

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

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Meeting Date: May 21, 2013	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular	
	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Public Hearing	

Department

Submitted By: Community Services

Submitted For: Human Services Division

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I. EXECUTIVE BRIEF

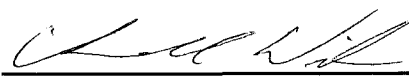
Motion and Title: Staff recommends motion to approve: Amendment No. 02 to Contract for Provision of Services with The Lord’s Place, Inc. (R2012-0614) for the period of October 1, 2012, through September 30, 2013, to increase funding for employment services to homeless individuals and families by \$43,000 for a new total amount not to exceed \$387,668.

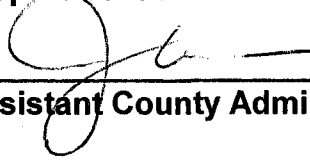
Summary: A budget transfer was approved by the BCC on March 12, 2013 (Agenda Item 4F), to provide gap funding to The Lord’s Place, Inc. These funds are to maintain current staff and continue job training activities for the Senator Philip D. Lewis Center (Lewis Center). The intent is to fund the break in service only, between the end of the previous Workforce Alliance contract and the start of a new contract. (Human Services) Countywide (TKF)

Background and Justification: On March 20, 2012, the BCC approved the Lewis Center concept and funding allocation for its operation. The Lord’s Place, Inc. is one of the contracted agencies funded to serve homeless individuals/families referred to the Lewis Center. One of the key service components provided is employment services, which helps homeless clients to achieve long-term stability by providing life skills, training and job placement assistance. Funding for employment services is provided to The Lord’s Place, Inc. under an ad valorem contract that is augmented with grant funding from Workforce Alliance.

Attachment: Amendment No. 02 to Contract for Provision of Services

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Recommended By: <u></u>	<u>5/1/13</u>
Department Director	Date

Approved By: <u></u>	<u>5/13/13</u>
Assistant County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2013	2014	2015	2015	2017
Capital Expenditures					
Operating Costs	43,000				
External Revenue					
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	43,000				

# ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included In Current Budget? Yes X No

Budget Account No.:

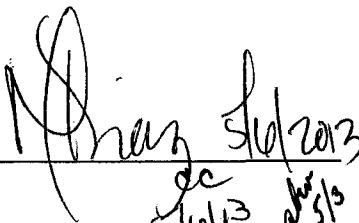
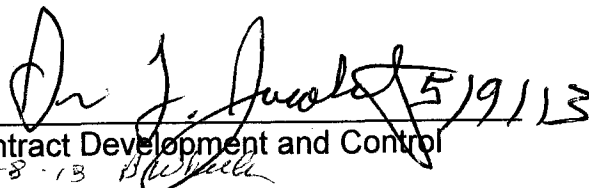
Fund 0001 Dept 148 Unit 1221 Object 3401 Program Code TLP11 Program Period FY13

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

C. Departmental Fiscal Review: mas
 Taruna Malhotra, Director, Financial & Support Svcs.

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:

OFMB	 5/6/13 dc 5/6/13	 5/9/13 Contract Development and Control 5-8-13
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B. Legal Sufficiency:


 5/9/13
 Chief 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 SERVICES**

THIS AMENDMENT TO CONTRACT FOR PROVISION OF SERVICES (R2012-0614; dated May 1, 2012) made and entered into at West Palm Beach Florida. On this _____ day of _____, 2013 by and between PALM BEACH COUNTY, a political subdivision of the state of Florida hereinafter referred to as "COUNTY" and The Lord's Place, Inc., hereinafter referred to as the "AGENCY", a not-for-profit corporation, entitled to do business in the State of Florida, whose address is P.O Box 3265 West Palm Beach, Florida 33402.

WITNESSETH:

WHEREAS, the AGENCY has agreed to provide services in the Senator Philip D. Lewis Center hereinafter referred to as The Lewis Center; whereas the need exists to amend the contract to increase the total contract amount by \$43,000.

