

**KELLEY COTE
DIRECTOR**

**Lassen County Department of
Child Support Services**



P.O. Box 999 (Mailing)
2950 Riverside Dr., Ste. 104 (Physical)
Susanville, CA 96130

CSE IVR 1-866-901-3212
Fax (530) 251-2667
SDU IVR 1-866-325-1010

June 19, 2018

To: Chris Gallagher, Chairman
Lassen County Board of Supervisors

From: Kelley Cote, Director
Department of Child Support Services

Subject: Authorization of Agreement between DCSS and the Law Office of Jessica Ryan Keeney

Background:

The Department is required to obtain an IV-D attorney to represent DCSS in IV-D court matters. With our case load size as a factor, the necessity of attorney services is limited and does not warrant the hiring of a full-time employee.

In the State Fiscal Year 2017/2018 the Department entered into a Shared Service Agreement with Plumas DCSS. The purpose of a Shared Service Agreement is to leverage local and/or state resources that may result in improved customer service, cost-effectiveness or generally lead to statewide program efficiencies. It also leads to the fulfillment of the 2015-2019 State Strategic Plan *Goal -2 Deliver Excellent and Consistent Services Statewide and *Goal 3 - Enhance Program Performance and Sustainability.

This contract will leverage our resources so that the Department will be more cost effective. Lassen DCSS will provide attorney services to Plumas DCSS within the funding allocation provided to Lassen DCSS from California DCSS. California DCSS will provide to Lassen DCSS credit towards its cost effectiveness (Federal Performance Measure #5) calculation based upon the cost of the services provided. Lassen DCSS will provide California DCSS information to make that adjustment at the end of each federal fiscal year. There will be no changing in funding allocation to either party from California DCSS for these services. Plumas DCSS will not provide Lassen DCSS with any direct compensation for these services. These services provided for shall be at no cost to Plumas DCSS.

Fiscal Impact:

There is no fiscal impact to the County General Fund. There is no net increase to appropriations.

Action Requested:

- (1) Approve the agreement with the Law Office of Jessica Ryan Keeney and (2) authorize the County Administrator to sign the contract on behalf of the board.



**AGREEMENT BETWEEN COUNTY OF LASSEN
AND
LAW OFFICE OF JESSICA RYAN-KEENEY**

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This Agreement is made by and between the County of Lassen, a political subdivision of the State of California, by and through the Lassen County Department of Child Support Services (hereinafter "COUNTY") and Law Office of Jessica Ryan-Keeney, (hereinafter "CONTRACTOR").

WHEREAS COUNTY hereby retains and employs CONTRACTOR to represent County in all child support cases brought in the Lassen County Superior Court and Plumas County Superior Court by the County, whether such cases are pending on the effective date of this Agreement or arise thereafter; and

WHEREAS CONTRACTOR desires to provide those services; and

In consideration of the services to be rendered, the sums to be paid, and each and every covenant and condition contained herein, the parties hereto agree as follows:

SERVICES

The CONTRACTOR shall provide those services described in Attachment "A", Provision A-1. CONTRACTOR shall provide said services at the time, place and in the manner specified in Attachment "A".

TERM

The term of this Agreement shall be July 1, 2018 to June 30, 2020.

PAYMENT

COUNTY shall pay CONTRACTOR for services rendered pursuant to this Agreement at the time and in the amount set forth in Attachment "B". The payment specified in Attachment "B" shall be the only payment made to CONTRACTOR for services rendered pursuant to this Agreement. CONTRACTOR shall submit all billing for said services to COUNTY in the manner specified in Attachment "B".

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RIGHTS AND OBLIGATIONS OF COUNTY

COUNTY shall:

- a. Provide program consultation and technical assistance to CONTRACTOR.
- b. Monitor and evaluate CONTRACTOR'S performance, expenditures and service levels for compliance with the terms of this Agreement.
- c. Provide CONTRACTOR with reporting forms and/or formats and time frames for submission of reports.
- d. Review all invoices submitted by CONTRACTOR for allowable costs and approve for payment as appropriate conditioned on the availability of state funds.
- e. Retain ownership and have prompt access to any report, evaluations, preliminary findings, or data assembled/developed by CONTRACTOR under this Agreement.
- f. All costs, necessary disbursements, and reasonable personal and travel expenses incurred by CONTRACTOR are to be borne by County and paid by County. Such costs and disbursements may include, but are not limited to, court filing fees, fees associated with service of process, copying costs, long distance telephone calls and fees incurred to retain experts. County shall pay for all interpreter expenses reasonably required by CONTRACTOR for the performance of this agreement. County will pay all witness fees, including expert witnesses, and the costs of service of authorized laboratories, forensic services, medical or other technical experts and for investigative personnel. Costs related to required DCSS Attorney training shall be paid by CONTRACTOR and then be reimbursed by the County. Additionally, County agrees to provide CONTRACTOR with all documents, police records, and court transcripts relevant to its contract, at no cost to CONTRACTOR.

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ADDITIONAL PROVISIONS

Those additional provisions unique to this Agreement are set forth in Attachment "C".

GENERAL PROVISIONS

The general provisions set forth in Attachment "D" are part of this Agreement. Any inconsistency between said general provisions and any other terms or conditions of this Agreement shall be controlled by the other terms or conditions insofar as the latter are inconsistent with the general provisions.

DESIGNATED REPRESENTATIVES

Robert Burns, Lassen County Counsel, and Kelley Cote, Director are the designated representative of the COUNTY and will administer this Agreement for the COUNTY. Jessica Ryan-Keeney is the authorized representative for CONTRACTOR. Changes in the designated representatives shall occur only by advance written notice to the other party.

