youth-serving agencies and other organizations for youth interested in joining the Youth Commission
- Develop Youth Commissioner Training Curriculum and Orientation
 - Conduct a series of co-designing sessions with youth leaders and key stakeholders to develop core training curriculum, orientation, and implementation timeline
- Board Offices Approve Direct-Appointed Commissioners
- Review and Finalize Youth Commission Core Training Curriculum
- Provide Progress Report to BOS and Conduct Update Meeting with stakeholder working group

June 2021

- Conduct interviews for At-Large Youth Commissioners
- Submit Selected At-Large Youth Commissioners to Board Agenda for Approval
- Begin Youth Commissioner Orientation and Training Curriculum
- Conduct First Youth Commission Meeting
- Provide Progress Report to BOS and Conduct Update Meeting with stakeholder working group

Conclusion

To ensure the Youth Commission launches successfully, I will continue to partner with the Commission for Children and Families, youth-serving County departments and other organizations to secure program development support and refine the Action Plan. The Commission will consistently engage systems involved young people and stakeholders and offer meaningful opportunities to co-create key elements of its program.

The LA County Youth Commission will provide its next status report by July 9, 2021. In the interim we will also assess how existing resources and partnerships may be further leveraged to execute remaining tasks outlined in the 100-Day Action Plan.

Each Supervisor
April 13, 2021
Page 5










I will also work to allocate the necessary budget and resources for program development and launch purposes. Should you have any questions concerning the LA County Youth Commission, please contact me at (213) 300-4430 or adatcher@bos.lacounty.gov.

AD:mr

Attachment

c: Executive Office, Board of Supervisors
Supervisors' Children's Deputies
Department of Children & Family Services
Probation Department
Probation Oversight Commission
Commission for Children & Families

YOUTH COMMISSION LAUNCH TIMELINE

Milestones	Current Year 2021											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Hire and Onboard Commission Staff												
Confirm YC Staff and Internal Resources												
Develop scope and launch YAB Workgroups												
Recruitment & Retention Workgroup												
Communications and Engagement Workgroup												
Develop Training Curriculum												
Select Board Appointed Youth Commissioners												
Select At-Large Youth Commissioners												
Deliver Orientation & Training Curriculum												



ANTONIA JIMÉNEZ
Director

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

12860 CROSSROADS PARKWAY SOUTH • CITY OF INDUSTRY, CALIFORNIA 91746
Tel (562) 908-8400 • Fax (562) 695-4801



Board of Supervisors
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Second District
SHEILA KUEHL
Third District
JANICE HAHN
Fourth District
KATHRYN BARGER
Fifth District

May 11, 2021

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

Dear Supervisors:

**RECOMMENDATION TO EXTEND THE SOLE SOURCE STAGE ONE CHILD CARE
SERVICES CONTRACT WITH TEN ALTERNATIVE PAYMENT PROGRAM
AGENCIES
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

The Department of Public Social Services (DPSS) seeks approval to extend its Sole Source Stage One Child Care (S1CC) Services contracts for one (1) year, from July 1, 2021 through June 30, 2022, and delegated authority to extend them for an additional year, from July 1, 2022 through June 30, 2023. DPSS contracts with ten (10) Alternative Payment Program agencies (APPs) that provide S1CC services to California Work Opportunity and Responsibility to Kids (CalWORKs) participants.

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority to the Director of DPSS, or her designee, to prepare and execute amendments to the S1CC Sole Source contracts (in substantially similar form to Enclosure I) to extend the contracts for one (1) year, from July 1, 2021 through June 30, 2022. The estimated cost of the amendments is indicated in Enclosure II.
2. Delegate authority to the Director of DPSS, or her designee, to prepare and execute amendments to extend the contracts for one (1) additional year, from July 1, 2022 through June 30, 2023. There is no estimate for the cost of this extension.
3. Delegate authority to the Director of DPSS, or her designee, to prepare and execute amendments to the contracts for: (1) instances which affect the scope of work, term, contract sum, payment terms, or any other condition in the contract; (2) additions

and/or changes required by the Board of Supervisors (Board), Chief Executive Office (CEO), or by DPSS; (3) changes to align with changes to County, State, or federal regulations and statutes; or (4) increases or decreases of no more than 10% of the operational/administrative (O/A) fee based on additional services or contract requirements and funding availability. DPSS will obtain the approval of County Counsel as to form prior to executing such amendments. The Director will notify the Board within ten (10) business days of executing such amendments.