NOW THEREFORE, the above named parties hereby mutually agree that the Contract entered into on May 1, 2012 is hereby amended as follows:

- I. Article 3 is hereby amended to read, an amount not to exceed Three Hundred Eighty Seven Thousand Six Hundred and Sixty Eight Dollars (\$387,668).
- II. Exhibit "B-2" Pages 1, 2 and 3 is hereby replaced by "B-3" Pages 1, 2 and 3 attached hereto and made a part thereof.
- III. Article 12 is hereby amended to read, This contract shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Contract will be held in Palm Beach County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by stature or otherwise. No single or partial exercise by any party of any right, power or remedy hereunder shall preclude any other or further exercise thereof. No provision of this contract is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this contract, including but not limited to any citizen or employees of the COUNTY and/or AGENCY.

OTHER PROVISIONS:

All provisions in the Contract or exhibits to the Contract in conflict with this Second Amendment to the Contract shall be and are hereby changed to conform to the 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 AGENCY has hereunto set his/her hand the day and year above written.

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: _____
Steven L. Abrams, Mayor

WITNESS:

AGENCY:

Paura P. Allianic
Signature

The Lord's Place, Inc.
AGENCY's Name Typed

Laura L. Allianic
Name Typed

BY: *Diane L. Stanley*
Signature

59-2240502

Diane L. Stanley

AGENCY's Federal ID Number

AGENCY's Signatory Name Typed

Chief Executive Officer
AGENCY's Signatory Title Typed

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY**

**APPROVED AS TO TERMS AND
CONDITIONS:
Department of Community Services**

By: _____
Chief Assistant County Attorney

By: *Channell Wilkins*
Channell Wilkins, Director

UNITS OF SERVICES AND BUDGET ALLOCATION

Agency: The Lord's Place

Definition of a Unit of Service for Homeless Resource Center	Number of Units of Service	Cost Per Unit of Service
<p>HRC Navigations: A unit of service is defined as one day of operations. Navigation includes but is not limited to: Referral services for at-risk and homeless families and individuals to the Homeless Resource Center, activities that build relationships with homeless persons and families, intake, transportation, linkage & referral to community & mainstream resources, data entry into CMIS, attendance at meetings & staffing, conducting background screenings, hiring & supervision of staff that will be serving HRC clients, coordination with Gulfstream Goodwill, attendance at neighborhood meetings and issues addressed at neighborhood meetings, marketing HRC, conducting outreach to provide community education, attendance at agency, HRC, and/or homeless service provider meetings, preparation and distribution of reports as required, development and oversight of Policies and Procedures for the HRC Navigation Services.</p>	<p>251</p>	<p>\$507.65</p>
<p>Job Training and Placement A unit of training is defined as completion of full training program. <u>Job Training</u> encompasses services and transportation geared toward empowering clients to learn soft and hard skills necessary to re-enter the community as competitive employees living independently; assess and assist in the creation of an individualized career plans. A client could attend one or more of the following: <u>Life Skills/Pre-Employment Workshops</u> encompass individual and group training that are designed for clients who lack the skills to begin traditional employment services. May address various needs including: basic skills, independent living skills, social skills, motivational barriers, anger management, basic job searching, trigger points for relapse, computer literacy, interview skills, conflict resolution, and/or assisting participants to develop realistic vocational goals and a vocational plan. Life skills workshops can be tailored to individual participants' abilities and goals. <u>Job Readiness Course</u> encompasses a 40-hour Job Readiness class for individuals with multiple barriers to employment which includes basic skills necessary for clients to obtain and maintain employment, utilizing small class sizes, which allow for individual attention. Curriculum includes: goal setting, interview skills, how to respond appropriately to common and challenging interview</p>	<p>191.58</p>	<p>\$794.00</p>

