

ALAMEDA COUNTY  
**HEALTH CARE SERVICES**

AGENCY  
DAVID J. KEARS, Director



**AGENCY ADMIN. & FINANCE**

1000 San Leandro Boulevard, Suite 300  
San Leandro, CA 94577  
Tel: (510) 618-3452  
Fax: (510) 351-1367

Agenda July 14, 2009

July 21,

June 22, 2009

The Honorable Board of Supervisors  
County Administration Building  
1221 Oak Street  
Oakland, CA 94612

Dear Board Members:

**Subject: APPROVAL OF CONTRACT AMENDMENT WITH COMMUNITY INITIATIVES AS FISCAL SPONSOR FOR RESTORATIVE JUSTICE FOR OAKLAND YOUTH (RJOY) IN PUBLISHING A "RESTORATIVE JUSTICE HOW TO GUIDE" FOR THE OUR KIDS PROGRAM**

**RECOMMENDATION:**

Approve the Amendment to the Standard Agreement with Community Initiatives (Principal: Melanie Beene, President and CEO; San Francisco, CA; Procurement Contract No. 4003), as fiscal sponsor for Restorative Justice for Oakland Youth (RJOY), to extend the end of the contract period from June 30, 2009 to December 31, 2009 for writing and publishing a "Restorative Justice How to Guide", with no change in the original contract amount of \$15,000.

**SUMMARY/DISCUSSION/FINDINGS:**

On June 2, 2009, (Item No 14 A-F, File No. 24924), your Board approved the contract with Community Initiatives, as fiscal sponsor for Restorative Justice for Oakland Youth (RJOY), in the amount of \$15,000 for the period April 15, 2009 to June 30, 2009 to write and publish for the OUR KIDS program a "Restorative Justice How To Guide" for school districts and school based behavioral healthcare providers in Alameda County. But due to the prolonged contract negotiation and approval process, the contract execution has been delayed. In order to maintain the quality of deliverables, your Board is requested to approve the amendment to the contract to extend the term through December 31, 2009.

**SELECTION PROCESS:**

*Community Initiatives, a local CBO, fiscal sponsor for Restorative Justice for Oakland youth (RJOY), was selected by the School Health Services Director after a careful review of other local CBOs with a subject matter expertise in Restorative Justice. Community Initiative as fiscal sponsor for Restorative Justice for Oakland youth (RJOY) was chosen due to their expertise in Restorative Justice research and school-based practice in Alameda County.*

**FINANCING:**

This contract is being funded by Tobacco Master Settlement. Approval of this Contract Amendment will have no impact on the County General Fund.

Sincerely,



Alex K. Briscoe, Interim Director  
Health Care Services Agency

CC: County Administrator  
Auditor-Controller  
County Counsel  
HCSA Deputy Director  
HCSA Children & Youth Management Consultant  
School Health Services Director

Contract Reference No. 4003  
P.O. # HCSVC 5360

AMENDMENT TO STANDARD AGREEMENT

Reference is made to that contract made and entered into on the 2nd day of June, 2009, by and between the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, and the Community Initiatives.

Said Contract is hereby amended extending the term of the contract to end on December 31, 2009.

Exhibit B is replaced in its entirety with the revised Exhibit B attached.

All other contract terms and conditions shall remain in full force and effect.

In Witness Whereof, the parties hereto have executed this Amendment this 30th day of June, 2009.

COUNTY OF ALAMEDA

\_\_\_\_\_  
President, Board of Supervisors

Community Initiatives

Contractor

By: Melanie Beene  
Signature ~~Over~~ Typewritten Name

President and CEO

Position

Tax ID: 94-3255070

APPROVED AS TO FORM:

Maria Adams  
County Counsel

**EXHIBIT B  
PAYMENT TERMS**

**REVISED**

**I. Budget Related**

Description Budget:	
Facilitation and Planning	\$5,000
Gathering Data and Materials	\$5,000
Writing	\$5,000
Total	\$15,000

**II. Terms and Conditions of Payment**

**A. Reimbursement:**

The total amount of reimbursement under the terms of this Agreement shall not exceed \$15,000. Funds shall be used solely in support of the project's budget. Funds may not be used for any purpose other than those specified in Exhibit A of this Agreement.

Contractor shall invoice the County every 30-45 days during the contract period between April 15, 2009 and December 31, 2009, based on actual expenses incurred, at a rate of \$125 per hour for services rendered. All invoices shall be accompanied by a report of services performed pursuant to Exhibit A of this Agreement. The final invoice shall be based on actual expenses incurred but not to exceed the balance of the contract.

Payment of the invoice will be contingent upon receipt of deliverables and specific accounting of service hours. After review, the School Health Services Administrator must sign off on invoice for payment. County shall process invoice submitted for reimbursement by contractor within ten (10) working days from receipt of invoice, report narrative and any other back up documentation as requested.

**B. Invoicing Procedures:**

Community Initiatives shall send invoice, together with the required report, to:

Tracey Schear  
School Health Services Coalition  
Alameda County Health Care Service Agency  
1000 San Leandro Blvd., Suite 300  
San Leandro, CA 94577