

12/12/16
Date

II. FISCAL IMPACT ANALYSIS


A. Five Year Summary of Fiscal Impact:

Fiscal Years	2017	2018	2019	2020	2021
Capital Expenditures					
Operating Costs	28,660				
External Revenue	(28,660)				
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	-0-				

No. ADDITIONAL FTE POSITIONS (Cumulative)					
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Is Item Included In Current Budget? Yes X No
Budget Account No.:
Fund 1003 Dept 145 Unit 1455 Object VAR Program Code VAR Program Period GY15

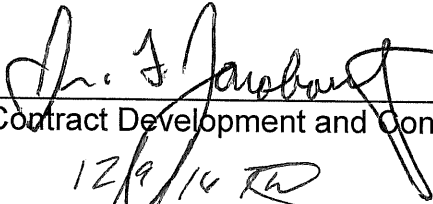
B. Recommended Sources of Funds/Summary of Fiscal Impact:
Funding source is the State of Florida Department of Economic Opportunity.

C. Departmental Fiscal Review: 
Julie Dowe, Director, Financial & Support Svcs.

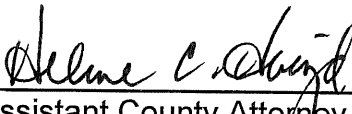
III. REVIEW COMMENTS

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

 12/6/16
OFMB ET 12/2 12/15

 12/12/16
Contract Development and Control
12/9/16 RH

B. Legal Sufficiency:

 12.12.16
Assistant County Attorney

C. Other Department Review:

Department Director

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

**AMENDMENT TO COMMUNITY ACTION PROGRAM
CONTRACT FOR PROVISION OF FINANCIAL ASSISTANCE**

THIS SECOND AMENDMENT TO THE COMMUNITY ACTION PROGRAM CONTRACT (R2016-0966) made and entered into in Palm Beach County Florida, on this ____ 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 **Gulfstream Goodwill Industries, Inc.**, hereinafter referred to as the AGENCY, a not-for-profit corporation authorized to do business in the State of Florida, whose Federal Tax I.D. is **59-1197040**.

WITNESSETH:

WHEREAS, the parties entered in a contract on **June 1, 2016**, as previously amended, which provided for the Agency which provides services as set forth in Exhibit A-1; and

WHEREAS, the contract, as previously amended, currently has an expiration date of December 31, 2016 and is funded in the amount of **FIFTY THOUSAND DOLLARS (\$50,000)**.

WHEREAS, the parties desire to increase the contract in the amount of **TWENTY-EIGHT THOUSAND SIX HUNDRED SIXTY DOLLARS (\$28,660)**.

WHEREAS, the parties agree that certain other amendments to the contract are necessary and appropriate.

NOW THEREFORE, the above named parties hereby mutually agree that the contract is hereby amended as follows:

1. So much of **Article 3 - PAYMENTS** that says **FIFTY THOUSAND DOLLARS (\$50,000)** shall be amended to read **SEVENTY-EIGHT THOUSAND SIX HUNDRED SIXTY DOLLARS (\$78,660)**.

2. So much of **Article 3 – PAYMENTS** that says:

The AGENCY 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.

shall be amended to read:

The AGENCY will bill the COUNTY on a monthly basis, or as otherwise provided, at the amounts set forth in Exhibit B-1 for services rendered toward the completion of the Scope of Work.

3. **ARTICLE 3 - PAYMENTS** paragraph 2 shall be replaced by the following:

The program and unit cost definitions for this contract year are set forth in Exhibit B-1. All requests for payments of this Contract shall include an original cover memo on AGENCY letterhead signed by the Chief Executive Officer, Chief Financial Officer or their designee.

4. **Exhibit A** is hereby replaced in its entirety by **Exhibit A-1** for FY 2016 and is attached hereto and made a part hereof showing new Scope of Work and services units.
5. **Exhibit B** is hereby replaced in its entirety by **Exhibit B-1** for FY 2016 and is attached hereto and made a part hereof showing new units service rate and definition and such exhibit supersedes and replaces Exhibit B.
6. So much of **Article 28 – NOTICES** that says:

**Channell Wilkins, Department Director
Community Services Department
Palm Beach County
810 Datura Street
West Palm Beach, Florida 33401**

shall be amended to read:

**Taruna Malhotra, Assistant Department Director
Community Services Department
Palm Beach County
810 Datura Street
West Palm Beach, Florida 33401**

7. All other provisions of the Contract not modified in this Second Amendment remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Contract on behalf of the COUNTY and AGENCY has hereunto set his/her hand the day and year above written.