4. Delegate authority to the Director of DPSS, or her designee, to prepare and sign amendments to the contracts to reassign coverage of service areas by zip code due to the termination, merger, or acquisition of an APP.
5. Delegate authority to the Director of DPSS, or her designee, to provide each APP with one advance payment per fiscal year (FY) to cover one month of O/A fees and 1½ months of direct child care costs. In the event that direct child care costs increase at a rapid rate and an APP requests an additional advance in writing, the Director, or designee, may provide one (1) additional advance payment per FY to cover up to one (1) additional month of direct child care costs. The County shall fully recoup all advances in the FY in which they are issued.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Effective October 1, 2019, Senate Bill (SB) 80 made significant changes to the S1CC program, including requiring counties to provide 12 months of continuous, full-time childcare to CalWORKs participants upon their approval into the program, regardless of their participation in Welfare-to-Work (WtW) activities. The State has not finalized the regulations for its implementation of SB 80, and DPSS wishes to extend these contracts for up to two (2) years to allow the State to finalize its regulations so that DPSS may incorporate those changes into these contracts upon their renewal.

Additionally, the recommended action will ensure the APPs continue to provide uninterrupted S1CC services to CalWORKs participants to assist them in engaging in employment, participating in WtW activities, and achieving self-sufficiency. The APPs have provided S1CC services under contract with the County since December 1998, while providing CalWORKs Stage Two (2) Child Care (S2CC) and Stage Three (3) Child Care (S3CC) services under contract with the California Department of Education (CDE). Contracting with these agencies allows CalWORKs WtW families to seamlessly transition from S1CC to S2CC or S3CC without experiencing breaks in their child care services.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended action is consistent with the principles of the Countywide Strategic Plan, Goal III, Strategy 3 – Pursue Operational Effectiveness, Fiscal Responsibility, and

Accountability: Continually assess our efficiency and effectiveness, maximize and leverage resources, and hold ourselves accountable.

FISCAL IMPACT/FINANCING

There is no maximum contract amount because costs are dependent on the number of families served and the number of children receiving care.

The estimated annual amount for the amendments is \$148,218,000, consisting of \$30,779,000 for O/A fees and \$117,439,000 for provider reimbursement. DPSS also reimburses the APPs an estimated \$1.8 million per FY for outreach activities, an estimated \$120,000 per FY for providing co-located staff at district/regional offices, and up to \$75 per employee for employee background checks.

There is no estimate for the second set of proposed amendments. If DPSS extends the contracts for a second year, funding will be included in the Department's annual budget request.

Effective FY 2021-22, the contracts will be funded with CalWORKs Child Care funding instead of CalWORKs Single Allocation.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

California Education Code (EDC) § 8350(b) establishes three (3) stages of child care services and declares the intent of the Legislature to be that participants not experience an interruption in services due to a transition between stages. EDC § 8351(a) requires county welfare departments to provide S1CC services, and EDC § 8351(e) allows counties to contract for S1CC services.

County Counsel has reviewed the amendment and Board Letter. The amendment was approved as to form by County Counsel. The contractors are in compliance with all Board, CEO, and County Counsel requirements.

CONTRACTING PROCESS

In compliance with Board Policy 5.100, Sole Source Contracts, DPSS notified the Board on November 19, 2020, of its intent to renew these contracts and has completed the Sole Source Checklist (Enclosure III).

CONTRACTORS' PERFORMANCE

The S1CC contracts are monitored on a quarterly basis. Monitoring of contractual measurable performance outcomes includes tracking the: (1) timeliness and accuracy of child care approvals, provider reimbursements, and case transfers between stages; and

(2) timeliness of providing participants with enhanced referrals. All of the APPs were in compliance with the contract requirements as of the most recent monitoring period.

IMPACT ON CURRENT SERVICES

The recommended action will allow DPSS to provide uninterrupted child care services to CalWORKs participants while the State finalizes regulations to implement SB 80.

