

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date:	June 21, 2016	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular
		<input type="checkbox"/> Ordinance	<input type="checkbox"/> Public Hearing
Department			
Submitted By:	Youth Services Department		
Submitted For:	Outreach and Community Programming Division		

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:



- A. Contract for Consulting/Professional Services with Prime Time Palm Beach County, Inc., for the period of July 1, 2016 through September 30, 2017, in an amount not to exceed \$251,699, to provide afterschool programs throughout County schools; and
- B. Budget Transfer of \$58,235 in the General Fund from the Head Start Match reallocation (Unit 1451) for new evidence-based/promising programming to the Prime Time Palm Beach County, Inc. program (Unit 2529) to fund the cost associated with this Contract.

Summary: Prime Time Palm Beach County, Inc. (Prime Time) was founded in 2000 to address the need for higher quality afterschool programs for Palm Beach County youth, with an emphasis on programs that service low-income families. In 2015, the Board approved a Contract with Prime Time (R2015-0741), under which Prime Time was able to expand its Middle School Out-of-School Time Initiative to include middle school afterschool programs supported by the County and other funders. This Contract will enable Prime Time to continue to provide services to practitioners and youth at 17 sites within the County. During this Contract period, the following topics will be covered: college and career readiness; health and wellness; STEM (science, technology, engineering and math) programming; social skills/behavior management; families/family involvement; youth leadership programming and youth advisory councils; creation of positive social-emotional environments for staff; and teen engagement. Also, the practitioners will be offered access to professional development training opportunities. The trainings will continue using an outcomes-driven approach aligning the outcomes with the objectives derived from the 2013 Youth Symposium. Countywide (HH)

Background and Justification: The funding provided under this Contract, will allow Prime Time to evaluate the outcome of the prior contract's services, and continue its programs that align with many of the objectives established at the 2013 Youth Symposium. Prime Time utilizes: (i) Palm Beach County Program Quality Assessment (PBC-PQA), a nationally vetted evaluation method for measuring quality and gauge progress; and (ii) the Quality Improvement System (QIS), a system that is known as the most established quality improvement system across the country. Additional services offered to the practitioners are credit and non-credit pathways (courses offered to obtain professional certificates and for future associate's degree) offered at Palm Beach State College, which have been developed by Prime Time and Palm Beach State College. These services have proven to have a positive impact on the program quality in the schools, and on the youth.

Attachments:

- 1. Contract
- 2. Budget Transfer

Recommended by:		5/25/16
	Department Director	Date
Approved by:		6/6/16
	Assistant County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2016	2017	2018	2019	2020
Capital Expenditures					
Operating Costs	\$58,235	\$193,464			
External Revenue					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$58,235	\$193,464			
No. ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included in Current Budget?	Yes	No	X
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Budget Account	Exp No:						
	Fund	<u>0001</u>	Dept	<u>153</u>	Unit	<u>2529</u>	Obj <u>3401</u>
	Rev No:						
	Fund		Dept		Unit		Obj

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

The fiscal impact associated with this contract shall be funded by existing 2016 ad valorem, which will be transferred from the new evidence-based/promising programming unit (Unit 1451).

Departmental Fiscal Review: Unincurred Expense

III. REVIEW COMMENTS

III. REVIEW COMMENTS

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

Sherry Mm
OFMB ^{KP} 5/23 ^{AK} 4/25/16

John J. Johnston
 Contract Development & Control
6/11/16
W. H. Tu

B. Legal Sufficiency:

Legal Sufficiency:
Helen C. Swind
Assistant County Attorney

C. Other Department Review:

Department Director

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

CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES

This Contract is made as of the _____ day of _____, 2016, 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 Prime Time Palm Beach County, Inc., a not for profit corporation, authorized to do business in the State of Florida, hereinafter referred to as the CONSULTANT, whose Federal I.D. is 65-1071628.

In consideration of the mutual promises contained herein, the COUNTY and the CONSULTANT agree as follows:

ARTICLE 1 - SERVICES

The CONSULTANT'S responsibility under this Contract is to provide professional/consultation services in the area of fostering quality in out-of-school time programs targeting middle and high school youth, as more specifically set forth in the Scope of Work detailed in Exhibit "A".

The COUNTY'S representative/liaison during the performance of this Contract shall be Tammy K. Fields, Department Director, telephone no. 561-242-5701.

The CONSULTANT'S representative/liaison during the performance of this Contract shall be Suzette Harvey, President/CEO, telephone no. 561-732-8066.

ARTICLE 2 - SCHEDULE

The CONSULTANT shall commence services on July 1, 2016 and complete all services by September 30, 2017.

Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in Exhibit "B".

ARTICLE 3 - PAYMENTS TO CONSULTANT

- A. The total amount to be paid by the COUNTY under this Contract for all services and materials shall not exceed a total contract amount of Two Hundred Fifty-One Thousand, Six Hundred Ninety-Nine Dollars (\$251,699). The CONSULTANT shall notify the COUNTY's representative in writing when 90% of the "not to exceed amount" has been reached. The CONSULTANT will bill the COUNTY on a monthly basis, or as otherwise provided, at the amounts set forth in Exhibit "B" for services rendered toward the completion of the Scope of Work. Where incremental billings for partially completed items are permitted, the total billings shall not exceed the estimated percentage of completion as of the billing date.
- B. Invoices received from the CONSULTANT pursuant to this Contract will be reviewed and approved by the COUNTY's representative, to verify that services have been rendered in conformity with the Contract. Approved invoices will then be sent to the

Finance Department for payment. Invoices will normally be paid within thirty (30) days following the COUNTY representative's approval.

- C. Final Invoice: In order for both parties herein to close their books and records, the CONSULTANT will clearly state "final invoice" on the CONSULTANT'S final/last billing to the COUNTY. This shall constitute CONSULTANT'S certification that all services have been properly performed and all charges and costs have been invoiced to Palm Beach County. Any other charges not properly included on this final invoice are waived by the CONSULTANT.

ARTICLE 4 - TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Contract by the CONSULTANT shall also act as the execution of a truth-in-negotiation certificate certifying that the wage rates, over-head charges, and other costs used to determine the compensation provided for in this Contract are accurate, complete and current as of the date of the Contract and no higher than those charged the CONSULTANT'S most favored customer for the same or substantially similar service.

The said rates and costs shall be adjusted to exclude any significant sums should the COUNTY determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates or due to inaccurate representations of fees paid to outside consultants. The COUNTY shall exercise its rights under this Article 4 within three (3) years following final payment.

ARTICLE 5 - TERMINATION

This Contract may be terminated by the CONSULTANT upon sixty (60) days' prior written notice to the COUNTY's representative in the event of substantial failure by the COUNTY to perform in accordance with the terms of this Contract through no fault of the CONSULTANT. It may also be terminated, in whole or in part, by the COUNTY, with or without cause, immediately upon written notice to the CONSULTANT. Unless the CONSULTANT is in breach of this Contract, the CONSULTANT shall be paid for services rendered to the COUNTY'S satisfaction through the date of termination. After receipt of a Termination Notice and except as otherwise directed by the COUNTY the CONSULTANT shall:

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
- C. Transfer all work in process, completed work, and other materials related to the terminated work to the COUNTY.
- D. Continue and complete all parts of the work that have not been terminated.

ARTICLE 6 - PERSONNEL

The CONSULTANT represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.

All of the services required hereinunder shall be performed by the CONSULTANT or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.

Any changes or substitutions in the CONSULTANT'S key personnel, as may be listed in Exhibit "A", must be made known to the COUNTY'S representative and written approval must be granted by the COUNTY's representative before said change or substitution can become effective.

The CONSULTANT warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field.

All of the CONSULTANT'S personnel (and all Subcontractors), while on County premises, will comply with all COUNTY requirements governing conduct, safety and security.

ARTICLE 7 - SUBCONTRACTING

The COUNTY reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform properly under this Contract. The CONSULTANT is encouraged to seek additional small business enterprises for participation in subcontracting opportunities. If the CONSULTANT uses any subcontractors on this project the following provisions of this Article shall apply:

If a subcontractor fails to perform or make progress, as required by this Contract, and it is necessary to replace the subcontractor to complete the work in a timely fashion, the CONSULTANT shall promptly do so, subject to acceptance of the new subcontractor by the COUNTY.

The Palm Beach County Board of County Commissioners has established a minimum goal for SBE participation of 15% on all County solicitations.

The CONSULTANT agrees to abide by all provisions of the Palm Beach County Code establishing the SBE Program, as amended, and understands that failure to comply with any of the requirements will be considered a breach of contract.

