Agenda Item: 3E-10

PALM BEACH COUNTY

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

		=====		=======================================
Meeting Date: Augus	t 21, 2007	[X] []	Consent Ordinance	[] Regular [] Public Hearing
Department	4			
Submitted By: Com	munity Service	<u>es</u>		
Submitted For: Head	d Start/Early Ho	ead Sta	rt & Children's	<u>Services</u>
=======================================		(ECUTIV	/ <u>E BRIEF</u>	=======================================
Delegate Agency Agre for the period of Augus	ement with the t 1, 2007, thoug	YWCA o	of Palm Beach C mber 30, 2007, to	: Amendment 001 to the ounty, Inc. (R2006-1895), o increase enrollment from al amount of \$532,569.
from another child ca successfully operating infrastructure in place. Head Start program is reimbursed at a rate Agreement. Funding of	are provider. g a Head Star to begin service s at full capacity of \$561.79 pe consists of \$5,3	YWCA t facility s immed y. The Yer child/p 393 (809	of Palm Beach y for the Cound diately, which is o WCA of Palm E per month for th %) in Federal fu	I six (6) children displaced County, Inc. has been by. The agency has the critical as it will ensure the Beach County, Inc. will be ne remaining term of the ends and \$1,348 (20%) in 007 budget. (Head Start)
County is able to lever rendered to Head St continues to successf necessary to accommo	age its available art children an fully provide He odate six (6) chil ily met all applic	e Federa d famili ead Star dren dis able per	al Funds to pay for es. YWCA of P t services to the placed from anoth formance standa	Agency Agreements, the or comprehensive services ralm Beach County, Inc., e County. This change is ner child care provider. The ords for operation of a Head uman Services.
	lment 001 to D of Palm Beach		Agency Agreen	nent Amendment with the
	0//	11	1/1/	7 21 70-
Recommended by:	Www.	de	Iw/	7-30-2007
	Departmer	nt Direct	or	Date
Approved by:	July			8.7.07
/	Assistant (County A	Administrator	Date

II. FISCAL IMPACT ANALYSIS

A.	Five Year Summa	ary of Fiscal	Impact:			
Fisca	al Years	2007	2008	<u>2009</u>	<u>2010</u>	<u>2011</u>
Oper Exter Prog	tal Expenditures rating Costs rnal Revenue ram Income (County nd Match (County)	6,741 (<u>5,393</u>) ()				
NET	FISCAL IMPACT	1,348	<u>-</u>			
	DITIONAL FTE ITIONS (Cumulativ	e)				
Budg	em Included in Curre get Account No.: Fu ram Code: <u>HD2</u>	nd <u>1002</u> D			bject <u>3401</u>	
В.	Recommended S	Sources of F	unds/Summ	nary of Fiscal	Impact:	
	Funding through I (HHS), and 20% f				l Human Sen	vices
C.	Departmental Fis	scal Review	•			
		III. R	EVIEW COM	MENTS		
A.	OFMB Fiscal and	d/or Contrac	t Administra	ation Comme	nts:	
	8/3/07 OFMB 7	8-3-57 m en/11	c	ontract Dev. a	nd Control	do7
В.	Legal Sufficienc	y:	T	his amendment con ur review requirem	mplies with cents.	
	Assistant (S/6 County Attorn	/ð7 ney			
C.	Other Departme	nt Review:				
	Denartme	nt Director				

This summary is not to be used as a basis for payment.

AMENDMENT 001 TO DELEGATE AGENCY AGREEMENT

THIS AMENDMENT 001	TO DELEGATE AGENCY AGREEMENT dated September 12,
2006 (Document No. R2006 189	5), made and entered into at West Palm Beach, Florida, on this
day of,	, by and between Palm Beach County, a political subdivision of
the State of Florida herein referre	ed to as the COUNTY, and The Young Women's Christian
Association of Palm Beach Cour	nty,Inc. (YWCA), a corporation authorized to do business in the
State of Florida, herein referred	to as the DELEGATE AGENCY.

WITNESSETH:

WHEREAS, the need exists to amend the AGREEMENT to add 6 more children and families for the period of August 1, 2007 through September 30, 2007.

NOW, THEREFORE, the above named parties hereby mutually agree that the AGREEMENT is hereby amended as follows:

So much as Article 3 reads:

"Five Hundred Twenty-Five Thousand, Eight Hundred Twenty-Eight Dollars (\$525,828); is amended to read:

"Five Hundred Thirty-Two Thousand, Five Hundred Sixty-Nine Dollars (\$532,569) in accordance with the budget set forth herein as Exhibit "B1" dated August 21, 2007 hereof.

The existing Exhibit "B" Budget Data is deleted in its entirety and Exhibit "B1" dated August 21, 2007 attached hereto is substituted in its stead.

OTHER PROVISIONS

All provisions in the Agreement or exhibits to the AGREEMENT in conflict with this Amendment to the AGREEMENT shall be and are hereby changed to conform to this Amendment.

All provisions not in conflict with the Amendment are still in effect and are to be performed at the same level as specified in the AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have caused this 1 page Amendment to be executed by their officials thereupon duly authorized.

ATTEST: Sharon R. Bock, Clerk & Comptroller	PALM BEACH COUNTY, FLORIDA BY ITS BOARD OF COUNTY COMMISSIONERS
Ву:	By:
By: Deputy Clerk	By:Addie L. Greene, Chairperson
WITNESS:	DELEGATE AGENCY: YWCA of Palm Beach County, Inc.
By Carol Henry	By: Marshuf Signature
_Carol Henry Witness Name	Nancy Marshall Typed Name
	President
	Title
Reviewed and Approved As to Form and Legal Sufficiency	
By Jak	
County Attorney	Approved As to Terms and Conditions
	Edward L. Rich, Department Head

EXHIBIT "B1" Dated August 21, 2007

SCHEDULE FOR PAYMENT AND BUDGET DATA FOR REIMBURSABLE EXPENSES ONLY FOR DELEGATE AGENCY AGREEMENT WITH: YWCA OF PALM BEACH COUNTY, INC.

