

TRAINING SERVICES AGREEMENT
(YOLO COUNTY HEALTH AND HUMAN SERVICES AGENCY)

THIS AGREEMENT (“**Agreement**”) is made and entered into by and between THE REGENTS OF THE UNIVERSITY OF CALIFORNIA (“**University**”), on behalf of its Davis Campus Continuing and Professional Education (the “**CPE**”) and the County of Yolo on behalf of HHSA (“**User**”).

RECITALS

WHEREAS, The CPE has been established and is maintained to support University's pursuit of its constitutional objectives of instruction, research, and public service; and

WHEREAS, University is a public education institution accredited by the Western Association of Schools and Colleges, and has developed a training program (“**Program**”) and;

WHEREAS, User wishes to obtain major skills training courses for User’s personnel who provide related services in fulfillment of their goals and objectives (“**Exhibit B**”, if applicable);

NOW, THEREFORE, University shall furnish the following services to User.

TERMS AND CONDITIONS

1. Services: University shall present the program (“**Program**”) as more fully described in “Exhibit A”, attached hereto and incorporated herein (collectively, the “**Services**”). Additional work shall be performed only if authorized in advance by written amendment to this Agreement executed by both parties. To the extent that any provision of Exhibit A is inconsistent with this Agreement, this Agreement shall take precedence.
 - a. Limit on attendance: No more than thirty (30) persons per course session may attend without the prior written approval of the University.
 - b. Reschedule/cancel of class: If User reschedules or cancels any training class within ten (10) calendar days of the Program start date, User shall pay for all expenses incurred up to the date on which University receives notice of the reschedule or cancellation.
2. Term: The term of this Agreement shall be from July 1, 2021 and continue through June 30, 2022. All courses must be completed by June 30, 2022.
3. Payment: User shall pay University for Service as set forth in “Exhibit A”, attached hereto and incorporated herein. CPE will provide User thirty (30) days’ written notice of any proposed rate change and an option to amend or terminate the Agreement. User shall pay for Services within

thirty (30) days of User's receipt of University's invoice. CPE reserves the right to suspend performance of Services if User fails to make payment in full within sixty (60) days.

4. Rules, Regulations, Policies and Guidelines: When on University property, User agrees to comply with all federal, state and local laws and University policies, as well as guidelines from the Centers for Disease Control and Prevention, state, county and other local state public health officials and University health and wellness standards, which may change from time-to-time with little or no notice. User is responsible for ensuring that its directors, officers, agents, employees, and participants who will participate in the Services at University property, comply with all applicable requirements.
5. Indemnification: The parties agree to defend, indemnify and hold one another harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising from the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, its officers, agents, students, or employees.
6. Insurance: University is self-insured under California law. University shall maintain this program of self-insurance throughout the term of this Agreement with retentions as follows:
 - a. General Liability (and professional liability) coverage with a per occurrence limit of a minimum of one million dollars (\$1,000,000).
 - b. Auto Liability including non-owned automobiles, with a minimums as follows:
 - i. Bodily injury
 1. Per person \$1,000,000
 2. Per accident \$1,000,000
 - ii. Property damage \$1,000,000
 - c. Workers Compensation insurance in accordance with California state law.
 - d. Employer's Liability coverage in the amount of one million dollars (\$1,000,000).
 - e. If requested by User in writing University shall provide, upon receipt of a fully-executed Agreement, a Certificate of Self-Insurance naming User, its officers, agents, and employees, individually and collectively as additional insured (except for Worker's Compensation Insurance) for services provided under this Agreement.
 - f. Coverage shall apply as primary insurance and any other insurance or self-insurance maintained by the User, its officers, agents, and employees should be excess only. This insurance shall not be canceled or changed without a minimum of thirty (30) days advance, written notice given to User.