ATTEST:

Sharon R. Bock, Clerk & Comptroller

PALM BEACH COUNTY, FLORIDA, a
Political Subdivision of the State of
Florida

BOARD OF COUNTY
COMMISSIONERS

BY: _____
Deputy Clerk

BY: _____
Paulette Burdick, Mayor

WITNESS:

AGENCY:

BY: Kathryn Spencer BY: Gulfstream Goodwill Industries, Inc.

BY: Kathryn Spencer
Name Typed

BY: Martin A. Jurek
Signature

59-1197040
AGENCY's Federal ID Number

Martin A. Jurek
AGENCY's Signatory Name Typed

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

APPROVED AS TO TERMS AND
CONDITIONS
Department of Community Services

BY: Deleane C. Shultz
Assistant County Attorney

BY: for Town
Department Director

**SCOPE OF WORK & SERVICE UNITS
2016 COMMUNITY ACTION PROGRAM
COMMUNITY SERVICES BLOCK GRANT**

Agency Name: Gulfstream Goodwill Industries, Inc.

Program Name: Good Jobs

Overview:

Gulfstream Goodwill Industries, Inc. (GGI) proposes a program to provide training and employment services for up to 45 residents of Palm Beach County who are eligible for services from the Palm Beach County Community Action Program (CAP). Potential program participants will be identified by GGI and CAP. All potential participants will meet with a CAP representative to complete the eligibility process. The eligibility process will screen candidates to ensure they meet the income guidelines required to receive services.

Services:

Agency will provide Vocational Evaluation, Job Readiness, Skills Training Programs, On-the-Job Training and Support Services to the participants. Each participant will complete an application form, which will be followed by an intake interview including but not limited to; educational/work and medical history, job seeking skills, personal and vocational goals, perceived barriers to employment. Functional limitations resulting from disability will be addressed as well.

The Agency, through Vocational Evaluations are for eligible participants that are referred back to GGI. The first step in the process at GGI will be a Comprehensive Vocational Assessment for up to thirty (30) participants administered by a credentialed Evaluator. GGI will identify vocational goals and provide comprehensive Vocational Evaluations.

The purpose of Vocational Evaluation is to determine a participant's academic achievement, vocational interests, aptitudes, assets and barriers to work, and work habits; combining these with work history and transferable skills so that realistic vocational goals can be identified.

The Agency, through Job readiness, will assess participants through:

- Vocational interests: Depending upon a participant's reading level, several interest inventories are available (both reading and non-reading). Once interests are clearly defined, the Evaluator can then assist the participant in identifying specific occupational titles and the training associated with these.
- Academics: The Tests of Adult Basic Education (TABE- Forms 9 & 10) is generally used to address academic functioning in reading, math and language.

This test is given timed, however, accommodations are provided as outlined through TABE guidelines.

- Aptitudes: Aptitude testing can be administered via multiple systems available to the Evaluator. Areas generally assessed via aptitude testing include but are not limited to general learning ability, visual, special, numerical, and clerical aptitude, form perception, finger and manual dexterity, and motor and eye/hand/foot coordination.

The Agency shall ensure that testing scores are compiled and analyzed generating a professional written report of results. Each report includes identifying information, a summary of education and work history, results of specific tests, and a listing of vocational assets and barriers. Recommendations are included identifying vocational goals and job titles. Should training be recommended, information regarding specific local training programs will be offered. It is important to note that since the assessment process attempts to look at the “whole” person, ancillary services to enhance job readiness will be identified.

The Agency shall develop a Personal Development Plan (PDP) utilizing the Assessment Report as a guide; the GGI Employment Specialist will assist each participant develop an employment and training Personal Development Plan (PDP). The PDP is the cornerstone of our accredited Person Centered Planning service delivery methodology that places the participant at the center of plan development and goal setting. The PDP process is highly collaborative and individualized, and is designed to create a road map to success outcomes for each person. The PDP includes agreed upon goals and steps necessary for achievement of each goal. This plan is reviewed and updated regularly as progress is measured, goals are met, and other goals are added. The Employment Specialist will be responsible for managing the PDP process for their assigned case load, conducting job development and job placement activities and providing post job assistance until 90-days after successful placement.

