

COUNTY OF LOS ANGELES  
Family and Social Services

FESIA A. DAVENPORT  
Chief Executive Officer



**DATE:** Wednesday, December 1, 2021  
**TIME:** 1:30 PM

**THIS MEETING WILL CONTINUE TO BE CONDUCTED VIRTUALLY TO ENSURE THE SAFETY OF MEMBERS OF THE PUBLIC AND EMPLOYEES AS PERMITTED UNDER STATE LAW.**

**TO PARTICIPATE IN THE MEETING, PLEASE CALL AS FOLLOWS:**  
**Teleconference Call-In Number: (323) 776-6996/ Conference ID: 599 009 090#**  
**[MS Teams Meeting Link](#) (Ctrl + click to follow link)**

**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. **First 5 Los Angeles:** Quarterly Update.
  - b. **Department of Children and Family Services:** Request for Delegated Authority to Execute Temporary Shelter Care Facility Contracts.
- III. Items continued from a previous meeting of the Board of Supervisors or from a previous FSS Agenda Review meeting.
- IV. Public Comment
- V. Adjournment



**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**

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First District

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Third District

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Fourth District

KATHRYN BARGER  
Fifth District

December 14, 2021

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:

**REQUEST FOR DELEGATED AUTHORITY TO EXECUTE DEPARTMENT OF  
CHILDREN AND FAMILY SERVICES TEMPORARY SHELTER CARE FACILITY  
CONTRACTS**

**(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

The Department of Children and Family Services (DCFS) requests delegated authority to execute DCFS-Temporary Shelter Care Facility (TSCF) facility contracts to serve children and youth in need of temporary shelter.

**IT IS RECOMMENDED THAT THE BOARD:**

- 1) Delegate authority to the Director, or designee, to execute a DCFS-TSCF facility contract, substantially similar to the attached Contract (Attachment) with Penny Lane Centers. The contract term will be effective January 1, 2022 or upon the date of contract execution by DCFS Director, whichever is later, through December 31, 2022 with negotiated extension periods as needed by written notice.
- 2) Delegate authority to the Director, or designee, to procure by negotiation, additional DCFS-TSCF facility contracts as needed to increase or replace DCFS-TSCF capacity to serve children and youth contingent upon: (a) applicable Federal, State and County contracting regulations are observed; (b) the availability of funding; and (c) prior

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

approval by County Counsel; and (d) the Director notifies the Board and the CEO in writing within 10 business days of executing such contracts.

- 3) Delegate authority to the Director, or designee, to amend the above contracts to meet program needs provided: (a) applicable Federal, State and County contracting regulations are observed; (b) the availability of funding; and (c) prior approval by County Counsel; and (d) the Director notifies the Board and the CEO in writing within 10 business days of executing such amendments.
- 4) Delegate authority to the Director, or designee, to execute amendments to the above contracts to increase the Maximum Annual Contract Amount by no more than 50 percent per Contract term to accommodate increase in services contingent upon: (a) applicable Federal, State and County contracting regulations are observed; (b) the availability of funding; and (c) prior approval by County Counsel; and (d) the Director notifies the Board and the CEO in writing within 10 business days of executing such amendments.
- 5) Delegate authority to the Director, or designee, to negotiate extension periods and amend the above contracts to extend the contracts up to two additional one year periods as needed, provided: (a) applicable Federal, State and County contracting regulations are observed; (b) the availability of funding; and (c) prior approval by County Counsel; and (d) the Director notifies the Board and the CEO in writing within 10 business days of executing such amendments.
- 6) Delegate authority to the Director, or designee, to terminate the above contracts for contractor's default, or for the County's convenience, contingent upon: (a) prior approval by County Counsel; and (b) the Director notifies the Board and CEO in writing within 10 business days of terminating any contract.

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

The purpose of the DCFS-TSCF contracts is to provide temporary shelter to children and youth under the DCFS-TSCF license, until safe permanent placement is secured.

