



**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**  
**Health System**



**DATE:** April 16, 2013  
**BOARD MEETING DATE:** May 21, 2013  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority

**TO:** Honorable Board of Supervisors

**FROM:** Jean S. Fraser, Chief, Health System  
Stephen Kaplan, Director, Behavioral Health and Recovery Services

**SUBJECT:** Agreement with A&C Healthcare Services, Inc. doing business as Millbrae Manor

**RECOMMENDATION:**

Adopt a Resolution authorizing an agreement with A&C Health Care Services, Inc. doing business as Millbrae Manor for the provision of residential board and care services for the term of July 1, 2013 through June 30, 2016, in an amount not to exceed \$1,013,082.

**BACKGROUND:**

Since December 17, 1985, your Board has approved resolutions authorizing expenditures for residential care facilities serving mentally ill clients. Under the B-1 Administrative Memorandum, the selection of providers of residential services for mental health clients is exempt from the Request for Proposals requirement. Behavioral Health and Recovery Services (BHRS) publishes a public notice every year to solicit applications for new providers. BHRS has contracted with Millbrae Manor for five years.

**DISCUSSION:**

Contractor will provide services to clients of BHRS and Aging and Adult Services (AAS). Contractor will provide forty (40) beds for BHRS clients and up to one (1) bed for AAS clients with Augmented Services Level. The Augmented Services Level is for seriously mentally ill clients who require a higher level of supervision and services including more intensive mental health services, social skills training, and assistance with activities of daily living. The agreement with this provider is for a three-year period.

BHRS requests your Board to authorize the Chief of the Health System or designee to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

The agreement and Resolution have been reviewed and approved by County Counsel as to form. The contractor meets insurance certification requirements.

The contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits.

The agreement contributes to the Shared Vision 2025 outcome of a Healthy Community by providing residential board and care services to mentally ill clients. BHRS provides a range of services to promote wellness and recovery and to support consumers remaining in the lowest possible level of care. The provision of residential board and care services is one established level of care. The services provided through this agreement contribute to this measure. It is anticipated that 90% of clients who receive services through this Agreement shall rate services as good or better.

**Performance Measure:**

Measure	FY 2012-13 Estimate	FY 2013-14 Projected
Minimum percentage of client survey respondents who shall rate services as good or better.	90%	90%

**FISCAL IMPACT:**

The term of the agreement is July 1, 2013 through June 30, 2016, and the maximum obligation is \$1,013,082. Of this amount \$953,082 is for BHRS and \$60,000 is for AAS.

The BHRS maximum amount for FY2013-14 will be \$337,694 and is funded as follows: sales tax through Mental Health Realignment will fund \$303,925 and the Net County Cost will be \$33,769. The AAS maximum amount for FY 2013-14 will be \$20,000 and is funded through the Public Guardian. The payment provisions and levels of service in the agreement are essentially the same as the prior agreement. Funds for these services will be included in the BHRS FY 2013-14 Recommended Budget. Similar arrangements will be made for FY 2014-15 and for FY 2015-16.