The CONSULTANT understands that each SBE firm utilized on this Contract must be certified by Palm Beach County in order to be counted toward the SBE participation goal.

The CONSULTANT shall provide the COUNTY with a copy of the CONSULTANT's contract with any SBE subcontractor or any other related documentation upon request.

The CONSULTANT understands the requirements to comply with the tasks and proportionate dollar amounts throughout the term of this Contract as it relates to the use of SBE firms.

The CONSULTANT will only be permitted to replace a certified SBE subcontractor who is unwilling or unable to perform. Such substitutions must be done with another certified SBE in order to maintain the SBE percentages established in this Contract. Requests for substitutions of SBE's must be submitted to the COUNTY's representative and to the Office of Small Business Assistance.

The CONSULTANT shall be required to submit to the COUNTY Schedule 1 (Participation of SBE- M/WBE Contractors) and Schedule 2 (Letter of Intent) to further indicate the specific participation anticipated, where applicable.

The CONSULTANT agrees to maintain all relevant records and information necessary to document compliance with the Palm Beach County Code and will allow the COUNTY to inspect such records.

ARTICLE 8 - FEDERAL AND STATE TAX

The COUNTY is exempt from payment of Florida State Sales and Use Taxes. The COUNTY will sign an exemption certificate submitted by the CONSULTANT. The CONSULTANT shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the COUNTY, nor is the CONSULTANT authorized to use the COUNTY'S Tax Exemption Number in securing such materials.

The CONSULTANT shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this contract.

ARTICLE 9 - AVAILABILITY OF FUNDS

The COUNTY'S performance and obligation to pay under this contract for subsequent fiscal years are contingent upon annual appropriations for its purpose by the Board of County Commissioners.

ARTICLE 10 - INSURANCE

CONSULTANT shall, at its sole expense, agree to maintain in full force and effect at all times during the life of this Contract, insurance coverages and limits (including endorsements), as described herein. CONSULTANT shall agree to provide the COUNTY with at least ten (10) day prior notice of any cancellation, non-renewal or material change to the insurance coverages. The requirements contained herein, as well as COUNTY'S review or acceptance of insurance maintained by CONSULTANT are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by CONSULTANT under the contract.

- A. **Commercial General Liability** CONSULTANT shall maintain Commercial General Liability at a limit of liability not less than **\$500,000** Each Occurrence. Coverage shall not contain any endorsement excluding Contractual Liability or Cross Liability unless granted in writing by County's Risk Management Department. CONSULTANT shall provide this coverage on a primary basis.
- B. **Business Automobile Liability** CONSULTANT shall maintain Business Automobile Liability at a limit of liability not less than **\$500,000** Each Accident for all owned, non-owned and hired automobiles. In the event CONSULTANT doesn't own any automobiles, the Business Auto Liability requirement shall be amended allowing CONSULTANT to agree to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto coverage form. CONSULTANT shall provide this coverage on a primary basis.
- C. **Worker's Compensation Insurance & Employers Liability** CONSULTANT shall maintain Worker's Compensation & Employers Liability in accordance with Florida Statute Chapter 440. CONSULTANT shall provide this coverage on a primary basis.
- D. **Additional Insured** CONSULTANT shall endorse the COUNTY as an Additional Insured with a CG 2026 Additional Insured - Designated Person or Organization endorsement, or its equivalent, to the Commercial General Liability. The Additional Insured endorsement shall read "Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents." CONSULTANT shall provide the Additional Insured endorsements coverage on a primary basis.
- E. **Waiver of Subrogation** CONSULTANT hereby waives any and all rights of Subrogation against the County, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement to the policy, then CONSULTANT shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which specifically prohibits such an endorsement, or which voids coverage should CONSULTANT enter into such an agreement on a pre-loss basis.

- F. **Certificate(s) of Insurance** Prior to execution of this Contract, CONSULTANT shall deliver to the COUNTY'S representative as identified in Article 26, a Certificate(s) of Insurance evidencing that all types and amounts of insurance coverages required by this Contract have been obtained and are in full force and effect. Such Certificate(s) of Insurance shall include a minimum ten (10) day endeavor to notify due to cancellation or non-renewal of coverage. The certificate of insurance shall be issued to:

Palm Beach County Youth Services Department
Attn: Tammy K. Fields, Director
50 S. Military Trail, Suite 203
West Palm Beach, FL 33415

- G. **Umbrella or Excess Liability** If necessary, CONSULTANT may satisfy the minimum limits required above for Commercial General Liability, Business Auto Liability, and Employer's Liability coverage under Umbrella or Excess Liability. The Umbrella or Excess Liability shall have an Aggregate limit not less than the highest "Each Occurrence" limit for either Commercial General Liability, Business Auto Liability, or Employer's Liability. The COUNTY shall be specifically endorsed as an "Additional Insured" on the Umbrella or Excess Liability, unless the Certificate of Insurance notes the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.
- H. **Right to Review** COUNTY, by and through its Risk Management Department, in cooperation with the contracting/monitoring department, reserves the right to review, modify, reject or accept any required policies of insurance, including limits, coverages, or endorsements, herein from time to time throughout the term of this Contract. COUNTY reserves the right, but not the obligation, to review and reject any insurer providing coverage because of its poor financial condition or failure to operate legally.

ARTICLE 11 - INDEMNIFICATION

CONSULTANT shall protect, defend, reimburse, indemnify and hold COUNTY, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of their performance of the terms of this Contract or due to the acts or omissions of CONSULTANT.

ARTICLE 12 - SUCCESSORS AND ASSIGNS

The COUNTY and the CONSULTANT each binds itself and its partners, successors, executors, administrators and assigns to the other party and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the COUNTY nor the CONSULTANT shall assign, sublet, convey or transfer its interest in this Contract without the prior written consent of the other.

ARTICLE 13 - REMEDIES

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 a court of competent jurisdiction located in Palm Beach County, Florida. 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 statute 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 CONSULTANT.

ARTICLE 14 - CONFLICT OF INTEREST

The CONSULTANT represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Chapter 112, Part III, Florida Statutes, and the Palm Beach County Code of Ethics. The CONSULTANT further represents that no person having any such conflict of interest shall be employed for said performance of services.

The CONSULTANT shall promptly notify the COUNTY's representative, in writing, by certified mail, of all potential conflicts of interest of any prospective business association, interest or other circumstance which may influence or appear to influence the CONSULTANT'S judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the CONSULTANT may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute a conflict of interest if entered into by the CONSULTANT. The COUNTY agrees to notify the CONSULTANT of its opinion by certified mail within thirty (30) days of receipt of notification by the CONSULTANT. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the CONSULTANT, the COUNTY shall so state in the notification and the CONSULTANT shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the COUNTY by the CONSULTANT under the terms of this Contract.

ARTICLE 15 - EXCUSABLE DELAYS

The CONSULTANT shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the CONSULTANT or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies, labor disputes, freight embargoes, and abnormally severe and unusual weather conditions.

Upon the CONSULTANT'S request, the COUNTY shall consider the facts and extent of any failure to perform the work and, if the CONSULTANT'S failure to perform was without it or its subcontractors fault or negligence, the Contract Schedule and/or any other affected provision of this Contract shall be revised accordingly, subject to the COUNTY'S rights to change, terminate, or stop any or all of the work at any time.

ARTICLE 16 - ARREARS

The CONSULTANT shall not pledge the COUNTY'S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The CONSULTANT further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

ARTICLE 17 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The CONSULTANT shall deliver to the COUNTY's representative for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the COUNTY under this Contract.

To the extent allowed by Chapter 119, Florida Statutes, all written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the COUNTY or at its expense will be kept confidential by the CONSULTANT and will not be disclosed to any other party, directly or indirectly, without the COUNTY'S prior written consent unless required by a lawful court order. All drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this Contract for or at the COUNTY'S expense shall be and remain the COUNTY'S property and may be reproduced and reused at the discretion of the COUNTY.

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated hereby.

Notwithstanding any other provision in this Contract, all documents, records, reports and any other materials produced hereunder shall be subject to disclosure, inspection and audit, pursuant to the Palm Beach County Office of the Inspector General, Palm Beach County Code, Sections 2-421 - 2-440, as amended.

ARTICLE 18 - INDEPENDENT CONTRACTOR RELATIONSHIP

The CONSULTANT is, and shall be, in the performance of all work services and activities under this Contract, an Independent Contractor, and not an employee, agent, or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the CONSULTANT'S sole direction, supervision, and control. The CONSULTANT shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the CONSULTANT'S

relationship and the relationship of its employees to the COUNTY shall be that of an Independent Contractor and not as employees or agents of the COUNTY.

