Agenda Item No.: 3Q-4

## PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

### **AGENDA ITEM SUMMARY**

Meeting Date:	July 1	9, 2011				Consent Ordinance			Regular Public Hearing	
Department: Submitted By:										
Submitted For:	PALM	BEACH	COUNTY	CRII	MINAL	JUSTICE	COMI	<u>VIS</u>	SION	

#### I. EXECUTIVE BRIEF

MOTION AND TITLE: Staff recommends motion to: (A) Approve revisions to the Memorandum of Understanding (MOU) for the Implementation Grant with the Department of Children and Families for the period of July 1, 2010, through June 30, 2013 to establish a supportive housing for homeless leaving the jail; and (B) Authorize the Criminal Justice Commission's Executive Director, through the County Administrator or his designee, to execute any future time extensions, task assignments, necessary minor amendments, and any other forms and certifications during the term of the MOU that do not change the scope of work or terms and conditions.

**SUMMARY:** The Department of Children and Families is requesting some minor changes to the Memorandum of Understanding that do not change the scope of work or terms and conditions. The requested changes are to replace the word Recipient with County and change the title and phone number of the Procurement Manager for the Department of Children and Families and the phone number of the Grant Manager. <u>Countywide</u> (GB)

BACKGROUND AND JUSTIFICATION: The Board of County Commissioners approved the Memorandum of Understanding for Implementation Grant with the Department of Children and Families on March 15, 2011 (2011-0412). Palm Beach County has received a direct award of \$455,295 under the Department of Children and Families Criminal Justice, Mental Health and Substance Abuse Reinvestment Act Program for supported housing for those leaving the jail that are homeless with a mental health and substance abuse disorder with a focus for custodial parents. Beginning in June 2008 the Palm Beach County Criminal Justice, Mental Health and Substance Abuse Planning Council worked on a one-year planning grant that was used to develop partnerships and strategies to identify and divert adults and juveniles with mental health and substance abuse issues out of the criminal justice system. Work to complete the Strategic Plan was funded by the Florida Reinvestment Act grant awarded by the Florida DCF. Under this grant program, the County's Criminal Justice, Mental Health and Substance Abuse (CJMHSA) Planning Council completed a comprehensive strategic plan that included fifty-two strategies ranging in areas of: juvenile justice; law enforcement and emergency services; booking and initial appearance; jails and courts; community reentry and community corrections and community support. This project will address implementation of Palm Beach County's Criminal Justice, Mental Health and Substance Abuse Strategic Plan (2009), Intercept 4 and 5 (Re-entry and Community Supports), Strategy 14. Strategy 14 proposes to expand transitional and permanent housing so that homelessness is decreased and increased stability in the community occurs. This project seeks to provide for nine supportive housing placements for homeless dual-diagnosed persons transitioning from the County Jail.

### Attachments:

- 1. Pages of the Memorandum of Understanding that contain revised language (2)
- 2. Signature Authority Letter

3	Original	Memorai	ndum of	Unders	tanding
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Recommended by: _		76-11
	Department Director	Date
Approved By:	fal ali	2/11/11
, , , , , , , , , , , , , , , , , , ,	Assistant County Administrator	Date

### II. FISCAL IMPACT ANALYSIS

A. Fi	ve Year Summary of Fisc	al Impact:				i		
Fisca	l Years	2011	2012	2013	2014	2015		
Capit	al Expenditures		···					
Exter Local Local	ating Costs nal Revenues   Match (Cash)   Match (In-kind)   FISCAL IMPACT							
	DDITIONAL FTE SITIONS (Cumulative)				· · · · · · · · · · · · · · · · · · ·	· .		
ls Iter	n Included In Current Bud	lget? Yes _		No	<u>_</u>			
Budg	et Account No.: Fund	_ Dept.	Unit _	Objec	ct			
в. 🗶	Recommended Sources There is no fiscal impact re	of Funds/Sur elated to this a	mmary of Fis agenda item	cal Impact:				
C.	Departmental Fiscal Rev	iew: My	6/24/201	(				
		III. <u>REVII</u>	EW COMMEN	<u>ITS</u>				
A.	A. OFMB Fiscal and/or Contract Dev. and Control Comments:							
	OFMB 3	10/29/11 12614 S	Contr	act Dev. and	Control 7	16/11		
В.	Legal Sufficiency:	$\vec{z}/$						
	Assistant County Attorn	ey	-					
C.	Other Department Review	w:						
	Department Director		-					

