# PALM BEACH COUNTY **BOARD OF COUNTY COMMISSIONERS**

## AGENDA ITEM SUMMARY

Meeting Date: April 5, 2011  Department	[X]	Consent Ordinance	[ ] Regular [ ] Public Hearing
Submitted By: Community Services			
Submitted For: Head Start/Early Head Start & Children's Services			
	I. EXE	CUTIVE BRIEF	

Motion and Title: Staff recommends motion to approve: A) Memorandum of Agreement with Children's Services Council of Palm Beach County (CSC), for the period of February 1, 2011 through July 31, 2011, in an amount up to \$50,000, for Head Start professional development training through Palm Beach State College (PBSC); and B) Memorandum of Agreement with CSC, for the period of April 1, 2011 through September 30, 2011, in an amount up to \$45,193, to support a Career Advisor position within Palm Beach State College, Institute of Excellence in Early Care and Education.

Summary: The Division of Head Start has received funds from the Department of Health and Human Services (HHS) to provide professional development training. As a result, Head Start is contracting with CSC to provide services through Palm Beach State College to Head Start classroom staff and supervisors. The Agreements are funded through a combination of Federal grant and County funds. Funding to continue the cooperative agreement with CSC will be included in the Department's proposed 2012 budget. (Head Start) Countywide (TKF)

Background and Justification: Federal and State initiatives encourage the development of collaborative agreements. These agreements will extend services and training through the Children's Services Council of Palm Beach County/ Palm Beach State College, Institute of Excellence in Early Care and Education Seeking Excellence in Education and Knowledge (SEEK) Scholarship program to Head Start classroom staff and Supervisors and support a Career Advisor position for Head Start practitioners in continuing professional development. This will ensure the common quality and training for all early childhood programs in Palm Beach County.

#### Attachments:

1. Memorandum of Agreement for Professional Development Training

2. Memorandum of Agreement for Career Advisor Position

Recommende	d by:	3/10/11
	Department Director	Date
Approved by:	( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )	3/25-/11
	Assistant County Administrator	Ďate

# II. FISCAL IMPACT ANALYSIS

A.	Five Year Summar	y of Fiscal Im	npact:			
Capita Opera Exterr Progra	Years al Expenditures ating Costs hal Revenue am Income (County) d Match ( External)	2011 95,193 (90,154)	2012	<u>2013</u>	<u>2014</u>	<u>2015</u>
NET F	FISCAL IMPACT	<u>5,039</u>				
	DITIONAL FTE TIONS (Cumulative	)		· ·		
	n Included in Curren et Account No.: Fund Prog			No 1461/1454	_Object <u>HI40/I</u>	<u> HD40</u>
B.	Recommended So Funding through Ho \$5,039 from Palm I	ead Start gran Beach County	t- \$90,154 fro	om Health & H	luman Service	es and
C.	Departmental Fisc		Taruna IEW COMME		18/11	
<b>A.</b>	OFMB Fiscal and/	or Contract A	0	on Comments	acobout	3173/11
В.	Legal Sufficiency:  Assistant Co	3/24 ounty Attorney	/u /u			
C.	Other Department					

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

### MEMORANDUM OF AGREEMENT

#### January 21, 2011

The Palm Beach County Board of County Commissioners ("PBCBCC") agrees to provide to Children's Services Council of Palm Beach County ("CSC") funding up to \$50,000 for the period February 1, 2011 through July 31, 2011. Funds will be allocated as follows:

• \$50,000 to support Head Start professional development training through Palm Beach State College SEEK Scholarship program for the period February 1, 2011 through July 31, 2011.

#### **Purpose**

Palm Beach County Department of Community Services, Division of Head Start, wants to:

Extend the services and training through the CSC/PBSC Institute of Excellence in Early Care and Education agreement for the SEEK scholarship program to Head Start classroom staff and Supervisors. This will ensure the common quality and training for all early childhood programs in Palm Beach County.

#### **Roles of the Participants**

The Palm Beach County Board of County Commissioners agrees to transfer funding to CSC (serving as fiscal agent) in accordance with the following schedule and terms:

- 1. The PBCBCC will transfer \$50,000 to CSC within 30 days of executing the Memorandum of Agreement. Funds will be used for professional development scholarships for Head Start practitioners from February 1, 2011 through July 31, 2011.
- 2. PBCBCC Division of Head Start will ensure classroom staff complete registrations in the Quality counts training registry.
- 3. CSC will provide to PBCBCC monthly reports and a final financial compilation report accounting for all funds expended hereunder no later than August 31, 2011.
- 4. CSC will refund any unexpended funds to PBCBCC in accordance with this Memorandum of Agreement no later than September 30, 2011.

CSC and the Palm Beach County Board of County Commissioners agree to comply with the terms of this Memorandum of Agreement.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed by their undersigned duly authorized representatives.

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

BY:	DATE:
Print Name <b>Karen T. Marcus, Chair</b>	
Print Title	
BY:	DATE:
County Attorney	
BY:County Clerk	DATE:
BY: Department Head	DATE: 3/14/1
CHILDREN'S SERVICES COUNCIL OF PALM BEA	ACH COUNTY
BY: Gaetana D. Ebbole, Chief Executive Office	DATE:3/9/11

#### MEMORANDUM OF AGREEMENT

#### January 21, 2011

The Palm Beach County Board of County Commissioners ("PBCBCC") agrees to provide to Children's Services Council of Palm Beach County ("CSC") funding up to \$45,193 for the period April 1, 2011 through September 30, 2011. Funds will be allocated as follows:

• \$45,193 to support a Career Advisor position within Palm Beach State College, Institute of Excellence in Early Care and Education ("PBSC IEECE") for the period April 1, 2011 through September 30, 2011.

#### **Purpose**

Palm Beach County Department of Community Services, Division of Head Start, wants to:

Support a Career Advisor position for Head Start practitioners in continuing professional development through the CSC/PBSC IEECE professional development agreement

#### **Roles of the Participants**

The Palm Beach County Board of County Commissioners agrees to transfer funding to CSC (serving as fiscal agent) in accordance with the following schedule and terms:

- 1. The PBCBCC will transfer \$45,193 to CSC within 30 days of executing the Memorandum of Agreement. Funds will be used to support a Career Advisor position for Head Start practitioners from April 1, 2011 through September 30, 2011.
- 2. PBCBCC Division of Head Start will ensure classroom staff complete registrations in the Quality counts training registry.
- 3. CSC will provide to PBCBCC monthly reports and a final financial compilation report accounting for all funds expended hereunder no later than September 30, 2011.
- 4. CSC will refund any unexpended funds to PBCBCC in accordance with this Memorandum of Agreement no later than October 31, 2011.

CSC and the Palm Beach County Board of County Commissioners agree to comply with the terms of this Memorandum of Agreement.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed by their undersigned duly authorized representatives.

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

BY:	DATE:
Print Name <b>Karen T. Marcus, Chair</b>	<del>-</del>
Print Title	<del>-</del>
BY:	DATE:
County Attorney	
BY:	DATE:
County Clerk	
BY: Department Head	
CHILDREN'S SERVICES COUNCIL OF PALM BEA	ACH COUNTY
A	
	2/9/11
BY: Color Executive Office	DATE: 3/9///
Gaetana D. Ebbole, Chief Executive Offic	cer