The CONSULTANT does not have the power or authority to bind the COUNTY in any promise, agreement or representation.

ARTICLE 19 - CONTINGENT FEES

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract.

ARTICLE 20 - ACCESS AND AUDITS

The CONSULTANT shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion or termination of this Contract. The COUNTY shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the CONSULTANT'S place of business.

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Section 2-421 - 2-440, as may be amended. The Inspector General's authority includes but is not limited to the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the CONSULTANT, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud.

Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421 - 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

ARTICLE 21 - NONDISCRIMINATION

The CONSULTANT warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity and expression, or genetic information.

CONSULTANT has submitted to COUNTY a copy of its non-discrimination policy which is consistent with the above paragraph, as contained in Resolution R-2014-1421, as amended, or in the alternative, if the CONSULTANT does not have a written non-discrimination policy or one that conforms to the COUNTY's policy, it has acknowledged through a signed statement provided to COUNTY that CONSULTANT will conform to the COUNTY's non-discrimination policy as provided in R-2014-1421, as amended.

ARTICLE 22 - AUTHORITY TO PRACTICE

The CONSULTANT hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the COUNTY's representative upon request.

ARTICLE 23 - SEVERABILITY

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Contract, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 24 - PUBLIC ENTITY CRIMES

As provided in F.S. 287.132-133, by entering into this contract or performing any work in furtherance hereof, the CONSULTANT certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the 36 months immediately preceding the date hereof. This notice is required by F.S. 287.133(3)(a).

ARTICLE 25 - MODIFICATIONS OF WORK

The COUNTY reserves the right to make changes in Scope of Work, including alterations, reductions therein or additions thereto. Upon receipt by the CONSULTANT of the COUNTY'S notification of a contemplated change, the CONSULTANT shall, in writing: (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change, (2) notify the COUNTY of any estimated change in the completion date, and (3) advise the COUNTY if the contemplated change shall affect the CONSULTANT'S ability to meet the completion dates or schedules of this Contract.

If the COUNTY so instructs in writing, the CONSULTANT shall suspend work on that portion of the Scope of Work affected by a contemplated change, pending the COUNTY'S decision to proceed with the change.

If the COUNTY elects to make the change, the COUNTY shall initiate a Contract Amendment and the CONSULTANT shall not commence work on any such change until such written amendment is signed by the CONSULTANT and approved and executed on behalf of Palm Beach County.

ARTICLE 26 - NOTICE

All notices required in this Contract shall be sent by certified mail, return receipt requested, hand delivery or other delivery service requiring signed acceptance. If sent to the COUNTY, notices shall be addressed to:

Tammy K. Fields, Director
Palm Beach County Youth Services Department
50 S. Military Trail, Suite 203
West Palm Beach, Florida 33415

With copy to:

Palm Beach County Attorney's Office
301 North Olive Avenue
West Palm Beach, Florida 33401

If sent to the CONSULTANT, notices shall be addressed to:

Prime Time Palm Beach County, Inc.
Attn: Suzette L. Harvey, President/CEO
2300 High Ridge Road, Suite 330
Boynton Beach, Florida 33426

ARTICLE 27 - ENTIRETY OF CONTRACTUAL AGREEMENT

The COUNTY and the CONSULTANT agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto in accordance with Article 25- Modifications of Work.

ARTICLE 28 - CRIMINAL HISTORY RECORDS CHECK

If CONSULTANT'S employees or subcontractors are required under this contract to enter a "critical facility," as identified in Resolution R-2003-1274, the CONSULTANT shall comply with the provisions of Chapter 2, Article IX of the Palm Beach County Code ("Criminal History Records Check" section). The CONSULTANT acknowledges and agrees that all employees and subcontractors who are to enter a "critical facility" will be subject to a fingerprint based criminal history records check. Although COUNTY agrees to pay for all applicable FDLE/FBI fees required for criminal history record checks, the CONSULTANT shall be solely responsible for the financial, schedule, and staffing implications associated in complying with this section of the Palm Beach County Code.

ARTICLE 29 - REGULATIONS: LICENSING REQUIREMENTS

The CONSULTANT shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. CONSULTANT is presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may in any way affect the services offered.

ARTICLE 30 - SCRUTINIZED COMPANIES (when contract value is greater than \$1 million)

As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the CONSULTANT certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies With Activities in Sudan List or Scrutinized Companies With Activities in The Iran Petroleum Energy Sector List created pursuant to F.S. 215.473.

If the County determines, using credible information available to the public, that a false certification has been submitted by CONSULTANT, this Contract may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of this Contract shall be imposed, pursuant to F.S. 287.135.

{Remainder of page intentionally left blank}

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 CONSULTANT has hereunto set its hand the day and year above written.

ATTEST:

COUNTY

SHARON R. BOCK
CLERK AND COMPTROLLER

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

By: _____
Deputy Clerk

By: _____
Mary Lou Berger, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

APPROVED AS TO TERMS
AND CONDITIONS

By: _____
County Attorney

By: _____
Tammy K. Fields, Director

WITNESS:

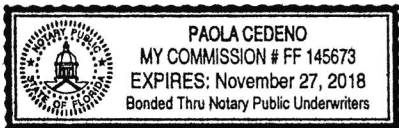
CONSULTANT:

Signature

Prime Time Palm Beach County, Inc.
Company Name

Name (type or print)

Signature



Suzette Harvey
Typed Name

Chief Executive Officer
Title

(corp. seal)

MIDDLE SCHOOL OUT-OF-SCHOOL TIME INITIATIVE

EXECUTIVE SUMMARY

Founded more than 15 years ago, Prime Time Palm Beach County is a nonprofit intermediary organization that serves out-of-school time programs and practitioners. Prime Time provides supports and resources that increase program quality to positively impact school-age youth. This work is guided by a set of community-vetted quality standards and core competencies. Prime Time has developed a system for reaching these standards through assessment and technical assistance. It has also created a system to deliver a diverse range of program enrichments to expand the learning for children and youth during out-of-school time. Additionally, through our formal and informal educational pathways, Prime Time provides training and coursework to enhance the skills of out-of-school time professionals and provide them with incentives to continue learning and growing in the field.

As a result of Prime Time's work with out-of-school time programs in its Quality Improvement System, sites have significantly improved in quality from year to year. Programs that have participated for many years demonstrate higher overall quality than programs newer to the system. Further, a study by the American Institutes for Research found that, compared to lower quality out-of-school time programs, attendance in higher quality out-of-school-time programs leads to higher rates of on-time grade promotion for youth in Palm Beach County.

Through its *Middle School Out-of-School Time Initiative*, Prime Time currently provides services to practitioners and youth in 17 out-of-school time programs that serve middle school youth in Palm Beach County. The programs participate in the Palm Beach County Quality Improvement System, middle school-targeted professional development and enrichment programming geared specifically to the teen population. Prime Time respectfully requests \$251,699 through a contractual agreement with the Palm Beach County Youth Services Department to continue the work of the *Middle School Out-of-School Time Initiative*. This amount covers 15 months of service delivery.

STATEMENT OF NEED

In the fall of 2013, key leadership in Palm Beach County came together to address how to tackle issues related to healthy children, safe school environments, educational success, transition to the work force and the reduction of violence. An *Infant, Child, Youth and Young Adult Symposium* was held to collect input from a myriad of agencies that serve Palm Beach County children and youth. As a result, the board members of the Children's Services Council of Palm Beach County, the Palm Beach County Commission and the School Board of Palm Beach County adopted outcomes to be achieved for children, from prenatal to age 22, to get the best start in life and help grow stronger communities. This work has transitioned to the youth master planning process entitled *Birth to 22: United for Brighter Futures*.

Prime Time is actively involved in the initiative, and our work addresses several of the broad outcomes currently identified through the *Birth to 22* planning process. These include the

following, and we are aware that others may surface through the Community Conversations:

- Improve healthy, safe, permanent and nurturing environments
- Improve physical, developmental, mental/behavioral health
- Increase adolescent prosocial behavior

Prime Time will address four program-level outcomes that are rooted in the Palm Beach County Quality Standards for Afterschool and overlap with the broad outcomes above:

1. Programs will promote physical, psychological and emotional safety.
2. Programs will provide positive learning experiences for youth that foster career readiness, build upon youth interest and support active engagement in enrichment activities.
3. Program staff will create a welcoming environment that fosters a sense of belonging for youth.
4. Program staff will engage participants as partners in the program and encourage youth to work together.

