



# COUNTY of VENTURA

MELISSA LIVINGSTON  
Director

July 25, 2023

Board of Supervisors  
County of Ventura  
800 S. Victoria Avenue  
Ventura, CA 93009

## HUMAN SERVICES AGENCY

855 Partridge Drive  
Ventura, CA 93003  
805-477-5100

**JENNIE PITTMAN**  
Deputy Director  
Administrative Services

**VICTORIA JUMP**  
Deputy Director  
Aging & Disability Services

**DAVID SWANSON HOLLINGER**  
Deputy Director  
Children & Family Services

**MARISSA MACH**  
Deputy Director  
Community Access & Engagement

**ELAINE MARTINEZ**  
Deputy Director  
Community Services

**Subject: Approval of, and Authorization for the Human Services Agency Director to Sign, a Contract Amendment with The River Community Church Ventura, Inc., for the Family Emergency Shelter Program, to Extend the Time of Performance Through April 30, 2025; and Authorization for the Human Services Agency Director, or Designee, to Approve and Sign Additional Limited Contract Amendments Upon Certain Conditions.**

### **Recommendation:**

1. Approve, and authorize the Human Services Agency (HSA) Director, or designee, to sign, a contract amendment with The River Community Church Ventura, Inc., for the Family Emergency Shelter Program to extend the time of performance ten additional months through April 30, 2025 (Exhibit 1.)
2. Authorize the HSA Director, or designee, to approve and sign limited contract amendments to (a) decrease, or increase up to ten percent, the amount of the contract, (b) extend the time for performance up to six months, or to the length that matches the grantor's extension, and (c) make budget modifications, corrections, clarifications and technical changes, when the changes are consistent with the original purpose of the contract, subject to County Executive Office and County Counsel review and approval.

### **Fiscal/Mandates Impact:**

There is no fiscal impact with this action. The amendment is to extend the time of performance for ten additional months and will not result in additional costs.

### **Discussion**

On June 8, 2021, your Board approved a three-year contract in the amount of \$396,600 with The River Community Church Ventura, Inc. (RCC), to operate a Family Emergency Shelter Program to house families with children on an emergency basis for approximately 30-60 days each. On June 20, 2023, HSA received an extension on the grant that funds the program, thereby allowing HSA to extend the contract with RCC for an additional ten months.

Through the Family Emergency Shelter Program, RCC has secured master leases on two safe and accessible two-bedroom housing units which are then subleased on a short-term basis to families with children who have been identified by HSA's Community Access & Engagement-Homeless Services as being either homeless or at risk of homelessness. In addition to securing the units and providing household necessities, supplies and furniture, RCC acts as the property manager facilitating a successful move-in for the new residents and providing on-going support throughout their stay as it relates to the property, repairs, or other concerns in an effort to help the residents understand the steps that need to be taken to secure future housing, as well as their rights as tenants of a rental property. Since July 2021, the program has served eight families by providing a safe home setting while Homeless Services Social Workers and other support staff provide supportive services that promote self-sufficiency and lead to a more permanent housing solution. Families referred for sheltering through the program have low incomes and other barriers that prevent them from securing and paying for rental housing in a traditional manner. The program benefits homeless families with children by addressing the immediate need for shelter and reduces the amount of time a homeless family will remain homeless.

We request that your Board approve and authorize the HSA Director to sign the contract amendment with The River Community Church Ventura, Inc., to extend the Family Emergency Shelter Program an additional ten months through April 30, 2025, and authorize the HSA Director to approve and sign limited contract amendments as detailed in recommendation two.

This item has been reviewed by the County Executive Office, the Auditor-Controller's Office and County Counsel. If you have any questions, please contact me at 805-477-5301, or Marissa Mach, Deputy Director, Community Access & Engagement, at 805-477-5323.



Melissa Livingston  
Director

Attachment:

Exhibit 1 – The River Community Church Ventura, Inc. Contract Amendment