# PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

## **AGENDA ITEM SUMMARY**

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Meeting Date: May Department Submitted By:		[X] [ ]	Consent Ordinance	[	]	Regular Public Hearing
Submitted By:	Community Servi Ryan White Progr					
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## I. EXECUTIVE BRIEF

# Motion and Title: Staff recommends motion to receive and file:

- **A)** Amendment No. 1 to the Contract for Provision of Ryan White Part A HIV Health Support Services with Legal Aid Society of Palm Beach County, Inc. (R2017-0249), for the period March 1, 2017, through February 28, 2018, increasing Grant Year (GY) 2017 funding by \$15,000, for a new not-to-exceed contract amount of \$329,245, for the provision of legal services for persons living with HIV Spectrum Disease; and
- **B)** Amendment No. 2 to the Contract for Provision of Ryan White Part A HIV Health Support Services with Treasure Coast Health Council, Inc. d/b/a Health Council of Southeast Florida (R2017-0250), for the period March 1, 2017, through February 28, 2018, increasing GY 2017 funding by \$83,000, for a new not-to-exceed contract amount of \$552,353, for the provision of improving health outcomes for persons living with HIV Spectrum Disease.

Summary: The purpose of these amendments is to increase the GY 2017 contract amounts by a combined total of \$98,000. These funds will allow our system of care to provide additional Specialty Outpatient Medical Care, Care Council Support and Legal Aid Services to Palm Beach County residents living with HIV/AIDS and meet shifting Ryan White Program service needs. Kimberly Rommel-Enright and Vicki Krusel, employees of Legal Aid Society of Palm Beach County, Inc. are members of the HIV CARE Council, Marcia Hayden, employee of Treasure Coast Health Council, Inc. d/b/a Health Council of Southeast Florida is a member of the Planning Commission. The Planning Commission provides no regulation, oversight, management, or policy-setting recommendations regarding the agency amendments listed above. Disclosure of these contractual relationships at a duly noted public meeting is being provided in accordance with the provisions of Section 2-443, of the Palm Beach County Code of Ethics. These items were executed by the County Administrator in accordance with Resolution No. R2013-0519, in order to maximize expenditures of existing GY 2017 funds, which delegates signatory authority to the County Administrator or designee. These receive and file items are being submitted in accordance with Countywide PPM No. CW-O-051 to allow the Clerk and Comptroller's office to receive and file the executed amendments. No County funds are required. (Ryan White Program) Countywide (HH)

**Background and Justification:** Funds are used to provide various services to serve persons living with HIV/AIDS. Grant adjustments are made in order to align services with need.

#### Attachments:

1. Amendment No. 1 to Contract for Provision of Ryan White Part A HIV Health Support Services with Legal Aid Society of Palm of Palm Beach County, Inc. with Walkthrough Memo 2. Amendment No. 2 to Contract for Provision of Ryan White Part A HIV Health Support Services with Treasure Coast Health Council, Inc. with Walkthrough Memo

Recommended E	By: Jan El	4/30/18
	Department Director	Date /
Approved By:	Nancy J. Bolton	5/8/18
	Assistant County Administrator	Date

# **II. FISCAL IMPACT ANALYSIS**

# A. Five Year Summary of Fiscal Impact:

Capital Expenditure Operating Costs		2018	2019	2020	2021	2022
Operating Costs	es					
		98,000				
External Revenue		(98,000)				
Program Income						
In-Kind Match (Coเ	unty)					
NET FISCAL IMPA	\CT	0	0			
# ADDITIONAL POSITIONS (Cumulative)	FTE					
Item Included in Coes this item included			ral funds?	Yes X Yes X	No No	
nd <u>1010</u> Dept <u>142</u>	Unit 147	5 Object 8	3201 Progra	ım Code Var	Program Peri	iod GY17
		III. REVIE	W COMME	NTS		
OFMB Fiscal	and/or Co	ntract Ad	lministratio	n Comments	<b>:</b>	
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Legal Sufficie						
Legal Sufficie  Assistant Cour	ty Attorne	d 5-8	<u>-1</u> 8			