To measure quality and gauge progress toward these outcomes, Prime Time employs an in-depth, nationally vetted evaluation method. Each year, external assessors observe every program three times using the Palm Beach County Program Quality Assessment (PBC-PQA), which consists of 106 items forming 30 scales in eight domains of quality. These domains correspond to elements of the Palm Beach County Quality Standards and encompass the outcomes listed above. Scores on Domain I of Form A of the PBC-PQA indicate how well programs foster and maintain a healthy environment that is physically and psychologically safe. Domains II and III indicate how well programs provide a welcoming atmosphere, help youth to manage feelings, resolve conflicts appropriately and support youth with encouragement. These domains also measure whether programs provide youth with opportunities to develop a sense of belonging, develop positive peer relationships, participate in cooperative groups and act as group facilitators and mentors. Scores on Domain IV show how well programs provide youth with opportunities to make plans, make choices based on their interests, and reflect. Finally, scores on Domain VI of Form B indicate the extent to which programs promote high expectations for youth and staff.

The PBC-PQA is an adaptation of the Youth Program Quality Assessment (YPQA), a highly reliable, validated tool developed and tested in 2005 by the High/Scope Educational Research Foundation (Smith & Hohmann, 2005) and instituted by the David P. Weikart Center for Youth Program Quality.

SCOPE OF WORK

PROJECT DESIGN

The PBC-PQA measures how well out-of-school time programs adhere to the Palm Beach County Quality Standards for Afterschool (Attachment 1). Developed more than a decade ago by Prime Time and local community stakeholders, the standards address essential elements found in high quality programs. A high quality out-of-school time program:

- 1) has a solid organizational framework;
- 2) fosters supportive ongoing relationships for youth;
- 3) creates positive and inclusive environments;
- 4) offers challenging learning experiences; and
- 5) conducts outreach to families.

The Palm Beach County Quality Standards for Afterschool have been the leading catalyst for Prime Time's Quality Improvement System (QIS) for afterschool. The QIS is recognized as the most established quality improvement system across the country with 143 afterschool programs enrolled and has well developed services and incentives to support program staff in their efforts to deliver best practice strategies. Through the *Middle School Out-of-School Time Initiative*, middle school programs enrolled in the QIS will continue to participate in the key components of the quality improvement sequence which includes: assessment planning, coaching, implementation and follow-up.

Programs assessed using the PBC-PQA receive their results then meet with their assigned Prime Time quality advisor to review the data and create a plan to address areas where they scored the lowest on the tool. The quality advisors will conduct progress checks at least once per quarter with each participating program to review the process toward goals in their improvement plan. During the progress checks, the quality advisors meet with staff to discuss challenges, model youth development strategies and/or conduct independent and joint observation sessions with the program director. The implementation of the QIS process and coaching for both elementary and middle school afterschool programs in the QIS is a responsibility shared across the quality improvement team as they strive to support programs to achieve maintenance-level status, the highest quality level in the QIS.

Complementary professional development and trainings are being tailored to meet the needs of the middle school out-of-school time programs by a Prime Time professional development specialist. This individual serves as a link to the other components of Prime Time's Professional Development system. These components include scholarships to encourage continuation and/or completion of education, guidance from a career advisor for those interested in completing individual career plans including trainings and coursework, monetary incentives for completion of educational milestones and access to the Out-of-School Time Registry, which is a depository for the practitioners' professional and educational achievements.

The new trainings will address the core competencies for afterschool practitioners and will be focused on specific topic areas that are relevant to the middle school community. Based on data that has been collected through focus groups with middle school practitioners, these training will include the following topic areas:

- College and career readiness
- Health and wellness
- STEM (science, technology, engineering and math) programming
- Social skills/behavior management
- Families/Family Involvement
- Youth leadership programming and Youth Advisory Councils
- Creation of positive social-emotional environments for staff
- Teen engagement

Practitioners will also have access to other professional development training opportunities available on Prime Time's training calendar (Attachment 2). From time to time Attachment 2 may be revised and provided to the County's representative without a formal amendment.

The trainings are being created to use an outcomes-driven approach and are directly linked to the *Palm Beach County Core Competencies for Afterschool Practitioners*. The approach is hands-on, to give the practitioners the opportunity to practice implementation of key concepts in real time and in a supportive environment. As a result, they become more comfortable with implementing activities with youth when they return to their sites. Curricula are also being suggested but not prescribed. Rather, practitioners are encouraged to adopt concepts and create their own lesson plans based on their knowledge of the youth they supervise. In this way, the professional development specialist assists in developing the skills and competencies of the practitioner so that change may be sustained over time.

Trainings are being offered in a variety of modalities and locations to accommodate as many learning styles and schedules as possible. The trainings are held in large group settings as well as delivered on-site at the programs. Prime Time is also developing a new online training platform to broaden our reach to practitioners. A STEM Institute will be the first to be offered and will incorporate a community of practice model in order to keep practitioners engaged long after they have participated in the training. Prime Time will also create a system for rewarding points and electronic badges for completion of these online trainings. Points generated will be used through a method of gamification to engage and excite practitioners and encourage them to continue along their professional development journey.

In addition to the informal education offered through these trainings, Prime Time has worked with Palm Beach State College to develop both credit and non-credit educational pathways for out-of-school time professionals. The School Age Professional Certificate, which is part of the non-credit educational pathway, provides students with an option to articulate three college credits toward the Youth Development College Credit Certificate, which can then lead to an Associate's degree in Human Services from the college. If practitioners wish to continue their education, the Associate's degree in Human Services leads directly into the Bachelor of Applied Science degree in Supervision and Management. Prime Time has invested substantial time and resources in developing these educational pathways as research has shown that the professional development of out-of-school time staff has a substantial impact on program quality.¹

¹ Bouffard, S. (2004, Spring). Promoting quality out-of school time programs through professional development. *The Evaluation Exchange* [Harvard Graduate School of Education], 10(1).

As part of the professional development system of supports, Prime Time will continue to collect practitioner education data – housed in the Registry – to determine and support formal education needs of the middle school practitioners.

Another significant component of the *Middle School Out-of-School Time Initiative* is program enrichment offered to the participating sites free-of-charge. Referred to as “expanded learning opportunities” (ELOs), these enrichment activities will be delivered by content experts from partnering community organizations already contracted through Prime Time to serve elementary school-age out-of-school time programs. ELOs will be offered in the following areas, but could be expanded: Academics; Integrated Arts and Creativity; Health and Wellness, and Positive Youth Development.

Services and support to middle school out-of-school time providers will be supplemented by information shared through Prime Time’s e-newsletter, e-blasts, online learning platform, advocacy updates and informational flyers regarding issues affecting out-of-school time. Prime Time will encourage out-of-school time professionals to engage in social media through blogs, communities of practice, Pinterest, Facebook, Twitter, YouTube, LinkedIn or other social media outlets. In addition, Prime Time’s website offers links to a number of resources for out-of-school time professionals.

OUTCOMES

To determine the impact on the quality of the out-of-school programs and to measure the engagement of youth in programming related to Prime Time’s services, success will be gauged according to the following anticipated outcomes at both the program and youth levels.

Program Level

- Programs participating in the Quality Improvement System (Attachment 3) will achieve and/or maintain satisfactory program quality. At least 85 percent of programs served will attain an average score of 3.4 or above (on a scale of 1 to 5) on Form A of the current Palm Beach County Program Quality Assessment (PBC-PQA) at the point of reassessment in year two. From time to time Attachment 3 may be revised and provided to the County’s representative without a formal amendment.
- At least 85 percent of practitioners served will report satisfaction (defined as a rating of 8 or higher on a scale of 1 to 10) with the services and supports provided by Prime Time.

Youth Level

- Youth will develop their social and emotional skills. Social and emotional learning (SEL) will be measured with a valid, reliable and standardized assessment tool, such as the Devereaux Student Strengths Assessment (DESSA), at the beginning and end of the academic year.

- Providers of ELOs will serve at least 400 youth annually in middle out-of-school time programs.
- Youth will be cognitively, behaviorally and socially/emotionally engaged in sessions with the ELO providers. On average, youth in randomly selected, sufficiently large samples participating in each ELO, will report experiencing the following, between some and most of the time:
 - 1) learning and problem solving;
 - 2) opportunities for collaboration, leadership, and choice;
 - 3) interest and enjoyment; and
 - 4) a socially supportive environment.



Palm Beach County Quality Standards for Afterschool



Standard 1: Solid Organizational Framework

The afterschool program is structured and organized to ensure the health and safety of children and youth in the program. The administration utilizes sound business practices and promotes the development, training, and retention of qualified staff.

