

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date: July 19, 2011 ☒ Consent ☐ Regular
 ☐ Workshop ☐ Public Hearing

Department

Submitted By: Community Services

Submitted For: Financially Assisted Agencies

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

- A) Amendment No. 1 to the contract with the Center for Family Services of Palm Beach County (R2010-1660) increasing funding for the Traveler's Aid Program by \$20,000 for a new not-to-exceed total amount of \$60,208 for current fiscal year; and**
- B) Budget Transfer of \$179,000 in the general fund from Financially Assisted Agencies to Human Services to provide budget for Homeless Resource Center (HRC) pre-opening maintenance and security expenses, and for Traveler's Aid Program expenses in the stated amount.**

Summary: The Department of Community Services through the Financially Assisted Agencies (FAA) program has been requested to provide \$20,000 in additional funds to the Center for Family Services, specifically in the Traveler's Aid program. This program is currently funded at \$40,208 and will be raised to \$60,208. Funding under this amendment will be used for non-refundable bus tickets to transport homeless individuals to locations where permanent housing has been arranged, as well as case management services, and administrative expenses. This agency is working closely with the County's Homeless Outreach Teams under the direction of the Human Services Division to make sure all individuals who qualify will receive this emergency assistance. The funding for this amendment and the interim expenses for HRC is from carryover FAA funds allocated for homeless services. Countywide (TKF)

Background and Justification: In providing for human services needs, Palm Beach County augments its own services mix by providing financial assistance to community-based organizations. This program was established in the early 1980's to overcome the adverse impact of reduced federal funding. More recent federal and state funding reductions emphasize the need for continuing county financial assistance to these organizations. Funded organizations are monitored by the Community Services Department to maintain strict fiscal integrity. Contracts include the following safeguards to protect the County: insurance coverage is mandatory, funds are paid out on a reimbursement basis only, at a rate not to exceed 1/12 of the contracted total per month, and funds cannot be used to initiate or to pursue litigation against the County.

Attachments:

Amendment No. 1 Budget Transfer

Recommended by: Charles White 7/8/11
Department Director Date

Approved by: _____ Date: 7/8/11
Assistant County Administrator

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>179,000</u>	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>179,000</u>	_____	_____	_____	_____

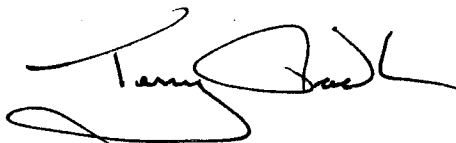
ADDITIONAL FTE

POSITIONS (Cumulative) _____

Is Item Included in Current Budget? Yes _____ No ☒
 Budget Account No.: Fund _____ Dept _____ Unit _____ Object _____
 Program _____

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

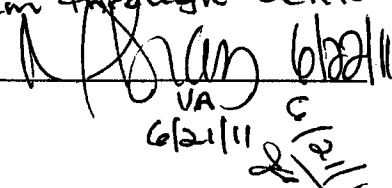
C. Departmental Fiscal Review:

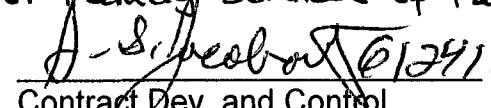


III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

Budget Transfer for \$159,000 is creating budget for costs incurring due to the Homeless Resource Center pre opening maintenance and security costs. \$20,000 increase in Traveler's Aid Program through Center for Family Services of Palm Beach County Inc.

OFMB  6/22/11
 VA C
 6/21/11 2:15 PM

 6/24/11
 Contract Dev. and Control

B. Legal Sufficiency:

 6/24/11
 Assistant County Attorney

This Amendment brings the Contract total to \$246,956.

C. Other Department Review:

Department Director

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

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET TRANSFER

FUND (0001) - GENERAL

Use this form to provide budget for items not anticipated in the budget.

