

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: March 10, 2015 [X] Consent [] Regular [] Ordinance [] Public Hearing
Department
Submitted By: Community Services
Submitted For: Human Services Division

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

- A) approve One full-time equivalent (FTE) grant funded position for an Information Management System Specialist (Pay Grade 30), for the Human Services Division; and
B) delegate signature authority to the County Administrator, or his designee, to sign the Client Management Information System (CMIS) Agency License Agreements; and
C) delegate signature authority to the County Administrator, or his designee, to sign the contract and any other applicable documents with the software provider; and
D) approve Budget Transfer of \$50,000 in the Housing and Community Development Fund to General Fund to establish the new position; and
E) approve Budget Amendment in the amount of \$50,000 in General Fund, Human Services Division to establish the budget.

Summary: In October 2014, the Division of Human Services began oversight and administration of CMIS. CMIS serves as a countywide shared database to track homeless prevention and homeless services provided to individuals and families. This reduces duplication of information for referrals and contacts with appropriate agencies. CMIS is federally mandated by Housing and Urban Development (HUD) in order to qualify for Continuum of Care grant funds. Until May 2014, Palm Beach County received an annual HUD grant allocation for CMIS operations in the amount of \$155,000; however, reduction in federal funding resulted in the loss of this grant. There is a \$50,000 allocation in the Emergency Solutions Grant funds to support CMIS operation from the Department of Economic Sustainability. License fees of \$100 each are charged to users annually for a total of \$6,800. The grant position will be approved for the length of the grant and will be eliminated if funding is discontinued. (Human Services) Countywide (HH)

Background and Justification: In 2002, HUD required Continuums of Care nationwide to implement a single database to track homeless prevention and homeless services for individuals and families. Only HUD approved software systems can be utilized. The State of Florida's Department of Children and Families Office on Homelessness allocated initial funding to implement CMIS. In Palm Beach County, the software chosen was Service Point, a web based application administered by Bowman Systems. 211 Palm Beach Treasure Coast administered the CMIS until September 2014. In August 2014, the homeless Continuum of Care requested the Division of Human Services provide oversight and management of the CMIS since the Division has already served as the Lead Agency designation for homeless service delivery. The Division is working in conjunction with Information Support Systems to implement the CMIS lead role.

- Attachments:
1. Budget Transfer
2. Budget Amendment

Recommended By: [Signature] Date 2/10/15
Department Director
Approved By: [Signature] Date 2/20/15
Assistant County Administrator

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2015	2016	2017	2018	2019
Capital Expenditures					
Operating Costs	60,522	60,522	60,522	60,522	60,522
External Revenue	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
Program Income	6,800	6,800	6,800	6,800	6,800
In-Kind Match (County)					
NET FISCAL IMPACT	3,722	3,722	3,722	3,722	3,722

# ADDITIONAL FTE POSITIONS (Cumulative)	1				
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Is Item Included In Current Budget: Yes _____ No X

Budget Account No.:

Fund 0001 Dept. 148 Unit 1318 Obj. Var. Program Code Var. Program Period: Var.

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

Program income will be generated from license fees. The balance will be absorbed based on lapse salaries.

C. Departmental Fiscal Review:

TM
Taruna Malhotra, Director, Financial & Support Svcs.

III. REVIEW COMMENTS

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

OFMB 5/10 2/13 OK 2/13/14 2/13/15 Contract Development and Control 2/18/15

B. Legal Sufficiency:

Helene C. Stuyck
Assistant County Attorney

C. Other Department Review:

Department Director

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

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**BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET TRANSFER**

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BGEX-143-02041500000000838

FUND 1101 -Housing and Community Development

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

ACCOUNT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED	REMAINING BALANCE
EXPENDITURES								
143-1435-9000	Transfer to General Funds 0001	0	0	50,000	0	50,000		
143-1435-8201	Contributions Non Govt Agency	407,166	407,166	0	50,000	357,166	379,200	(22,034)
TOTAL EXPENDITURES		0	0	50,000	50,000	0		

Department of Economic Sustainability
 INITIATING DEPARTMENT/DIVISION
 Administration/Budget Department Approval
 OFMB Department - Posted

Signatures	Date
	2/4/2015
_____	_____
_____	_____

By Board of County Commissioners
 At Meeting of :
 March 10, 2015
 Deputy Clerk to the
 Board of County Commissioners

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

BGEX - 148 - 021115000000000914
BGRV - 148 - 021115000000000447

FUND (0001) - General Fund

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 AS OF 02/11/2015	EXPENDED/ ENCUMBERED	REMAINING BALANCE
REVENUE								
148 1318	8015 Transfer From HCD Fd 1101	0	0	50,000		50,000		
Total Revenue		1,122,421,771	1,122,848,117	50,000	0	1,122,898,117		
EXPENDITURE								
148 1318	1201 Salaries & Wages	0	0	36,349		36,349	0	
148 1318	2101 Fica-Taxes	0	0	2,254		2,254	0	
148 1318	2105 Fica Medicare	0	0	527		527	0	
148 1318	2201 Retirement Contributions-Frs	0	0	3,050		3,050	0	
148 1318	2301 Insurance-Life & Health	0	0	7,820		7,820	0	
Total Expenditures		1,122,421,771	1,122,848,117	50,000	0	1,122,898,117	0	1,122,898,117

Signatures

Date

By Board of County Commissioners
At Meeting on March 10, 2015

COMMUNITY SERVICES
INITIATING DEPARTMENT/DIVISION Channell Wilkins
Administration/Budget Department Approval
OFMB Department - Posted

Channell Wilkins

2/12/15

Deputy Clerk to the
Board of County Commissioners