

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: 6/2/15

Consent Regular
 Ordinance Public Hearing

Department:

Submitted By: Palm Beach County Criminal Justice Commission

Submitted For: Palm Beach County Criminal Justice Commission

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to Receive and File the following: **A)** Grant Adjustment Notice (GAN) #012 with the U.S. Department of Justice, Office of Justice Programs to allow minor changes in project scope; and **B)** Second Amendment to Contract for Education, Employment and Case Management for Juvenile Reentry with Gulfstream Goodwill Industries, Inc. adjusting budget line items without increasing/decreasing the total contract amount, and revising scope of work.

Summary: Palm Beach County was awarded a \$750,000 grant from the U.S Department of Justice Office of Justice Programs to implement reentry services for juveniles on October 1, 2013. GAN #012 approves changes to the project scope. The original Gulfstream Goodwill contract (R-2014-0471 for \$217,650 for the period of January 1, 2014 through September 30, 2014) was executed on February 5, 2014, received and filed by the Board on April 1, 2014, The first amendment was executed on September 30, 2014 and received and filed on December 2, 2014 (R-2014-1845) for \$319,319 extended the expiration date to September 30 2015. This second amendment to contract with Gulfstream Goodwill Industries, Inc. modifies the scope of work and budget without increasing or decreasing the total contract price. The amendment will allow changes in position roles at Gulfstream Goodwill by adding career navigation to the role of Transition Specialists and changing one position to Program Coordinator. These documents have been fully executed on behalf of the Board of County Commissioners (Board) by the County Administrator/Executive Director of the Criminal Justice Commission in accordance with R-2013-1668 that was approved by the Board on November 19, 2013, and are now being submitted to the Board to receive and file. There is no cost to the County. **Countywide (JB)**

Background and Justification: The Palm Beach County Criminal Justice Commission, Reentry Task Force has developed a Strategic Plan for providing effective and coordinated reentry services to those returning from incarceration, including juveniles. A Juvenile Reentry Task Force Subcommittee (JRTF) was created to address the unique issues of juveniles. The JRTF created a 5 year strategic plan and outlined best practices for juveniles reintegrating. Grant funding will support many gaps in services with best practice services. The goal of the program is to reduce the recidivism rate by 50% over five years for the target population (moderate to high risk youth returning to Palm Beach County). The program is intended to reduce recidivism among transitioning juveniles, reduce future victimization, enhance public safety and improve the lives of communities, victims and offenders. In accordance with County PPM CW-O-051, all delegated contracts/agreements/grants must be submitted by the initiating Department as a Receive and File Agenda Item.

Attachments

- 1) GAN #012
- 2) Second Amendment to Gulfstream Goodwill Industries, Inc. Contract for Education, Employment and Case Management for Juvenile Reentry

Recommended by:



Department Director

FOR MIKE RODRIGUEZ

8/12/15

Date

Approved By:


Stephanie Lejandre

ASSISTANT COUNTY ADMINISTRATOR

5/12/15

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
Net Fiscal Impact	<u>0</u>	_____	_____	_____	_____

ADDITIONAL FTE POSITIONS (Cumulative) 0 0 0 0 0

Is Item Included In Current Budget? Yes x No _____

Budget Account Exp No: Fund 1507 Department 762 Unit 7700 Object 8201
 Rev No: Fund _____ Department _____ Unit _____ RevSc _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:
 The net fiscal impact is zero. This amendment only adjusts the budget line items within the contract and modifies the scope of work.

Departmental Fiscal Review: Stephanie Simpson

III. REVIEW COMMENTS

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

Sherry Brown
 5/13 JOsc OFMB 5/14/15

Dr. J. Jacobson 5/18/15
 Contract Administration
 5-18-15 Beckler

B. Legal Sufficiency:

James Burk 5/20/15
 Assistant County Attorney

C. Other Department Review:

 Department Director

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



US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

Grantee Information			
Grantee Name:	Palm Beach County Board of County Commissioners	Project Period:	10/01/2013 - 09/30/2015
Grantee Address:	301 North Olive Avenue West Palm Beach, 33401	Program Office:	OJJDP
Grantee DUNS Number:	07-847-0481	Grant Manager:	Kathy N Mitchell
Grantee EIN:	59-6000785	Application Number(s):	2013-50913-FL-CZ
Vendor #:	596000078	Award Number:	2013-CZ-BX-0008
Project Title:	Back to a Future-Palm Beach County's Juvenile Reentry Project	Award Amount:	\$750,000.00

