

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date:	December 19, 2017	<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:	Residential Treatment & Family Counseling Division		

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

A) approve Agency Affiliation Agreement (Agreement) with Everglades College, Inc. d/b/a Keiser University (Everglades College) for the term January 1, 2018, through December 31, 2018, with three (3) automatic one-year renewal options, for its students to complete Master's/Doctoral Degrees required planned and supervised clinical experience at various Youth Services Department facilities, at no cost to the County; and



B) authorize the County Administrator, or designee, to execute any future agreements/minor amendments with Everglades College to provide clinical supervision to students seeking training and experience in graduate programs of psychology, social work or other related fields.

Summary: The Youth Services Department's Residential Treatment and Family Counseling Division continues to be an authorized Counselor training facility for many State colleges and universities offering degrees in graduate programs of Psychology, Social Work or other related fields of educational study. Master's/Doctoral Degree programs require field education experience in order to meet degree and licensing requirements. The County will continue to offer its services and programs as a means for the students to obtain the necessary training and experience to earn their respective degree. There are no costs associated with this Agreement. Approval of the delegated authority will allow the County Administrator, or designee, to execute any future Agreement/minor amendments with Everglades College, for supervised clinical field educational experience. Countywide (HH)

Background and Justification: For more than ten years, the County has been a training facility providing training oversight for social work students who provide approximately 10-20 hours per week of clinical services from eight months up to two years at no cost to the County. The training provides the field experience to meet degree and licensing requirements. Families seek services through the Residential Treatment and Family Counseling Division for a variety of reasons, including: behavioral disorders; school/academic problems; parent-child relational problems; adjustment to parental separation or divorce; grief/loss issues; abuse or neglect, and fulfillment of the requirement for diversionary programs.

Attachment:

1. Agency Affiliation Agreement

Recommended by:		11/20/17
	Department Director	Date
Approved by:		12/11/17
	Assistant County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures					
Operating Costs					
External Revenue					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$0 ✖				
No. ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included in Current Budget?

Yes

No

Does this item include the use of federal funds?

Yes

No

Budget Account

Exp No:

Fund

Dept

Unit

Obj

Rev No:

1

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

*There is no fiscal impact associated with this item.

Departmental Fiscal Review:

III. REVIEW COMMENTS

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

OFMB

Contract Development & Control

B. Legal Sufficiency:

Assistant County Attorney

C. Other Department Review:

Department Director

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

AGENCY AFFILIATION AGREEMENT

This Agency Affiliation Agreement (hereinafter referred to as "Agreement") is made as of the _____ day of _____, 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 Everglades College, Inc. d/b/a Keiser University, a not for profit corporation, authorized to do business in the State of Florida, hereinafter referred to as the UNIVERSITY, whose Federal I.D. is 65-0216638.

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

RECITALS:

WHEREAS, the purpose of this Agreement is to allow Students from the UNIVERSITY/School of Social Work to integrate theory learned in the classroom with practice and develop abilities and skills through planned and supervised clinical experience for those enrolled in the UNIVERSITY'S graduate programs of psychology, social work or other related field (Program). It is agreed by the parties that a program of supervised education in the areas of generalist practice and clinical practice shall be conducted for Students of the UNIVERSITY; and

WHEREAS, UNIVERSITY is currently conducting educational programs requiring clinical experience, and desires experiential training for students enrolled in the UNIVERSITY'S Program, hereinafter referred to as Student; and

WHEREAS, COUNTY recognizes the need to train and educate the Students, and possesses and is willing to provide the necessary facilities to provide clinical experiences.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein, the UNIVERSITY and the COUNTY agree as follows:

1. TERM/TERMINATION

- A. The term of this Agreement shall be for one (1) year, starting January 1, 2018.
- B. This Agreement will automatically renew for three (3) one (1) year terms, unless either party notifies the other prior to the expiration of the initial term or any extended term of its intent not to renew in accordance with the time parameters stated herein.
- C. Either party may terminate this Agreement at any time by giving to the other party at least sixty (60) days prior written notice in advance of the termination date. Such termination shall not prevent those Students already participating in the practicum experience from completing their assignment with the COUNTY.

2. UNIVERSITY RESPONSIBILITIES

- A. To provide to the COUNTY the clinical and training objectives of the UNIVERSITY'S Program for the Students.