Standard 2: Supportive Ongoing Relationships

The afterschool program staff involves youth as partners in the program and encourages children and youth to work together.

Standard 3: Positive and Inclusive Environment

The afterschool program promotes psychological and emotional safety. The afterschool program staff creates a welcoming environment that fosters a sense of belonging for children and youth, families and staff.

Standard 4: Challenging Learning Experiences

The afterschool program provides positive learning experiences for children and youth which build upon youth interest and supports active engagement in enrichment activities.

Standard 5: Family Outreach and Involvement

The afterschool program promotes positive communication with families and supports parental involvement in the educational experiences of children and youth.

Safe Environment

The physical environment is safe and free of health hazards (I-B)
Program space and furniture/materials accommodate activities (I-D)
Emergency and safety procedures are in place to protect youth (I-C)
Healthy food and drink are provided (I-E)
Standard 1



Family

The organization supports positive communication with families (VIII-I)
The organization supports family involvement (VIII-J)
Standard 5

High Expectations for Youth and Staff

The organization promotes staff development (VI-C)
The organization promotes supportive social norms (VI-D)
Standard 1



Engagement

Youth have opportunities to set goals and make plans (IV-R)
Youth have opportunities to make choices based on their interests (IV-S)
Youth have opportunities to reflect (IV-T)
Standard 4



Interaction

Youth have opportunities to participate in cooperative small groups (III-N)
Youth have opportunities to act as leaders and mentors (III-O)
Youth have opportunities to partner with adults (III-P)
Standard 2



Safe Environment

Psychological and emotional safety are promoted (I-A)
Standard 3

Supportive Environment

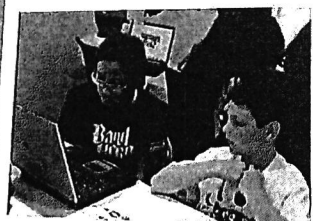
Session flow is planned, presented and paced for youth (II-G)
Staff support youth in building new skills (II-J)
Staff support all youth with encouragement (II-K)
Standard 2

Supportive Environment

Staff provide a welcoming atmosphere (II-F)
Staff encourage youth to manage feelings and resolve conflicts appropriately (II-L)
Staff effectively maintain clear limits (II-H)
Standard 3

Supportive Environment

Activities support active engagement (II-I)
Standard 4



Interaction

You have opportunities to develop a sense of belonging (III-M)
Youth have opportunities to develop positive peer relationships (III-Q)
Standard 3

Youth Centered Policies and Procedures

Program offerings tap youth's interests to build multiple skills (V-A)
Standard 4

Youth Centered Policies and Procedures

Youth have influence on structure and policy in the organization (V-B)
Standard 1



High Expectations for Youth and Staff

The organization supports academic enrichment (VI-E)
Standard 4

Organizational Logistics

The administration utilizes sound business practices (VII-F)
Organizational logistics are effective (VII-G)
Staff education and field specific training meet county standards (VII-H)
Standard 1

Codes indicate the relationship of each quality element to the Palm Beach County Program Quality Assessment (PBCPQA), which was jointly developed by Prime Time and the David R. Weikart Center for Youth Program Quality, a division of The Forum for Youth Investment.



Prime Time Palm Beach County receives significant funding from the Children's Services Council of Palm Beach County

The Palm Beach County Program Quality Assessment contains elements of the Youth Program Quality Assessment (YPQA) © 2012 The Forum for Youth Investment. Used with permission from the Forum.



Dedicated to Quality Out-of-School Time

Professional Development Training Calendar

How to select the most relevant trainings:

Training topics are grouped so that practitioners can clearly see which trainings may be most beneficial for them based on the core knowledge area that is addressed. We recommend that a practitioner start his/her professional development journey with *The Progressive Afterschool Practitioner*. This training helps practitioners to navigate the *Core Competencies for Afterschool Practitioners* to create a personalized training plan. Training descriptions and their relation to core knowledge areas and competencies are on the following pages.

Register at www.primetimepb.org: **Trainings & Events - Trainings and Events Registration**. Training dates are subject to change. Please check the Prime Time website for the most current information.

All trainings are held at the Children's Services Council from 9:00 a.m. – 12:00 p.m. If you do not sign-in by 9:00 a.m. you cannot participate in the training.

Date	Training Name	Core Knowledge Area
04/12/16	Global Graffiti Wall: Exploring and Embracing Our Uniqueness	ICY
04/13/16	Youth Voice	CYGD, ICY
04/14/16	Inspired to Empower Teens	PDL
04/19/16	Building Community	CYGD, LEC, ICY
04/20/16	The Progressive Afterschool Director (Part 1)	PDL
04/21/16	Cooperative Learning	CYGD, LEC, ICY
04/26/16	Reframing Conflict	ICY
04/27/16	The Progressive Afterschool Practitioner	PDL
04/28/16	The Progressive Afterschool Director (Part 2)	PDL
05/03/16	Planning and Reflection	CYGD, LEC
05/04/16	Super Kids! A Guideline for Empowering Youth to be Heroes of Health	LEC, HSN
05/05/16	Prime Time's Program Self-Assessment Training (Part 2: Planning with Data)	PPD
05/10/16	Engaging Teens	PDL
05/11/16	Quality Coaching	PPD, PDL
05/12/16	The Progressive Afterschool Director (Part 1)	PDL
05/24/16	The Progressive Afterschool Director (Part 2)	PDL
05/25/16	Engaging Teens	PDL

Core Knowledge Area	Abbreviation	Core Knowledge Area	Abbreviation
1: Child/Youth Growth and Development	CYGD	5: Interaction With Children and Youth	ICY
2: Family and Community Relationships	FCR	6: Child/Youth Observation and Assessment	CYOA
3: Program Planning and Development	PPD	7: Professional Development and Leadership	PDL
4: Learning Environment and Curriculum	LEC	8: Health, Safety, and Nutrition	HSN
Click location name for link to directions	Abbreviation	Address	City
Children's Services Council	CSC	2300 High Ridge Road	Boynton Beach



Prime Time Palm Beach County, Inc. receives significant funding from the Children's Services Council of Palm Beach County.
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Training Descriptions

Active Learning

Active learning is a way for young people to engage in a productive and interesting environment to learn concepts, skills and strategies for daily living, academic success and personal development. This workshop will give participants the strategies to create an active learning environment where young people use their hands, their bodies and their minds instead of just reading or hearing about it!

Core Competencies Addressed

Core Knowledge Area – Child/Youth Growth and Development:

- 1.B: Demonstrate knowledge and understanding of the multiple influences on development and learning – Entry Level and Level 1.
- 1.C: Use developmental knowledge to create healthy, respectful, supportive and challenging environments – Entry Level, Level 1 and 2.

Primary QIS Scales Addressed

Supportive Environment:

- II-I: Activities support active engagement.
- II-J: Staff support youth to build new skills.

Ask-Listen-Encourage

Positive relationships with warmth, connectedness, good communication and support aid in positive youth development and are connected to academic success. In this workshop, participants will learn three key strategies: how to ask effective questions, how to listen and pay attention to the cues youth provide about their thoughts and feelings and how to encourage youth in their efforts.

Core Competencies Addressed

Core Knowledge Area – Learning Environment and Curriculum:

- 4.B: Design and implement a curriculum to enhance cognitive development – Entry Level and Level 1.
- 4.C: Design and implement a curriculum to support social and emotional development – Entry Level and Level 1.

Primary QIS Scales Addressed

Supportive Environment:

- II-K: Staff support youth with encouragement.

Building Community

The great thing about using group games is that they're fun and they make managing your group easier! Creating a space where youth get to know each other, work together, think of the program as theirs and are recognized for their accomplishments are all important elements for growth and learning. This training will give participants strategies for fostering positive peer relationships and creating a strong sense of belonging.

Core Competencies Addressed

Core Knowledge Area – Child/Youth Growth and Development:

- 1.C: Use developmental knowledge to create healthy, respectful, supportive and challenging environments – Entry Level and Level 1.

Core Knowledge Area – Learning Environment and Curriculum:

- 4.C: Design and implement a curriculum to support social and emotional development – Entry Level and Level 1.

Core Knowledge Area – Interaction with Children/Youth:

- 5.C: Promote positive expression, interaction and group experiences between adults and children/youth – Entry Level and Level 1.

Primary QIS Scales Addressed

Interaction:

- III-M: Youth have opportunities to develop a sense of belonging.

Cooperative Learning

This workshop will give participants skills and knowledge to increase youth involvement in small groups. Strategies will include both the cooperative learning environment and leadership opportunities.