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

Department Director



#### **Community Services Department**

810 Datura Street
West Palm Beach, FL 33401
(561) 355-4700
FAX: (561) 355-3863
www.pbcgov.com

# Palm Beach County Board of County Commissioners

Melissa McKinlay, Mayor

Mack Bernard, Vice Mayor

Hal R. Valeche

Paulette Burdick

Dave Kerner

Steven L. Abrams

Mary Lou Berger

#### County Administrator

Verdenia C. Baker



"An Equal Opportunity Affirmative Action Employer"

## **MEMORANDUM**

TO:

Verdenia C. Baker, County Administrator

Board of County Commissioners

THRU:

Nancy L. Bolton, Assistant County Administrato

**Board of County Commissioners** 

FROM:

James Green, Director

Community Services Department

DATE:

January 29, 2018

RE:

Grant Year 2017 - Ryan White Amendment No. 2 with Treasure Coast Health

Marunj.

Council, Inc. and Amendment No. 1 with Legal Aid Society of Palm Beach

County, Inc.

Pursuant to Resolution R2013-0519, your signature is needed for the approval of the following Amendments to the Contracts for Provision of Ryan White Part A HIV Health Support Services. This resolution authorizes the County Administrator, or designee, signatory authority on contract amendments related to the Ryan White Program Part A HIV Health Support Services for not more than ten percent (10%) of the contracted amount, or \$150,000, whichever is greater. The amendments are as follows:

- Amendment No. 2 with Treasure Coast Health Council, Inc. d/b/a Health Council of Southeast Florida (R2017-0250), to increase GY 2017 funding for Specialty Outpatient Medical Care by \$74,000 for Ryan White clients and Comprehensive AIDS Resources Emergency (CARE) Council Support Services by \$9,000, for a new not-to-exceed contract amount of \$552,353
- Amendment No. 1 with Legal Aid Society of Palm Beach County, Inc. (R2017-0249), to increase GY 2017 contract amount by \$15,000 to provide legal support services for Ryan White clients, for a new not-to-exceed contract amount of \$329,245.

The walkthrough process is being used in order to maximize expenditures of existing GY 2017 funds prior to the end of the grant period. Marcia Hayden, employee of Treasure Coast Health Council, Inc. is a member of the Planning Commission. The Planning Commission provides no regulation, oversight, management, or policy-setting recommendations regarding the agency amendments listed above. **No County funds are required.** 

Staff will submit this item at the Board's next Commission meeting as a "Receive and File" item to allow the Clerk and Comptroller's Office to receive and file the documents in accordance with PPM CW-O-051. If additional information is needed, please contact Taruna Malhotra at 561-355-4716.

Assistant Department Director

Helene Hvizd

Assistant County Attorney

OFMB

Assistant County Administrator

#### Attachments:

- 1. Resolution No. R2013-0519
- 2. Amendment No. 2 with Treasure Coast Health Council, Inc.
- 3. Amendment No. 1 with Legal Aid Society of Palm Beach County, Inc.

#### RESOLUTION NO. R-2013-0519

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR HIS DESIGNEE, SIGNATORY AUTHORITY ON CONTRACT AMENDMENTS FOR INDIVIDUAL RYAN WHITE CONTRACTED AGENCIES FOR NOT MORE THAN TEN PERCENT OF THE CONTRACTED AMOUNT OR \$150,000, WHICHEVER IS GREATER.