- B. To establish and maintain ongoing communication with the site supervisors of the COUNTY, providing materials pertinent to the UNIVERSITY'S Program. Such materials may include, but are not limited to, a description of the curriculum, relevant course outlines, a listing of faculty, and relevant policies and procedures.
- C. To notify the COUNTY, not less than ninety (90) days, of its proposed schedule of Student assignments, including, but not limited to, the Students' name, level of academic preparation, and length and dates of clinical experience.
- D. To refer to the COUNTY only those Students who have satisfactorily completed the Program's prerequisite of the curriculum required for the clinical experience.
- E. To inform the Students, in writing, of the COUNTY'S health requirements provided to the UNIVERSITY.
- F. To advise the assigned Students of their responsibility for complying with the applicable policies and procedures of the COUNTY, including, but not limited to, policies relating to background checks and confidentiality of records.
- G. The UNIVERSITY further understands that the COUNTY'S performance and agreement to complete supervision of Students after placement pursuant to this Agreement is contingent upon annual appropriations for its purpose by the Board of County Commissioners for overall staffing of the COUNTY'S Residential Treatment and Family Counseling Division of the Youth Services Department.

H. Insurance -

UNIVERSITY shall, at its sole expense, agree to maintain in full force and effect at all times during the life of this Agreement, insurance coverages and limits (including endorsements), as described herein. UNIVERSITY 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 UNIVERSITY are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by UNIVERSITY under this Agreement.

- a. Commercial General Liability: UNIVERSITY 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. UNIVERSITY shall provide this coverage on a primary basis and shall include Sexual Abuse/Molestation Coverage at a sublimit of not less than **\$250,000**.
- b. Professional Liability Insurance: UNIVERSITY shall maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than **\$1,000,000** Each Claim. When a self-insured retention (SIR) or deductible exceeds \$10,000, COUNTY reserves the right, but not the obligation, to review and request a copy of UNIVERSITY'S most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis, UNIVERSITY shall maintain a Retroactive Date prior to or equal to the effective date of this Agreement. The Certificate of Insurance providing evidence of the purchase of this coverage shall clearly indicate whether coverage is provided on an "occurrence" or "claims - made"

form. If coverage is provided on a "claims - made" form the Certificate of Insurance must also clearly indicate the "retroactive date" of coverage. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced, or any other event triggering the right to purchase a Supplement Extended Reporting Period (SERP) during the life of this Agreement, UNIVERSITY shall purchase a SERP with a minimum reporting period not less than three (3) years. UNIVERSITY shall provide this coverage on a primary basis.

- c. Additional Insured: UNIVERSITY 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." UNIVERSITY shall provide the Additional Insured endorsements coverage on a primary basis.
- d. Waiver of Subrogation: UNIVERSITY 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 UNIVERSITY 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 UNIVERSITY enter into such an agreement on a pre-loss basis.
- e. Certificates of Insurance: Prior to execution of this Agreement, UNIVERSITY shall provide initial evidence to the COUNTY'S representative, at the address below, a signed Certificate(s) of Insurance evidencing that all types and amounts of insurance coverages required by this Agreement have been obtained and are in full force and effect.

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

During the term of this Agreement, and prior to each subsequent renewal thereof, the UNIVERSITY shall provide evidence to Insurance Tracking Services, Inc. (ITS) at pbcc@instracking.com or fax (562) 435-2999, which is Palm Beach County's insurance management system, prior to the expiration date of each and every insurance required herein. Said Certificate(s) of Insurance shall, to the extent allowable by the insurer, include a minimum thirty (30) day endeavor to notify due to cancellation (10 days for non-payment of premium) or non-renewal of coverage.

Certificates shall include a project description, and shall include the following as the **Certificate Holder**:

Palm Beach County
c/o Insurance Tracking Services, Inc. (ITS)
P.O. Box 20270
Long Beach, CA 90801

- f. Umbrella or Excess Liability: If necessary, UNIVERSITY may satisfy the minimum limits required above for Commercial General 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, 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.

- g. 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 Agreement. 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.

3. INDEMNIFICATION

UNIVERSITY 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 Agreement or due to the acts or omissions of UNIVERSITY, the Students, or any faculty member or other UNIVERSITY employee, involved in the performance of this Agreement.

4. ACCESS AND AUDITS

The UNIVERSITY 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 Agreement. 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 UNIVERSITY'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 UNIVERSITY, 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.

5. COUNTY RESPONSIBILITIES

- A. To provide the Students with an organized training program characterized by a logical, planned sequence of training opportunities, designed to build upon each individual Student's level of clinical training.
- B. The COUNTY will assign the responsibility for the coordination and supervision of Students to a specific COUNTY professional staff member.

