Agenda Item No.: 3BB-2

### PALM BEACH COUNTY **BOARD OF COUNTY COMMISIONERS**

#### AGENDA ITEM SUMMARY

Meeting Date:	July 12, 2016		Consent Ordinance	[ ] Regular [ ] Public Hearing		
Department Submitted By:	Youth Services De	Youth Services Department				
- · · · · · - ·		•				

**Submitted For: Residential Treatment and Family Counseling Division** 

### I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file: First Amendments to Contracts for Professional Services, with the following Doctoral Psychology Interns, increasing the total contract amounts for each, from \$23,000 to \$23,333.34, to allow for reimbursement of a stipend towards health insurance, for the period August 10, 2015 through August 5, 2016:

- A) Andrea de Aguayo (R2015-0806); and
- B) Vanessa Pereda (R2015-0807).

Summary: In 2015, the Board approved Contracts for Professional Services with two Doctoral Psychology interns, Andrea de Aguayo and Vanessa Pereda, that are set to expire on August 5, 2016. Since the date of those Contracts, the County was awarded a \$14,900 grant (R2015-1851) from the American Psychological Association (APA) to assist the County in the process of seeking accreditation of its internship program from Included in the grant award is a \$2,000 stipend towards the interns' health insurance costs, which will be proportionally shared with interns that are hired during the grant period of October 1, 2015 through April 30, 2018. The Department hires two interns per year and the \$2,000 stipend will be proportionally distributed during the Grant period (per intern - \$333.34 for 2015-2016; \$333.33 for two following years). These First Amendments will increase the not-to-exceed amounts in the current interns' Contract's by \$333.34 to a new not-to-exceed amount of \$23,333.34. R2012-1313 authorized the County Administrator, or designee, to execute future Psychology intern contracts on behalf of the Board of County Commissioners, after approval of legal sufficiency by the County Attorney's Office, and within budgeted allocations. Countywide (HH)

Background and Policy Issues: On June 23, 2015 the interns' Contracts were received and filed with the Board and on December 15, 2015, the Board approved the grant award from the APA. The Department hires two interns per year and the \$2,000 stipend will be proportionally distributed to the interns hired during the Grant period. The County has provided a training facility for doctoral and masters degree students for more than ten years. The County's program was transferred from the Public Safety Department to the Youth Services Department in early 2015. Doctoral Psychology interns provide a variety of services because of their high level of training. The two interns provide the equivalent of two FTEs at a cost of less than one FTE.

#### **Attachments:**

- 1. First Amendment (Andrea de Aguayo)
- 2. First Amendment (Vanessa Pereda)

Recommended	by:	6-9-16		
	Department Director	Date		
Approved by:	Tel 1 Rhow	6/21/16		
	Assistant County Administrator	' Date		

#### FISCAL IMPACT ANALYSIS II.

#### Five Year Summary of Fiscal Impact: A.

Fiscal Years	2016	2017	2018	2019	2020
Capital Expenditures					
Operating Costs	\$666.68				
External Revenue	(\$666.68)				
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$0				
No. ADDITIONAL FTE POSITIONS (Cumulative)					

	Operating Costs	\$666.68							
	External Revenue	(\$666.68)							
	Program Income (County)								
	In-Kind Match (County)								
	NET FISCAL IMPACT	\$0							
	No. ADDITIONAL FTE POSITIONS (Cumulative)								
	Is Item Included in Curre	nt Budget?	Yes	X	No				
	Budget Account Exp N Fund	_0001	_ Dept	152	_ Unit	3000	Obj	3140	-
	Rev N Fund	10:	Dept		Unit		Obi		
					<b></b>				•
B.	Recommended Sources o	f Funds/Su	ımmary	of Fisca	l Impac	:t:			
	The fiscal impact associated grant awarded to the Count							the	
	Departmental Fiscal Revie	ew: <u>Chui</u>	heee		L.L	•		W c/a/	Đ
	III.	REVIEW	/ COMM	<u>ENTS</u>			•		
A.	OFMB Fiscal and/or Contr	act Dev. ar	nd Contr	ol Comr	nents:				
	OFMB 27 6/13 RK 16/13	13/16	Contra	ct Deve	lopmen	Cust it & Con	trol	16130	1/16
B.	Legal Sufficiency:  Delene Cabling		,	' (					
C.	Assistant County Attorney Other Department Review								
	Donartmont Director								

Department Director

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

# FIRST AMENDMENT TO CONTRACT FOR PROFESSIONAL SERVICES BETWEEN PALM BEACH COUNTY AND DOCTORAL PSYCHOLOGY INTERN

This First Amendment is made as of the 5 day of May, 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 Andrea de Aguayo, a Doctoral Psychology Intern and doctoral candidate at Carlos Albizu University, hereinafter referred to as the "INTERN".