Change Project Scope			
*Scope Change Types			
<input checked="" type="checkbox"/> Altering programmatic activities	<input type="checkbox"/> Altering the purpose of the project		
<input type="checkbox"/> Changing the project site	<input type="checkbox"/> Change in organization with primary responsibility for implementation of grant		
<input type="checkbox"/> Contracting out, sub-granting or otherwise obtaining the services of a third party to perform activities that are central to the purpose of the award	<input type="checkbox"/> Other (Please enter type of scope change below) <input type="text"/>		
*Required Justification for Change Project Scope:			
Palm Beach County is submitting a GAN to maximize programming and services for juveniles served through the Back to A Future Initiative. To do so, we are making minor changes to the program narrative by adjusting staff roles and			
Attachments:			
Filename:	User:	Timestamp:	
April 2015 GAN Letter.pdf	PBCBCCPROGRAM	04/20/2015 9:06 AM	
<input type="button" value="Print"/>			
Audit Trail:			
Description:	Role:	User:	Timestamp:
Approved-Final	PO - GAN 1st Line Supervisor	dennisn2	04/29/2015 11:26 AM
Approved-GM	PO - GAN 1st Line Supervisor	mitchek2	04/27/2015 5:41 PM
Requesting approval based upon the following additional guidance:			
Grantee will be utilizing a Transition Specialist (previous title was Career Navigator). This role was stated in the approved budget, grantee is submitting a request to change the name from Career Navigator to Transition Specialist. Rather than having to refer youth to the CN, they will have each a Transition			
Submitted	PO - Grant Manager	PBCBCCPROGRAM	04/20/2015 9:08 AM
Draft	EXTERNAL - External User	PBCBCCPROGRAM	04/20/2015 9:06 AM

**SECOND AMENDMENT TO CONTRACT FOR EDUCATION, EMPLOYMENT, AND
CASE MANAGEMENT FOR JUVENILE REENTRY**

THIS SECOND AMENDMENT TO CONTRACT (hereinafter "Second Amendment"), is made as of this 5th day of May 2015 by and between Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of Commissioners, hereinafter referred to as the "COUNTY" and Gulfstream Goodwill Industries, Inc. (herein referred to as the "Service Provider") whose Federal ID No. is 59-1197040.

WITNESSETH:

WHEREAS, the Parties, entered into the Contract on February 5, 2014 (R2014-0471) which provided an amount not to exceed \$217,650; and

WHEREAS, the First Amendment to Contract dated September 30, 2014 provided an amount not to exceed \$319,319, and extended the term to September 30, 2015; and

WHEREAS, the Service Provider's responsibilities under the Amended Contract are to provide juvenile reentry services consistent with the County's Reentry Initiative with the goal of reducing recidivism.

WHEREAS, the parties agree to adjust the budget line items without increasing/decreasing the total Contract price.

NOW THEREFORE, the above named Parties hereby mutually agree to further revise the Contract as amended, and enter into this Second Amendment as follows:

- I. The foregoing recitals are true and correct and incorporated herein by reference. All defined terms as used in this Second Amendment shall have the same meaning and effect ascribed to them in the Contract, as amended.
- II. Article 1 (Services- Scope of Work), referenced in First Amendment as Exhibit AA-01 is amended. **Exhibit AA-01 will be replaced in its entirety by Exhibit "AA-02" attached hereto.**
- III. **Exhibit "BB-01" to the First Amendment will be replaced in its entirety by Exhibit "BB-02" attached hereto.**
- IV. Except as modified by this Second Amendment, the Contract, as amended, remains unmodified and in full force and effect and the parties hereby ratify, confirm and adopt the Contract, as amended, in accordance with the terms thereof.

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida, through its authorized representative, has made and executed this Second Amendment on behalf of the COUNTY and the Service Provider has hereunto set its hand the day and year above written.

**GULFSTREAM GOODWILL
INDUSTRIES, INC.**

By: Marvin A. Tanck
Marvin Tanck, President and CEO

**PALM BEACH COUNTY BOARD OF
COUNTY COMMISSIONERS**

By: Michael L. Rodriguez
Michael L. Rodriguez, Executive Director
Criminal Justice Commission

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: James Brub
Assistant County Attorney

APPROVED AS TO TERMS
AND CONDITIONS

By: Shahzia Jackson
Shahzia Jackson,
Senior Criminal Justice Analyst
Criminal Justice Commission

**Gulfstream Goodwill
Scope of Work
10/1/2013-9/30/2015**

BACK TO A FUTURE is Palm Beach County’s reentry process for juveniles returning to the community as which includes the delivery of a variety of evidence-based, cognitive, behavioral and social learning techniques in both pre- and post-release settings to ensure a successful transition from residential facilities to our community.

Along with the services listed below, Gulfstream Goodwill will ensure that each youth’s criminogenic needs are identified and met.

The overall goal of this project, to reduce recidivism by 50% over a 5-year period, with a sub goal of 70% of youth served should be working and/or in school by 6 months post-release.