(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)



# State of Florida Department of Children and Families

Rick Scott Governor

David E. Wilkins Secretary

May 18, 2011

Michael L. Rodriguez, Executive Director Palm Beach County Criminal Justice Commission 301 N. Olive Avenue, suite 1001 West Palm Beach, FL 33401



Re: MOU #LHZ36—Criminal Justice Mental Health Substance Abuse Reinvestment Grant Program (Palm Beach County—Implementation)

Dear Mr. Rodriguez:

A correction is needed on page 3, item #11, and page 5, Items #24.c) and #24.d), of Palm Beach County's Memorandum of Understanding (MOU). Enclosed are two copies of each page reflecting the changes. Ms. Karen T. Marcus, Chair, Palm Beach County Board of County Commissioners, will need to initial and date the changes on both copies. Please mail all the initialed and dated pages to me and I will get them initialed and dated by our Department official and mail an original copy back to you. Please let me know if you have any questions.

Respectfully,

Jennifer Benghuzzi Grant Manager

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

Attachment #

- 8. County agrees to provide a financial and compliance audit to the Department as described in the Financial and Compliance Attachment (Attachment III) and to ensure that all related party transactions are disclosed to the auditor.
- **9.** County agrees to retain all financial records, supporting documents, statistical records and any other documents, whether kept by electronic storage media or otherwise, for a period of not less than six (6) years after the starting date of this Grant Memorandum of Understanding. If audit findings have not been resolved at the end of the six (6) year period, the records shall be retained until resolution of the audit findings. State auditors and any persons authorized by the Department shall have full access to, and shall have the right to examine any materials at any time during regular business hours.
- 10. County agrees to provide data and other information requested by the CJMHSA Grant Technical Assistance Center (TAC) at the Louis de la Parte Florida Mental Health Institute of the University of South Florida to enable TAC to perform statutory duties established in the authorizing legislation. County agrees to submit semi-annual program reports on or before May 1 and November 1, annually to the Florida Department of Children and Families. County agrees to submit an annual fiscal report, signed by the County Administrator, on or before November 1 to the Florida Department of Children and Families. The Department will provide County with templates and forms needed to file all required reports.
- 11. County agrees to be liable, to the extent provided by law, for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the RecipientCounty, and its agents, sub-recipients and employees during performance of the contracts authorized by this Grant Memorandum of Understanding.
- 12. County agrees to establish an informal dispute resolution process to resolve any disputes between the County and any sub-recipients or persons served with grant funds.
- 13. County and all sub-recipients shall, in publicizing, advertising, or describing the sponsorship of the program, state: "Sponsored by Palm Beach County and the State of Florida, Department of Children and Families" If the sponsorship reference is in written material, the words "State of Florida, Department of Children and Families" shall appear in the same size letters or type as the name of the County.
- 14. County shall not use or disclose any information concerning a person served with grant funds under this Grant Memorandum of Understanding for any purpose prohibited by state law or regulations (except with the written consent of a person legally authorized to give that consent or when authorized by law).
- **15.** County shall permit Department personnel or representatives to monitor the services that are provided by the County under this Grant Memorandum of Understanding.
- **16.** County agrees to allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, F.S, made or received by County in conjunction with this Grant Memorandum of Understanding.

- 24. Official Name of Payee and Representatives:
  - a) Official name of payee and address where payment is to be sent:

Palm Beach County Board of County Commissioners Attn: County Administrator 301 North Olive Avenue West Palm Beach, FL 33401

**b)** The name, address, telephone number, and email address of the Grant Manager for under this Grant Memorandum of Understanding is:

Michael Rodriguez
301 North Olive Avenue, Suite 101,
West Palm Beach, FL 33401
(561) 355-2314
mlrodrig@pbcgov.com

ellen\_piekalkiewicz@dcf.state.fl.us

c) The name, address, telephone number, and email address of the Procurement Manager under this Grant Memorandum of Understanding is:

