Agenda Item #: 3X1

# PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY

		C I I Inn IVI	COMMINICI							
Meeting Date: October 3, 2017		[X] []	======= Consent Ordinance	[]	======== Regular Public Hearing					
Department:  Submitted By:  Submitted For:  Department of Public Safety  Department of Public Safety  Department of Public Safety  Division of Justice Services										
=======================================		====			==========					
I. EXECUTIVE BRIEF										
<b>Motion and Title: Staff recommends motion to approve:</b> Public Safety Department Policy and Procedure Memorandum (PPM) for Drug Court Program Health and Human Services Payments.										
Family Drug Court proprogram designed inpatient substance and neglected childred PSD, through the Clato vendors for service payments were prevented professional service payments through the certain expenditures PPM best meets the to critical needs. The PPM is in accordance included in the department of the parent, affected childreds of each family	rogram since 2010. To identify, case manuse treatment seen. The PSD PPM erk and Comptrolle es provided to particular made by the scontract. Current e Clerk & Comptrolle, such as rent, foor needs of the particular ment budget. Countre with Countywide rement budget. Countre which emphasizes and comprehensive dren, as well as relay member. The Punt Health and Human	Circuit The Fa The Fa Panage Pervices I estable Per's Finact Cipants Per's Fire Counts by Per's Fire Counts by Per's Fire County Wid Palm A holi Wrapar Atives a Bolic Sa An Serv	and other collmily Drug Country Drug Country C	aborated rt programment programment to deservices Humands for the strength of the strength registration and the strength regis	Services (PSD), in ors has operated the ors has operated the oram is a rehabilitation ovide outpatient and ag parents of abused requirements for the make direct payment court Program. These of Florida through a ized to submit direct vendors or clients for oard approval of this and ensuring access are services Payments or these services are ily Drug Court is an other grant general substance abusing a individualized to the uires Procedures for guide staff in making					
Attachments  1) Public Safety Depart and Human Servi	partment Policy and ces Payments	l Proce	dure Manual, l	Drug C	Court Program Health					
=======================================	==========				===========					
Recommended by:	Stephane	l Sl Direct	mole		7/19/17					
Approved By:	Deputy Cour	nty Adı	ministrator		7/29/17 Date					
	- 1 - 1	_			- 4 64					

## II. FISCAL IMPACT ANALYSIS

# A. Five Year Summary of Fiscal Impact

Capital Expenditures Operating Costs 18,000 18,000 18,000 18,000 18,000  External Revenues Program Income (County) In-Kind Match (County)  Net Fiscal Impact 18,000 18,000 18,000 18,000 18,000  Is Item Included In Current Budget? Yes X No_  Budget Account Exp No: Fund 0001 Department 660 Unit 5242 Object various Rev No: Fund Department Unit RevSc_  B. Recommended Sources of Funds/Summary of Fiscal Impact: Fund: General Fund Unit: 5242 – Family Drug Court  Departmental Fiscal Review:  III. REVIEW COMMENTS  A. OFMB Fiscal and/or Contract Dev. and Control Comments:  Contract Administration  B. Legal Sufficiency:  18,000 1	A. The rear Summary of Fiscal Impact										
Departmental Fiscal and/or Contract Dev. and Control Comments:    Departmental Fiscal and/or Contract Dev. and Control Comments:	Fiscal Years	2018	2019	2020	2021	2022					
# ADDITIONAL FTE POSITIONS (Cumulative) 0 0 0 0 0 0  Is Item Included In Current Budget? Yes X No  Budget Account Exp No: Fund 0001 Department 660 Unit 5242 Object various Rev No: Fund Department Unit RevSc  B. Recommended Sources of Funds/Summary of Fiscal Impact: Fund: General Fund Unit: 5242 – Family Drug Court  Departmental Fiscal Review:  III. REVIEW COMMENTS  A. OFMB Fiscal and/or Contract Dev. and Control Comments:  Contract Administration  B. Legal Sufficiency:  Part Review Contract Dev. Administration  B. Legal Sufficiency:  B. Legal Sufficiency:  Rev No  OFMB Contract Dev. Administration  Part Rev No  Contract Administration	Operating Costs External Revenues Program Income (County)	18,000	18,000	18,000	18,000	18,000					
Solution	Net Fiscal Impact	18,000	18,000	18,000	18,000	18,000					
Budget Account Exp No: Fund 0001 Department 660 Unit 5242 Object various Rev No: Fund Department Unit RevSc  B. Recommended Sources of Funds/Summary of Fiscal Impact:     Fund: General Fund     Unit: 5242 – Family Drug Court  Departmental Fiscal Review:    III. REVIEW COMMENTS		0	0	0	0	0					
B. Recommended Sources of Funds/Summary of Fiscal Impact: Fund: General Fund Unit: 5242 – Family Drug Court  Departmental Fiscal Review:  III. REVIEW COMMENTS  A. OFMB Fiscal and/or Contract Dev. and Control Comments:  Contract Administration  B. Legal Sufficiency:  9/28/17 TR	ls Item Included in Curre	ent Budget?	Yes X	No							
Departmental Fiscal Review:  III. REVIEW COMMENTS  A. OFMB Fiscal and/or Contract Dev. and Control Comments:  Contract Administration  B. Legal Sufficiency:  Part of Salar Contract Administration	Budget Account Exp No: Fund 0001 Department 660 Unit 5242 Object various										
A. OFMB Fiscal and/or Contract Dev. and Control Comments:  Contract Administration  B. Legal Sufficiency:  9/28/17 PR	Fund: General Fund										
OFMB Et 9/20 Contract Administration  B. Legal Sufficiency:  9/28/17 R											
OFMB Et 9/20 Contract Administration  B. Legal Sufficiency:  9/28/17 R											
C. Other Department Review:											