CONCLUSION

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board Letter to the Director of DPSS.

Respectfully submitted,

Antonia Jiménez
Director

AJ:nw

Enclosures

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

SOLE SOURCE CHECKLIST

Department Name: _____

☐ New Sole Source Contract

☐ Existing Sole Source Contract Date Sole Source Contract Approved: _____

Check (✓)	JUSTIFICATION FOR SOLE SOURCE CONTRACTS Identify applicable justification and provide documentation for each checked item.
	➤ Only one bona fide source (monopoly) for the service exists; performance and price competition are not available. A monopoly is an <i>“Exclusive control of the supply of any service in a given market. If more than one source in a given market exists, a monopoly does not exist.”</i>
	➤ Compliance with applicable statutory and/or regulatory provisions.
	➤ Compliance with State and/or federal programmatic requirements.
	➤ Services provided by other public or County-related entities.
	➤ Services are needed to address an emergent or related time-sensitive need.
	➤ The service provider(s) is required under the provisions of a grant or regulatory requirement.
	➤ Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.
	➤ Services are needed during the time period required to complete a solicitation for replacement services; provided services are needed for no more than 12 months from the expiration of an existing contract which has no available option periods.
	➤ Maintenance and support services are needed for an existing solution/system during the time to complete a solicitation for a new replacement solution/ system; provided the services are needed for no more than 24 months from the expiration of an existing maintenance and support contract which has no available option periods.
	➤ Maintenance service agreements exist on equipment which must be serviced by the original equipment manufacturer or an authorized service representative.
	➤ It is more cost-effective to obtain services by exercising an option under an existing contract.
	➤ It is in the best economic interest of the County (e.g., significant costs to replace an existing system or infrastructure, administrative cost savings and excessive learning curve for a new service provider, etc.) In such cases, departments must demonstrate due diligence in qualifying the cost-savings or cost-avoidance associated with the best economic interest of the County.

Chief Executive Office

Date

Fiscal Year 2021 – 2022

	Estimated Average Monthly Child Care Caseload	Estimated Annual Cost for Operational / Administrative Fees	Estimated Annual Cost for Direct Provider Payments	Estimated One Year Contract Extension Cost	Supervisory District(s) Served
Child Care Resource Center, Inc.	2,920	\$7,630,000	\$30,762,000	\$38,392,000	1,3,5
City of Norwalk	130	\$323,000	\$1,639,000	\$1,962,000	4
Connections for Children	270	\$669,000	\$2,345,000	\$3,014,000	2,3,4
Crystal Stairs, Inc.	4,300	\$11,588,000	\$43,786,000	\$55,374,000	1,2,4
Drew Child Development Corporation, Inc.	860	\$2,132,000	\$7,764,000	\$9,896,000	1,2,4
International Institute of Los Angeles	100	\$249,000	\$835,000	\$1,084,000	1
Mexican American Opportunity Foundation	1,060	\$2,778,000	\$9,084,000	\$11,862,000	1,2,4,5
Options for Learning	840	\$2,273,000	\$7,884,000	\$10,157,000	1,4,5
Pathways Los Angeles	460	\$1,141,000	\$4,053,000	\$5,194,000	1,2,3
Pomona Unified School District	760	\$1,996,000	\$9,287,000	\$11,283,000	1,4,5
Total	11,700	\$30,779,000	\$117,439,000	\$148,218,000	



ANTONIA JIMÉNEZ
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Board of Supervisors
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Fourth District
KATHRYN BARGER
Fifth District

November 19, 2020

TO: Each Supervisor

FROM: 
Antonia Jiménez, Director

SUBJECT: CONTRACT EXTENSION FOR STAGE ONE CHILD CARE SERVICES

This is to advise you that I will be extending the Stage 1 Child Care (S1CC) services contracts for up to two (2) additional one-year periods, from July 1, 2021 through June 30, 2022 and July 1, 2022 through June 30, 2023, for a maximum total contract term of five (5) years.

We expect to redesign these contracts in the future, in light of the significant changes to the Stage 1 Child Care program brought about by the passage of SB 80 last year. However, we have not yet received revised regulations from the State that would guide our work in doing so. Extending the current agreements will allow the time necessary for the State to provide the new regulations and, most importantly, it would ensure that these critical services for CalWORKs families will continue.

