

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA ITEM SUMMARY**

Meeting Date: April 15, 2008

Consent  
 Ordinance

Regular  
 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 Y.W.C.A. of Palm Beach County, Inc. (R 2007 1687), for the period of April 1, 2008, through September 30, 2008, to increase funding by \$20,654 for a new total of \$490,861.

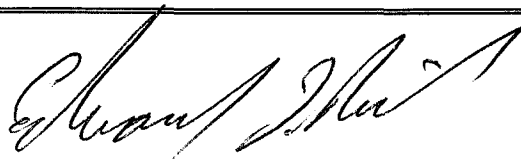
**Summary:** This amendment increases the contracted rate for the provision of Head Start / Early Head Start services. The rate adjustment recognizes the increased costs of operating the Head Start Program and provides for a standardization of rates among delegate agencies and service providers. A review and comparison of program costs and operations for all contracted agencies in this program was used to determine the new recommended rate. (Head Start) Countywide (TKF)

**Background and Justification:** Because there is not enough space within the County operated Head Start programs to accommodate all eligible children in need of services, delegate and contracted agencies are used to maximize services to children. The delegate and contracted agencies meet all applicable standards and requirements to operate a Head Start program. After a review of program costs and operations was conducted, it was determined that an increase was needed to ensure quality services could continue.

**Attachments:**

Amendment 001 to Delegate Agency Agreement with YWCA of Palm Beach County, Inc.

Recommended by: \_\_\_\_\_



3-28-2008

Department Director

Date

Approved by: \_\_\_\_\_



4-8-08

Assistant County Administrator

Date

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>20,654</u>	_____	_____	_____	_____
External Revenue	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	<u>20,654</u>	_____	_____	_____	_____
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	_____	_____	_____	_____	_____

Is Item Included in Current Budget? Yes X No \_\_\_\_\_  
 Budget Account No.: Fund 1002 Dept. 147 Unit 1459 Object 3401  
 Program Code \_\_\_\_\_

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

County Ad Valorem Taxes

**C. Departmental Fiscal Review.**

*LED*

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Administration Comments:**

*Jim Dowl 4-7-08*  
 OFMB  
 (NO) 4/7/08  
 24/02/08 CN 3/31/08

*Ami J. Jocola 4/17/08*  
 Contract Dev. and Control  
 4/17/08

**B. Legal Sufficiency:**

*John P. [Signature] 4/9/08*  
 Assistant County Attorney

This amendment complies with our review requirements.  
 The effective date is retroactive.

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

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

**AMENDMENT 001 TO HEAD START DELEGATE AGENCY AGREEMENT**

**THIS AMENDMENT 001 TO THE HEAD START DELEGATE AGENCY AGREEMENT** dated October 2, 2007 (Document No. R2007 1687), 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 hereinafter referred to as COUNTY, and The YWCA of Palm Beach County, Inc., a corporation authorized to do business in the State of Florida, hereinafter referred to as the DELEGATE AGENCY.

**WITNESSETH:**

**WHEREAS**, the need exists to amend the AGREEMENT to increase the Agreement amount by \$20,654 for the period April 1, 2008 through September 30, 2008 and to reflect the FY 2008 Head Start uniform annual rate per child adjustment (increase).

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

- I. So much as Article 3 reads Four Hundred Seventy Thousand, Two Hundred Seven Dollars (\$470,207) is amended to read Four Hundred Ninety Thousand, Eight Hundred Sixty-One Dollars (\$490,861) in accordance with the budget set forth herein as Exhibit B1 hereof.
- II. The existing Exhibit "B" Schedule of Payment and Budget Data is deleted in its entirety and Exhibit "B1" attached hereto is substituted in its stead.

**OTHER PROVISIONS**

All provisions in the Agreement or exhibits to the AGREEMENT in conflict with this Amendment 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: THE YWCA OF  
PALM BEACH COUNTY, INC.

  
Signature

By:   
Signature

Claretha Reed  
Name (type or print)


Suzanne Turner  
Name (type or print)

Executive Director  
Title

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

APPROVED AS TO TERMS  
AND CONDITIONS

By: \_\_\_\_\_  
County Attorney

By:   
Department Head

**EXHIBIT "B1"**

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

**BILLING & BUDGET DATA**

Payment will only be made for budgeted categories up to the maximum amount set forth below: The budget has been established based on an annual rate per child of \$6,089 and a minimum of 249 days of service.

<u>COST CATEGORY</u>	<u>AUTHORIZED AMOUNT</u>
1. Personnel	\$332,489
2. Fringe Benefits	\$ 70,287
3. Supplies	
Child & Family Services -	\$ 9,465
4. Contractual	\$ 15,378
5. Travel	\$ 1,997
6. Equipment	\$ 4,118
7. Other	
Rent	\$ 27,514
Utilities, Telephone	20,091
Building & Child Liability Insurance	5,684
Local Travel	\$ 1,760
Parent Services	\$ 880
Publications/Advertising/Printing	\$ 440
Training & Staff Development	\$ 758
<b>TOTAL</b>	<b>\$490,861</b>

**MAXIMUM AMOUNT REIMBURSABLE EXPENSES AUTHORIZED UNDER THIS AGREEMENT** \$490,861

All reimbursements are subject to availability to the County of funds from the various sources funding this Agreement:

U.S. Department of Health and Human Services (Federal)	\$287,085
Palm Beach County (Non-Federal Match)	\$ 92,425
Palm Beach County (Non-Federal Overmatch)	<u>\$111,351</u>
<b>TOTAL</b>	<b>\$490,861</b>

The Delegate Agency shall maintain records in auditable form that permit allocation of the expenses to the various funding sources. Funds received under this Agreement cannot be utilized for payment of mortgages or mortgage expenses.

These funds cover the cost of full day/full year services for all children, with the exception of 540 hours per year/per 4 year old child.

**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.