- C. The COUNTY shall retain ultimate responsibility for client care and will maintain administrative and professional supervision of Students in all aspects of program operations at the COUNTY.
- D. To determine the number of Students that it can accommodate during a given period of time, with the understanding that the COUNTY'S performance and agreement to complete supervision of Students after placement is contingent upon annual appropriations for overall staffing.
- E. To orient the Students to the COUNTY'S facilities and programs and to provide the Students with a copy of (and review with the Students) the COUNTY'S applicable policies and procedures with which the Students are expected to comply.
- F. To evaluate the performance of the assigned Students on a regular basis using the evaluation forms provided by the UNIVERSITY and, with prior notification to the COUNTY, to allow UNIVERSITY'S faculty to also evaluate Students and the Program at the COUNTY'S facilities.
- G. Not give any financial remuneration to the Students.

6. REMOVAL OF STUDENTS

The COUNTY reserves the right to refuse or discontinue the availability of its services to any Student or faculty member who does not meet the professional or other requirements, qualifications, policies and standards, or the regulations of the COUNTY or any federal, state, or local law. In such instances the COUNTY will contact the UNIVERSITY'S faculty advisor in order to determine if a mutually agreeable resolution can be promptly achieved; however, if: (i) the violation involves a breach of any of COUNTY'S established policies or standards and/or any federal, state, or local law, or (ii) if the parties are unable to find a mutually agreeable resolution regarding a Student or faculty member whose presence is deemed by the COUNTY to be detrimental to the interests of the COUNTY or who does not otherwise meet the COUNTY'S professional requirements or standards as indicated above, then COUNTY nevertheless reserves the right, in its sole discretion, to require the UNIVERSITY to immediately withdraw any such Student or faculty member without further delay.

7. NON-DISCRIMINATION

The UNIVERSITY 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.

UNIVERSITY 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 UNIVERSITY 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 UNIVERSITY will conform to the COUNTY'S non-discrimination policy as provided in R-2014-1421, as amended.

8. RELATIONSHIP

The UNIVERSITY and the COUNTY are independent entities contracting with each other solely for the purpose of carrying out the terms of this Agreement. The UNIVERSITY and its Students, agents, and employees participating in this program shall not be considered agents, employees or servants of the COUNTY for any purpose, nor shall the COUNTY and its agents or employees participating in this program be considered agents, employees, or servants of the UNIVERSITY for any purpose.

9. CLIENT CARE

Notwithstanding the mutual cooperation and supervision described above, the UNIVERSITY agrees that the COUNTY holds full authority for the management of client care.

10. ENTIRETY OF CONTRACTUAL AGREEMENT

The COUNTY and the UNIVERSITY agree that this Agreement 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 Agreement may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto in accordance with Article 11 - Modification.

11. MODIFICATION

This Agreement may be amended, altered, or modified only by a written instrument duly executed by the parties.

12. NOTICE

All notices required in this Agreement 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:

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

With copy to:

Palm Beach County Attorney's Office
301 North Olive Ave.
West Palm Beach, FL 33401

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

Everglades College, Inc.
Kimberly Lea, Campus President
1900 W. Commercial Boulevard, Suite 180
Ft. Lauderdale, FL 33309

13. REMEDIES

This Agreement shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Agreement 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 Agreement 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 Agreement, including but not limited to any citizen or employees of the COUNTY and/or UNIVERSITY.

14. CONFLICT OF INTEREST

The UNIVERSITY 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 UNIVERSITY further represents that no person having any such conflict of interest shall be employed for said performance of services.

The UNIVERSITY 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 UNIVERSITY'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 UNIVERSITY 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 UNIVERSITY. The COUNTY agrees to notify the UNIVERSITY of its opinion by certified mail within thirty (30) days of receipt of notification by the UNIVERSITY. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the UNIVERSITY, the COUNTY shall so state in the notification and the UNIVERSITY 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 UNIVERSITY under the terms of this Agreement.

15. AUTHORITY TO PRACTICE

The UNIVERSITY 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.

16. REGULATIONS; LICENSING REQUIREMENTS

The UNIVERSITY shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. UNIVERSITY 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.

17. REPRESENTATIVES

- A. The COUNTY'S representative/liaison during the performance of this Agreement shall be Tony Spaniol, Director of Residential Treatment & Family Counseling (telephone no. 561-625-2542).
- B. The UNIVERSITY'S representative/liaison during the performance of this Agreement shall be Kimberly Lea, Campus President (telephone no. 561-471-6000).

(remainder of page intentionally left blank)

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Agreement on behalf of the COUNTY and UNIVERSITY 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: _____
Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

APPROVED AS TO TERMS
AND CONDITIONS

By: Helene C. Wigg
County Attorney

By: Michelle D. Laine
for Tammy K. Fields, Director

WITNESS:

Pamela Cause
Signature

EVERGLADES COLLEGE, INC.
d/b/a Keiser University
Kimberly Lea
Signature

PAMELA CAUSE
Name (type or print)

Kimberly Lea
Typed Name

Campus President
Title

(corp. seal)