ATTACHMENTS

All attachments referred to herein are attached hereto and by this reference incorporated herein. Attachments include:

- Attachment A – Services
- Attachment B – Payment
- Attachment C – Additional Provisions
- Attachment D – General Provisions
- Attachment E – No Third Party Beneficiary
- Attachment F – IRS Publication 1075 Required Contract Language

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates shown opposite their respective signatures.

CONTRACTOR

Dated: _____

By: _____
Jessica Ryan-Keeney, Esq.,
Law Office of Jessica Ryan-Keeney

COUNTY

Dated: _____

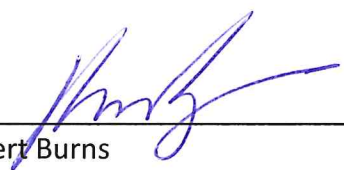
By: _____
Kelley Cote
Director

Dated: _____

By: _____
Richard Egan
County Administrative Officer

APPROVED AS TO FORM:

Dated: _____

By: _____

Robert Burns
Lassen County Counsel

Dated: _____

By: _____
Craig Settlemyre
Plumas County Counsel

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates shown opposite their respective signatures.

CONTRACTOR

Dated: _____

By: _____
Jessica Ryan-Keeney, Esq.,
Law Office of Jessica Ryan-Keeney

COUNTY

Dated: _____

By: _____
Kelley Cote
Director

Dated: _____

By: _____
Richard Egan
County Administrative Officer

APPROVED AS TO FORM:

Dated: _____

By: _____
Robert Burns
Lassen County Counsel

Dated: 5-18-2018

By: _____
Craig Settlemyre
Plumas County Counsel

PLUMAS COUNTY DCSS:

Date: 5-23-2018

By: _____
Michelle Blackford
Michelle Blackford, Director

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ATTACHMENT A
AGREEMENT BETWEEN COUNTY OF LASSEN
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SCOPE OF SERVICES

A.1 SCOPE OF SERVICES AND DUTIES.

The services to be provided by CONTRACTOR and the scope of CONTRACTOR's duties include the following:

1. The parties agree and acknowledge that CONTRACTOR shall be available for the time reasonably necessary for the diligent fulfillment of its duties under this Contract which the parties estimate to be a total of approximately eighty (80) hours per month. The maximum hours to be worked within a standard business week (Monday thru Friday) by Attorney shall not exceed eighty (80) hours total and not to exceed \$89,280.00 without approval by the Board of Supervisors as an amendment to this contract. This amount is calculated at 80 hours per month times 12 months equaling 960 hours. 960 hours times \$93.00 equaling \$89,280.00. The parties further acknowledge and agree that CONTRACTOR maintains a broad-based legal practice. County further acknowledges and agrees that CONTRACTOR will make a good faith effort to be available for all court proceedings, but that emergencies as well as scheduled vacations may arise which may necessitate the rescheduling of some court proceedings. County agrees that in such event CONTRACTOR is not required to provide substitute legal counsel.
2. CONTRACTOR shall, during the entire term of this Contract, be construed to be an independent contractor and nothing in this Contract is intended nor shall be construed to create an employer-employee relationship or joint venture relationship. The sole interest of County is to ensure that services shall be rendered and performed in a competent, efficient and satisfactory manner.
3. CONTRACTOR makes no warranties or representation concerning the successful termination of any of the cases filed by or on behalf of County or the favorable outcome of any legal action that may be filed. County understands that the statements by CONTRACTOR in regard to its opinion as to the state of the law, the

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possibilities of success and the likelihood of an outcome are estimates only and are not guarantees or warranties. The amounts payable to CONTRACTOR for its fees and costs are not dependent upon any particular outcome or success in the representation of County.

4. This Agreement comprises the entire contract between CONTRACTOR and County and there are no other warranties or promises other than those contained in this written document.
5. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this contract, insufficient funds are appropriated to make the payments called for by this contract, this contract shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to CONTRACTOR or furnish any other consideration under this contract and CONTRACTOR shall not be obligated to perform any further services under this contract. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this contract with no further liability incurring to the County, or offer an amendment to Attorney to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Attorney acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Notwithstanding paragraph 5 above, in the event insufficient funds are appropriated by the County, the State of California or any other entity, County will be responsible for payment for all service previously rendered by CONTRACTOR on behalf of County.
7. CONTRACTOR shall, during the entire term of this Contract agree to make court appearances in the Plumas County Superior Court jurisdiction for IV-D calendars, unless telephonic appearances are approved by the court.

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8. Additionally, CONTRACTOR agrees to the following:

- a. Enter an activity log on the case explaining the work they performed
- b. Scan and upload all relevant court documents associated with each case
- c. Child Support Specialist will email Contractor with weekly court calendar along with case preparation documentation
- d. Contractor will arrive at Plumas DCSS on Wednesdays by 8:00 a.m. (depending on need)
- e. Contractor will arrive at Lassen DCSS on Wednesdays at 1:00 p.m. (depending on need)

A.2 MANNER SERVICES ARE TO BE PERFORMED.

As an independent contractor, CONTRACTOR shall be responsible for providing services and fulfilling obligations hereunder in a professional manner. COUNTY shall not control the manner of performance.

END OF ATTACHMENT A

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ATTACHMENT B
AGREEMENT BETWEEN COUNTY OF LASSEN
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PAYMENT

COUNTY shall pay CONTRACTOR as follows:

B.1 BASE CONTRACT FEE.

CONTRACTOR shall submit requests for payment after completion of services no later than the tenth (10th) day of the month following provision of services. Requests for payment shall be substantially in the form of an invoice. Payment shall be made within thirty (30) days after the invoice is approved by the County Contract Administrator. County Contract Administrator shall approve, and submit all invoices for payment to appropriate County department no later than five, (5), calendar days of receipt of said invoice from CONTRACTOR.

B.2 AUTHORIZATION REQUIRED. Services performed by CONTRACTOR and not authorized in this Agreement shall not be paid for by COUNTY.