WHEREAS, Palm Beach County has adopted an optional Home Rule Charter pursuant to Section 1(g) of Article VIII of the Florida State Constitution and Chapter 125 of the Florida Statutes; and

WHEREAS, Section 125.85, Florida Statutes, authorizes the delegation of any powers and duties not set forth therein by resolution or ordinance of the Board of County Commissioners; and

WHEREAS, the delegation of signing authority to the County Administrator, or his designee, on contract amendments not involving more than 10% or \$150,000 of the total agency contracted amount, whichever is greater. This would facilitate timely spending of grant funds which would better enable the grantee to avoid Federal penalty because 95% of grant funds must be spent within a program year; and

WHEREAS, the agenda process is, at times, not conducive to allowing documents to be executed with the greatest dispatch; and

WHEREAS, the delegation to the County Administrator, or his designee, the authority to execute amendments to standard contracts would eliminate delays caused by such items to be brought before the Board of County Commissioners and would therefore be consistent with the goal of the grantee to expend funds in compliance with the Federal mandate; and

WHEREAS, the specific delegation of signatory authority is in accordance with PPM#CW-O-051 when said documents follow the format as set forth in paragraph 2 herein below, which document is incorporated herein and made a part hereof.

# NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, as follows:

- 1. The foregoing recitals are true and correct and are expressly incorporated herein by reference and made a part hereof.
- 2. The County Administrator, or his designee, is hereby expressly authorized to execute, on behalf of the Board of County Commissioners, contract amendments related to the Ryan White Part A Program funds.
- 3. This delegation of signature authority is strictly limited to the parameters set forth herein above so that the execution of the aforementioned document by the County Administrator constitutes a ministerial act on his part in accordance with PPM #CW-O-051.

who moved its adoption. The motion was seconded by Commissioner Vana	and
upon being put to a vote, the vote was as follows:	ana
Commissioner Steven L. Abrams, Mayor Aye	
Commissioner Priscilla A. Taylor, Vice Mayor Aye	
Commissioner Hal R. Valeche	
Commissioner Paulette Burdick Aye	
Commissioner Shelley Vana Aye	
Commissioner Mary Lou Berger Ave	
Commissioner Jess R. Santamaria Aye	
APPROVED AS TO FORM LEGAL SUFFICIENCY  PALM BEACH COUNTY, FLORIDA, BY I BOARD OF COUNTY COMMISSIONERS  SHARON R. BOCK, CFEEL COMPANIOLLER  By: Chief Assistant County Attorney  Deputy Clerk  By Deputy Clerk	

APPROVED AS TO TERMS AND CONDITIONS

BY: DEPARTMENT HEAD

Amendment 1

# AMENDMENT TO CONTRACT FOR PROVISION OF RYAN WHITE PART A HIV HEALTH SUPPORT SERVICES

THIS AME	NDMENT TO CON	TRACT FOR PROVISION OF RYAN WHITE PART A HIV
HEALTH SU	JPPORT SERVICES	(R2017-0249) made and entered into at West Palm Beach Florida,
on this	day of	, 20, by and between Palm Beach County, a Political
Subdivision	of the State of Florida	a, by and through its Board of Commissioners, hereinafter referred
to as the CO	UNTY, and <mark>Legal Ai</mark>	id Society of Palm Beach County, Inc., hereinafter referred to as
the AGENC	Y, a not-for-profit cor	rporation authorized to do business in the State of Florida, whose
Federal Tax	I.D. is <u><b>59-6046994.</b></u>	

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

#### WITNESSETH:

WHEREAS, the need exists to amend the contract to increase funding for Legal Services.

**NOW THEREFORE**, the above named parties hereby mutually agree that the Contract entered into on March 14, 2017 is hereby amended as follows:

- I. New Work Plan Exhibit "A1" attached hereto shall replace the Work Plan Exhibit "A" in its entirety.
- II. Increase funding for Legal Services by <u>FIFTEEN THOUSAND DOLLARS</u> (\$15,000) for a new Legal Services not to exceed amount of <u>THREE HUNDRED</u> TWENTY NINE THOUSAND, TWO HUNDRED AND FORTY FIVE DOLLARS (\$329,245).
- III. Total amended contract not to exceed amount will be <u>THREE HUNDRED</u> <u>TWENTY NINE THOUSAND</u>, TWO HUNDRED AND FORTY FIVE <u>DOLLARS (\$329,245)</u>.