- g. Upon University's request, User shall provide University written evidence of User's insurance coverage relevant to the presence or activity of User, its officers, agents, and employees while in, on or about University property or in connection with this Agreement. In the event User's coverage is not acceptable to University, University shall have the right to immediately suspend Services. If User fails to provide acceptable insurance within ten (10) days after University's written notice, University may terminate this Agreement.
7. Non-Liability of University:
- a. Consequential Damages: University shall not be liable for any loss of profits, claims against User by any third party, or consequential damages.
 - b. Delay/Desired Result: University shall incur no liability to User or to any third party for any loss, cost, claim or damage, either direct or consequential, arising from University's delay in performance or failure to perform Services, or failure to achieve a desired result.
 - c. Liability Limitation: University's liability for damages shall not exceed the total of all charges paid by User.
8. Confidential Information: During the course of this Agreement, User may provide University with information, data, or material that it regards as proprietary or confidential. Such information shall be marked or stamped "CONFIDENTIAL INFORMATION". If communicated orally to University, User shall submit confirmation in writing within five (5) days of such disclosure. Notwithstanding, the foregoing, University agrees to safeguard names and addresses of individuals received through the performance of this Agreement in accordance with Welfare and Institution Code Section 10850.
- a. University's Obligation: University shall treat User's Confidential Information in the same manner as University treats its own similar information. Upon User's written request, University shall use reasonable means to protect User's Confidential Information by means not normally employed by University, however, University shall have no obligation to comply with any such request by User. Should such protection occur, any related costs shall be borne by User. University shall not be liable for inadvertent disclosure of Confidential Information provided University has exercised reasonable care.
 - b. Exempt Information: Confidential Information does not include information that is (i) not exempt from disclosure under the California Public Records Act (Calif. Gov. Code sec. 6250 et seq.); (ii) otherwise available to the public; (iii) rightfully received from a third party not in breach of an obligation of confidentiality; (iv) independently developed by University; (v) previously known to University; or (vi) produced in compliance with a court order or when required by law. University shall give reasonable notice to User that Confidential Information is being sought by a third party, to afford User an opportunity to

- limit or prevent disclosure. Any defense against disclosure shall be at User's sole initiative, risk, cost, and expense. University is not obligated to participate in any defense against such request for disclosure. Upon User's request, University agrees to cease using all Confidential Information and to return it promptly to User.
- c. Time Limitation: University shall not divulge User's Confidential Information for a period of three (3) years following termination of this Agreement, or earlier if User makes or allows its Confidential Information to become public knowledge, or by communicating such Confidential Information to a party not bound by an obligation of confidentiality.
 - d. Disposition of Confidential Information: Upon completion of Services or termination of this Agreement, by User's written request, University shall return any Confidential Information. Absent such request, CPE shall destroy or dispose of it according to its established procedures.
9. Disclaimer of Warranty: UNIVERSITY MAKES NO WARRANTY AS TO RESULTS TO BE OBTAINED BY USER FROM THE USE OF ANY SERVICES AND/OR FACILITIES PROVIDED BY UNIVERSITY UNDER THIS AGREEMENT. THERE ARE NO EXPRESS OR IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
 10. University's Right to Use Data: University shall have the unrestricted right to use for its own purposes, including publication, any data or information which it may develop in connection with or as a result of performing the Services described in Exhibit A.
 11. Ownership of Workshop Deliverables: University shall own and retain all rights, including copyrights, in all course materials and other works prepared by University under this Agreement.
 12. Use of University's Name: User shall not use the name or mark of University in any form or manner in advertisements, reports, or other information released to the public without the prior written approval of University.
 13. Termination: Either party may terminate this Agreement at any time by giving the other party thirty (30) calendar days' written notice of such action.
 14. Force Majeure: Neither party shall be liable for delays due to causes beyond the party's control, including, but not limited to, acts of God, war, public enemy, civil disturbances, earthquakes, fires, floods, epidemics, pandemics, quarantine restrictions, strikes, freight embargoes, rolling blackouts, terrorist threats or actions on University property and unusually severe weather, performance shall be excused for a period commensurate with the period of impossibility.

University is a land-grant institution with a mission of teaching, research, public service and patient care, and it is required to recover the full cost of providing services to non-University entities such as User, and as a non-profit entity, makes no profit. Therefore, University does not have reserves from which to pay for expenditures made on behalf of User for which it is not reimbursed. In the event of a force majeure, User shall be responsible for payment of all expenses incurred to the point at which University gives or receives notice of the impossibility. If the impossibility becomes permanent, University will make best efforts to cancel or mitigate all outstanding financial commitments, and User shall be responsible for the cost of any remaining obligations.

15. Federal Contract Compliance: If this Agreement is funded wholly or in part with by a grant or contract from an agency of the federal government, University shall comply with all terms and conditions applicable to recipients of such funds and their contractors.
16. Conflict of Interest: User affirms that, to the best of User's knowledge, no University employee who has participated in University's decision-making concerning this Agreement has an "economic interest" in this Agreement or User. A University employee's "economic interest" means:
 - a. An investment worth \$2,000 or more in User or its affiliate;
 - b. A position as director, officer, partner, trustee, employee or manager of User or its affiliate;
 - c. Receipt during the past 12 months of \$500 in income or \$440 in gifts from User or its affiliate; or
 - d. A personal financial benefit from this Agreement in the amount of \$250 or more.