Definition of a Unit of Service for Homeless Resource Center	Number of Units of Service	Cost Per Unit of Service
<p>questions, resume and cover letter writing, basic computer skills, how to conduct an effective job search, overcoming barriers to employment such as criminal backgrounds and educational limitations, and obtaining appropriate clothing and materials for an interview and employment. Mock interviews are held with community leaders who conduct job interviews and provide constructive feedback. <u>Apprenticeships</u>: encompasses 8-12 weeks of training in five apprenticeships (vocational training) to further enhance their skills: Clerical, Culinary, Property Maintenance, Peer Advocacy, and Retail.</p>		
<p>A unit of job placement is defined as pre-employment activities & obtaining actual employment.</p> <p><u>Job Placement</u>: Job Coaches and Job Training Instructors will share the responsibility of assessments of client's employability. A Job Coach is assigned to a client ready to begin job searching activities. Job Coaches will include: Intake and assessments, development of career plans including mapping and monitoring job search activities, referral to Job Readiness Course, referral to Life Skills Program, assist individuals to complete job applications, monitor job searching through print media, internet, and leads from Job Development staff, track clients activities on a weekly basis and follow-up with clients and employers, to advocate and support clients post-placement, one-on-one counseling to prepare clients for job interviews and the reality of all aspects related to gaining and maintaining successful employment and post placement follow-up and support services. Job Placement includes securing appropriate employment through a Job Developer who has relationships with employers in the community. The Job Developer works closely with the Job Coaches and participants to identify employers to best match the participants' employment skills.</p>	51.20	\$1,500
<p>Administration: A unit of service is defined as day of operations. Administrative services encompass: participation in neighborhood meetings, conducting or participating in HRC related fund raising events, evaluation of fiscal, grant, CMIS, and funding reports as required, grant writing, payment of leases, security deposits & utilities, general fiscal accounting and auditing of expenditures, supervision of staff, cell phone utilization, and mileage.</p>	251	\$124.84

BUDGET ALLOCATIONS:

Navigation Authorized	\$127,420
Job Training Authorized	\$152,115
Job Placement Authorized	\$76,800
Administration Authorized	<u>\$31,333</u>
TOTAL Authorized	\$387,668

Unit Cost expenses shall mean the actual expenses as authorized by the COUNTY pursuant to this contract, and reasonably incurred by AGENCY directly in connection with AGENCYs performance of its duties and Scope of Work pursuant to this Contract. Reimbursement for services will be based on actual costs. Back-up documentation for actual expenditures will be reviewed during desk audit and on-site monitoring. AGENCY will sustain the program for the full contract period regardless of the rate of expenditure of above funds.



CERTIFICATE OF LIABILITY INSURANCE

LORDS-1

OP ID: PR

DATE (MM/DD/YYYY)

04/16/13

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Gulfstream Insurance Group Inc P.O. Box 8908 Fort Lauderdale, FL 33310-8908 David Arch	954-561-2220	CONTACT NAME:	
	954-566-0673	PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : Arch Insurance Company	
		INSURER B : Guarantee Insurance Co	
		INSURER C : Scottsdale Indemnity Co.	
		INSURER D : Certain Und at Lloyds London	
		INSURER E :	
		INSURER F :	

INSURED
The Lord's Place, Inc.
PO Box 3265
West Palm Beach, FL 33402

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY	X	NCPKG0164801	05/03/12	05/03/13	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Professional Liab					PERSONAL & ADV INJURY \$ 1,000,000
A	<input checked="" type="checkbox"/> Abuse/Molest Liab		NCPKG0164801	05/03/12	05/03/13	GENERAL AGGREGATE \$ 3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:		NCPKG0164801	05/03/12	05/03/13	PRODUCTS - COM/POP AGG \$ 3,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC					Emp Ben. \$ \$1mil/\$3mil
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY		NCAUT0164801	05/03/12	05/03/13	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> ALL OWNED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS					PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> Phys Dam					comp/coll ded \$ \$500/500
A	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR	NCUMB0164801	05/03/12	05/03/13	EACH OCCURRENCE \$ 3,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000					
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		GWGC602001101-113	04/01/13	04/01/14	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input checked="" type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N <input type="checkbox"/>				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Property Section		NCPKG0164801	05/03/12	05/03/13	RC, Specl X-wind
C	D&O Liab		EKI3064215	05/03/12	05/03/13	Clims Made \$3mil/\$3mil

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Shelter/Mission/Halfway Houses.
The Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents, c/o Department of Human Services, is listed as additional insured with respect to general liability.

CERTIFICATE HOLDER**CANCELLATION**

PALMB11

Palm Beach County Board of
County Commissioners
c/o Human Services
810 Datura Street
West Palm Beach, FL 33401

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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