

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date: September 23, 2008 **(X) Consent** **() Regular**
 () Ordinance **() Public Hearing**

Department Submitted By: Community Services

Submitted For: Division of Human Services

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Amendment No. 1 to the contract with Langton Associates (R2006-2679), extending the contract for a one-year period commencing October 1, 2008, and ending September 30, 2009, in an amount not to exceed \$44,000, for consulting services regarding homeless strategic planning.

Summary: In March 2006, as a result of a 2002 Federal mandate requiring communities to develop a ten-year plan to end homelessness, the Division began gathering information needed for the strategic planning. Langton Associates, who had 11 years of experience related to homeless issues in Palm Beach County, assisted in facilitating the initial focus groups. To date, the Action Steps were presented to the BCC on April 15, 2008 and a completed Ten-year Plan to End Homelessness will be presented to the BCC for review and approval in the fall of 2008. Upon adoption by the BCC of the Plan, Langton Associates will assist in overseeing the continued facilitation of Homeless Advisory Board meetings, provide staffing assistance to the six proposed Homeless Advisory Board Committees, and oversee implementation of the Action Steps. (Human Services) Countywide (TKF)

Background and Justification: In January 2006, at the request of homeless service providers and funders, the Division of Human Services began serving as the lead entity for the Palm Beach County Homeless Continuum of Care. This role includes oversight of federal and state grant funding and the development of a strategic plan to end homelessness. The Continuum of Care is the planning and evaluation body for the homeless service delivery system and is a requirement of Housing and Urban Development (HUD). In order to meet a HUD requirement, the Division began the process of developing a strategic plan with the assistance of Langton Associates. The Action Steps for the Ten-year Plan were presented to the BCC and consent was provided to formalize the plan for final review and adoption. The Division requested Langton's assistance with the planning process due to their experience and knowledge of homeless issues in Palm Beach County as well as two other metropolitan Florida counties. Moreover, Langton Associates has annually assisted with the facilitation and packaging of the HUD grant for the past six years for the Palm Beach County Continuum of Care.

Attachments: Amendment

Recommended By:

Department Director

Date _____

Approved By:

Assistant County Administrator

Date _____

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2008	2009	2010	2011	2012
Capital Expenditures					
Operating Costs		44,000			
External Revenue					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT		44,000			
# ADDITIONAL FTE POSITIONS (Cumulative)		0			

Is Item Included in Current Budget: Yes X No
 Budget Account No.: Fund 0001 Dept. 148 Unit 1310 Obj. 3401
 Program Code HA30 Program Period: FY09

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

Departmental Fiscal Review:

III. REVIEW COMMENTS


A. OFMB Fiscal and/or Contract Administration Comments:

Contract Administration

 9/15/08

B. Legal Sufficiency:

This amendment complies with our review requirements.

 9/17/08
Assistant County Attorney

C. Other Department Review:

Department Director

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

**AMENDMENT TO
CONTRACT FOR PROVISION OF FINANCIAL ASSISTANCE**

THIS AMENDMENT TO THE CONTRACT FOR PROVISION OF FINANCIAL ASSISTANCE (R2006-2679, dated December 5, 2006) made and entered into at West Palm Beach Florida, on this _____ day of _____, 2008 by and between PALM BEACH COUNTY, a political subdivision of the State of Florida hereinafter referred to as "COUNTY" and Langton Associates, Inc. hereinafter referred to as the Langton Associates, a corporation, entitled to do business in the State of Florida, whose address is 118 West Adams Street, Suite 700, Jacksonville, FL 32202.

WITNESSETH:

WHEREAS, Langton Associates has partnered with the County to facilitate the development and implementation of a strategic plan to end homelessness; whereas, the need exists to amend the contract to extend the contact for one additional year.

NOW THEREFORE, the above named parties hereby mutually agree that the Contract entered into on December 5, 2006 is hereby amended as follows:

- I. Exhibit "A" is hereby replaced by A1 attached hereto and made a part thereof.
- II. Exhibit "B" is hereby replaced by B1 attached hereto and made a part thereof.
- III. Article 3 is hereby amended to read, an amount not to exceed Forty-four Thousand Dollars (\$44,000).

OTHER PROVISIONS

All provisions in the Contract or exhibits to the Contract in conflict with this First Amendment to the Contract shall be and are hereby changed to conform to this amendment.