## **OTHER PROVISIONS**

All provisions in the Contract or exhibits to the Contract in conflict with this Amendment to the Contract shall be and are hereby changed to conform to this Amendment.

All provisions not in conflict with this Amendment are still in effect and are to be performed at the same level as specified in the Contract.

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 and Comptroller	PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS
BY Deputy Clerk	BY Made Verdenia C. Baker, County Administrator
WITNESS:	AGENCY:
Signature	Legal Aid Society of Palm Beach County, Inc. Agency's Name Typed
Noelle Smith	
Witness Name Typed	Agency's Signatory Name  Robert A. Bertisch, Esq., Executive Director  Agency's Signatory Typed
APPROVED AS TO FORM AND LEGAL SUFFICIENCY	APPROVED AS TO TERMS AND CONDITIONS
Assistant County Attorney	James Green, Director Palm Beach County Department of Community Services

#### Work Plan for Legal Aid Society of Palm Beach County, Inc. March 1, 2017 - February 28, 2018 Exhibit A-1

#### Exhibit A

Legal Aid Society 1 of Palm Beach County, Inc.  Legal Services 385 3,293.00 100  Amaintaining necessary medical care and public benefits, thereby achieving their medical outcomes, improving their medical outcomes, improving their medical outcomes, improving their medical outcomes, including counting and outreach to HIV/AIDS service organizations and providers within the HIV continuum of care, and handle such legal issues as employment-related services in such accordance their medical outcomes, including counting and interest, and medical, transportation and other Ryan White funded programs. This added benefit will funded programs. This added benefit will funded programs. This added benefit will free up and thereby expand, limited resources to ensure medical care and and living and and mand living continue and purpowing and ministrative. The Project will continue and mount and promoting economic set of the HIV continuum of care, and handle such legal issues as employment-related services in such accordance halth care, thes services also result in a dictor medical outcomes improving their medical outcomes improving their quality of life and living conditions and and will accept new current and serve c	_	,							LAMBICA	
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# Work Plan for Legal Aid Society of Palm Beach County, Inc. March 1, 2017 - February 28, 2018 Exhibit A-1

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disability benefits, thereby improving their quality of life, living conditions and providing a means to access medical care. Assistance with issues involving health care and insurance, particularly insurance continuation, promotes continuity of medical care and linkages to medical care providers. Assisting clients to access benefits, such as insurance through employers, also directly affects achieving positive medical outcomes.

Similarly, representation in employment matters, including anti-discrimination and reasonable accommodation provisions of the Americans with Disabilities Act, allows HIV+ persons to either reenter the workforce or remain employed in order to access employer-provided health insurance coverage. Specifically, for HIV infected individuals whose medical condition has improved, assistance is provided with the many legal issues involved with returning to work, including loss of public assistance, uninterrupted continuation of health care benefits, and continuation of health insurance (COBRA) after leaving the workforce. Preparation of advance directives facilitates access to health care, and allows individuals to exercise personal autonomy over decisions involving their health, including end of life issues, which directly impact medical outcomes.

All our legal services aim to access and maintain access to medical care either directly, or through working to promote self-sufficiency and reduced or eliminated reliance on limited resources. Overcoming the legal barriers to accessing health care is a critical component to achieving positive

Work Plan for Legal Aid Society of Palm Beach County, Inc. March 1, 2017 - February 28, 2018 Exhibit A-1 Exhibit A - L

medical outcomes, and to positively impact outcomes affecting the HIV-related clinical status of individuals with HIV/AIDS.

