

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA ITEM SUMMARY**

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Meeting Date: July 22, 2008    ☒ Consent    ☐ Regular  
   ☐ Ordinance    ☐ Public Hearing

Department

Submitted By: Community Services

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

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**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to approve: Amendment 001 to the Consulting/Professional Services Contract with Caregivers Services, Inc. (R2007-1688), for the period of October 1, 2007, through September 30, 2008, to adjust work scope, clarify payment provisions, and increase funding by \$25,000 for a new total of \$55,000.

**Summary:** This Amendment clarifies the provisions in which payments are disbursed and adjusts the Scope of Work. A review of the program operations and costs reflected a need to increase funding. Caregivers, Inc. will now provide ongoing well baby and well child health services in accordance with the Head Start Act for both Head Start and Early Head Start programs. Funding consists of \$20,000 (80%) in Federal funds and \$5,000 (20%) in County funds. (Head Start) Countywide (TKF)

**Background and Justification:** This service is needed to fulfill the Early Head Start Performance Standard which requires that a health care professional determine the need for preventative and primary health care and education services, as well as coordinate the provisions of these services for children and pregnant mothers enrolled in the various Early Head Start program options. This service is also needed to fulfill the Head Start Performance Standard which supports healthy physical development by encouraging practices that prevent illness or injury and by promoting positive, culturally relevant health behaviors that enhance life-long well-being.

**Attachments:** Amendment 001 to Consulting/Professional Services Contract with Caregivers Services, Inc.

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

Department Director

6-30-2008

Date

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

Assistant County Administrator

7-14-08

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>25,000</u>				
External Revenue	<u>(20,000)</u>				
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	<u>5,000</u>				
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>				

Is Item Included in Current Budget? Yes X No       
Budget Account No.: Fund 1002 Dept. 147 Unit 1451 Object 3103  
Program Code HD29

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

Funding through Head Start grant – 80% from Health & Human Services,  
and 20% from Palm Beach County.

### C. Departmental Fiscal Review. *Reulth*

## III. REVIEW COMMENTS

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

*Atwillhite* 7.11.08  
     OFMB VO  
7/10/08 07/11/08

*Arvin P. Jacobowitz*  
     Contract Dev. and Control  
6/10/08 7/11/08

### B. Legal Sufficiency:

AMENDMENT  
This ~~Contract~~ complies with our  
contract review requirements.

*[Signature]* 7/14/08  
     Assistant County Attorney

### C. Other Department Review:

      
Department Director

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

**AMENDMENT 001 TO CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES**

THIS AMENDMENT 001 TO CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES, dated October 2, 2007 (Document No. R2007 1688), 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 Caregivers Services, Inc., d/b/a Friends Assisting Seniors and Families, herein referred to as the CONSULTANT.

**WITNESSETH:**

**WHEREAS**, the parties now desire to increase the maximum amount of the CONTRACT and to clarify certain provisions therein;

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

I. So much as Article 3 reads Thirty Thousand Dollars (\$30,000) is amended to read Fifty-Five Thousand Dollars (\$55,000) in accordance with the budget set forth herein as Exhibit "B1"

II. The existing Exhibit "B" Payment/Fee Schedule and Billing Procedures For Professional Services is withdrawn in its entirety and a new Exhibit "B1" attached hereto is substituted in its stead.

III. The existing Exhibit "A" Scope of Work For Professional Services Licensed Practical Nurse is withdrawn in its entirety and a new Exhibit "A1" attached hereto is substituted in its stead.

IV. All provisions in the Contract or exhibits to the CONTRACT in conflict with this Amendment to the CONTRACT 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 CONTRACT.