The extensions will be procured in accordance with CDSS's Manual of Policies and Procedures Section 23-650.1.18, which allows counties to extend a contract where unique circumstances necessitate procurement by negotiation. CDSS's approval of the extensions was obtained on August 28, 2020.

If you have any questions or require additional information, please contact me at (562) 908-8383.

AJ:jb

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



May 11, 2021

BOARD OF SUPERVISORS

Hilda L. Solis

Holly J. Mitchell

Sheila Kuehl

Janice Hahn

Kathryn Barger

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

Dear Supervisors:

EXECUTIVE LEADERSHIP

Otto Solórzano

Acting Director

Paul Goldman

*Contract & Administrative
Services*

Jose R. Perez

Workforce Development

Lorenza C. Sánchez

Aging & Adult Services

Robin S. Toma

Human Relations

**AUTHORIZATION TO AWARD AND EXECUTE FISCAL YEAR
2021-22 SUBAWARD FOR DIETARY ADMINISTRATIVE
SUPPORT SERVICES PROGRAM
(ALL SUPERVISORIAL DISTRICTS)
(3-VOTES)**

SUBJECT

County of Los Angeles Workforce Development, Aging and Community Services (WDACS) seeks approval and delegated authority to award and execute a Dietary Administrative Support Services Program (DASSP) Subaward with CNS/RQA/CA, Inc. for the term effective July 1, 2021 through June 30, 2022, with options to extend the Subaward term for up to three (3) additional one (1) year periods for a maximum Subaward term of four (4) years for an anticipated annual amount of \$599,000; and, execute amendments with this Subrecipient, as needed, during the Subaward term.

CONTACT INFORMATION

3175 West Sixth Street

Los Angeles, CA 90020

WDACS (888-211-0644)

APS hotline (1-877-477-3646)

info@wdacs.lacounty.gov

wdacs.lacounty.gov

IT IS RECOMMENDED THAT YOUR BOARD

1. Approve and authorize the WDACS Acting Director, or designee, to award and execute the DASSP Subaward with CNS/RQA/CA, Inc. for the term effective July 1, 2021 through June 30, 2022, with options to extend the Subaward term for up to three (3) additional one (1) year periods for a maximum Subaward term of four (4) years for an anticipated annual amount of \$599,000 in federal Older Americans Act (OAA) Title III Part C (Nutrition Services) funding. WDACS will obtain County Counsel approval as to the form of the Subaward prior to executing this Subaward.



2. Approve and authorize the WDACS Acting Director, or designee, to execute amendments with this Subrecipient, which serve the best interests of the County of Los Angeles (County), during the Subaward term as follows: 1) add new, relevant, or updated federal, State, and/or County Subaward terms and conditions; and, 2) increase or decrease the Subaward amounts (including but not limited to baseline funds, one-time-only funds, and/or supplemental monies), which may exceed ten percent (10%) of the Maximum Subaward Sum, in response to the availability of funding and/or based on Subrecipient's performance provided that: (a) the total allocation does not exceed available funding; (b) WDACS obtains County Counsel approval as to the form of the amendment prior to any such amendment; and, (c) WDACS provides written confirmation to the CEO within thirty (30) working days of completing this action.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION(S)

WDACS has been designated by the California Department of Aging (CDA or State) to operate as an Area Agency on Aging (AAA) for all areas of the County, except for the City of Los Angeles (City), which is served by the City Department of Aging. In this capacity, WDACS oversees the administration of a variety of programs, including DASSP Services, that enhance the quality of life for older adults and help older adults remain in their homes and communities as they age.

WDACS provides several million meals each year to older adults in their homes and at congregate meal sites through the Elderly Nutrition Program (ENP). Through DASSP, registered dietitians provide nutritional guidance and support to ENP vendors and clients. These dietitians ensure ENP meal services meet nutritional, food safety, and other requirements. They also provide nutrition counseling and education related to meal planning, obesity prevention, dietary best practices, and other topics to support the nutritional health of ENP clients.

