

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date: July 20, 2010      ☒ 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 Contract for Consulting/Professional Services with Marriage & Family Services, Inc. (R2009-1640), for the period of December 1, 2009, through September 30, 2010, to increase the contract amount by \$4,000, for a total not-to-exceed total of \$24,000, to expand mental health services to Head Start children.

**Summary:** Additional expansion grant funding is being allocated to Marriage & Family Services, Inc. to ensure that ongoing mental health services be provided to Head Start children and families. Funding consists of \$3,200 (80%) in Federal funds and \$800 (20%) in County funds. The County's portion is included in the FY2010 budget. (Head Start) Countywide (TKF).

**Background and Justification:** The Head Start Grant Agreement (expansion) requires that services for mental health are provided by licensed professionals. This contract is for mental health services to be provided by mental health professionals in accordance with Head Start guidelines. The provider was selected based upon their ability to provide the necessary services. Professional medical services are exempt from the purchasing ordinance. Fees are based on flat rates or hourly rates for services rendered. As required in the Head Start Grant Agreement (expansion), the mental health provider will: general classroom observations, individual and group team meetings, staff and parent trainings, conduct follow-up, regular on-site visits, provide interventions as needed and provide group play therapy for children with atypical behaviors, as deemed necessary.

**Attachments:**  
Amendment 001

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Recommended by:       6/28/10  
   Department Director      Date

Approved by:       7/6/10  
   Assistant County Administrator      Date

## II. FISCAL IMPACT ANALYSIS

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

Fiscal Years	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>4,000</u>	_____	_____	_____	_____
External Revenue	<u>(3,200)</u>	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>800</u>	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget? Yes X No \_\_\_\_\_  
Budget Account No.: Fund 1002 Dept. 147 Unit 1465 Object 3103  
Program Code: HX29

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

C. Departmental Fiscal Review. Taruna Malhotra  
6/28/10

## III. REVIEW COMMENTS

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

[Signature] 7/1/10  
OFMB 6/30/10 6/30/10

[Signature] 7/2/10  
Contract Dev. and Control  
EJ 6/20/10 7/2/10

### B. Legal Sufficiency:

**This amendment complies with  
our review requirements.**

[Signature] 7/6/10  
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 THE CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES** dated October 6, 2009 (Document No. R2009-1640), made and entered into on this day of \_\_\_\_\_, by and between Palm Beach County, a Political Subdivision of the State of Florida hereinafter referred to as COUNTY, and Marriage & Family Services, Inc., a corporation authorized to do business in the State of Florida hereinafter referred to as the CONSULTANT.

**WITNESSETH:**

**WHEREAS**, the need exists to amend the CONTRACT to increase the CONTRACT by \$4,000 for the period of December 1, 2009 through September 30, 2010, in order to extend services to Head Start (expansion) children and families.

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

- I. So much as Article 3 reads the total amount of services shall not exceed twenty thousand dollars (\$20,000), is amended to read the total amount of services shall not exceed twenty-four thousand dollars (\$24,000), in accordance with the budget set forth herein as Exhibit "B2" hereof.
- II. The existing Exhibit "B1" Schedule of Payments is deleted in its entirety and Exhibit "B2" attached hereto is substituted in its stead.

**OTHER PROVISIONS**

All provisions in the CONTRACT or exhibits to the CONTRACT in conflict with this AMENDMENT and Exhibits or Attachments thereto 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 originally 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 AND COMPTROLLER**

**PALM BEACH COUNTY, FLORIDA**  
**BY ITS BOARD OF COUNTY COMMISSIONERS**

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Burt Aaronson, Chair

WITNESS:

CONSULTANT: Marriage & Family Services, Inc.

Angela Harper, LMHC  
Signature

ANGELA HARPER  
Name (type or print)

By: [Signature]  
Signature

President/CEO/LMFT  
Title

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

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

APPROVED AS TO TERMS AND CONDITIONS

By: [Signature]  
County Department Director

**EXHIBIT "B2"**  
**SCHEDULE OF PAYMENTS**

The Scope of Work to be completed by CONSULTANT as defined in Exhibit "A" consists of specific completion phases which shall be clearly identified on a phase by phase basis upon submission to the COUNTY of certain "deliverables" \* as expressly indicated below. Compensation for the work tasks stated herein shall be in accordance with the following Schedule of Payments:

A. The MENTAL HEALTH PROVIDER will bill HEAD START for services provided to children as follows:

1. General Classroom Observation	\$60/hour
2. Group Team Meeting	\$60/hour
3. Individual Team Meeting	\$60/hour
4. Play Therapy	\$60/hour
5. Conduct follow-up and generate recommendations to the Mental Health Coordinator for referrals	\$60/hour
6. Monthly on-site visits	\$60/hour
7. Mileage to the Glades only from Marriage & Family Services office address	.55 cents

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

**Between October 1, 2009 and September 30, 2010, the total amount of services provided shall not exceed \$24,000.**

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Nothing below this line