## APPENDIX - 1 LEGAL AID SOCIETY OF PBC, INC. LEGAL SERVICES

# CURRENT & PROPOSED OPERATING BUDGET FISCAL YEAR RW-GY17

	1 IOOAL TEARTING OTT						
ACCT#	TITLE	BUDG	ET AMOUNT				
PROGRAM EXPENSES							
820.1201	Regular Salaries and Wages - Prgm	\$	233,935				
820.2101	FICA Taxes - Prgm	\$	19,566				
820.2105	FICA Medicare - Prgm						
820.2112	Other Benefits - Prgm						
820.2201	Retirement Contributions - Prgm	\$	3,824				
		•	04 545				

PROGRAM EXPENSES		Φ.	222.025
320.1201	Regular Salaries and Wages - Prgm	\$	233,935
320.2101	FICA Taxes - Prgm	\$	19,566
320.2105	FICA Medicare - Prgm		
320.2112	Other Benefits - Prgm		
820.2201	Retirement Contributions - Prgm	\$	3,824
320.2301	Life and Health Insurance - Prgm	\$	21,515
820.2401	Workers Compensation - Prgm	\$	913
820.2501	Unemployment Compensation - Prgm	\$	363
820.4101	Communication Services - Prgm	\$	1,440
820.4301	Utilities - Prgm	\$	
820.4401	Rent - Prgm		
820.8000	Other Program Costs		
820.9515	Prgm Costs - Indirect		
140.3101	Professional Services		
140.3103	Medical/Health Care and Nutrition Services		
140.3118	Dental Services		
140.3125	Legal Services		
140.3126	Interpreter Services		
140.3127	Health Disabilities		
140.3140	Consultant Services	1	18.100
140.3201	Audit Services		
140.3203	Accounting and Consulting Services	\$	400
140.3401	Other Contractual Services	- <del>-</del>	
140.3419	Contracted Food	-	
140.3421	Training	\$	800
140.3431	Laboratory Testing	Ψ	
140.3438	Emergency Assistance		
	Travel Per Diem and Mileage	\$	1,080
140.4001		Ψ	1,000
140.4200	Child Transportation Services		
140.4201	Other Transportation		720
140.4205	Postage/Shipping ·	\$	720
140.4405	Rent-Other Equipment		1.000
140.4601	Repair and Maintenance	\$	1,880
140.4701	Printing and Graphics	\$	400
140.4909	Licenses, Permits and Certifications		
140.4932	Parent Activity		···
140.4945	Advertising		
140.5101	Office Supplies	\$	1,800
140.5111	Office Furniture And Equipment		
140.5121	Data Processing Software/Accessories		
140.5201	Materials/Supplies Operating	\$	6,100
140.5202	Janitorial Supplies		
140.5230	Medicine and Drugs		
140.5231	Medical-Surgical Supplies		
140.5233	Laboratory Supplies		
140.5242	Food Prep and Serving Supplies		
140.5243	Personal Care Items		
140.5244	Food and Dietary		
140.5401	Books, Publications and Subscriptions	\$	1,040
140.5402	Educational Training Materials		
140.5412	Dues and Memberships	\$	1,000
140.6401	Machinery and Equipment		,
	Data Processing Equipment		
			-
140.6405			
140.6405 140.6406 140.8000	Data Processing Software Unit Cost - Direct Services		

	APPENDIX - 1		
,	LEGAL AID SOCIETY OF PBC, INC.		
	LEGAL SERVICES		
CU	RRENT & PROPOSED OPERATING BUDGET	Γ	
	FISCAL YEAR RW-GY17		
ADMIN EXPENSES			
800.1201	Salaries and Wages Regular Admin	\$	7,650
800.2101	FICA-Taxes Admin	\$	554
800.2105	FICA Medicare Admin		
800.2112	Other Benefits Admin		
800.2201	Retirement Contributions-FRS Admin	\$	145
800.2301	Insurance-Life and Health Admin	\$	798
800.2401	Workers' Compensation Admin	\$	29
800.2501	Unemployment Compensation Admin	\$	8
800.3201	Audit Services Admin	\$	935
800.3203	Accounting and Consulting Service Admin	\$	18
800.4001	Travel And Per Diem Admin		
800.4101	Communication Services Admin	\$	36
800.4301	Utilities Admin		
800.4401	Rent Admin	\$	20,864
800.5101	Office Supplies Admin	\$	45
800.5201	Materials/Supplies Operating Admin		
800.5242	Food Prep and Serving Supplies Admin		
800.6401	Machinery and Equipment Admin		
800.8000	Other Administrative	\$	1,387
800.9515	Admin Costs-Indirect		
Total Admin Expenses	(NOT TO EXCEED 10% OF BUDGET)	\$	32,469
Grand Total		\$	329,245
Total Admin %			9.9%
Total Program %			90.1%