WDACS conducted a competitive Request for Proposals (RFP) solicitation, which resulted in one (1) proposal from CNS/RQA/CA, Inc., a for-profit organization. The Proposal met all requirements outlined in the RFP, and CNS/RQA/CA, Inc. is being selected as the successful Proposer. CDA has approved the award to CNS/RQA/CA, Inc. pursuant to 22 California Code of Regulations Section 7362 (Pre-Award Review) that requires a AAA to obtain CDA approval prior to awarding a contract to a for-profit entity. As such, we intend to award and execute this Subaward upon your Board's approval.

Implementation of Strategic Plan Goals

The recommended actions support the following Countywide Strategic Plan Strategies: Strategy I.1 (Increase Our Focus on Prevention Initiatives) by promoting self-sufficiency and independence among older adults; Strategy I.2 (Enhance Our Delivery of Comprehensive Interventions) by ensuring the delivery of a broad-range of community-based services for older adults; and Strategy II.2 (Support the Wellness of Our Communities) by increasing services and promoting the well-being of older adults.

FISCAL IMPACT/FINANCING

DASSP is financed with federal OAA monies, OAA Title III Part C (Nutrition Services) funds. The OAA monies originate from the federal grantor agency, United States Department of Health and Human Services (HHS). The OAA authorizes HHS to grant the federal monies to CDA, the State pass-through entity, and CDA provides this funding to WDACS to operate the Program.

The anticipated annual funding for the recommended Subaward is \$599,000. Should WDACS exercise all renewal options, the total estimated funding for all periods, including the original term and all renewals is \$2,396,000. Funding for DASSP will be included in the WDACS Fiscal Year 2021-22 budget.

This federal funding has been assigned the following Catalog of Federal Domestic Assistance (CFDA) program number: OAA Title III C is 93.045 (Special Programs for the Aging, Title III, Part C, Nutrition Services). The federal grantor for this funding source is HHS.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Subrecipient is compliant with all Board and County requirements. The Subaward includes standard County terms and conditions in addition to federal and State terms and conditions that are required for WDACS to administer/operate the Program. Further, the Subaward is not subject to the requirements for Proposition A, in which living wage laws would be applicable as confirmed by County Counsel. WDACS will obtain County Counsel approval as to the form of the Subaward prior to its execution and/or amendment.

CONTRACTING PROCESS

On December 3, 2020, WDACS released a competitive RFP solicitation (in accordance with federal, State, and County procurement standards) under proposal number AAA-DASSP-2122 RFP. WDACS was seeking a qualified Proposer to provide DASSP Services Countywide, excluding the City of Los Angeles, which is served by another public agency. Notification of this release occurred as follows:

- Newspaper Publication: WDACS advertised the RFP in the following newspapers of general circulation in Los Angeles County and bordering counties: Los Angeles Times; San Gabriel Valley Tribune; Torrance Daily Breeze; Orange County Register; La Opinion; and Los Angeles Watts Times.
- Posting on Internal Services Department (ISD)/Office of Small Business (OSB) Website: In accordance with County requirements, WDACS posted notification of the RFP on the ISD website (which also meets the requirement to post on the OSB website) using multiple commodity/service codes associated with DASSP Services. Based on WebVen registered vendors associated with those commodity/service codes, this notification was sent to approximately 7,972 potential Proposers.

- GovDelivery Notifications: WDACS utilizes GovDelivery, a web-based email subscription management system, which includes approximately 6,373 vendors that have signed up to receive news and information pertaining to contracting opportunities with WDACS. These vendors were notified regarding the release of this RFP.

A Proposers' teleconference was held to address questions received from potential Proposers, and no protests were received in response to the solicitation requirements.

Evaluations were conducted by teams comprised of individuals from WDACS, who were subject matter experts in various areas including program operations, contract development, and finance/accounting. There were no protests in response to this evaluation and the recommendation to award.

In accordance with Board Policy 5.130 (Contracting With Community Business Enterprise Firms) requiring disclosure of information pertaining to Community Business Enterprise (CBE) firms, WDACS has reflected this information in Attachment I. On final analysis and consideration of this award, the successful Proposer was selected without regard to race, creed, or color.