B.3 PAYMENT GRID:

Shared Services Agreement with Plumas DCSS in separate document

Program/Service Description	Funding Source	Unit Type	Rate	Total Units	Total
80 hours per month	528/0432	Attorney services	\$93.00 per hour		\$89,280.00
Maximum Contract Amount					\$89,280.00

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Invoicing Information:

Lassen County Department of Child Support Services
P. O. Box 999
Susanville, CA 96130

PLUMAS REIMBURSEMENTS

Plumas County DCSS agrees to reimburse CONTRACTOR'S mileage traveling from Susanville to Quincy and back at the current Federal reimbursement rate. CONTRACTOR will invoice Plumas DCSS for the mileage reimbursement.

END OF ATTACHMENT B

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ATTACHMENT C
AGREEMENT BETWEEN COUNTY OF LASSEN
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ADDITIONAL PROVISIONS

C.1 CONFIDENTIALITY:

CONTRACTOR shall comply with all State and Federal regulations concerning the safeguarding of confidential information under California Family Code section 17212 and Title 22 California Code of Regulations (CCR) sections 111430, 111440. No information that identifies any applicant or recipient of services by name, address, social security number or other identifier, shall be disclosed to any committee or legislative body:

- C.1.1 All applications and records concerning any individual made or kept by any public officer or agency in connection with the administration of any provision of the Family Code relating to any form of child support services will be confidential, and will not be open to examination for any purpose not directly connected with the administration of such child support services.
- C.1.2 No person will publish or disclose or permit or cause to be published or disclosed any list of persons receiving child support services.
- C.1.3 No person will publish, disclose, or use or permit, or cause to be published, disclosed or used any confidential information pertaining to an applicant or recipient. CONTRACTOR agrees to inform all employees, agents and partners on the above provisions and that any person knowingly and intentionally violating the provisions of this paragraph is guilty of a misdemeanor.

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C.2 INFORMATION SECURITY:

CONTRACTOR shall ensure to comply with all necessary policies and procedures to ensure that any information received arising from the duties set forth in the agreement is used solely for the purposes authorized and released only in accordance with all State and federal laws and regulations.

In the event of any information security breaches, CONTRACTOR shall notify Lassen DCSS or Plumas DCSS within two business days from the date the breach is discovered and shall cooperate in any investigations of information security incidents. The notification must describe the incident in detail.

END OF ATTACHMENT C

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ATTACHMENT D
AGREEMENT BETWEEN COUNTY OF LASSEN
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GENERAL PROVISIONS

- D.1 INDEPENDENT CONTRACTOR.** For all purposes arising out of this Agreement, CONTRACTOR shall be: an independent contractor and each and every employee, agent, servant, partner, and shareholder of CONTRACTOR (collectively referred to as "The Contractor") shall not be, for any purpose of this Agreement, an employee of COUNTY. Furthermore, this Agreement shall not under any circumstance be construed or considered to be a joint powers agreement as described in California Government Code sections 6000, et seq., or otherwise. As an independent contractor, the following shall apply:
- D.1.1 CONTRACTOR shall determine the method, details and means of performing the services to be provided by CONTRACTOR as described in this Agreement.
 - D.1.2 CONTRACTOR shall be responsible to COUNTY only for the requirements and results specified by this Agreement and, except as specifically provided in this Agreement, shall not be subject to COUNTY's control with respect to the physical actions or activities of CONTRACTOR in fulfillment of the requirements of this Agreement.
 - D.1.3 CONTRACTOR, unless otherwise stated in this agreement, shall be responsible for its own operating costs and expenses, property and income taxes, workers' compensation insurance and any other costs and expenses in connection with performance of services under this Agreement.
 - D.1.4 CONTRACTOR is not, and shall not be, entitled to receive from or through COUNTY, and COUNTY shall not provide or be obligated to provide the CONTRACTOR with workers' compensation coverage, unemployment insurance coverage or any other type of employee or worker insurance or benefit coverage required or provided by any federal, state or local law or regulation for, or normally afforded to, any employee of COUNTY.
 - D.1.5 CONTRACTOR shall not be entitled to have COUNTY withhold or pay, and COUNTY shall not withhold or pay, on behalf of the CONTRACTOR any tax or money relating to the Social Security Old Age Pension Program, Social Security Disability Program or any other type of pension, annuity or disability program required or provided by any federal, state or local law or regulation for, or normally afforded to, an employee of COUNTY.

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- D.1.6 CONTRACTOR shall not be entitled to participate in, or receive any benefit from, or make any claim against any COUNTY fringe benefit program including, but not limited to, COUNTY's pension plan, medical and health care plan, dental plan, life insurance plan, or other type of benefit program, plan or coverage designated for, provided to, or offered to COUNTY's employees.
- D.1.7 COUNTY shall not withhold or pay on behalf of CONTRACTOR any federal, state or local tax including, but not limited to, any personal income tax owed by CONTRACTOR.
- D.1.8 CONTRACTOR is, and at all times during the term of this Agreement shall represent and conduct itself as, an independent contractor and not as an employee of COUNTY.
- D.1.9 CONTRACTOR shall not have the authority, express or implied, to act on behalf of, bind or obligate the COUNTY any way without the written consent of the COUNTY.
- D.2 LICENSES, PERMITS, ETC.** CONTRACTOR represents and warrants to COUNTY that it has all licenses, permits, qualifications, and approvals of whatsoever nature which are legally required for CONTRACTOR to practice its profession. CONTRACTOR represents and warrants to COUNTY that CONTRACTOR shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, and approvals which are legally required for CONTRACTOR to practice its profession at the time the services are performed.
- D.3 CHANGE IN STATUTES OR REGULATIONS.** If there is a change of statutes or regulations applicable to the subject matter of this Agreement, both parties agree to be governed by the new provisions, unless either party gives notice to terminate pursuant to the terms of this Agreement.
- D.4 TIME.** CONTRACTOR shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary for the satisfactory performance of CONTRACTOR's obligations pursuant to this Agreement. Neither party shall be considered in default of this Agreement to the extent performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the party.