WHEREAS, the parties entered into a Contract for Professional Services (Contract) (R2015-0806), dated May 29, 2015, for a clinical psychology internship which term expires August, 5, 2016; and

WHEREAS, the COUNTY is in the process of seeking accreditation from the American Psychological Association, and was awarded a grant (R2015-1851) in the total amount of \$14,900 from the American Psychological Association (Grant) to assist in the accreditation process. Included in the Grant award is \$2,000, as a stipend towards interns' health insurance cost and will be distributed proportionally to those interns hired by COUNTY during the term of the Grant, from October 1, 2015 through April 30, 2018; and

WHEREAS, the parties desire to increase the total amount of the Contract from \$23,000 to \$23,333.34, to include the INTERN's proportional share of the stipend in the Grant award.

**NOW THEREFORE**, the parties mutually agree that the Contract is hereby amended as follows:

- 1. <u>ARTICLE 3 PAYMENTS TO INTERN</u> is hereby deleted in its entirety and replaced with the following:
  - A. The total amount to be paid by the COUNTY under this Contract for all services and, if applicable, "out of pocket" expenses (specified in paragraph 2 below) shall not exceed a total contract amount of Twenty-Three Thousand Three Hundred Thirty-Three and 34/100 Dollars (\$23,333.34.) The INTERN will bill the COUNTY at the amounts set forth in this paragraph for services rendered toward the completion of the Scope of Work.
    - 1. Twenty-Three Thousand Dollars (\$23,000) payable at \$11.50 per hour. The INTERN is expected to work 40 hours per week. The INTERN will bill the COUNTY on a biweekly basis for a total amount not to exceed Nine Hundred Twenty Dollars (\$920.00); and
    - 2. Three Hundred Thirty-Three and 34/100 Dollars (\$333.34). The INTERN will bill the COUNTY a one-time fee on or before the final invoice, and only after the INTERN has completed six (6) months of employment. Payment of this health insurance expense, retroactive to October, 1, 2015, is contingent upon the availability of grant funding awarded to the COUNTY by the American Psychological Association which included intern support/health insurance stipend as an eligible expense. The Board approved the Grant award on December 15, 2015 (R2015-1851) (Exhibit B).

- B. Invoices received from the INTERN 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. <u>Final Invoice</u>: In order for both parties herein to close their books and records, the INTERN will clearly state "<u>final invoice</u>" on the INTERN'S final/last billing to the COUNTY. This shall constitute INTERN'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 INTERN.
- 2. All provisions in the Agreement in conflict with this First Amendment shall be and are hereby changed to conform to this First Amendment.
- 3. Except as specifically modified herein, the Agreement, as amended, remains unmodified and in full force and effect.

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

INTERN:

Andrea de Aguayo

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS:

By: Tammy K. Fields, Director Youth Services Department

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

County Attorney

APPROVED AS TO TERMS

AND CONDITIONS

Tony Spaniol, Director
Residential Treatment and Fa

Residential Treatment and Family

Counseling Division

#### EXHIBIT B

**ATTACHMENT 1** 



October 1, 2015

Education Directorate

Shayna Ginsburg, PsyD Chief of Clinical Services: Education & Training Youth Services Department Palm Beach County 100 Australian Avenue, Suite 210 West Palm Beach, FL 33406

R2015-1851

Dear Dr. Ginsburg:

DEC 1 5 2015

The APA Board of Educational Affairs (BEA) is pleased to inform you that the Youth Services Department, Palm Beach County has been awarded \$14,900 for seed funding to pursue APA-accreditation for your internship program. The dual purposes of this grant program are to expand the number of accredited internship positions and to promote quality training for psychologists. An evaluation of your organization's efforts and demonstrated commitment to quality training of psychologists made it a logical choice for funding.

This grant award period will run from October 1, 2015 to April 30, 2018. This grant is awarded pursuant to the grant criteria based on the application submitted by your organization. Grant funds are for the sole purpose of assisting with expenditures required in meeting the criteria for APA accreditation. Such expenditures include APAaccreditation application and site visit fees, program consultation expenses, administrative, supervisor and intern support, and other specifically identified direct costs to be incurred in seeking accreditation. Receipt of this grant does not guarantee or otherwise ensure a positive accreditation decision.

This grant is contingent upon your compliance with the grant reporting requirements outlined here:

1. Provide an annual report on progress with seeking APA accreditation including:

- - a) Status of self-study (date submitted or plan to submit)
  - Accreditation status
- c) Number of internship positions
- Use grant funds only as specified in the approved grant application. Meet terms and conditions specified in the addendum to this letter.