Monitoring Requirement

Administrative, programmatic, and fiscal monitoring of the Subrecipients will be conducted on an annual basis to ensure Subaward compliance. Administrative and programmatic monitoring are completed by WDACS' Contract Compliance Division. Fiscal monitoring is conducted by an approved vendor procured through the Los Angeles County Auditor-Controller's Master Agreement for As-Needed Contract Audits/Studies.

IMPACT ON CURRENT SERVICES

Approval of the recommended actions will allow for the continued provision of DASSP Services countywide. These Services enhance the nutritional well-being of older adults receiving congregate and home-delivered meals from WDACS. As such, it is in the County's best interest to execute this Subaward.

CONCLUSION

Upon your approval of the recommended actions, WDACS Acting Director, or designee, will proceed to execute the Subaward, and any future amendments as noted herein. Should you have any questions, please contact me directly, or your staff may contact Mr. Kevin Anderson, Special Assistant, at (213) 738-2593.

Respectfully submitted,

The Honorable Board of Supervisors
May 11, 2021
Page 5

OTTO SOLÓRZANO
Acting Director

OS:PG:CD:HK:IP

Enclosure

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

DRAFT

Attachment I

County of Los Angeles Workforce Development, Aging and Community Services
Dietary Administrative Support Services Program Services
Community Business Enterprise Program Information

FIRM INFORMATION*		CNS/RQA/CA, Inc.
BUSINESS STRUCTURE		CORPORATION
CULTURAL/ETHNIC COMPOSITION		NUMBER / % OF OWNERSHIP
OWNERS/PARTNERS/ BOARD **	Black/African American	0
	Hispanic/Latino	0
	Asian or Pacific Islander	0
	American Indian	0
	Filipino	0
	White	2 / 100
	<i>Female (included above)</i>	2
CULTURAL/ETHNIC COMPOSITION		NUMBER
MANAGER	Black/African American	0
	Hispanic/Latino	0
	Asian or Pacific Islander	0
	American Indian	0
	Filipino	0
	White	5
	<i>Female (included above)</i>	3
STAFF	Black/African American	2
	Hispanic/Latino	10
	Asian or Pacific Islander	2
	American Indian	0
	Filipino	0
	White	13
	<i>Female (included above)</i>	29
Total # of Employees <i>(including ** above)</i>		32
COUNTY CERTIFICATION		
PREFERENCE	LSBE	N
	SE	N
	DVBE	N

* Information was provided by Proposer in response to the RFP (AAA-DASSP-2122 RFP). On final analysis and consideration of award, successful Proposer was selected without regard to race, creed or color.



May 11, 2021

BOARD OF SUPERVISORS

Hilda L. Solis

Holly J. Mitchell

Sheila Kuehl

Janice Hahn

Kathryn Barger

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

Dear Supervisors:

EXECUTIVE LEADERSHIP

Otto Solórzano

Acting Director

Paul Goldman

*Contract & Administrative
Services*

Jose R. Perez

Workforce Development

Lorenza C. Sánchez

Aging & Adult Services

Robin S. Toma

Human Relations

**AUTHORIZATION TO AWARD AND EXECUTE FY 2021-22
SUBAWARD FOR DISEASE PREVENTION AND HEALTH
PROMOTION PROGRAM SERVICES
(ALL SUPERVISORIAL DISTRICTS)
(3-VOTES)**

SUBJECT

County of Los Angeles Workforce Development, Aging and Community Services (WDACS) seeks approval and delegated authority to award and execute a Disease Prevention and Health Promotion Program Services (DPHPP) Subaward with Partners in Care Foundation, Inc. for the term effective July 1, 2021 through June 30, 2022, with options to extend the Subaward term for up to three (3) additional one (1) year periods for a maximum Subaward term of four (4) years for an anticipated annual amount of \$426,000; and, execute amendments with this Subrecipient, as needed, during the Subaward term.

