SONOMA COUNTY

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

Legislation Details (With Text)

File #:	2022-0124		
Type:	Consent Calendar Item	**Status:**	Passed
File created:	1/27/2022	**In control:**	Human Services
On agenda:	4/5/2022	**Final action:**	4/5/2022
Title:	Human Services Department - Planning, Research, Evaluation and Engagement Administrative Aide Position Extension		
Sponsors:	Human Services		
Indexes:			
Attachments:	1. Summary Report, 2. Resolution		

Date	Ver.	Action By	Action	Result
4/5/2022	1	Board of Supervisors	Approved as recommended	Pass

To: Sonoma County Board of Supervisors
Department or Agency Name(s): Human Services
Staff Name and Phone Number: Oscar Chavez, 565-3812; Norine Doherty, 565-7186
Vote Requirement: Majority
Supervisorial District(s): Countywide

Title:
Human Services Department - Planning, Research, Evaluation and Engagement Administrative Aide Position Extension

Recommended Action:
Adopt a resolution extending 1.0 FTE time-limited Planning, Research, Evaluation and Engagement (PREE) Administrative Aide for the period of July 1, 2022 - June 30, 2024, to support the administrative needs of the Human Services Department's (HSD) Shared Outcome Measurement System projects, including the Road to the Early Achievement and Development of Youth Initiative.

Executive Summary:
HSD's Shared Outcome Measurement System projects support the Board's priority identified through the Upstream Investments Policy Initiative to promote evidence-informed and prevention focused interventions. The Administrative Aide will strengthen these projects by continuing to provide administrative support to meet the reporting and data collection requirements of these efforts.

Discussion:
In 2013, the HSD PREE unit received a $1.5 million, three-year (July 1, 2013-June 30, 2016), strategic grant from First 5 Sonoma County to support development of the Road to the Early Achievement and Development of Youth (READY) Initiative. This grant provided funds for a 1.0 FTE Program Planning and Evaluation Analyst (PPEA) as well as a .5 FTE Administrative Aide. READY is a collective impact initiative designed to increase the quality of early childhood education and facilitate the transition from preschool to kindergarten. During the initial three-year funding cycle, READY recruited 13 schools within 7 school districts in Sonoma County to pilot the Kindergarten Student Entrance Profile (KSEP), an evidence-based school readiness screening tool, and

administered a parent survey to over 900 kindergarten students' families.

Since its inception, READY has expanded to partner with over 20 schools and 8 school districts, emphasizing Shared Outcome Measurement System collective efforts among READY's partners. Partners include school districts, service providers, collective impact initiatives like Cradle to Career, and the Health and Probation County Departments.

First 5 Sonoma County has continued to commit resources to READY and HSD's Shared Outcome Measurement System, as evidenced by the Sonoma County Board of Supervisors authorization of the execution of an agreement between HSD and First 5 Sonoma County in 2021. This new funding agreement authorized the HSD Director to accept funding in the amount of $798,265 for the period of July 1, 2021 through June 30, 2024. This funding has been and will continue to be used to expand the use of Upstream Investments Shared Outcomes database (Apricot) and expand the READY Project to include evaluation activities with First 5 funded programs for the duration of the agreement. The PREE time-limited Administrative Aid position will be fully funded through a combination of First 5 funds, 1991 Realignment, and additional unspent funds leveraged through Title IV-E reimbursement.

This position is essential to expand and sustain HSD's contracted work on the READY Initiative to reach the mutual goals outlined in the 2021-24 READY agreement. The Administrative Aide is providing administration, communication, data entry and contract monitoring support to the 8 READY Districts. The READY Initiative is part of a long-term commitment by First 5 to achieve greater sustainability, availability and quality of early care and child education.

Another Shared Outcome Measurement System Project supported by Upstream Investments Policy Initiative is Probation's Keeping Kids in School (KKIS) Program. Probation funds the KKIS Program's data collection efforts. This project builds on HSD's Shared Measurement Outcome System Projects and READY by ensuring that once students enter school, they also maintain high levels of attendance. Probation offers supportive services for students identified by KKIS needing additional resources due to low attendance levels. The Administrative Aide assists in linking efforts between these initiatives by helping to provide administrative support for the Shared Outcome Measurement System's Student Information data that is accessed by both READY and KKIS Program staff in Apricot.

The Administrative Aide will be responsible for the following:

- Support project communications to the 8 READY school districts
- Monitor and file contract invoices
- Conduct data entry and data cleaning of approximately 1,100 READY parent surveys
- Assist with report development and editing
- Assist with planning and convening READY Initiative meetings and events
- Provide administrative support for data collection and data quality efforts using Upstream's Shared Outcome Measurement System (Apricot) and the student information data elements

This position will be housed within the PREE Unit and will be supervised by the PREE/READY PPEA).

Strategic Plan:
N/A

Prior Board Actions:
July 13, 2021: Board approved an agreement with First 5 Sonoma County for the period of July 1, 2021 through June 30, 2024 for a total amount not to exceed $798,265.

July 9, 2019: Board approved an agreement with First 5 Sonoma County for the period of July 1, 2019 through June 30, 2021 for a total amount not to exceed $300,000.

May 30, 2018: Board approved an agreement with First 5 Sonoma County for the period of July 1, 2017 through June 30, 2019 for a total amount not to exceed $300,000.

July 12, 2016: Board approved agreement with Social Solutions Global, Inc. to continue the hosting, maintenance and technical support for the cloud-based software, Apricot, for the beginning July 1, 2016 and ending June 30, 2018, for a total amount not to exceed $142,250.

FISCAL SUMMARY

Expenditures	**FY 21-22 Adopted**	**FY22-23 Projected**	**FY 23-24 Projected**
Budgeted Expenses		$154,400	$159,000
Additional Appropriation Requested			
Total Expenditures		**$154,400**	**$159,000**
Funding Sources			
General Fund/WA GF			
State/Federal		$154,400	$159,000
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources		**$154,5400**	**$159,000**

Narrative Explanation of Fiscal Impacts:
This position will be paid through three funding sources - a First 5 Sonoma County Grant, Title IV-E reimbursement, and reimbursement from the Probation Department using State Juvenile Probation Funding (JPF). There is no General Fund impact. There are no impact fees and space already exists for this position.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Administrative Aide (Extend existing time-limited position thru 6/30/2024)	$4,807.33-$5,842.20	0.0	0.0

Narrative Explanation of Staffing Impacts (If Required):
The job functions listed above in the Description section are currently being completed by the existing Administrative Aide, so the workload for other staff will not be impacted. Because the position is currently filled, if it is not extended the grant deliverables will not be met, and for some tasks other staff will be

required to assume the existing workload.

Attachments:
Position Resolution

Related Items "On File" with the Clerk of the Board:
None