In the event of a change in these economic interests, User shall provide written notice to University within thirty (30) days after such change, noting such changes. User shall not be in a reporting relationship to a University employee who is a near relative, nor shall a near relative be in a decision-making position with respect to User.

17. Tobacco-free Campus: University is a tobacco-free institution. Use of cigarettes, cigars, oral tobacco, electronic cigarettes and all other tobacco products is prohibited on all University owned or leased sites.
18. Equal Opportunity Affirmative Action: University will abide by the requirements set forth in Executive Orders 11246 and 11375. Where applicable, University will abide by 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a), incorporated by reference with this statement: **"This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and**

prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.” With respect to activities occurring in the State of California, University agrees to adhere to the California Fair Employment and Housing Act. University will provide User on request a breakdown of its labor force by groups as specified by University, and will discuss with University its policies and practices relating to its affirmative action programs. University will not maintain or provide facilities for employees at any establishment under its control that are segregated on a basis prohibited by federal law. Separate or single-user restrooms and necessary dressing or sleeping areas must be provided, however, to ensure privacy.

19. CANRA: University represents and warrants that it complies with the California Child Abuse and Neglect Reporting Act (“**CANRA**”). Failure to comply with CANRA will constitute a material breach of the Agreement and be grounds for termination.

20. Notices: Notices shall be directed to the appropriate parties at the following addresses:

UNIVERSITY
Tim Belding
Financial Services Analyst 3
Continuing & Professional Education
University of California, Davis
1333 Research Park Drive
Davis, CA 95618
E-mail: twbelding@ucdavis.edu

USER
Nicole Jamison
Contracts Unit Supervisor
Yolo County
Health and Human Services Agency
137 N. Cottonwood Street
Woodland, CA 95695
E-mail:

ADDITIONAL UNIVERSITY
Jennifer Lowery
Research Analyst
Continuing & Professional Education
University of California, Davis
1333 Research Park Drive
Davis, CA 95618
E-mail: jndavis@ucdavis.edu

ADDITIONAL USER
Tanya Provencher
Service Center Deputy Branch Director
Yolo County
Health and Human Services Agency
25 N. Cottonwood Street
Woodland, CA 95695
E-mail: tanya.provencher@yolocounty.org

21. Attorneys’ Fees: If any action at law or equity is brought to enforce or interpret the terms of this Agreement, including collection of delinquent payment, the prevailing party shall be entitled to reasonable attorney’s fees, costs and necessary disbursements in addition to any other relief to which it may be entitled.

22. Relationship of the Parties: The parties to this Agreement shall be and remain at all times independent contractors, neither being the employee, agent, representative, or User of the other in their relationship under this Agreement.
23. Governing Law: This Agreement shall be construed pursuant to California law.
24. Amendment: No change in any term or condition of this Agreement shall become effective unless by amendment in writing signed by both parties.
25. Severability: If a provision of this Agreement becomes, or is determined to be, illegal, invalid, or unenforceable, that will not affect the legality, validity, or enforceability of any other provision of the Agreement or of any portion of the invalidated provision that remains legal, valid, or enforceable.
26. Entire Agreement: The terms of User's addendum or purchase order shall have no effect on the terms and conditions of this Agreement. This Agreement contains all of the terms and conditions applicable to the Services provided hereunder and constitutes the entire understanding of the parties respecting the subject matter hereof, superseding any prior understanding or Agreement between them, written or oral, regarding the same subject matter.

AGREED AND ACCEPTED:

**THE REGENTS OF THE
UNIVERSITY OF CALIFORNIA**

By: **STEVEN KOBAYASHI**
Steven Kobayashi
Associate Director
Procurement & Contracting Services
UC Davis

Date: July 26, 2021

Digitally signed by STEVEN KOBAYASHI
DN: cn=STEVEN KOBAYASHI, o=The Regents of the University of
California, ou=Procurement & Contracting Services,
email=skobayashi@ucdavis.edu, c=US
Date: 2021.07.26 14:23:11 -0700
Adobe Acrobat version: 2021.005.20058

**YOLO COUNTY
HEALTH AND HUMAN SERVICES AGENCY**

By: _____
Jim Provenza, Chair
Board of Supervisors

Date: _____


Karen Larsen, Director
Health and Human Services Agency

Attest: Julie Dachtler, Senior Deputy Clerk
Board of Supervisors

By: _____
Deputy (Seal)

