



## Legislation Details (With Text)

**File #:** 2020-0994  
**Type:** Consent Calendar Item **Status:** Agenda Ready  
**File created:** 9/23/2020 **In control:** County Administrator  
**On agenda:** 12/8/2020 **Final action:**  
**Title:** Consulting Services Agreement: Assessment of Homeless and Housing Services  
**Sponsors:** County Administrator  
**Indexes:**  
**Attachments:** 1. Agenda Item Summary Report, 2. Attachment A - KPMG Standard-Professional-Services-Agreement Final.pdf, 3. Attachment B - KPMG Proposal

Date	Ver.	Action By	Action	Result
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**To:** Sonoma County Board of Supervisors and Community Development Board of Commissioners  
**Department or Agency Name(s):** County Administrator's Office, Community Development Commission, Department of Health Services, and Human Services Department  
**Staff Name and Phone Number:** Sheryl Bratton, 707 565 2231  
**Vote Requirement:** Majority  
**Supervisory District(s):** All

**Title:**  
Consulting Services Agreement: Assessment of Homeless and Housing Services

### Recommended Action:

Authorize the Chair to execute the Agreement for Consulting Services with KPMG, LLP for the assessment of the best model for the administration and delivery of homeless and housing services provided across the Department of Health Services, Human Services, and the Community Development Commission. Agreement is not to exceed \$186,000 with a term ending on 12/07/2021.

### Executive Summary:

At the 2019-2020 budget hearings the Board approved appropriations to fund various efficiency studies, including review of combining the delivery of important social programs and services with the goal of ensuring services are being delivered in the most efficient and effective way possible.

On April 14<sup>th</sup>, 2020 the Board directed the County Administrator to solicit proposals from qualified consultants to assess the feasibility, pros and cons, and potential approaches, of enhanced integration and collaboration between the Department of Health Services, the Human Services Department, and the Community Development Commission. Proposals were received from five vendors for a phased approach to the project, with phase 1 focusing on the delivery of homeless and housing services provided by the departments.

As a result of a competitive procurement and evaluation process, KPMG, LLC was selected to provide the assessment of phase 1 of these services. Approval of this agenda item will authorize the Chair of the Board of Supervisors to execute the Agreement for Consulting Services with KPMG, LLC for an amount not to exceed

\$186,000 with a term ending on 12/07/2021.

**Discussion:**

In 2019, the County Administrator formed a multi-departmental working group to explore improving service delivery to the community through enhanced integration and collaboration between departments, with the secondary goal of identifying efficiencies and reducing costs. The team consisted of representatives from the County Administrator's office, the Community Development Commission, the Department of Health Services, and the Human Services Department. Other jurisdictions who have formed integrated services were reached out to for information, including, San Diego, Shasta, and Solano County. Based upon this initial information it was determined that there is a benefit to requesting a consulting firm to conduct an assessment of Sonoma County's potential for integration of health and human services. A phased approach to the project was planned with phase 1 focusing on homeless and housing services across the departments.

Five consulting firms responded to the request for proposals, after evaluation, KPMG, LLC was selected to provide the assessment of phase 1 of the project.

The goals of the consultant's report include the following:

- 1) Assess and inventory all housing and homeless services programs administered through each of the three County organizations and the administrative resources supporting each, including staffing, costs, state and federal requirements, and funding sources.
- 2) Assess and provide an inventory of the ancillary services and programs that are necessary to enable individuals to successfully get and maintain housing.
- 3) Determine whether there is duplication and/or overlap between the various housing and homeless services, administrative functions and activities across the organizations; make recommendations for how efficiencies could be gained; and create a roadmap for how to address the identified inefficiencies.
- 4) Identify where there are opportunities to integrate services and functions across organizations to more effectively deliver housing and homeless services and programs.
- 5) Determine best practices to improve collaboration and communication across organizations.
- 6) Conduct interviews with key stakeholders including County staff, community partners, individuals with lived experience, and recipients of the services to provide feedback and inform recommendations.
- 7) Provide a written report of recommendations and proposed timeline for addressing the

recommendations.

- 8) Identify best practices for the administration of the various housing services and programs.
- 9) Provide an environmental scan of community organizations to determine whether there are appropriate organizational structures outside of the County that could effectively administer some or all of the County housing programs.
- 10) Assess appropriate resources needed for the successful implementation of all recommended actions.
- 11) Assess whether existing housing programs should be redesigned to more effectively achieve outcomes.

The report should be completed within 3 months and presented to the Board in Spring 2021.

**Prior Board Actions:**

19/20 Budget Hearings - Adopted Budget

April 14, 2020 - Request for proposals approved

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 20-21 Adopted</b>	<b>FY21-22 Projected</b>	<b>FY 22-23 Projected</b>
Budgeted Expenses	\$200,000		
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>\$200,000</b>		
<b>Funding Sources</b>			
General Fund/WA GF	\$200,000		
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>\$200,000</b>		

**Narrative Explanation of Fiscal Impacts:**

The 20/21 Adopted budget includes re-budgeted appropriations within the Non-Departmental budget to fund this service delivery review, including staff time to manage projects. The consultant contract is \$186,000, and approximately \$14,000 is estimated and budgeted for County staff to facilitate the project.

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>


**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**

Consultant Agreement with KPMG, LLC

KPMG, LLC Proposal

**Related Items “On File” with the Clerk of the Board:**