ANNUAL RATE PER CHILD: \$6,741.38

MINIMUM DAYS: 248

The budget has been established based on the anticipated enrollment of 78 children.

MONTH OF	BILLING RATE 1/12 th OF ALLOCATION
October, 2006	\$43,819.00
November, 2006	\$43,819.00
December, 2006	\$43,819.00
January, 2007	\$43,819.00
February, 2007	\$43,819.00
March, 2007	\$43,819.00
April, 2007	\$43,819.00
May, 2007	\$43,819.00
June, 2007	\$43,819.00
July, 2007	\$43,819.00
August, 2007	\$47,189.74
September, 2007	<u>\$47,189.74</u>
TOTAL AMOUNT	\$532,569.48
MAXIMUM AMOUNT REIMBURSABLE EXPE AUTHORIZED UNDER THIS AGREEMENT	NSES \$532,569.00

BUDGET DATA

Payment will only be made for budgeted categories up to the maximum amount set forth below:

COST CATEGORY	AUTHO	RIZED AMOUNT
1. Personnel	\$	363,464.00
2. Fringe Benefits	\$	76,150.00
3. Supplies		
Child & Family Services -	\$	5,214.00
4. Contractual	\$	16,548.00
5. Travel	\$	1,499.00
6. Equipment	\$	4,679.00
7. Other		·
Rent	\$	29,220.00
Utilities, Telephone	\$	19,422.00
Building & Child Liability Insurance	\$	6,459.00
Local Travel	\$	3,875.00
Parent Services	\$	500.00
Nutrition Services	\$	1,000.00

EXHIBIT "BI" BUDGET DATA (Continued) Dated August 21, 2007

Publications/Advertising Printing

500.00

Other -

4,039.00

Postage Field Trips Teacher Meals

TOTAL AMOUNT

\$532,569.00

MAXIMUM AMOUNT REIMBURSABLE EXPENSES AUTHORIZED UNDER THIS AGREEMENT

\$532,569.00

Nothing below this line

EXHIBIT "B1" SCHEDULE FOR PAYMENT (Continued) Dated August 21, 2007

All reimbursable expenses shall be reimbursed only at cost.

Reimbursable expenses shall mean the actual expenses as authorized by the COUNTY pursuant to this Agreement, and reasonably incurred by the DELEGATE AGENCY directly in connection with the DELEGATE AGENCY'S performance of its duties and Scope of Work pursuant to this Agreement.

1. In accordance with the Head Start Performance Standards Enrollment Guidelines (1305.7):

The DELEGATE AGENCY must maintain its funded enrollment level. When the DELEGATE AGENCY determines that a vacancy exists, no more than 30 calendar days may elapse before the vacancy is filled. The DELEGATE AGENCY may elect not to fill a vacancy when 60 calendar days or less remain in the program's enrollment year.

The DELEGATE AGENCY must submit a monthly Enrollment/Attendance Report along with the Monthly Status Report.

2. In accordance with the Head Start Performance Standards Attendance Guidelines (1305.8):

When the monthly average daily attendance rate in a center-based program falls below 85 percent the DELEGATE AGENCY must analyze the causes of absenteeism. The analysis must include a study of the pattern of absences for each child, including the reasons for absences as well as the number of absences that occur on Consecutive days.

If the absences are a result of illness or it they are well documented absences for other reasons, no special action is required. If however, the absences result from other factors, including temporary family problems that affect a child's regular attendance, the DELEGATE AGENCY must initiate appropriate family support procedures for all children with four or more consecutive unexcused absences. These procedures must include home visits or other direct contact with the child's parents. Contacts with the family must emphasize the benefits of regular attendance, while at the same time remaining sensitive to any special family circumstances influencing attendance patterns. All contacts with the child's family as well as special family support service activities provided by DELEGATE AGENCY staff must be documented.

In circumstances where chronic absenteeism persists and it does not seem feasible to include the child in either the same or different program option, the child's slot must be considered an enrollment vacancy.

In the event the monthly average daily attendance rate does not meet 85%, the DELEGATE AGENCY must submit an analysis report to the COUNTY that identifies the causes for the absences.

Head Start/Early Head Start enrollment wait list should be maintained at all times. The DELEGATE AGENCY will submit a Wait List and Master Enrollment List 10 days prior to the first day of the program year. A Wait List and Master Enrollment List must be updated and submitted with the Monthly Status Report.

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ATTEST: Sharon R. Bock, Clerk & Comptroller	PALM BEACH COUNTY, FLORIDA BY ITS BOARD OF COUNTY COMMISSIONERS
Ву:	Bv:
By: Deputy Clerk	By: Addie L. Greene, Chairperson
WITNESS:	DELEGATE AGENCY: YWCA of Palm Beach County, Inc.
By: Carol Henry	By: Marsholf Signature
Carol Henry	Nancy Marshall
Witness Name	Typed Name
	President
	Title
Reviewed and Approved As to Form and Legal Sufficiency By: County Attorney	
	Approved As to Terms and Conditions
	Edward L. Rićh, Department Head

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Other -

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Postage Field Trips

Teacher Meals

\$532,569.00

MAXIMUM AMOUNT REIMBURSABLE EXPENSES

AUTHORIZED UNDER THIS AGREEMENT

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