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 06/14/11	REMAINING BALANCE
EXPENDITURE								
148 1221	8201 Contributions - Non-governmntl Agencies	0	0	179,000		179,000		179,000
740 2000	8201 Contributions - Non-governmntl Agencies	1	214,060		179,000	35,060		35,060
Total Expenditures		959,240,680	989,432,082	179,000	179,000	989,432,082		

BUD_BLNK.xl

Signatures

Date

By Board of County Commissioners
At Meeting of _____

COMMUNITY SERVICES

INITIATING DEPARTMENT/DIVISION Channell Wilkins

Administration/Budget Department Approval

OFMB Department - Posted

Deputy Clerk to the
Board of County Commissioners

**AMENDMENT TO FINANCIALLY ASSISTED AGENCIES
CONTRACT FOR PROVISION OF FINANCIAL ASSISTANCE**

THIS AMENDMENT TO THE FINANCIALLY ASSISTED AGENCIES CONTRACT

(R2010-1660) made and entered into in Palm Beach County Florida, on this ____ day of _____ 2011 by and between PALM BEACH COUNTY, hereinafter referred to as "COUNTY" and **Center for Family Services of Palm Beach County, Inc.** hereinafter referred to as the AGENCY, a not-for-profit corporation, entitled to do business in the State of Florida, whose address is 4101 Parker Avenue, West Palm Beach, FL 33405.

WITNESSETH:

WHEREAS, the parties entered in a contract on **October 19, 2010**, which provided for the Traveler's Aid program which assists homeless individuals in returning back to homes out of the state; and

WHEREAS, the contract currently has an expiration date of September 30, 2011 **and**;

WHEREAS, the need exists to further amend the contract to add additional dollars to the Traveler's Aid program by modifying Article 3 – Payments and Exhibit B "Service/Program To Be Provided FY 2011 Financial Assistance Contract".

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

- I. Article 3 – Payments is amended to read "The COUNTY shall pay to the AGENCY for services rendered under this contract, an amount not to exceed **Two Hundred Forty-Six Thousand, Nine Hundred and Fifty Six Dollars (\$246,956)**."
- II. Exhibit B is hereby amended and replaced with Exhibit B1 attached hereto and made a part hereof.

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 parties hereto have caused this Amendment to be executed by their officials thereupon duly authorized.

ATTEST:

Sharon R. Bock, Clerk & Comptroller

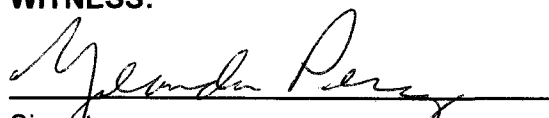
PALM BEACH COUNTY, FLORIDA, a
Political Subdivision of the State of Florida

BOARD OF COUNTY COMMISSIONERS

BY: _____
Clerk & Comptroller

BY: _____
Commissioner Karen T. Marcus, Chair

WITNESS:


Signature

Yolanda Perez
Name Typed

59-1084179
Agency's Federal ID Number

AGENCY:

The Center for Family Services of P.B.C.
Agency's Name Typed

BY 
Signature


DARIA HESLIE
Agency's Signatory Name Typed

CEO
Agency's Signatory Title Typed

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

Assistant County Attorney

APPROVED AS TO TERMS AND CONDITIONS
Department of Community Services

By: 
Channell Wilkins, Director

**UNITS OF SERVICE RATE AND DEFINITION 2011
FINANCIAL ASSISTANCE CONTRACT**

Agency: **The Center for Family Services**

Service Name and Definition of Unit of Service	Unit Cost	Total Cost Of Service
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Service: Traveler's Aid

A non-refundable bus ticket to transport an individual home out of the area. Case management service - Respond to call from client/agency, meet with client, process all necessary paperwork, travel to and forth from greyhound to purchase ticket and ensure that client leaves on the bus etc. Per discussion with staff, the entire process takes about 2 hours. Accounting service to process greyhound checks, approximately 15 minutes per check. Travel cost to meet with client and to assist client with departure at Greyhound bus terminal. Long distance telephone call to verify acceptance by family and verify client arrival.

\$201.04

\$60,208

Service: Emergency Shelter/Pat Reeves

A unit of service is defined as a night of shelter, 1 hour case management, assessment services, action plan development, information and referral phone linkage services, food and food vouchers, clothing, bus pass, tutoring for children, rental assistance or utility assistance.

\$13.66

\$109,936

Service: Individual and Family Counseling

A unit of service is defined as one (1) hour of counseling or assessment in individual, group or family sessions generally not more than one (1) time per week, development of treatment plans, outreach, crisis intervention, discharge planning.

\$89.23

\$76,812

TOTAL CONTRACT

\$246,956

The AGENCY is allowed to expend up to \$6,500 for initial certification or \$4,000 for the annual renewal fee out of this FY 2011 contract. This option exercised by the agency will be taken from the approved budget thus reducing the number of units to be provided. Certification is a requirement of contracting with the COUNTY as referenced in Article 14 of this contract.