Due to the public emergency related to the COVID-19 pandemic, the lack of TSCF placement resources because of TSCF contractors' requests to terminate their TSCF contracts and the increasing need for temporary shelter care services over the years, DCFS has an emergent need to secure additional TSCF placement resources as soon as possible for children and youth.

DCFS-TSCF facility contracts will provide physical locations to operate the DCFS-TSCF. Additionally, the DCFS-TSCF facility contracts may provide services such as but not

limited to prepared meals, snacks, cleaning services, drinking water, television, internet, housekeeping, gas and utilities, and washer and dryer, etc.

Therefore, DCFS is working with the State and Community Care Licensing (CCL) to obtain its own TSCF license to operate County TSCF Facility(ies) to provide much needed temporary shelter care and deliver comprehensive and seamless services to those seeking assistance from the County.

Without DCFS-TSCF contracts, DCFS will not have the capacity to provide care, supervision, and protect the health, safety, and welfare of children and youth.

### **Implementation of Strategic Plan Goals**

The recommended actions are consistent with the Countywide Strategic Plan Goal No. 1, Make Investments That Transform Lives: Strategy 2, Deliver comprehensive and seamless services to those seeking assistance from the County.

### **FISCAL IMPACT/FINANCING**

The Maximum Contract Amount for Penny Lane is \$548,271. The DCFS-TSCF contract will be financed using 100 percent State Realignment funds. Sufficient funding is included in the Department's Fiscal Year (FY) 2021-2022 Adopted Budget.

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

California Government Code Section 26227 authorizes Counties to contract for services. The California Department of Social Services (CDSS) Manual Letter, Purchase of Service, section 23-650.11, allows counties to procure by negotiation, contracts without formal advertising when a public emergency exists and the urgency is such that time is not available for formal advertising. In addition, on March 31, 2020, the Board approved a motion authorizing the Chief Executive Officer (CEO) to execute all contracts and amendments and waiving the need to comply with the County's Sole Source Policy during the current COVID-19 emergency.

The CEO and County Counsel have reviewed the Board letter and the attachment(s) has been approved as to form by County Counsel.

### **CONTRACTING PROCESS**

Due to the emergent need for temporary shelter resources, DCFS will utilize the procurement by negotiation contracting process to secure DCFS-TSCF contracts. This process will better enable the County to obtain the services in a timely manner to meet the need for temporary shelter of children and youth.

On November 18, 2021, in accordance with Board Policies 5.100, Sole Source Contracts and 5.120, Authority to Approve Increases to Board Approved Contract Amounts, the Department notified the Board of its intent to request delegated authority to execute sole source contracts and to increase a Board-approved contract amount exceeding 10 percent of the Maximum Annual Contract Amount. Due to the emergent need for temporary shelter resources, DCFS was unable to meet the deadline to notify the Board.

### **CONTRACTOR PERFORMANCE**

The DCFS-TSCF contractors will be monitored by DCFS' Bureau of Specialized Response Services to ensure compliance with the requirements of the contract and the delivery of services. The DCFS-TSCF Program Manager will also provide technical guidance to ensure the contractors meet or exceed program requirements.

### **IMPACT ON CURRENT SERVICES**

The TSCF contractors' decision to close their operations combined with the dwindling number of available temporary shelter options created an urgency to develop additional shelter resources. This heightened concern has led the Department to apply for its own TSCF license to help ensure children will have a safe and more structured out-of-home environment when removed from their homes in emergency circumstances (i.e. 24-hours a day and seven days a week).

Without approval of the recommended action, the County will not have sufficient shelter capacity for the children and youth it serves.

### **CONCLUSION**

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board Letter and its attachment to the Department of Children and Family Services.

Respectfully submitted,

BOBBY D. CAGLE  
Director

BDC:GP:CMM:

The Honorable Board of Supervisors  
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Attachment

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