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D.5 INSURANCE.

D.5.1 Prior to rendering services provided by the terms and conditions of this Agreement, CONTRACTOR shall acquire and maintain during the term of this Agreement insurance coverage through and with an insurer acceptable to COUNTY, naming the COUNTY and COUNTY's officers, and employees, as additional insured (hereinafter referred to as "the insurance"). The insurance shall contain the following coverage's:

D.5.1.2 During the term of this Agreement, CONTRACTOR shall maintain in full force and effect a policy of professional errors and omissions insurance with policy limits of not less than One Million Dollars (\$1,000,000) per incident and One Million Dollars (\$1,000,000) annual aggregate, with deductible or self-insured portion not to exceed Two Thousand Five Hundred Dollars (\$2,500).

D.5.1.3 As to all vehicles used by Contractor during the performance of this agreement, Comprehensive automobile liability insurance with minimum coverage of Five Hundred Thousand Dollars (\$500,000) per occurrence and with not less than Five Hundred Thousand Dollars (\$500,000) on reserve in the aggregate, with combined single limit including owned, non-owned and hired vehicles.

D.5.1.4 Workers' Compensation Insurance coverage for all of CONTRACTOR's employees and other persons for whom CONTRACTOR is responsible to provide such insurance coverage, as provided by Division 4 and 4.5 of the California Labor Code.

D.5.3 In respect to any insurance herein, if the aggregate limit available becomes less than that required above, other excess insurance shall be acquired and maintained immediately. For the purpose of any insurance term of this Agreement, "aggregate limit available" is defined as the total policy limits available for all claims made during the policy period.

D.5.4 The insurance shall include an endorsement that no cancellation or material change adversely affecting any coverage provided by the insurance may be made until twenty (20) days after written notice is delivered to COUNTY.

D.5.5 The insurance policy forms, endorsements and insurer(s) issuing the insurance shall be satisfactory to COUNTY at its sole and absolute discretion. The amount of any deductible payable by the insured shall be subject to the prior approval of the COUNTY and the COUNTY, as a condition of its approval, may require such proof of the adequacy of CONTRACTOR's financial resources as it may see fit.

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D.5.6 Prior to CONTRACTOR rendering services provided by this Agreement, and immediately upon acquiring additional insurance, CONTRACTOR shall deliver a certificate of insurance describing the insurance coverage's and endorsements to:

Director
Lassen County Department of Child Support Services
P.O. Box 999
Susanville, CA 96130

CERTIFICATES OF INSURANCE ON FILE BY:

Date: _____ By: _____
Kelley Cote, Director
Department of Child Support Services

Upon COUNTY's request, CONTRACTOR shall deliver certified copies of any insurance policies to COUNTY.

D.5.7 CONTRACTOR shall not render services under the terms and conditions of this Agreement unless each type of insurance coverage and endorsement is in effect and CONTRACTOR has delivered the certificate(s) of insurance to COUNTY as previously described. If CONTRACTOR shall fail to procure and maintain said insurance, COUNTY may, but shall not be required to, procure and maintain the same, and the premiums of such insurance shall be paid by CONTRACTOR to COUNTY upon demand. The policies of insurance provided herein which are to be provided by CONTRACTOR shall be for a period of not less than one year, it being understood and agreed that twenty (20) days prior to the expiration of any policy of insurance, CONTRACTOR will deliver to COUNTY a renewal or new policy to take the place of the policy expiring.

D.5.9 Any subcontractor(s), independent contractor(s) or any type of agent(s) performing or hired to perform any term or condition of this Agreement on behalf of CONTRACTOR, as may be allowed by this Agreement (hereinafter referred to as the "SECONDARY PARTIES"), shall comply with each term and condition of this Section D.5 entitled "INSURANCE". Furthermore, CONTRACTOR shall be responsible for the SECONDARY PARTIES' acts and satisfactory performance of the terms and conditions of this Agreement.

D.6 INDEMNITY. CONTRACTOR shall defend, indemnify, and hold harmless COUNTY, its officers, and employees from any liability, including attorneys' fees, for damage or claims for damage for any economic loss or personal injury, including death, as well as for property damage, which may arise from the intentional or negligent acts or omissions of

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CONTRACTOR in the performance of services rendered under this Agreement by CONTRACTOR, or any of CONTRACTOR's officers, agents, employees, contractors, subcontractors, or volunteers.

County shall defend, indemnify, and hold harmless CONTRACTOR, officers, and employees from any liability, including attorneys' fees, for damage or claims for damage for any economic loss or personal injury, including death, as well as for property damage, which may arise from the intentional or negligent acts or omissions of County in the performance of services rendered under this Agreement by County, or any of County's elected and appointed councils, boards, commissions, officers, agents, employees, contractors, subcontractors, or volunteers.