CONTACT INFORMATION

3175 West Sixth Street

Los Angeles, CA 90020

WDACS (888-211-0644)

APS hotline (1-877-477-3646)

info@wdacs.lacounty.gov

wdacs.lacounty.gov

IT IS RECOMMENDED THAT YOUR BOARD

1. Approve and authorize the WDACS Acting Director, or designee, to award and execute the DPHPP Subaward with Partners in Care Foundation, Inc. for the term effective July 1, 2021 through June 30, 2022, with options to extend the Subaward term for up to (3) additional one (1) year periods for a maximum Subaward term of four (4) years for an anticipated annual amount of \$426,000 in federal Older Americans Act (OAA) Title III D (Disease Prevention and Health Promotion) funding. WDACS will obtain County Counsel approval as to the form of the Subaward prior to executing this Subaward.



2. Approve and authorize the WDACS Acting Director, or designee, to execute amendments with this Subrecipient, which serve the best interests of the County of Los Angeles (County), during the Subaward term as follows: 1) add new, relevant, or updated federal, State, and/or County Subaward terms and conditions; and, 2) increase or decrease the Subaward amounts (including but not limited to baseline funds, one-time-only funds, and/or supplemental monies), which may exceed ten percent (10%) of the Maximum Subaward Sum, in response to the availability of funding and/or based on Subrecipient's performance provided that: (a) the total allocation does not exceed available funding; (b) WDACS obtains County Counsel approval as to the form of the amendment prior to any such amendment; and, (c) WDACS provides written confirmation to the CEO within thirty (30) working days of completing this action.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION(S)

WDACS has been designated by the California Department of Aging (CDA or State) to operate as an Area Agency on Aging for all areas of the County, except for the City of Los Angeles (City), which is served by the City Department of Aging. In this capacity, WDACS administers a variety of programs, including DPHPP services, that enhance the quality of life for older adults and help older adults remain in their homes and communities as they age. DPHPP Services are evidence-based programs and workshops, which promote healthy aging and the maintenance of optimal physical, mental, and social well-being for clients to prevent illness, manage chronic physical conditions, prolong independence, and improve quality of life.

WDACS conducted a competitive Request for Proposals (RFP) solicitation, which resulted in one (1) proposal from Partners in Care Foundation, Inc. The Proposal met all requirements outlined in the RFP. Partners in Care Foundation, Inc. is being selected as the successful Proposer, and we intend to award and execute this Subaward upon your Board's approval.

Implementation of Strategic Plan Goals

The recommended actions support the following Countywide Strategic Plan Strategies: Strategy I.1 (Increase Our Focus on Prevention Initiatives) by promoting self-sufficiency and independence among older adults; Strategy I.2 (Enhance Our Delivery of Comprehensive Interventions) by ensuring the delivery of a broad-range of community-based services for older adults; and Strategy II.2 (Support the Wellness of Our Communities) by increasing services and promoting the well-being of older adults.

FISCAL IMPACT/FINANCING

The DPHPP is financed with federal Older Americans Act (OAA) Title III D (Disease Prevention and Health Promotion Services) funds. The OAA monies originate from the federal grantor agency, United States Department of Health and Human Services (HHS). The OAA authorizes HHS to grant the federal monies to CDA, the State pass-through entity, and CDA provides this funding to WDACS to operate the Program.

The anticipated annual funding for the recommended Subaward is \$426,000. Should WDACS exercise all renewal options, the total estimated funding for all periods, including the original term and all renewals is \$1,704,000. Funding for DPHPP will be included in the WDACS Fiscal Year 2021-22 budget.

This federal funding has been assigned the following Catalog of Federal Domestic Assistance (CFDA) program number: 93.043 (Special Programs for the Aging, Title III, Part D, Disease Prevention and Health Promotion Services). The federal grantor for this funding source is HHS.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Subrecipient is compliant with all Board and County requirements. The Subaward includes standard County terms and conditions in addition to federal and State terms and conditions that are required for WDACS to administer/operate the Program. Further, the Subaward is not subject to the requirements for Proposition A, in which living wage laws would be applicable as confirmed by County Counsel. WDACS will obtain County Counsel approval as to the form of the Subaward prior to its execution and/or amendment.