Core Competencies Addressed

Core Knowledge Area – Child/Youth Growth and Development:

- 1.B: Demonstrate knowledge and understanding of the multiple influences on development and learning – Entry Level and Level 1.
- 1.C: Use developmental knowledge to create healthy, respectful, supportive and challenging environments – Entry Level and Level 1.

Core Knowledge Area – Learning Environment and Curriculum:

- 4.B: Design and implement a curriculum to enhance cognitive development – Entry Level and Level 1.
- 4.C: Design and implement a curriculum to support social and emotional development – Entry Level and Level 1.

Core Knowledge Area – Interaction with Children/Youth:

- 5.C: Promote positive expression, interaction and group experiences between adults and children/youth – Entry Level and Level 1.

Primary QIS Scales Addressed

Interaction:

- III-N: Youth have opportunities to participate in small groups.
- III-O: Youth have opportunities to act as group facilitators and mentors.

Engaging Teens

In this age of distraction, getting the attention of teens can seem nearly impossible. However, with the right knowledge and approach, it can be done! Learn how to attract and engage middle school youth in a way that empowers and motivates them. This training examines the thought processes of the adolescent brain and provides specific strategies for developing and offering effective and engaging programs and activities that keep teens coming back.

Please note: only afterschool practitioners working with middle school youth should register for this training.

Core Competencies Addressed

Core Knowledge Area - Interaction with Children/Youth

5.A: Promote meaningful engagement, leadership and guidance of the children/youth – Entry Level and Level 2.

Expanding Horizons: Global Learning in Out-of-School-Time (Part 1: An Introduction)

During this training, participants will gain a shared understanding of the importance of global learning and the definition of global competence. This workshop will also provide participants with the language and tools to help make the case for global learning to out-of-school-time (OST) program stakeholders. The activities in this training will lead OST staff to understand the characteristics of both a globally competent young person and a globally competent youth practitioner. Participants will examine their community's and their own personal connections to other countries and cultures, and discuss ways to leverage these connections to help young people learn about the world.

Core Competencies Addressed

Core Knowledge Area – Interaction with Children/Youth:

1.B: Demonstrate knowledge and understanding of the multiple influences on development and learning – Level 2, 3 and 4.

5.B: Respect and honor cultural and human diversity – Level 2, 3 and 4.

Expanding Horizons: Global Learning in Out-of-School-Time (Part 2: Global Learning Activities)

In the second part of the Expanding Horizons series, participants will explore activities that are globally focused and age-appropriate for the youth with whom they work. This training will provide practical tools for creating activities inspired by current events, as well as ways to ensure that global learning activities are relevant and meaningful. Participants will also consider program areas (arts, sports, literacy, wellness, etc.) and learn how to globalize any program activity. Please note it is suggested that practitioners take Part 1 of the Expanding Horizons series first, but it is not a requirement.

Core Competencies Addressed

Core Knowledge Area – Interaction with Children/Youth:

1.B: Demonstrate knowledge and understanding of the multiple influences on development and learning – Level 2, 3 and 4.

5.B: Respect and honor cultural and human diversity – Level 2, 3 and 4.

Expanding Horizons: Global Learning in Out-of-School-Time (Part 3: Outward and Beyond)

Part three of the Expanding Horizons training will provide out-of-school-time (OST) staff with tools and strategies to empower youth to take action on the global topics they have begun to learn about in their programs. Participants will investigate how youth can have a positive impact on both their local communities and the larger world around them. Strategies for brainstorming project ideas, creating project plans and making connections between local and global communities and issues will be explored. Please note it is suggested that practitioners take Part 1 and 2 of the Expanding Horizons series first, but it is not a requirement.

Core Competencies Addressed

Core Knowledge Area – Interaction with Children/Youth:

1.B: Demonstrate knowledge and understanding of the multiple influences on development and learning – Level 2, 3 and 4.

5.B: Respect and honor cultural and human diversity – Level 2, 3 and 4.

Homework Help

Homework time is a very important offering of many afterschool programs. This training will give participants the tools to create effective homework time. Participants will learn how to support young people and help them to develop effective study skills and habits for successfully organizing their time.

Core Competencies Addressed

Core Knowledge Area – Learning Environment and Curriculum:

4.B: Design and implement a curriculum to enhance cognitive development – Entry Level and Level 1.

Primary QIS Scales Addressed

Supportive Environment:

II-J: Staff support youth to build new skills.

II-K: Staff support youth with encouragement.

Inspired to Empower Teens

How can you empower teens? That's the driving question behind this engaging foundational training that focuses on the powerful role of the middle school practitioner and addresses factors influencing teen feelings of empowerment. By considering the purpose and motive behind their work as Youth Development Professionals, practitioners will be encouraged to embrace their role as leaders and learn how to set goals that can help them develop their potential to strengthen, inspire and empower the youth they work with each day.

Please note: only afterschool practitioners working with middle school youth should register for this training.

Core Competencies Addressed

Core Knowledge Area - Professional Development and Leadership:

- 7.A: Demonstrate professionalism and uphold ethical standards and other professional guidelines in the field - Entry Level and Level 1.
- 7.B: Integrate reflective practices and critical perspectives on personal performance, including goal setting - Entry Level and Level 1.

Introduction to the Active-Participatory Approach

The Active-Participatory Approach is a powerful set of methods for working with children and youth. The approach is designed to organize youth work strategies into an easy-to-use framework. It is based upon the principles that young people can thrive when they feel safe and supported to learn and lead. As youth are major actors in their development, youth workers can help empower them to take on increasing responsibility and leadership roles in youth programs. This workshop infuses elements from many of the youth worker method trainings and will give participants the strategies to effectively implement this approach to working with youth.

Core Competencies Addressed

Core Knowledge Area – Child/Youth Growth and Development:

- 1.B: Demonstrate knowledge and understanding of the multiple influences on development and learning – Entry Level and Level 2.
- 1.C: Use developmental knowledge to create healthy, respectful, supportive and challenging environments – Entry Level and Level 2.

Core Knowledge Area – Learning Environment and Curriculum:

- 4.B: Design and implement a curriculum to enhance cognitive development – Entry Level and Level 2.

Core Knowledge Area – Interaction with Children/Youth:

- 5.A: Promote meaningful engagement, leadership and guidance of the children/youth – Entry Level and Level 2.

Planning and Reflection

The planning and reflection process can turn a fun activity into a powerful learning experience. Participants will learn how to support youth in planning, implementing and evaluating activities and projects.

Core Competencies Addressed

Core Knowledge Area – Child/Youth Growth and Development:

- 1.A: Demonstrate knowledge and understanding of the multiple influences on development and learning – Entry Level and Level 1.
- 1.C: Use developmental knowledge to create healthy, respectful, supportive and challenging environments – Entry Level and Level 1.

Core Knowledge Area – Learning Environment and Curriculum:

- 4.B: Design and implement a curriculum to enhance cognitive development – Entry Level and Level 1.
- 4.C: Design and implement a curriculum to support social and emotional development – Entry Level and Level 1.

Primary QIS Scales Addressed

Engagement:

- IV-R: Youth have opportunities to set goals and make plans.
- IV-T: Youth have opportunities to reflect.

Prime Time's Program Self-Assessment Training (Part 1: PBC-PQA Basics)

Assessment and evaluation can supply a wealth of valuable information about the quality of your program. Program self-assessment is a best practice designed for continuous improvement. Prime Time's Program Self-Assessment Training is a two-part training, which prepares you to assess the quality of your own program. Commitment is required for both training dates. In the first part of the training participants will explore the Palm Beach County-Program Quality Assessment tool (PBC-PQA) "quality construct" to help participants develop keen observation and note-taking skills to generate objective and precise anecdotal evidence, and learn how to use and score the PBC-PQA. To get the most out of the training, participants will be required to complete a program self-assessment following this session.

Core Competencies Addressed

Core Knowledge Area – Program Planning and Development:

- 3.B: Promote program improvement and sustainability through strategic planning, goal setting, needs assessments and evaluations Entry Level, Level 1, 2, 3 and 4.

Primary QIS Scales Addressed

All QIS scales are addressed.

Prime Time's Program Self-Assessment Training (Part 2: Planning with Data)

In the second part of Prime Time's Program Self-Assessment training, participants will consider the aspects of change, read and interpret data, and discuss how to take a plan for change back to their program. The self-assessment and evaluation data that the participants previously compiled will be used to effectively implement and stimulate positive change in the quality of their programs.