- D.7 CONTRACTOR NOT AGENT.** Except as COUNTY may specify in writing, or as necessary to carry out the services and obligations of this agreement, CONTRACTOR shall have no authority, express or implied, to act on behalf of COUNTY in any capacity whatsoever as an agent. CONTRACTOR shall have no authority, express or implied, pursuant to this Agreement to bind COUNTY to any obligation whatsoever.
- D.8 ASSIGNMENT PROHIBITED.** CONTRACTOR may not assign any right or obligation pursuant to this Agreement. Any attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no legal effect.
- D.9 PERSONNEL.** CONTRACTOR shall assign only competent personnel to perform services pursuant to this Agreement.
- D.10 STANDARD OF PERFORMANCE.** CONTRACTOR shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which CONTRACTOR is engaged. All products of whatsoever nature which CONTRACTOR delivers to COUNTY pursuant to this Agreement shall be prepared in a first class and workmanlike manner and shall conform to the standards of quality normally observed by a person practicing in CONTRACTOR's profession.
- D.11 POSSESSORY INTEREST.** The parties to this Agreement recognize that certain rights to property may create a "possessory interest", as those words are used in the *California Revenue and Taxation Code* (107). For all purposes of compliance by COUNTY with Section 107.6 of the *California Revenue and Taxation Code*, this recital shall be deemed full compliance by the COUNTY. All questions of initial determination of possessory interest and valuation of such interest, if any, shall be the responsibility of the County Assessor and the contracting parties hereto. A taxable possessory interest may be created by this, if created, and the party in whom such an interest is vested will be subject to the payment of property taxes levied on such an interest.

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D.13 TERMINATION. COUNTY shall have the right to terminate this Agreement upon thirty, (30), calendar days written notice of such termination to CONTRACTOR. In the event COUNTY gives notice of termination, CONTRACTOR shall immediately cease rendering service upon receipt of such written notice and the following shall apply:

D.13.1 CONTRACTOR shall deliver to COUNTY copies of all writings prepared by it pursuant this agreement. The term "writings" shall be construed to mean and include: handwriting, typewriting, printing, Photostatting, photographing computer storage medium (tapes, disks, diskettes, etc.) and every other means of recording upon any tangible thing, and form of communication or representation, including letters, pictures, sounds, or symbols, or combinations thereof.

D.13.2 COUNTY shall pay CONTRACTOR the reasonable value of services rendered by CONTRACTOR to the date of termination pursuant to this Agreement not to exceed the amount documented by CONTRACTOR and approved by COUNTY as work accomplished to date. Further provided, however, COUNTY shall not in any manner be liable for lost profits which might have been made by CONTRACTOR had CONTRACTOR completed the services required by this Agreement. In this regard, CONTRACTOR shall furnish to COUNTY such financial information as in the judgment of the COUNTY is necessary to determine the reasonable value of the services rendered by CONTRACTOR. The foregoing is cumulative and does not affect any right or remedy which COUNTY may have in law or equity.

D.13.3 CONTRACTOR shall have the right to terminate its services under this Agreement upon thirty (30) calendar days written notice to the COUNTY, without liability for damages.

D.14 OWNERSHIP OF INFORMATION. All professional and technical information developed under this Agreement and all work sheets, reports, and related data shall become and/or remain the property of COUNTY, and CONTRACTOR agrees to deliver reproducible copies of such documents to COUNTY on completion of the services hereunder. The COUNTY agrees to indemnify and hold CONTRACTOR harmless from any claim arising out of reuse of the information for other than this project.

D.15 WAIVER. A waiver by any party of any breach of any term, covenant or condition herein contained or a waiver of any right or remedy of such party available hereunder at law or in equity shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition herein contained or of any continued or subsequent right to the same right or remedy. No party shall be deemed to have made any such waiver unless it is in writing and signed by the party so waiving.

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- D.16 COMPLETENESS OF INSTRUMENT.** This Agreement, together with its specific references and attachments, constitutes all of the agreements, understandings, representations, conditions, warranties and covenants made by and between the parties hereto. Unless set forth herein, neither party shall be liable for any representations made, express or implied.
- D.17 SUPERSEDES PRIOR AGREEMENTS.** It is the intention of the parties hereto that this Agreement shall supersede any prior agreements, discussions, commitments, representations, or agreements, written or oral, between the parties hereto.
- D.18 ATTORNEY'S FEES.** If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, which may be set by the Court in the same action or in a separate action brought for that purpose, in addition to any other relief to which such party may be entitled.
- D.19 MINOR AUDITOR REVISION.** In the event the Lassen County Auditor's office finds a mathematical discrepancy between the terms of the Agreement and actual invoices or payments, provided that such discrepancy does not exceed one percent (1%) of the Agreement amount, the Auditor's office may make the adjustment in any payment or payments without requiring an amendment to the Agreement to provide for such adjustment. Should the COUNTY or the CONTRACTOR disagree with such adjustment, they reserve the right to contest such adjustment and/or to request corrective amendment.
- D.20 CAPTIONS.** The captions of this Agreement are for convenience in reference only and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.
- D.21 DEFINITIONS.** Unless otherwise provided in this Agreement, or unless the context otherwise requires, the following definitions and rules of construction shall apply herein.
- D.21.1 Number and Gender.** In this Agreement, the neuter gender includes the feminine and masculine, the singular includes the plural, and the word "person" includes corporations, partnerships, firms or associations, wherever the context so requires.
- D.21.2 Mandatory and Permissive.** "Shall" and "will" and "agrees" are mandatory. "May" is permissive.
- D.22 TERM INCLUDES EXTENSIONS.** All references to the term of this Agreement or the Agreement Term shall include any extensions of such term.