Ellen Piekalkiewicz, Executive Director,
Florida Substance Abuse and Mental Health Corporation
Department of Children and Families
Office of the Assistant Secretary for Substance Abuse and Mental Health
1317 Winewood Boulevard, Building 1 Suite 206
Tallahassee, Florida 32399-0700
Local: (850) 410-1576; SunCom: 210-1576 (850)717-4623



**d)** The name, address, telephone number, and email address of the Grant Manager for Department of Children and Families under this Grant Memorandum of Understanding is:

Jennifer Benghuzzi
Department of Children and Families
Substance Abuse and Mental Health Program Office
Contract Management Unit
1317 Winewood Boulevard
Building 6, Room 255
Tallahassee, Florida 32399-0700
Phone: (850) 488-4284 (850) 717-4348
Jennifer\_Benghuzzi@dcf.state.fl.us



25. This Grant Memorandum of Understanding and its attachments and any exhibits referenced in the attachments, together with any documents incorporated by reference, contain

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  - a) Official name of payee and address where payment is to be sent:

Palm Beach County Board of County Commissioners

Attn: County Administrator 301 North Olive Avenue West Palm Beach, FL 33401

**b)** The name, address, telephone number, and email address of the Grant Manager for under this Grant Memorandum of Understanding is:

Michael Rodriguez
301 North Olive Avenue, Suite 101,
West Palm Beach, FL 33401
(561) 355-2314
mlrodrig@pbcgov.com

ellen\_piekalkiewicz@dcf.state.fl.us

c) The name, address, telephone number, and email address of the Procurement Manager under this Grant Memorandum of Understanding is:

Ellen Piekalkiewicz, Executive Director,
Florida Substance Abuse and Mental Health Corporation
Department of Children and Families
Office of the Assistant Secretary for Substance Abuse and Mental Health
1317 Winewood Boulevard, Building 1 Suite 206
Tallahassee, Florida 32399-0700
Local: (850) 410-1576; SunCom: 210-1576 (850)717-4623



d) The name, address, telephone number, and email address of the Grant Manager for Department of Children and Families under this Grant Memorandum of Understanding is:

Jennifer Benghuzzi
Department of Children and Families
Substance Abuse and Mental Health Program Office
Contract Management Unit
1317 Winewood Boulevard
Building 6, Room 255
Tallahassee, Florida 32399-0700
Phone: (850) 488-4284 (850) 717-4348
Jennifer Benghuzzi@dcf.state.fl.us



25. This Grant Memorandum of Understanding and its attachments and any exhibits referenced in the attachments, together with any documents incorporated by reference, contain



#### Criminal Justice Commission

301 North Olive Avenue, Suite 1001
West Palm Beach, FL 33401-4705
(561) 355-4943
FAX: (561) 355-4941
www.pbcgov.com/cjc

Palm Beach County Board of County Commissioners

Karen T. Marcus, Chair Shelley Vana, Vice Chair Paulette Burdick

Steven L. Abrams

Burt Aaronson

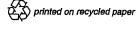
Jess R. Santamaria

Priscilla A. Taylor

County Administrator

Robert Weisman

"An Equal Opportunity Affirmative Action Employer"



May 26, 2011

Ms. Jennifer Benghuzzi
Grant Manager
Department of Children and Families
Substance Abuse and Mental Health Program Office
1317 Winewood Boulevard
Building 6, Room 255
Tallahassee, Fl 32399-0700

Re: Re: MOU #LHZ36-Criminal Justice Mental Health Substance Abuse Reinvestment Grant Program (Palm Beach County-Implementation) Signature Authority Designation

Dear Ms. Benghuzzi:

I am writing to extend signature authority to Mr. Michael L. Rodriguez, Executive Director of the Palm Beach County Criminal Justice Commission, to execute all related documents for the MOU #LHZ36-Criminal Justice Mental Health Substance Abuse Reinvestment Grant Program This authorization includes the execution of all necessary forms and documents including the MOU as required by the Department of Children and Families.

If you have any questions, please feel free to call me at (561) 355-4943.

Thank you for your cooperation and attention to this matter.

Sincerely,

Robert Weisman County Administrator

Attachment #