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

**Department Director** 

#### DEPARTMENT OF PUBLIC SAFETY

TO: All Departmental Administrative Personnel and Division Directors

FROM: STEPHANIE SEJNOHA – DEPARTMENT DIRECTOR

SUBJECT: FAMILY DRUG COURT - HEALTH AND HUMAN SERVICES PAYMENTS

PPM PSL-004

ISSUE DATE 10/03/2017 EFFECTIVE DATE 10/03/2017

#### **PURPOSE**

To establish guidelines and requirements for the payment of services provided to individuals served through the Justice Services Division Family Drug Court Program. This program is funded through the Board of County Commissioners, Ad Valorem Funds. The purpose of this program is to identify, case manage, drug test, and provide outpatient and inpatient substance abuse treatment services to substance abusing parents, affected children, as well as relatives and partners. This PPM is in accordance with CW-L-035.

#### **POLICY**

To provide assistance in maintaining or obtaining housing, emergency assistance, and case management services to participants in the Family Drug Court Program.

#### **Authorized Payments**

Payment will be made to vendors as per County established payment procedures. The following items are allowable for payment under Health and Human Services programs:

- Rent-security deposit, first month, last month, and monthly rent
- Sober Living Cost-only for family services
- Rental Subsidy Payments
- Utilities-electric, gas and water, including deposits
- Items to set up apartment including furniture which can be purchased through a vendor; these items can be purchased for the move or to replace due to normal wear and tear of the furniture
- Uncovered medical expenses
- Medical Supplies as documented by Physician
- Baby Items-stroller, car seat, diapers, feeding, clothes and shoes, and other health and safety items
- Child Care-day care cost not funded by Early Learning Coalition, summer camp, spring break camp
- Cell Phone
- Traffic Ticket Fines
- Food Voucher/ Advance Purchase Gift Card
- Basic Needs- cleaning supplies, household items, toiletries, and essential items.
- Financial Literacy Training and Education
- Other essential items as needed and approved in writing by the Case Management Supervisor

PPM PSL-004

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## **Supporting Documentation**

Payment will be made to vendors as per County established payment procedures (CW-L-035). Supporting documentation must be sufficient to support the expenditure and must be provided with the invoice for payment.

## P-Card Usage/ ACH/Wire Transfer

For rent payments, including security deposits, a P-Card/ ACH/Wire will be available for use in order to expedite payments to vendors who are able and willing to accept these forms of payment.

#### **Petty Cash**

One petty cash account is established for purchasing allowable items. The account is to be used in accordance with County PPM CW-F-041. This petty cash account may not exceed \$500.

Allowable items for petty cash include:

- Basic Needs- cleaning supplies, household items, toiletries and essential items.
- Medical Supplies as documented by Physician
- Baby Items
- Other essential items as needed and approved in writing by Case Management Supervisor

Stephanie Sejnoha
Department Director