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- D.23 SUCCESSORS AND ASSIGNS.** All representations, covenants and warranties specifically set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.
- D.24 MODIFICATION.** No modification or waiver of any provisions of this Agreement or its attachments shall be effective unless such waiver or modification shall be in writing, signed by all parties, and then shall be effective only for the period and on the condition, and for the specific instance for which given.
- D.25 COUNTERPARTS.** This Agreement may be executed simultaneously and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.
- D.26 OTHER DOCUMENTS.** The parties agree that they shall cooperate in good faith to accomplish the object of this Agreement and, to that end, agree to execute and deliver such other and further instruments and documents as may be necessary and convenient to the fulfillment of these purposes.
- D.27 PARTIAL INVALIDITY.** If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provision and/or provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated.
- D.28 VENUE.** It is agreed by the parties hereto that unless otherwise expressly waived by them, any action brought to enforce any of the provisions hereof or for declaratory relief hereunder shall be filed and remain in a court of competent jurisdiction in the County of Lassen, State of California.
- D.29 CONTROLLING LAW.** The validity, interpretation and performance of this Agreement shall be controlled by and construed under the laws of the State of California.
- D.30 CALIFORNIA TORT CLAIMS ACT.** Notwithstanding any term or condition of the Agreement, the provisions, and related provisions, of the California Tort Claims Act, Division 3.6 of the Government Code, are not waived by COUNTY and shall apply to any claim against COUNTY arising out of any acts or conduct under the terms and conditions of this Agreement.
- D.31 TIME IS OF THE ESSENCE.** Time is of the essence of this Agreement and each covenant and term herein.

AGREEMENT BETWEEN COUNTY OF LASSEN
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D.32 AUTHORITY. All parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, estates or firms represented or purported to be represented by such entity(s), person(s), estate(s) or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement are in full compliance.

D.33 CORPORATE AUTHORITY. If CONTRACTOR is a corporation or public agency, each individual executing this Agreement on behalf of said corporation or public agency represents and warrants that he or she is duly authorized to execute and deliver this Agreement on behalf of said corporation, in accordance with a duly adopted resolution of the Board of Directors of said corporation or in accordance with the bylaws of said corporation or Board or Commission of said public agency, and that this Agreement is binding upon said corporation or public entity in accordance with its terms. If CONTRACTOR is a corporation, CONTRACTOR shall, within thirty (30) days after execution of this Agreement, deliver to COUNTY a certified copy of a resolution of the Board of Directors of said corporation authorizing or ratifying the execution of this Agreement.

D.34 CONFLICT OF INTEREST.

D.34.1 Legal Compliance. CONTRACTOR agrees at all times in performance of this Agreement to comply with the law of the State of California regarding conflicts of interest, including, but not limited to, Article 4 of Chapter 1, Division 4, Title 1 of the California Government Code, commencing with Section 1090 and Chapter 7 of Title 9 of said Code, commencing with Section 87100, including regulations promulgated by the California Fair Political Practices Commission.

D.34.2 Advisement. CONTRACTOR agrees that if any facts come to its attention which raises any questions as to the applicability of this law, it will immediately inform the COUNTY designated representative and provide all information needed for resolution of the question.

D.34.3 Admonition. Without limitation of the covenants in subparagraphs D.34.1 and D.34.2, CONTRACTOR is admonished hereby as follows:

The statutes, regulations and laws referenced in this provision D.34 include, but are not limited to, a prohibition against any public officer, including CONTRACTOR for this purpose, from making any decision on behalf of COUNTY in which such officer has a direct or indirect financial interest. A violation occurs if the public officer influences or participates in any COUNTY decision which has the potential to confer any pecuniary benefit on CONTRACTOR or any business firm in which CONTRACTOR has an interest of any type, with certain narrow exceptions.

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- D.35 NONDISCRIMINATION.** During the performance of this Agreement, CONTRACTOR shall not unlawfully discriminate against any employee of the CONTRACTOR or of the COUNTY or applicant for employment or for services or any member of the public because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age or sex. CONTRACTOR shall ensure that in the provision of services under this Agreement, its employees and applicants for employment and any member of the public are free from such discrimination. CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.). The applicable regulations of the Fair Employment Housing Commission implementing Government Code Section 12900, set forth in Chapter 5, Division 4 of Title 2 of the California *Administrative Code* are incorporated into this Agreement by reference and made a part hereof as if set forth in full. CONTRACTOR shall also abide by the Federal Civil Rights Act of 1964 and all amendments thereto, and all administrative rules and regulation issued pursuant to said Act. CONTRACTOR shall give written notice of its obligations under this clause to any labor agreement. CONTRACTOR shall include the non-discrimination and compliance provision of this paragraph in all subcontracts to perform work under this Agreement.
- D.36 JOINT AND SEVERAL LIABILITY.** If any party consists of more than one person or entity, the liability of each person or entity signing this Agreement shall be joint and several.
- D.37 TAXPAYER I.D. NUMBER.** The COUNTY shall not disburse any payments to CONTRACTOR pursuant to this Agreement until CONTRACTOR supplies the latter's Taxpayer I.D. Number or Social Security Number (as required on the line under CONTRACTOR's signature on page 4 of this Agreement).
- D.38 NOTICES.** All notices and demands of any kind which either party may require or desire to serve on the other in connection with this Agreement must be served in writing either by personal service or by registered or certified mail, return receipt requested, and shall be deposited in the United States Mail, with postage thereon fully prepaid, and addressed to the party so to be served as follows:

If to "COUNTY":

Robert Burns
Lassen County Counsel
221 S. Roop St., Ste 2
Susanville, CA 96130
and/or
Kelley Cote
Department of Child Support Services
2950 Riverside Drive, Suite 104
Susanville, CA 96130

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If to "CONTRACTOR":

Law Office of Jessica Ryan-Keeney
Jessica Ryan-Keeney, Esq.
P.O. Box 255
Susanville, California 96130

END OF ATTACHMENT D

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ATTACHMENT E
AGREEMENT BETWEEN COUNTY OF LASSEN
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GENERAL PROVISIONS

This Agreement is made solely and specifically among and for the benefit of the parties to it, the COUNTY and the CONTRACTOR, and their respective successors and assigns, subject to the express provision of the agreement relating to successors and assigns, and no other person, has or will have any rights, interest, or claims under this Agreement as a third-party beneficiary or otherwise. This Agreement shall not establish any actionable duty of the County or County personnel inuring to any third party or to anyone claiming under or on behalf of such a third party.