Required Tasks	Responsibility of Service Provider
<p>Target Population Gulfstream Goodwill will serve all Back To A Future youth</p>	<p>Serve all referred eligible youth</p>
<p>Referral Process Eligible youth will go through a series of transitional staffings in preparation for their release into the community. During these staffings, it will be determined what services are needed for youth’s successful reentry. Once these needs are identified, GGI Transition Specialists will make referral in RENEW and via email.</p>	<p>Attend staffings</p>
<p>Education/Employment Assessments Youth who do not have a high school diploma or GED will be tested using the Tests of Adult Basic Education (TABE) to determine educational needs. Career Exploration Youth will be assessed using Florida Choice or Career Scope to determine employment needs/direction. Youth will be supported and guided to the most appropriate educational setting by GGI staff in concert with other Back To A Future partners.</p>	<ul style="list-style-type: none"> • TABE test youth as appropriate • All youth are offered career exploration
<p>Program Coordinator (Personnel) Serves youth on Post Commitment Probation and direct release. The Program Coordinator will coordinate with Case Mangers to ensure that youth are placed in the appropriate service/program. Program Coordinator will assist clients with individual needs including obtaining identification, making referrals to appropriate agencies, applying for medical benefits and other essential needs and participate in transition meetings, including career navigation. Assists youth in completing interest inventories, career assessments, etc; touring and applying to colleges and trade schools; assist youth in applying for FAFSA; and enrolling in classes. Assist youth in receiving services from Office of Disabilities (if needed). This person will be housed at Gulfstream Goodwill and the juvenile probation office (unit 104).</p>	<p>Provide comprehensive case management; ensure timelines are met</p>
<p>Case Management (Personnel) 2 positions All youth going through Back to A Future will be provided with a Case Manager referred to as a Transition Specialist prior to release.</p>	<p>Provide comprehensive case management; ensure timelines are met</p>

<p>These Transition Specialists (2) will be housed with the Department of Juvenile Justice Unit #104 at least once a week and perform traditional case management duties. Transition Specialist work with Department of Juvenile Justice to coordinate post release services prior to youth’s release, including creating a transition plan. Youth will be assisted with individual needs including obtaining identification/ birth certificates, making referrals to appropriate agencies, applying for medical benefits and other essential transition needs. Service provision is driven by addressing individual youth’s criminogenic needs. The Transition Specialists will work to ensure that youth are placed in an educational setting within 5 days of release (when appropriate) and that at least 70% of youth are placed in a job or school setting within 6 months after release. For youth that need housing, Goodwill will place youth in emergency transitional housing until a bed is available (as needed)</p>	
<p>Employment Specialist (Personnel) Employment Specialist will: -Arrange and facilitate paid internships and apprenticeships totaling no less than 15. -Develop resumes with youth -Provide job coaching -Spend no more than 40% of their time building relationships with employers -Address with youth any barriers to employment -Place appropriate youth in permanent employment -Ensure at least 70% of youth are placed in a job or school setting within 6 months after release</p>	<p>Gulfstream Goodwill employment specialist will meet the outlined criteria (left)</p>
<p>Goodwill Works (8 hours) Youth will be taught employment readiness classes using “The Goodwill Works” curriculum. Employment Search and Success Strategies is a workshop format-combining lecture, discussion, written exercise and role-playing in order to achieve the “soft skills” necessary for successful employment. Classes can vary in pace depending on the learning styles of the attendees. Helping each participant to focus on their skills and abilities will drive the training. The curriculum includes a pre and post test. Completion of this course results in a work readiness certificate, and a professional resume. All eligible youth are to receive services in a place and time convenient and appropriate for each youth.</p> <p>Pre and post test scores should be submitted in RENEW. A goal of 100% increase in knowledge is expected for those who are course completers.</p> <p>GGI is solely responsible for coordinating transportation, scheduling , and providing incentives for participation</p>	<p>Gulfstream Goodwill</p>
<p>ARISE Life Skills Youth who needs life/social skills will receive the ARISE Life Skills program which will be in a group setting. GGI will facilitate the group. This program will encourage youth to engage in pro-</p>	<p>Gulfstream Goodwill</p>

<p>social activities and help youth learn life/social skills.</p> <p>GGI is solely responsible for coordinating transportation, scheduling, and providing incentives for participation.</p>	
<p>Reporting/Evaluation</p> <p>Gulfstream Goodwill staff will report all participant data in RENEW, a database used countywide by reentry service providers. Gulfstream Goodwill will participate in an evaluation done by the Criminal Justice Commission and the Department of Justice.</p>	<p>Gulfstream Goodwill</p>
<p>Partner Meetings</p> <p>Gulfstream Goodwill staff will attend provider/partner meetings regarding the Back To A Future Program as well as Juvenile Reentry.</p>	<p>Gulfstream Goodwill</p>

BUDGET WORKSHEET

A. PERSONNEL: Salaries and Benefits	
1. Case Manager1	\$58,005
2. Program Coordinator	\$51,586
3. Case Manager 2	\$56,750
4. Employment Specialist	\$46,104
SUB-TOTAL PERSONNEL	\$212,445
B. OPERATIONAL EXPENSES	
1. Amdin Costs	\$41,066
3. Program Supplies	\$2,000
4. Tabe Testing	\$520
5. Communications	\$4,105
6. Vocational Evaluations	\$1,086
7. Laptops	\$3,384
8. Mileage, Trainings, Conferences	\$19,486
9. Reentry Support Services	\$35,227
SUB-TOTAL OPERATIONAL	\$106,874
C. CAPITAL EXPENDITURES	
SUB-TOTAL CAPITAL	\$0
TOTALS	
A. PERSONNEL: Salaries and Benefits	\$212,445
B. OPERATIONAL EXPENSES	\$106,874
C. CAPITAL EXPENDITURES	\$0
TOTAL PROJECT BUDGET	\$319,319