Core Competencies Addressed

Core Knowledge Area – Program Planning and Development:

3.B: Promote program improvement and sustainability through strategic planning, goal setting, needs assessments and evaluations Entry Level, Level 1, 2, 3 and 4.

Primary QIS Scales Addressed

All QIS scales are addressed.

Quality Coaching

Through this interactive management level workshop, participants will explore effective techniques used to coach someone on how to improve the way they work with youth. Participants will utilize reflective practice skills to enhance supervision and consultative strategies to empower staff to reach higher levels of performance. The training's methodology is based upon the three central concepts of respect, observe and support. The idea is to maximize productivity in the coaching-staff relationship by starting with a foundation of respect, taking time to observe staff at the point-of-service and then supporting staff to develop a specific plan of action. This management level training's intended audience is for directors, managers and staff who are tasked with providing coaching and supports to front line practitioners.

Core Competencies Addressed

Core Knowledge Area – Program Planning and Development:

3.B: Promote program improvement and sustainability through strategic planning, goal setting, needs assessments and evaluations – Level 3 and 4.

Core Knowledge Area – Professional Development and Leadership:

7.B: Integrate reflective practices and critical perspectives on personal performance, including goal setting Level 2, 3 and 4.

Reading Strategies in Out-of-School-Time

Fostering the love of reading begins with fun and engaging learning opportunities in out-of-school-time (OST). This training delivers best practice strategies for conducting a read aloud in the OST setting, as well as how to provide youth with fun extension activities that enhance literacy skills. This training is fun and interactive—just as reading should be! Participants will be given an opportunity to practice skills during training and explore resources for extension activities.

Core Competencies Addressed

Core Knowledge Area – Learning Environment and Curriculum:

4.B: Design and implement a curriculum to enhance cognitive development – Level 2 and 3.

Reframing Conflict

This workshop promotes an approach in which adults support youth in addressing their conflicts and problems rather than punishing youth for "causing trouble." Participants will learn real world strategies and tips for responding positively to conflict.

Core Competencies Addressed

Core Knowledge Area – Interaction with Children/Youth:

5.A: Promote meaningful engagement, leadership and guidance of the children/youth – Entry Level, Level 1, and Partial Level 2.

5.C: Promote positive expression, interaction and group experiences between adults and children/youth – Entry Level and Level 1.

Primary QIS Scales Addressed

Supportive Environment:

II-L: Staff encourage youth to manage feelings and resolve conflicts appropriately.

Structure and Clear Limits

Structure makes life more manageable. Routines help us organize our time and get things done. Young people crave structure to feel safe, know what to expect, feel comfortable, try new experiences and engage in activities. Young people also needs limits so they know what behavior is appropriate and respectful in any given place and situation. This workshop will engage participants in ways of creating structure and clear limits in their afterschool programs.

Core Competencies Addressed

Core Knowledge Area – Interaction with Children/Youth:

5.A: Promote meaningful engagement, leadership and guidance of the children/youth – Entry Level, Level 1, and Partial Level 2.

5.B: Respect and honor cultural and human diversity – Entry Level, Level 1 and Partial Level 2.

Primary QIS Scales Addressed

Safe Environment:

I-A: Cultural competency.

Supportive Environment:

II-F: Staff provide a welcoming atmosphere.

II-H: Staff effectively maintain clear limits.

Super Kids! A Guideline for Empowering Youth to be Heroes of Health

This training explores the ways in which afterschool practitioners can empower youth to cultivate a positive attitude and perception about food, foster the love of movement and exercise and help them to build a positive self-image.

Core Competencies Addressed

Core Knowledge Area – Learning Environment and Curriculum:

4.A: Design and implement a curriculum to support physical development – Entry Level, Level 1 and 2.

Core Knowledge Area – Health, Safety and Nutrition:

8.C: Ensure for the health and nutritional needs of children/youth – Entry Level, Level 1 and 2.

The Magic of Inquiry-Based Learning

Inquiry-based learning is way to spark curiosity in youth and cultivate an engaging environment conducive to learning. Practitioners will gain a greater insight into how this method of discovery can be implemented in any STEM (Science, Technology, Engineering and Math) activity. A portion of this workshop will cover the supports and opportunities that are available in Palm Beach County, and how an integrated system of extended learning assists practitioners in implementing STEM lessons in afterschool.

Core Competencies Addressed

Core Knowledge Area – Learning Environment and Curriculum:

4.B: Design and implement a curriculum to enhance cognitive development – Entry Level, Level 1 and 2.

The Progressive Afterschool Director (Part 1 and 2)

This two-part training is designed for leaders in the out-of-school-time (OST) field to be agents of positive change in the afterschool program. During this series, participants will learn various strategies that will assist them in reflective practice and professional development planning with OST staff. Participants will learn how to apply the Core Competencies in setting professional development goals and learn principles of the Myers-Briggs Type Instrument (MBTI) and its application to leadership style. OST practitioners who set progressive professional development goals not only enrich the afterschool profession by strengthening the workforce, but also provide youth with more meaningful opportunities in OST.

Core Competencies Addressed

Core Knowledge Area – Professional Development and Leadership:

7.B: Integrate reflective practices and critical perspectives on personal performance, including goal setting – Level 3 and 4.

7.C: Engage in continuous learning and improvement through involvement in professional development, advocacy and leadership opportunities – Level 3 and 4.

The Progressive Afterschool Practitioner

The Progressive Afterschool Practitioner is a training designed to heighten a practitioner's insight into their own professional development. It infuses facets of job satisfaction with professional development planning. By reflecting on individual strengths and areas of growth, an afterschool practitioner is challenged to create a plan for professional development by using the *Core Competencies for Afterschool Practitioners* as a guide.

Core Competencies Addressed

Core Knowledge Area – Professional Development and Leadership:

7.A: Demonstrate professionalism and uphold ethical standards and other professional guidelines in the field – Entry Level, Level 1 and 2.

7.B: Integrate reflective practices and critical perspectives on personal performance, including goal setting – Entry Level, Level 1 and 2.

7.C: Engage in continuous learning and improvement through involvement in professional development, advocacy and leadership opportunities – Entry Level, Level 1 and 2.

Youth Voice

Providing young people with authentic choices and the appropriate level of challenge are hallmarks of truly engaging environments. This training focuses on providing choice and challenge within activities.

Core Competencies Addressed

Core Knowledge Area – Child/Youth Growth and Development:

1.B: Demonstrate knowledge and understanding of the multiple influences on development and learning – Entry Level and Level 1.

1.C: Use developmental knowledge to create healthy, respectful, supportive and challenging environments – Entry Level and Level 1.

Core Knowledge Area – Learning Environment and Curriculum:

4.A: Design and implement a curriculum to support physical development – Entry Level and Level 1.

4.B: Design and implement a curriculum to enhance cognitive development – Entry Level and Level 1.

Primary QIS Scales Addressed

Interaction:

III-O: Youth have opportunities to act as group facilitators and mentors.

Engagement:

IV-S: Youth have opportunities to make choices based on interests.

Prime Time Palm Beach County QIS Programs Middle School

- Achievement Centers for Children and Families Village Academy Middle School
- Bak Middle School of the Arts
- Boys & Girls Club - Belle Glade Teen Center
- City of Greenacres Youth Programs - Cool Zone
- City of Pahokee Parks & Recreation Afterschool Program Middle School
- City of West Palm Beach - Gaines Park Teen Center
- City of West Palm Beach Parks & Recreation - Vedado Park Middle School
- Faith's Place Middle School
- For the Children Teen Center
- Milagro Center Teen Center
- Pahokee Middle School
- Palm Beach County Parks & Recreation Department - Westgate Community Center
- Palm Beach Maritime Academy Middle
- The Salvation Army Northwest Community Center Middle School
- Urban Youth Impact - Youth
- Wayne Barton Study Center - Middle School
- Western Academy Charter Middle School



SCHEDULE OF PAYMENTS

The Scope of Work to be completed by CONSULTANT as defined in Exhibit "A" consists of specific completion phases which shall be clearly identified on a phase-by-phase basis upon submission to the COUNTY of certain "deliverables"* as expressly indicated below.