Approved as to Form:
Philip J. Pogledich, County Counsel

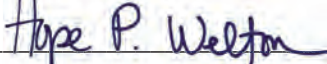
By: 
Hope P. Welton, Senior Deputy

EXHIBIT A
TRAINING PROGRAM

1. 14.00 Unit(s) of training in the subject areas selected by the agency from the UC Davis Continuing and Professional Education curriculum.
2. University will provide the following:
 - a. Needs assessment, curriculum planning and implementation.
 - b. Instructional and student services.
 - c. Instructional materials.
 - d. Evaluation and feedback.
 - e. Continuing education credit.
 - f. Off-site training site and audio-visual equipment when on-site facility and equipment are not available. (Extra training units may be charged.)
 - g. Food and non-alcoholic beverages when requested by the User in writing. (Extra training units may be charged.)
 - h. Any other items when requested by the User in writing and approved by University. (Extra training units may be charged.)
 - i. Per client request, 7% cost share shall be applied only to actual expenses incurred under this contract.
3. User will provide the following:
 - a. Training facility and audio-visual equipment.
 - b. On-site coordination of training.

| | | | |
|----------------|----------------|--------------------|------------------------------------|
| Training Units | CHS Daily Rate | | |
| 14.00 | \$ 4,250.00 | \$59,500.00 | Total Contract Amount |
| | | (\$4,165.00) | Less CPE 7% Cost Share |
| | | \$55,335.00 | Total Client Contract Share |

PERFORMANCE MEASURES

| Staff Development | The Regents of the University of California | Tim Belding |
|------------------------------------|---|-------------|
| Program Purpose | Training for Service Center staff | |
| Program Information | Provide training units in the subject areas selected by the agency from the UC Davis Extension curriculum. | |
| PM1: How much did we do? | | |
| 1.1 | 14 training units, equivalent to 84 hours of training | |
| PM2: How well did we do it? | | |
| 2.1 | Overall feedback from Service Center staff about UC Davis trainings are very positive, staff find the trainings valuable, informative and applicable to the services they provide. | |
| PM3: Is anyone better off? | | |
| 3.1 | Service Center staff benefit from UC Davis trainings, this past year training focused on a Family Engagement Series for Employment Services staff and on leadership training for supervisor and management teams. | |

2021-22 Training and Services Plan

Purpose:

Please use this form to indicate your county's intent to contract with the Center for Human Services at UC Davis for training and services in FY 2021-22.

County: Yolo County
Department: Health & Human Services Agency

Program area:

You can choose between a single contract or separate contracts for each program area.

If you are interested in a single contract for all training, simply list the number of days you anticipate for each program area and return the Training and Services Plan to UCDCPE at the name and address listed below.

If you are interested in separate contracts for each program area, please indicate the program area this contract should cover and use a separate copy of this Training and Services Plan for each contract.

This request is for the program checked below:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Eligibility (E) | <input checked="" type="checkbox"/> Adult services (Q) |
| <input checked="" type="checkbox"/> Employment services and welfare-to-work (W) | <input checked="" type="checkbox"/> GENT: <u>Leadership Training</u> |
| <input checked="" type="checkbox"/> Child welfare (C) | <u>Administration</u> |

CFDA number(s): 93.558

Name of CFDA Contact Person: Lucy Chavez

Phone Number of CFDA Contact Person: 530-661-2797

E-Mail of CFDA Contact Person: lucy.chavez@yolocounty.org

The Catalog of Federal Assistance (CFDA) number is a five-digit number (XX.XXX) designating the funding source by federal agency and program. Agency fiscal officers use CFDA numbers in claims, and the university uses the numbers for federal reporting. Contact your UC Davis representative if you have questions about CFDA numbers. If the requested training is not at all supported by federal flow-through funds, no CFDA number is needed.

Training units/days requested: 14

A training unit is equivalent to six hours of on-site training. Custom trainings and services are offered at a site provided by the county. Training site provides chart paper, markers, tape, and AV equipment if needed.