The Agency, through Employment Readiness Training, shall ensure that Thirty (30) program participants are offered the opportunity to attend a four-day comprehensive employment readiness training class held at GGI. The program helps individuals gain the skills necessary to be successful in the workforce. GGI utilizes a best practice curriculum developed by Goodwill Industries International titled: Goodwill Works. Job Readiness classes address a broad range of topics, including;

Attitudes	Interview Skills	Cover Letters
Resumes	Communication	Job Search Techniques
Goal Setting	Positive Work Habits	Customer Service Skills
Telephone Skills	Mock Interviews	Management Styles

The Agency, through the Skills Training Programs, will offer training resulting in industry-recognized credentials. GGI will offer three (3) skills training courses in-kind for this project through December 31, 2016. In-house credentialed training programs are:

- **Microsoft Office User Specialist (MOUS):** Training on the latest versions of the Microsoft Office Suite is offered at GGI by a credentialed technology trainer. GGI is a Microsoft authorized training and testing site. Up to five (5) participants will be offered the opportunity to take this training and earn the credential.
- **Retail Customer Service:** GGI has a dedicated trainer teaching the National Retail Federation curriculum covering the topics of: Retail Industry Overview, Customer Service, Selling and Service, Store Operations and Getting a Retail Job. GGI staff is credentialed by NRF to proctor the exam that results in nationally recognized credential in Retail Customer Service. Up to ten (10) participants will be offered the opportunity to take this training and earn the credential. Participants that earn this credential are afforded a guaranteed interview in our Retail Stores to compete for available openings.
- **Forklift Operations:** Up to five (5) participants will be offered the opportunity to learn to operate a forklift and earn the industry recognized credential.

Additional off-site skills training will be available to up to two (2) participants each in Childcare and Certified Nursing Assistant (CNA) programs. Whenever possible GGI will utilize County approved training vendors for these and other programs that may benefit the participants' employment prospects.

The Agency, through the On-the-Job Training, will offer a participant the opportunity to demonstrate skills and the ability to adapt to the work environment without an initial financial commitment for training from the employer. Employers are more willing to employ individuals with erratic or limited work histories if they have an opportunity to see them in the work setting first. Locations and type of work will be based on the participant's interest, skills, abilities and the goals they have set in the PDP Employment. Specialists will initiate a discussion regarding an OJT with employers when appropriate.

The Agency, through Job Fairs, will hold a hiring job fair one (1) time per month. The job fair will include hiring managers for Goodwill job openings. Participants will be able to review openings, meet with the hiring managers and complete online applications for positions that interest them.

The Agency, through Job Development and Placement will be responsible for providing expert assistance in goal planning, job development, job placement and follow-up services until ninety (90) days of successful employment is achieved. Career counseling and assistance will be provided to secure and maintain competitive employment commensurate with the participant's interests, skills and abilities. Job development is individualized to meet each participant's specific set of skills and established goals.

Support Services: Program Staff will ensure that participants are aware of community mainstream resources, including PBC services, which they can access to meet basic needs as appropriate. GGI has a long list of collaborative partners that provide complimentary services that may be able to assist a participant so they can keep their

focus on training and employment.

Number of Clients to be served: 71

Agency: Gulfstream Goodwill Industries, Inc.

Service Name and Definition of Unit of Service	Unit Cost	Total Cost Of Service
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Service: Good Jobs

Will be reimbursed at the actual cost of providing services, as evidenced by the agency general ledger. Copies of paid receipts, checks, invoices, or other documents acceptable to the Palm Beach County Department of Community Services must be available for review upon request.

\$78,660

TOTAL CONTRACT

\$78,660

Summary of Certificates

This report displays detailed Certificate of Insurance information for a selected Insured. Any items shown in red are deficient.

Tuesday, November 29, 2016

Simple View

Certificate Images

Contracts

Insured: Gulfstream Goodwill Industries, Inc. Insured ID: 028FAA06FY16

Status: Compliant

ITS Account Number: PLC1884

Project(s): Palm Beach County - Community Services

Insurance Policy	Required	Provided	Override
<u>General Liability</u>			
Expiration: 4/10/2017			
General Aggregate:	\$500,000	\$3,000,000	
Products - Completed Operations Aggregate:	\$0	\$0	
Personal And Advertising Injury:	\$500,000	\$1,000,000	
Each Occurrence:	\$500,000	\$1,000,000	
Fire Damage:	\$0	\$0	
Medical Expense:	\$0	\$0	
<u>Automobile Liability</u>			
Expiration: 4/10/2017			
	All Owned Autos	Any Auto not provided	X
	Hired Autos	not provided	X
	Non-Owned Autos	not provided	X
Combined Single Limit:	\$500,000	\$1,000,000	
<u>Workers Compensation/Employers Liability</u>			
Expiration: 6/1/2017			
Each Accident:	\$100,000	\$1,000,000	
Disease - Policy Limit:	\$500,000	\$1,000,000	
Disease - Each Employee:	\$100,000	\$1,000,000	
<u>Professional Liability</u>			
Expiration: 4/10/2017			
Each Occurrence:	\$500,000	\$1,000,000	
Aggregate Limit:	\$500,000	\$3,000,000	

Notifications

There were no deficiency letters issued.

Do you have an updated Certificate? Click the button below to submit a Certificate.