Compensation for the work tasks stated herein shall be in accordance with the following Schedule of Payments:

PHASE 1

Tasks to be completed:

- Reassess QIS middle school programs.
- Develop program improvement plans based on baseline assessment scores for each participating out-of-school time program.
- Provide ongoing support and coaching by quality advisors.
- Visit programs to determine eligibility. Programs must meet the following minimum requirements to be eligible to participate in the Quality Improvement System:
 - Current license or license exempt from the Florida Department of Health with no Class I violations within the past 24 months
 - A daily attendance of at least 20 youth
 - Dedicated program staff
 - Dedicated program space
- Facilitate kick-off meeting for any new programs participating in the Quality Improvement System.
- Access current ELO programming /services for targeted middle school out-of-school time providers.
- Deliver a series of STEM trainings through Prime Time's online learning platform – Prime Time University, and monitor learning gains and implementation while providing necessary support.
 - Facilitate a community of practice model for training participants.
 - Recruit practitioners to join Prime Time's Out-of-School Time Registry.
- Develop and deliver trainings focused on establishing youth advisory councils.

Completion Time: July 1, 2016 – September 30, 2016

Compensation for Phase 1: \$58,235

Deliverables Required:

- Quality Improvement System status report to include the reassessment dates, dates that the letters of recommendations were issued, improvement plan dates and quality advisor progress checks

- List of new programs evaluated and selected for participation in the Quality Improvement System
- Dates, agendas and list of participants from kick-off meeting
- Report on the number of ELO providers, out-of-school-time programs and youth served
- List of trainings offered and attendance rosters
- Number of middle school practitioners in Registry
- Status of the community of practice

PHASE 2

Tasks to be completed:

- Continue external reassessments using PBC-PQA.
- Develop program improvement plans based on reassessment scores for each participating out-of-school-time program.
- Provide ongoing support and coaching by quality advisors.
- Attend middle school youth-focused trainings or conferences to ensure project staff remains abreast of current age-appropriate curricula and coaching and training strategies for working with middle school youth in out-of-school time settings.
- Issue recommendations from Prime Time quality advisors to program directors participating in the Quality Improvement Program highlighting focus areas, strategies and resources to consider.
- Promote and offer ELO programming to middle school out-of-school time sites.
- Maintain social media supports (e.g., blog, Pinterest page, community of practice, etc.).
- Provide coaching and follow-up to practitioners implementing youth advisory councils.
- Assess the social and emotional skills of youth.

Completion Time: October 1, 2016 – December 31, 2016

Compensation for Phase 2: \$54,810

Deliverables Required:

- Quality Improvement System status report, which includes the completed assessment dates and dates that the letters of recommendations were issued to participating programs.
- Dates and agenda for relevant trainings and conferences and name of Prime Time staff who attended
- Report on ELO providers, out-of-school time programs and youth served
- List of proposed trainings that will be offered to the middle school practitioner population
- Links to social media supports (e.g., blog, Pinterest page, community of practice, etc.)
- Report on formation of youth advisory councils and an outline of operation

PHASE 3

Tasks to be completed

- Develop program improvement plans based on baseline assessment scores for each participating out-of-school-time program.
- Provide ongoing support and coaching by quality advisor.
- Encourage practitioner attendance at self-assessment and professional development training as outlined in their improvement plans.
- Create and deliver trainings on appropriate middle school program offerings and other content based on assessment results.
- Maintain social media supports (e.g., blog, Pinterest page, community of practice, etc.).
- Promote and offer ELO programming to middle school out-of-school time sites.
- Provide incentives for practitioners to continue implementing youth advisory councils at their sites.

Completion Time: January 1, 2017 – March 31, 2017

Compensation for Phase 3: \$50,710

Deliverables Required:

- Quality Improvement System status report to include the date that the improvement plans were generated, the areas of focus and any progress visits conducted by the quality advisors
- List of trainings and professional development offered and attendance rosters
- Links to social media supports (e.g., blog, Pinterest page, community of practice, etc.)
- List of ELOs and the number of youth served at the participating programs
- Regular practitioner-held Youth Advisory Council meetings at participating middle school programs

PHASE 4

Tasks to be completed:

- Provide ongoing support and coaching by quality advisors.
- Develop program improvement plans based on reassessment scores for each participating out-of-school-time program.
- Encourage staff attend self-assessment and professional development training as outlined in their improvement plans.
- Provide trainings on appropriate middle school program offerings and other content based on assessment results.
- Maintain social media supports (e.g., blog, Pinterest page, community of practice, etc.).
- Promote and offer ELO programming to middle school out-of-school time sites.
- Administer youth surveys to measure cognitive, social, emotional, and behavioral engagement during sessions with ELO providers.
- Begin analyzing Quality Improvement System data and prepare annual summary report.
- Ongoing coaching and follow-up to practitioners implementing youth advisory councils.

- Provide congratulatory/achievement-based incentives for program sites that have implemented and maintained successful youth advisory councils.
- Reassess the social and emotional skills of youth.

Completion Time: April 1, 2017 – June 30, 2017

Compensation for Phase 4: \$50,710

Deliverables Required:

- Quality Improvement System status report to include the dates the program staff completed self-assessment and quality advisor progress check.
- List of trainings and professional development offered and attendance rosters
- Links to social media supports (e.g., blog, Pinterest page, community of practice, etc.)
- List of ELOs provided and the number of youth served at participating programs
- Results of youth engagement survey
- Regular practitioner-held youth advisory council meetings at participating middle school out-of-school time programs
- Results of social and emotional learning assessments

PHASE 5

Tasks to be completed:

- Promote and offer ELO programming to middle school out-of-school time sites
- Begin conducting PBC-PQA reassessments of middle school afterschool programs that are operational
- Develop program improvement plans based on reassessment scores for each participating out-of-school time program
- Provide ongoing support and coaching by quality advisor
- Provide ongoing coaching and follow-up to practitioners implementing youth advisory councils
- Review of QIS middle school programs eligible for maintenance level status

Completion Time: July 1, 2017 – September 30, 2017

Compensation for Phase 5: \$37,234

Deliverables Required:

- Quality Improvement System status report to include the reassessment dates, dates that the letters of recommendations were issued, improvement plan dates and quality advisor progress checks
- List of QIS middle school programs achieving maintenance status
- List of ELOs provided and the number of youth served at participating programs
- List of active youth advisory councils

** "Deliverables" shall be defined as progress reports, prepared maps, bid documents, completed drawings, specific reports, work plans, documentation of meetings attended, assessment study reports, analysis reports, summary reports, recommendation reports and related draft reports and verifiable deliverables.*

ORGANIZATION: PRIME TIME PALM BEACH COUNTY
Fostering Quality in Out-of-School Time Programs Targeting Middle School Youth
Proposed Budget for the Period July 1, 2016 to September 30, 2017

ITEM	15 Month PROJECT TOTAL	FUNDING REQUESTED Palm Beach County
Personnel/Salaries (list title and % time on project)		
Quality Advisors (1 FTE)	\$ 57,600	\$ 57,600
Professional Development Specialist (1 FTE)	\$ 57,600	\$ 57,600
Program Directors/Administration (0.2 FTE)	\$ 15,360	\$ 15,360
	\$ -	\$ -
SUBTOTAL, PERSONNEL	\$ 130,560	\$ 130,560
Benefits (32 % of personnel)	\$ 41,779	\$ 41,779
TOTAL, PERSONNEL	\$ 172,339	\$ 172,339
PROJECT EXPENSES		
Travel - Local Travel	\$ 3,000	\$ 3,000
Training/Registration	\$ 6,300	\$ 6,300
Professional Fees - QIS Assessors/other	\$ 8,800	\$ 8,800
Program Supplies	\$ 8,200	\$ 8,200
Food/Director's Gathering/meetings	\$ 1,025	\$ 1,025
Other:		
Research and Evaluation Incentives	\$ 2,960	\$ 2,960
ELO Outside Contracts	\$ 40,000	\$ 40,000
Misc. and other expenses	\$ 9,075	\$ 9,075
	\$ -	\$ -
SUBTOTAL (Project Expenses)	\$ 79,360	\$ 79,360
TOTAL EXPENSES (Personnel + Project Expenses)	\$ 251,699	\$ 251,699

2016-

BGEX 150 042716*1284

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA

BUDGET TRANSFER
FUND 0001 General Fund

ACCOUNT NAME AND NUMBER	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 05/19/2016	REMAINING BALANCE
<u>EXPENDITURES</u>							
0001-153-1451-3401 Other Contractual Services	1,000,000	271,957	0	58,235	213,722	0	213,722
0001-153-2529-3401 Other Contractual Services	0	175,564	58,235	0	233,799	175,564	58,235
TOTALS			58,235	58,235			


Signatures & Dates

BY BOARD OF COUNTY COMMISSIONERS

AT MEETING OF 06/21/2016

YOUTH SERVICES DEPARTMENT

INITIATING DEPARTMENT/DIVISION
Administration/Budget Department Approval
OFMB Department - Posted

 5-20-16

Deputy Clerk to the
Board of County Commissioners