CONTRACTING PROCESS

On December 3, 2020, WDACS released a competitive RFP solicitation (in accordance with federal, State, and County procurement standards) under proposal number AAA-DPHPP-2122 RFP. WDACS was seeking a qualified Proposer to provide DPHPP Services Countywide, excluding the City of Los Angeles, which is served by the City Department of Aging. Notification of this release occurred as follows:

- Newspaper Publication: WDACS advertised the RFP in the following newspapers of general circulation in Los Angeles County and bordering counties: Los Angeles Times; San Gabriel Valley Tribune; Torrance Daily Breeze; Orange County Register; La Opinion; and Los Angeles Watts Times.
- Posting on Internal Services Department (ISD)/Office of Small Business (OSB) Website: In accordance with County requirements, WDACS posted notification of the RFP on the ISD website (which also meets the requirement to post on the OSB website) using multiple commodity/service codes associated with DPHPP Services. Based on WebVen registered vendors associated with those commodity/service codes, this notification was sent to approximately 6,517 potential Proposers.
- GovDelivery Notifications: WDACS utilizes GovDelivery, a web-based email subscription management system, which includes approximately 6,373 vendors that have signed up to receive news and information pertaining to contracting opportunities with WDACS. These vendors were notified regarding the release of this RFP.

A Proposers' teleconference was held to address questions received from potential Proposers, and no protests were received in response to the solicitation requirements.

Evaluations were conducted by teams comprised of individuals from WDACS, who were subject matter experts in various areas including program operations, contract development, and finance/accounting. There were no protests in response to this evaluation and the recommendation to award.

In accordance with Board Policy 5.130 (Contracting With Community Business Enterprise Firms) requiring disclosure of information pertaining to Community Business Enterprise (CBE) firms, WDACS has reflected this information in Attachment I. On final analysis and consideration of this award, the successful Proposer was selected without regard to race, creed, or color.

Monitoring Requirement

Administrative, programmatic, and fiscal monitoring of the Subrecipients will be conducted on an annual basis to ensure Subaward compliance. Administrative and programmatic monitoring are completed by WDACS' Contract Compliance Division. Fiscal monitoring is conducted by an approved vendor procured through the Los Angeles County Auditor-Controller's Master Agreement for As-Needed Contract Audits/Studies.

IMPACT ON CURRENT SERVICES

Approval of the recommended actions will allow for the continued provision of DPHPP Services countywide. These services enhance the health, well-being, and quality of life for older adults in Los Angeles County. As such, it is in the County's best interest to execute this Subaward.

CONCLUSION

Upon your approval of the recommended actions, WDACS Acting Director, or designee, will proceed to execute the Subaward, and any future amendments as noted herein. Should you have any questions, please contact me directly, or your staff may contact Mr. Kevin Anderson, Special Assistant, at (213) 738-2593.

Respectfully submitted,

OTTO SOLÓRZANO
Acting Director

OS:PG:CD:HK:BF:bf

Enclosure

The Honorable Board of Supervisors
May 11, 2021
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c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisor

Attachment I

County of Los Angeles Workforce Development, Aging and Community Services
Disease Prevention and Health Promotion Program Services
Community Business Enterprise Program Information

FIRM INFORMATION*		Partners in Care Foundation, Inc.
BUSINESS STRUCTURE		CORPORATION
CULTURAL/ETHNIC COMPOSITION		NUMBER / % OF OWNERSHIP
OWNERS/PARTNERS/ BOARD **	Black/African American	3
	Hispanic/Latino	1
	Asian or Pacific Islander	2
	American Indian	0
	Filipino	0
	White	19
	<i>Female (included above)</i>	10
CULTURAL/ETHNIC COMPOSITION		NUMBER
MANAGER	Black/African American	5
	Hispanic/Latino	11
	Asian or Pacific Islander	3
	American Indian	0
	Filipino	1
	White	22
	<i>Female (included above)</i>	32
STAFF	Black/African American	26
	Hispanic/Latino	78
	Asian or Pacific Islander	5
	American Indian	1
	Filipino	8
	White	37
	<i>Female (included above)</i>	125
Total # of Employees <i>(including ** above)</i>		222
COUNTY CERTIFICATION		
PREFERENCE	LSBE	N
	SE	N
	DVBE	N

* Information was provided by Proposer in response to the RFP (AAA-DPHPP-2122 RFP). On final analysis and consideration of award, successful Proposer was selected without regard to race, creed or color.