END OF ATTACHMENT E

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ATTACHMENT F
AGREEMENT BETWEEN COUNTY OF LASSEN
AND
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IRS PUBLICATION 1075 – REQUIRED CONTRACT LANGUAGE

I. PERFORMANCE

In performance of this contract, the Contractor agrees to comply with and assume responsibility for compliance by his or her employees with the following requirements:

All work will be performed under the supervision of the contractor or the contractor's responsible employees.

The contractor and the contractor's employees with access to or who use FTI must meet the background check requirements defined in IRS Publication 1075.

Any Federal tax returns or return information (hereafter referred to as returns or return information) made available shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Inspection by or disclosure to anyone other than an officer or employee of the contractor is prohibited.

All returns and return information will be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output and products will be given the same level of protection as required for the source material.

No work involving returns and return information furnished under this contract will be subcontracted without prior written approval of the IRS.

The contractor will maintain a list of employees authorized access. Such list will be provided to the agency and, upon request, to the IRS reviewing office.

The agency will have the right to void the contract if the contractor fails to provide the safeguards described above. (Include any additional safeguards that may be appropriate.)

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II. CRIMINAL/CIVIL SANCTIONS

Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as five years, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee

That any such unauthorized future disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount not less than \$1,000 with respect to each instance of unauthorized disclosure. These penalties are prescribed by IRCs 7213 and 7431 and set forth at 26 CFR 301.6103(n)-1.

Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Inspection by or disclosure to anyone without an official need-to-know constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000.00 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized inspection or disclosure of returns or return information may also result in an award of civil damages against the officer or employee [United States for Federal employees] in an amount equal to the sum of the greater of \$1,000.00 for each act of unauthorized inspection or disclosure with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection or disclosure plus in the case of a willful inspection or disclosure which is the result of gross negligence, punitive damages, plus the costs of the action. The penalties are prescribed by IRCs 7213A and 7431 and set forth at 26 CFR 301.6103(n)-1.

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Additionally, it is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to contractors by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment or official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

Granting a contractor access to FTI must be preceded by certifying that each individual understands the agency's security policy and procedures for safeguarding IRS information. Contractors must maintain their authorization to access FTI through annual recertification. The initial certification and recertification must be documented and placed in the agency's files for review. As part of the certification and at least annually afterwards, contractors must be advised of the provisions of IRCs 7431, 7213, and 7213A.

III. INSPECTION

The IRS and the Agency, with 24-hour notice, shall have the right to send its inspectors into the offices and plants of the contractor to inspect facilities and operations performing any work with FTI under this contract for compliance with requirements defined in IRS Publication 1075. The IRS' right of inspection shall include the use of manual and/or automated scanning tools to perform compliance and vulnerability assessments of information technology (IT) assets that access, store, process or transmit FTI. On the basis of such inspection, corrective actions may be required in cases where the contractor is found to be noncompliant with contract safeguards.

END OF ATTACHMENT F

PLAN OF COOPERATION

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**BETWEEN
LASSEN COUNTY
DEPARTMENT OF CHILD SUPPORT SERVICES
AND
PLUMAS COUNTY
DEPARTMENT OF CHILD SUPPORT SERVICES**

INTRODUCTION

This Plan of Cooperation (POC) creates a “shared service” agreement between Lassen County Department of Child Support Services (LDCSS) and Plumas County Department of Child Support Services (PCDCSS). Pursuant to this agreement Lassen County DCSS and Plumas County DCSS will share financial services.

NOTIFICATION OF ANY CHANGES TO AGREEMENT

Modification of the Agreement

This agreement may be modified at any time by a written amendment to the agreement which is approved by the Department of Child Support Services (DCSS) and LDCSS. Written notification of a request to modify or change the agreement must be provided within sixty (60) days to permit time to review and finalize said modification.

TERMINATION CLAUSE

Either party may terminate this agreement for any reason upon 60 days’ prior written notice to the other party and to the California Department of Child Support Services (CDCSS). The termination date shall be effective 60 days after the date the notice is received or at a later

date if specified in the notice, provided that this date does not exceed the approved duration for the agreement.

CDCSS as the overseer of the involved parties to this agreement may also terminate this agreement upon 60 days' written notice to both parties.

The manner of written notice must be transmitted with proof of delivery.

COMMENCEMENT DATE/DURATION OF AGREEMENT

This agreement shall become effective on or after July 1, 2017 and end upon written termination from either party.

ROLES AND RESPONSIBILITIES OF BOTH PARTIES

Responsibilities of the Parties

Lassen County shall be responsible for:

The LCDCSS attorney will make court appearances in the Plumas County Superior Court jurisdiction for IV-D calendars, unless telephonic appearances are approved by the Court.

LCDCSS will ensure that digital signature is uploaded by DCSS IT Helpdesk.

Plumas County shall be responsible for:

PCDCSS agrees to maintain appropriate records to ensure that cases are being processed in accordance with the State and federally mandated requirements.

Ensure that the staff assigned to process PCDCSS cases has the appropriate training and experience necessary to enable that person to perform the work in an accurate and efficient manner.

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Additionally, PCDCSS agrees to the following:

- Enter an activity log on the case explaining the work they performed.
- Scan and upload all relevant court documents associated with each case.
- Child Support Specialist will email attorney with weekly IV- Plumas court calendar along with case preparation documents.
- Attorney will arrive at PCDCSS on Wednesdays by 8:00 a.m. (this time is subject to negotiation depending on need).
- Attorney will review, sign legal documents, review future calendar events for PCDCSS staff.
- PCDCSS agrees to the usage of digital signature prior to filing with the Plumas County Superior Court.
- Attorney will not review/approve legal documents with digital signature prior to filing with the Plumas County Superior Court.

