

PALM BEACH COUNTY

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: August 21, 2007 Consent Regular
 Ordinance Public Hearing

Department

Submitted By: Community Services

Submitted For: Head Start/Early Head Start & Children's Services

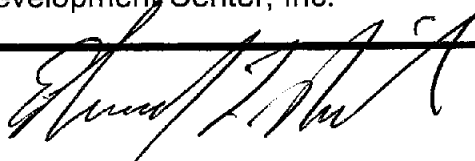
I. EXECUTIVE BRIEF

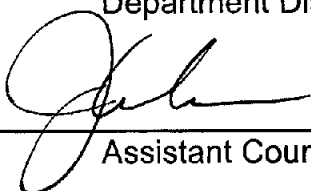
Motion and Title: Staff recommends motion to approve: Amendment 001 to the Delegate Agency Agreement with Florence Fuller Child Development Center, Inc. (R2006-1891), for the period of August 1, 2007, though September 30, 2007, to increase enrollment from 146 to 156 children and increase funding by \$11,285 for a new total of \$999,836.

Summary: This Amendment is necessary to fund an additional 10 children displaced from another child care provider. Florence Fuller Child Development Center, Inc. has been successfully operating a Head Start facility for the County. The agency has the infrastructure in place to begin services immediately, which is critical as it will ensure the Head Start program is at full capacity. Florence Fuller Child Development Center, Inc. will be reimbursed at a rate of \$564.24 per child/per month for the remaining term of the Agreement. Funding consists of \$9,028 (80%) in Federal funds and \$2,257 (20%) in County funds. The County's portion is included in the FY 2007 budget. (Head Start) Countywide (TKF).

Background and Justification: Through the use of Delegate Agency Agreements, the County is able to leverage its available Federal Funds to pay for comprehensive services rendered to Head Start children and families. Florence Fuller Child Development Center, Inc. continues to successfully provide Head Start services to the County. This change is necessary to accommodate 10 children displaced from another Child Care Provider. This agency has satisfactorily met all applicable performance standards for operation of a Head Start program as required by the Department of Health and Human Services.

Attachments: Amendment 001 to Delegate Agency Agreement with Florence Fuller Child Development Center, Inc.

 Recommended by:  Date: 7-30-2007
 Department Director

 Approved by:  Date: 8-7-07
 Assistant County Administrator

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>11,285</u>	_____	_____	_____	_____
External Revenue	<u>(9,028)</u>	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>2,257</u>	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget? Yes X No _____
 Budget Account No.: Fund 1002 Dept. 147 Unit 1451 Object 3401
 Program Code: HD29

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Funding through Head Start grant - 80% from Health and Human Services (HHS), and 20% from Palm Beach County.

C. Departmental Fiscal Review.

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

[Signature] 8.3.07
 OFMB [Signature] 08/02
 8/3/07 [Signature] 8/1/07

[Signature] 8/6/07

Contract Dev. and Control

This amendment complies with our review requirements.

B. Legal Sufficiency:

[Signature] 8/6/07
 Assistant County Attorney

C. Other Department Review:

 Department 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 1891), 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 referred to as the COUNTY, and Florence Fuller Child Development Center, Inc., 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 10 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:

"Nine Hundred, Eighty-Eight Thousand, Five Hundred Fifty-One Dollars (\$988,551); is amended to read:

"Nine Hundred Ninety-Nine Thousand, Eight Hundred Thirty-Six Dollars (\$999,836) 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

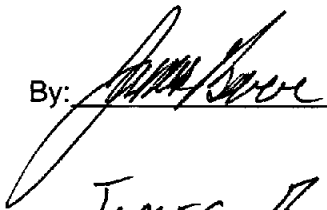
PALM BEACH COUNTY, FLORIDA
BY ITS BOARD OF COUNTY
COMMISSIONERS

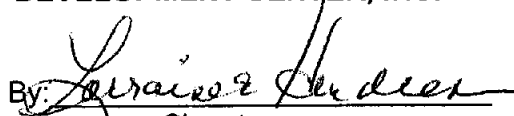
By: _____
Deputy Clerk

By: _____
Addie L. Greene, Chairperson

WITNESS:

DELEGATE AGENCY:
FLORENCE FULLER CHILD
DEVELOPMENT CENTER, INC.

By:  _____

By:  _____
Signature

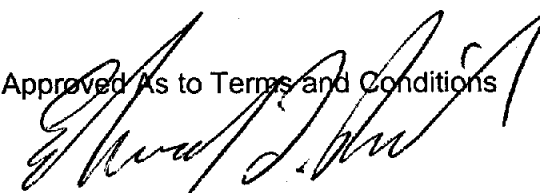
JAMES BARR
Witness Name

LORRAINE E. HERDEEN
Typed Name

Executive Director
Title

Reviewed and Approved As to Form
and Legal Sufficiency

By: _____
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: FLORENCE FULLER CHILD
DEVELOPMENT CENTER, INC.**

ANNUAL RATE PER CHILD: \$6,770.90

MINIMUM DAYS: 248

The budget has been established based on the anticipated enrollment of 146 children and their families through July, 2007 and 156 children and their families August and September, 2007.

<u>MONTH OF</u>	<u>BILLING RATE 1/12th OF ALLOCATION</u>
October, 2006	\$82,379.25
November, 2006	\$82,379.25
December, 2006	\$82,379.25
January, 2007	\$82,379.25
February, 2007	\$82,379.25
March, 2007	\$82,379.25
April, 2007	\$82,379.25
May, 2007	\$82,379.25
June, 2007	\$82,379.25
July, 2007	\$82,379.25
August, 2007	\$88,021.67
September, 2007	\$88,021.67
TOTAL AMOUNT	\$999,835.84

MAXIMUM AMOUNT REIMBURSABLE EXPENSES
AUTHORIZED UNDER THIS AGREEMENT \$999,836.00

BUDGET DATA

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

<u>COST CATEGORY</u>	<u>AUTHORIZED AMOUNT</u>
1. Personnel	\$682,886.00
2. Fringe Benefits	\$163,563.00
3. Supplies	
Office Supplies	\$ 12,023.00
Child & Family Services	\$ 12,000.00
4. Contractual	\$ 15,000.00
5. Other	
Utilities, Telephone	\$ 32,000.00
Building & Child Liability Insurance	\$ 37,071.00
Building, Maintenance/Repair	\$ 36,893.00
Local Travel	\$ 3,000.00
Parent Services	\$ 2,400.00
Training & Staff Development	\$ 1,000.00
Other – Galileo Program	\$ 2,000.00
Total Amount	\$999,836.00

EXHIBIT "B1"
BUDGET DATA (Continued)
Dated August 21, 2007

MAXIMUM AMOUNT REIMBURSABLE EXPENSES AUTHORIZED UNDER THIS AGREEMENT	\$999,836.00
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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 if 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.