APA has many resources to assist programs seeking accreditation and we encourage you to use the enclosed list of resources as you implement your grant. We also encourage you to visit the APA Commission on Accreditation's (CoA) web site for information on the APA Accreditation Process. The CoA holds self-study workshops several times a year in conjunction with training conferences, meetings, and other events. For dates on self-study workshops please use this link: <a href="http://www.apa.org/ed/accreditation/visits/visitors/workshops.aspx">http://www.apa.org/ed/accreditation/visits/visitors/workshops.aspx</a>. Self-study workshops are free and open to anyone interested in learning more about the standards and criteria to become APA—accredited and how to apply them in being responsive to the self-study instructions.

Once again, congratulations on your grant award. We are excited to support your efforts to provide quality training for future psychologists. Please contact Jackie Tyson at <a href="mailto:jvson@apa.org">jvson@apa.org</a> or 202-336-5966 if you have any questions.

Sincerely,

Jackie Tyson

Associate Executive Director, Administration and Governance

750 First Street, NE Washington, DC 200024242 (202) 336-5970 (202) 336-6123 TDD

(202) 336-5991 (Continuing Ed) (202) 336-5979 (Accreditation)

E-mail: education@apa.org Web: www.apa.org



# Addendum to Grant Award Letter R 2015 a 1851

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Internship Program Name: Youth Services Department, Palm Beach County

Grant identification number: 186363

Please refer to this number in all communications regarding this grant.

Grant award period
This grant award period will run from October 1, 2015 to April 30, 2018.

A check for \$14,900 which represents the full amount of the grant will be mailed to you. The grant funds must be used within 30 months following receipt of the grant. If funds remain at the end of the grant period, you must request an extension in writing before the end of the grant period. If an extension is not requested or granted, all unused funds must be returned to APA upon expiration of the grant.

Reporting schedule

Annual reports must be provided by October 30th of each year for the previous year and within 30 days after the completion of the grant period as scheduled below. Prior to each report due date, you will receive an electronic from to use when submitting your report.

Beginning date October 1, 2015 End date

April 30, 2018

Reports due October 30, 2016

October 30, 2017

May 30, 2018

Acknowledgement of grant

You agree to acknowledge the support of the APA Board of Educational Affairs in any publicity materials regarding receipt of this grant.

#### Other conditions

1. Provide written acknowledgement of receipt of payment of grant funds

2. Maintain your records to show and account for grant funds

3. Allow APA access to verify grant expenditures and activities

4. Refrain from using funds for any purpose prohibited by law Cooperate with efforts of APA to publicize the grant award

6. Comply with request for information about your internship program activities

APPROVED AS TO SERVE AND LEGAL SUFFICIENCY

I hereby certify that the Youth Services Department, Palm Beach County accepts the terms and conditions outlined in this award letter.

 $\overline{\mathbf{B}}\mathbf{y}$ Title: Mary Lou Berger, Mayo

Date

DEC 1 5 2015

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INTERN:

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS:

Vanessa Pereda

By: Tammy K. Fields, Director
Youth Services Department

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

County Attorney

APPROVED AS TO TERMS AND CONDITIONS

Tony Spaniol, Director

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#### EXHIBIT B

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October 1, 2015

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Sincerely.

Jackie Tyson

Associate Executive Director, Administration and Governance

750 First Street, NE Washington, DC 20002-4242 [202] 336-5970 (202) 336-6123 TDD (202) 336-5991 [Continuing Ed] (202) 336-5979 [Accreditation]

E-mail: education@apa.org Web: www.apa.org

any arrangant area of the transfer services services are accurate and accurate areas.



# Addendum to Grant Award Letter R 2015 a 1851

Internship Program Name: Youth Services Department, Palm Beach County

Grant identification number: 186363

Please refer to this number in all communications regarding this grant.

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April 30, 2018

Reports due

October 30, 2016 October 30, 2017

May 30, 2018

Acknowledgement of grant

You agree to acknowledge the support of the APA Board of Educational Affairs in any publicity materials regarding receipt of this grant.

### Other conditions

Ву

1. Provide written acknowledgement of receipt of payment of grant funds

2. Maintain your records to show and account for grant funds

3. Allow APA access to verify grant expenditures and activities

Refrain from using funds for any purpose prohibited by law
 Cooperate with efforts of APA to publicize the grant award

6. Comply with request for information about your internship program activities

APPECIAL AS TO SORU AND LEGAL SUFFICIENCY

I hereby certify that the Youth Services Department, Palm Beach County accepts the terms and conditions outlined in this award letter:

Mary Lou Berger, Mayor Sharon R. Bock, Clerk & Compiler

DEC 1 5 2015

Date

Deput/Clerk