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

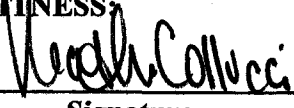
IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Contract on behalf of the COUNTY and CONSULTANT has hereunto set its hand the day and year above written.

ATTEST:
SHARON R. BOCK
CLERK AND COMPTROLLER

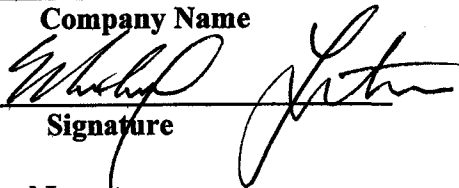
PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS:

By: _____
Deputy Clerk

By: _____
Addie L. Greene, Chairperson

WITNESS:


Signature
Heather Collucci
Name (type or print)

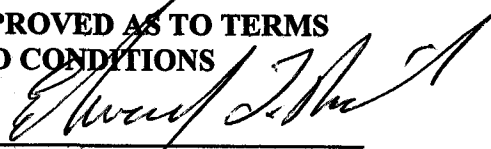
CONSULTANT:
Langton Associates
Company Name


Signature
Michael Langton
Typed Name
President
Title

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By _____
County Attorney

(corp. seal)

APPROVED AS TO TERMS
AND CONDITIONS
By 

Department Director



To: Claudia Tuck, Division Director, Palm Beach County Human Services

From: Mike Langton, President, Langton Associates

Date: August 5, 2008

Re: Scope of Work - Homeless Advisory Board Consultant Support

SCOPE OF WORK

The following tasks and activities outline the role of Langton Associates in Year Three of its contract with Palm Beach County for services related to Homeless and Housing Strategic Plan Initiative and the facilitation of the Palm Beach County Homeless Advisory Board.

Tasks:

1. Continued Facilitation of Homeless Advisory Board.

Related activities to include:

- a. Facilitate meetings of the full Homeless Advisory Board. With the establishment of the Committee structure, it is proposed that the full Board reduce its meeting frequency to once per quarter.
- b. Facilitate communication between all Board members, County staff and consultants.

2. Staffing Assistance to the Six Proposed Homeless Advisory Board Committees:

- Community Outreach and Public Awareness Committee
- Facilities Committee
- Funding Committee
- Housing Committee
- Policy and Legislation Committee
- Strategic Planning Committee

Related activities to include:

- a. Solidify membership on each Committee, to include appropriate number of representatives from both the Homeless Advisory Board and the community at-large. Diversity of membership (gender, race, geography, area of expertise) will also be addressed.
- b. Identify and solidify commitments from individuals to serve in leadership positions within each Committee.
- c. Establish schedule of meetings for Committee structure.

- d. In conjunction with County staff, provide staffing for each Committee.
- e. Facilitate the establishment of a set of aggressive, yet realistic first year implementation goals for each Committee, correlating with the Action Steps outlined in the Ten-year Plan to End Homelessness.
- f. In conjunction with County staff, facilitate the implementation of tasks associated with the established first year goals.

3. Oversee Implementation of the Action Steps to Address the Identified Goals:

Related activities to include:

- a. Monitor timeframes for accomplishment.
- b. Ensure involvement of proposed partners and enhance as needed.
- c. Review ongoing performance and assist with transitions for ongoing implementation
- d. Prepare documents to report achievement of action steps.

Langton Associates proposes to perform the above tasks and activities from October 1, 2008 through September 30, 2009 for a total fee of \$44,000.

SCHEDULE OF PAYMENTS

Payments during the term of the contract shall be made to the CONSULTANT on a monthly basis upon submission by the basis upon submission to the CONSULTANT an appropriate invoice and monthly activity report. Compensation for the work tasks state herein shall be in accordance with the following Schedule of Payments:

Month	Payment	Total Cost to Date
10/2008	3,666.67	3,666.67
11/2008	3,666.67	7,333.34
12/2008	3,666.67	11,000.01
01/2009	3,666.67	14,666.68
02/2009	3,666.67	18,333.35
03/2009	3,666.67	22,000.02
04/2009	3,666.67	25,666.69
05/2009	3,666.67	29,333.36
06/2009	3,666.66	33,000.02
07/2009	3,666.66	36,666.68
08/2009	3,666.66	40,333.34
09/2009	3,666.66	44,000.00