Training and Services Available

Your UC Davis Public Education Specialist will help you plan training and services to meet your county's needs. Training and services available include:

- **On-site Custom Training:** Training delivered at a site provided by the county agency is charged 1.0 training units for a full or partial day of training. A full day of training is six hours and/or 2 three-hour sessions on the same day. Up to 35 participants can attend custom training and services offered on-site for a county. UC Davis provides the instructor and handout/training materials. If a training is conducted at a rented facility, is longer than six hours in length, requires more than one instructor, has more than 35 participants, books and/or assessment tools additional units may be charged. In some cases, higher priced instructors may be charged additional units. When additional units are charged, prior approval will be obtained from the county by the Public Education Specialist. For a list of available training topics, see the Center's website at www.humanservices.ucdavis.edu/Custom/index.aspx.
- **Programs to be offered on the UC Davis campus:** To support the on-going professional development of leaders, supervisors and staff, training series are offered in the following topics:
 - Supportive Supervision Series 1 and 2
 - Management Development Program
 - Family Engagement Series
 - Training for Trainers Series

Dates and locations for these training series will be provided in the spring. Programs can also be delivered on site for a county. Please contact your Public Education Specialist for units charged when delivered on-site – up to 35 participants can attend Programs offered on-site for a county.

- **Boot Camps to be offered:** Boot Camps are offered as an induction class for eligibility program. The following Boot Camps are available:
 - Medi-Cal
 - CalFresh
 - CalWORKS
 - Welfare to Work
 - Fiscal Essentials

Dates and locations for Boot Camps will be provided in the spring. Boot Camps can also be delivered on site for a county. Please contact your Public Education Specialist for units charged when delivered on-site – up to 35 participants can attend Programs offered on-site for a county.

- **Summer Institutes to be offered on the UC Davis Campus:** The 2019 Summer Institutes will be offered in August. Topics will include Professional Development for Administrative Assistants, Employee Professional Development and Training for Trainers. Additional information on Summer Institutes specific workshops, location and dates will be available in the spring.
- **Executive Leadership Program will be offered in Sacramento:** This Program is designed for County Human Service Agencies Executive Leadership and their direct reports. The Program takes place 4 times per year and is held on Tuesday evening and Wednesday prior to the CWDA meeting. The Program is designed to bring together Executive leaders from county agencies to provide professional development opportunities and thought leader discussions on the current challenges facing Human Services in California.
- **On-Site Custom Services** can be provided upon county request in the following areas:
 - Organizational Development
 - Teambuilding
 - Coaching
 - Mentoring
 - Facilitation
 - Implementation of Best Practices
 - Evaluation
- **On-line training is available for Civil Rights**

A Public Education Specialist will be in contact with you to discuss the training plan and worksheet. This information will assist the Center in planning to meet your needs.

Training schedule

In order of preference, please indicate times most convenient for your staff:

Days (M-F): Tuesday, Wednesday, Thursday Weeks (1-4): 2 - 4; 1

Days of month to avoid: 1st through 5th

Months to avoid: June, July and December

Month to begin training: August Month to end training: May

Describe other times when training is inconvenient (i.e., agency closed, flexible work schedules, court dates, cut-off dates, regularly scheduled meetings, etc.):

Contacts and authorization

Method for receiving contracts (please select one):

Electronic copy sent to person identified below

Wet copies sent to person identified below. Number of copies required _____

Training and services: Person responsible for coordinating training and services.

Tanya Provencher Deputy Branch Director
Name Title

25 N. Cottonwood Street, Woodland, CA 95695
Street address, city, state, zip

530-661-2707 530-661-2658 tanya.provencher@yolocounty.org
Telephone Fax Email

Contract administration: Person responsible for receiving and processing contracts.

Nicole Jamison Contracts Unit Supervisor
Name Title

137 N. Cottonwood Street, Woodland, CA 95695
Street address, city, state, zip

530-666-8667 530-661-2658 530-661-2658
Telephone Fax Email

Billing: Person responsible for receiving and approving invoices.

| | | |
|--|---------------------------------------|---------------------------------|
| Tanya Provencher | Service Center Deputy Branch Director | |
| Name | Title | |
| 25 N. Cottonwood Street, Woodland CA 95695 | | |
| Street address, city, state, zip | | |
| 530-661-2707 | 530-661-2658 | tanya.provencher@yolocounty.org |
| Telephone | Fax | Email |

Authorized signature:  7/27/2021

Signature Date

| | |
|--------------|----------------|
| Karen Larsen | Director, HHSA |
| Printed name | Title |

Mail to: Tim Belding

Center for Human Services
UC Davis Continuing and Professional Education
1632 Da Vinci Ct.
Davis, CA 95618

Fax: (530) 754-5104
Email: dwmiller@ucdavis.edu
Phone direct: (530) 752-8677
Phone message: (530) 757-8538
Website: www.humanservices.ucdavis.edu