**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:**

**CONSULTANT:**  
Caregiver Services, Inc.  
(d/b/a Friends Assisting Seniors  
and Families)

By: Paula K. Lotz

By: Mary C. Donavan, RN  
Signature

Paula K Lotz  
Witness Name

Mary C Donovan, RN  
Typed Name

VP Business Development  
Title

REVIEWED AND APPROVED AS TO  
FORM AND LEGAL SUFFICIENCY

APPROVED AS TO TERMS AND  
CONDITIONS

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

By: Edward L. Rich  
Edward L. Rich, Department Head

**EXHIBIT "A1"**  
**SCOPE OF WORK FOR PROFESSIONAL SERVICES**  
**LICENSED PRACTICAL NURSE**

- I. RESPONSIBILITIES AND DESCRIPTION OF SERVICES TO BE PROVIDED BY LICENSED PRACTICAL NURSE
  - A. The LICENSED PRACTICAL NURSE will provide health services in accordance with HEAD START guidelines as follows:
    1. The CONSULTANT will maintain accurate nursing records and reports.
    2. The CONSULTANT will act promptly and give directions in emergencies.
    3. The CONSULTANT will be able to recognize the emotional, psychological and physical needs of infants, toddlers and pregnant women.
    4. The CONSULTANT will assist, educate and train caregivers in the implementation of individualized health plans for children with health concerns.
    5. The CONSULTANT will assist parents in maintaining up-to-date well baby exams according to EPSDT schedules and immunizations and initiates appropriate referrals to health care professionals.
    6. The CONSULTANT will review well-baby exams to evaluate hemoglobin/hematacrit and lead levels and initiates referrals as needed.
    7. The CONSULTANT will administer and chart temperatures, pulse, respiration and blood pressure, they will also conduct height, weight and head circumference measurements and plot the information on standardized growth charts.
    8. The CONSULTANT will observe, report and record both normal and abnormal signs and symptoms of infants, toddlers and pregnant women enrolled in the various Early Head Start program options.
    9. The CONSULTANT will supervise and review nutritional food value, dietary restrictions and hygienic food handling of all meals and snacks at the centers, family child care homes and provides appropriate education for parents and pregnant women in their homes.
    10. The CONSULTANT will monitor environments for safety and hygienic procedures in classrooms and residences and reports to immediate supervisor.

11. The CONSULTANT will provide education, training and technical assistance to staff and parents in the implementation of health, safety, illness, accident prevention as well as prescribed health related procedures, use of equipment and medication administration.
12. The CONSULTANT will develop, write and train staff on the implementation of Individualized Health Plans for children diagnosed with a health concern that requires specific attention while in the care of program staff.
13. The CONSULTANT will initiate referrals for children requiring further assessment for health related concerns.
14. The CONSULTANT will monitor health records for all children and pregnant women enrolled in Early Head Start program options.
15. The CONSULTANT will link families with an on-going system of health care, assist parents in the selection of health providers, provide counseling about child or family health programs and promote parent involvement in all aspects of health program.
16. The CONSULTANT will distribute health and nutrition education materials to children, families and pregnant women provided by other agencies and Head Start staff.
17. The CONSULTANT will consult with the Health Services Advisory Committee and local health professionals and service providers to ensure that services for families are available and accessible.
18. The CONSULTANT will monitor Health and Safe Environments at sites that operate combined Head Start and Early Head Start programs, as well as Head Start sites where Health and Safe Environments are not currently monitored by Head Start staff.”
19. The CONSULTANT will complete and submit reports as required under the Head Start Quality Assurance and Service Reliability System (QA&SR), attend Administrative meetings, attend training as required to meet existing and new Performance Standards, write progress notes and prepare materials to conduct training related to children’s health issues and safe environment concerns.
20. The CONSULTANT will conduct vision, hearing and speech screens for Head Start and Early Head Start children.

**EXHIBIT "B1"**  
**PAYMENT/FEE SCHEDULE AND BILLING PROCEDURES**  
**FOR PROFESSIONAL SERVICES**

A. The HEALTH CARE PROFESSIONAL will bill EARLY HEAD START for services provided to children, families and pregnant women as follows:

- |    |  |              |
|----|--|--------------|
| 1. | Regular on-site visits for seven (7) centers   | 24.95/hour   |
| 2. | Regular on-site visits for four (4) Family Child Care Homes  | \$24.95/hour |
| 3. | Regular home visits for a minimum of 10 pregnant women and 20 slots from the Home Based program option   | \$24.95/hour |
| 4. | Preparation and participation at Parent Orientation, Health Advisory, Federal, State and/or local review, meetings, interviews, audits and Socializations.   | \$24.95/hour |
| 5. | Medical administration preparation and training, notices to parents, consultations with children's therapists, pediatricians and other health professionals and recording data for health services to children and pregnant women in the ChildPlus Health Tracking System. | \$24.95/hour |
| 6. | Health Education training for parents, pregnant women and staff, including time to research and prepare appropriate information.   | \$24.95/hour |
| 7. | In addition to the hourly rates (which are applicable to travel as well as on site time), actual mileage incurred shall be payable according to current Florida State Statutes, to and from the Early Head Start Administrative offices.                                   |              |

Authorizations for all services shall be obtained in writing from the Director of Community Services or the Director of Head Start /Early Head Start & Children's Services or their designee.

Bewteen October 1, 2007 and September 30, 2008, the total amount of services provided shall not exceed \$55,000.