DOCUMENTATION OF PROGRESS

Both parties shall each keep data regarding processes arising under this agreement to document that the duties under this POC are being performed in accordance with this agreement. The parties shall further document areas that work well, those that need improvement and suggestions for changes for future "shared services" agreements.

MEET ON A REGULAR BASIS

The Directors of LCDCSS and PCDCSS or their designated proxy, agree to regularly meet periodically, on at least a quarterly basis, to discuss the status of this agreement, including issues of mutual interest, any concerns that may arise and updates on status of the work being undertaken, and compliance with standards and goals.

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COMPLIANCE WITH ALL APPLICABLE LAWS

No person shall, on the grounds of race, color, religion, ancestry, gender, age, national origin, medical condition, physical or mental condition, marital status or political affiliation be denied any benefits or subjected to discrimination under this agreement.

All parties to this agreement will comply with all applicable state and federal regulations.

This agreement may be signed in more than one counterpart, in which case each counterpart shall constitute an original of this agreement.

This agreement may not be assigned or delegated by either party without the prior written consent of the other party.

CONFIDENTIALITY/ISO LANGUAGE

Confidentiality

The parties shall comply with all State and federal regulations concerning the safeguarding of confidential information. (California Family Code section 17212 and Title 22 California Code of Regulations (CCR) sections 111430, 111440). No information that identifies any applicant or recipient of services by name, address, social security number or other identifier, shall be disclosed to any committee or legislative body.

The parties agree to comply with Title IV-D of the Social Security Act, implementing regulations and all federal and State regulations and requirements. The parties to this POC shall maintain an organizational; structure and sufficient staff to ensure compliance with the timeframes for which they are responsible under the POC and the requirements under State and federal law.

Information Security

Both parties shall ensure that it has in place the necessary policies and procedures to ensure that any information received arising from the duties set forth in this POC is used solely for the purposes authorized under this POC and released only in accordance with all State and federal laws and regulations.

Both parties will make information available to its employees on a need to know basis and only for the purposes authorized under the POC. ("need to know" refers to only those authorized persons who need information to perform their official duties in connection with the purpose described in the POC)

In the event of any information security breaches, LCDCSS and PCDCSS shall notify each other within two business days from the date the breach is discovered and shall cooperate in any investigations of information security incidents. The notification must describe the incident in detail and provide contact information if different from the information security officers specified in this POC.

Separate Entities

Although this agreement requires collaboration between LCDCSS and PCDCSS, each entity shall remain separate and distinct programs operating within the respective counties.

It is specifically and expressly understood that this agreement creates no relationship of employment/employee between PCDCSS and LCDCSS and the PCDCSS personnel and LCDCSS personnel.

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The parties intend that the PCDCSS and LDCSS will perform their duties in an independent contractor relationship. Nothing contained in this agreement will be construed to create the relationship of employer and employee, principal and agent, partnership or joint venture, or any fiduciary relationship between PCDCSS and LDCSS or any of their respective employees. Neither PCDCSS nor LDCSS may act an agent for, or on behalf of, the other respective agency, or to represent the other respective agency, or bind the other respective agency in any manner.

MEET ON A REGULAR BASIS TO DISCUSS SERVICES

[Note: See "Roles & Responsibility" at above. The agreement to meet regularly should be an expected responsibility of all parties to the agreement.]

PAYMENT FOR SERVICES

Cost-Effectiveness/Credit

LDCSS will provide the services to PCDCSS within the funding allocation provided to LDCSS from CDCSS. CDCSS will provide to LDCSS credit towards its cost effectiveness calculation based upon the cost of the services provided. LDCSS will provide CDCSS information to make that adjustment at the end of each federal fiscal year. There will be no changing in funding allocation to either party from CDCSS for these services. PCDCSS will not provide LDCSS with any direct compensation for these services. The services provided for herein shall be at no costs to PCDCSS.

INDEMNIFICATION CLAUSE/HOLD HARMLESS

Plumas County shall defend, release hold harmless and indemnify the County of Lassen, its elected officials, governing board, officers, administrators, agents, employees, volunteers, and other representatives, from and any and all claims for injuries or damages to persons and/or property which arise out of the negligent acts or missions of Plumas County, its officers and/or employees in performing the Plan of Cooperation.

It is further agreed that Lassen County shall defend, release, hold harmless and indemnify the County of Plumas, its elected officials, governing board, officers, administrators, agents, employees, volunteers, and other representatives, from and any all claims for injuries or damages to persons and/or property which arise out of the negligent acts or missions of Lassen County, its officers and/or employees in performing the Plan of Cooperation.

In the events of concurrent negligence of Lassen County and Plumas County and their respective officers and employees, the liability for any and all claims for injuries or damages to persons and/or property shall be apportioned under the California theory of comparative negligence as presently established or as may hereafter be modified.

The indemnity provision shall survive the termination or expiration of this agreement and is an addition to any other rights or remedies that Lassen and Plumas may have under law or under this agreement.

PLAN OF COOPERATION

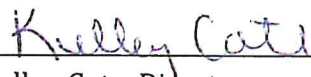
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CONTACT INFORMATION

Signature Lines/Acknowledgment of Agreement Terms

IN WITNESS WHEREOF, I have read and understand the POC. I agree to abide by its terms and conditions.

LASSEN COUNTY DCSS


Kelley Cote, Director

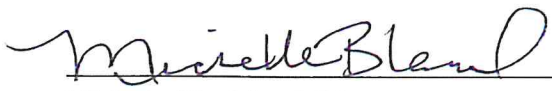
6/22/17
Date

Approved as to Form:
Bob Burns, Lassen County Counsel


By: Andrew Haut, Assistant County Counsel

6/14/17
Date

PLUMAS COUNTY DCSS


Michele Blackford, Director

6/15/17
Date

CALIFORNIA DCSS


Alisha Griffin, Director

7/20/17
Date