## **Summary of Certificates**

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

Tuesday, January 30, 2018

Simple View | Certificate Images | Documents

Insured: Legal Aid Society of Palm Beach County, Inc. Insured ID: 033FAA01FY15

Status: Compliant (with overrides)

ITS Account Number: PLC1303

Project(s): Palm Beach County - Community Services

Insurance Policy Required Provided Override General Liability **Expiration: 8/28/2018** \$500,000 \$2,000,000 **General Aggregate: Products - Completed Operations** \$500,000 \$2,000,000 Aggregate: Personal And Advertising Injury: \$500,000 \$1,000,000 **Each Occurrence:** \$500,000 \$1,000,000 Fire Damage: \$0 \$0 **Medical Expense:** \$0 **All Owned Autos Automobile Liability** X not provided **Hired Autos Hired Autos Expiration: 8/28/2018 Non-Owned Autos Non-Owned Autos Combined Single Limit:** \$500,000 \$1,000,000 WC Stat. Limits Workers Compensation/Employers not provided X

Liability
Expiration: 8/28/2018
Professional Liability

Expiration: 5/1/2018

Each Occurrence: \$500,000 \$1,000,000
Aggregate Limit: \$500,000 \$1,000,000

Notifications (Show All)

There were no deficiency letters issued.

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

Certificate Submittal

https://its.insurancetrackingservices.com/clientreports/ProblemsSpecificRpt.asp?Vendor=1... 1/30/2018



#### **Community Services Department**

810 Datura Street
West Palm Beach, FL 33401
(561) 355-4700
FAX: (561) 355-3863

www.pbcgov.com

#### Palm Beach County Board of County Commissioners

Melissa McKinlay, Mayor

Mack Bernard, Vice Mayor

Hal R. Valeche

Paulette Burdick

Dave Kerner

Steven L. Abrams

Mary Lou Berger

## County Administrator

Verdenia C. Baker



"An Equal Opportunity Affirmative Action Employer"

## **MEMORANDUM**

TO:

Verdenia C. Baker, County Administrator

Board of County Commissioners

THRU:

Nancy L. Bolton, Assistant County Administrato

Board of County Commissioners

FROM:

James Green, Director

Community Services Department

DATE:

January 29, 2018

RE:

Grant Year 2017 - Ryan White Amendment No. 2 with Treasure Coast Health

ggrun.

Council, Inc. and Amendment No. 1 with Legal Aid Society of Palm Beach

County, Inc.

Pursuant to Resolution R2013-0519, your signature is needed for the approval of the following Amendments to the Contracts for Provision of Ryan White Part A HIV Health Support Services. This resolution authorizes the County Administrator, or designee, signatory authority on contract amendments related to the Ryan White Program Part A HIV Health Support Services for not more than ten percent (10%) of the contracted amount, or \$150,000, whichever is greater. The amendments are as follows:

- Amendment No. 2 with Treasure Coast Health Council, Inc. d/b/a Health Council of Southeast Florida (R2017-0250), to increase GY 2017 funding for Specialty Outpatient Medical Care by \$74,000 for Ryan White clients and Comprehensive AIDS Resources Emergency (CARE) Council Support Services by \$9,000, for a new not-to-exceed contract amount of \$552,353
- Amendment No. 1 with Legal Aid Society of Palm Beach County, Inc. (R2017-0249), to increase GY 2017 contract amount by \$15,000 to provide legal support services for Ryan White clients, for a new not-to-exceed contract amount of \$329,245.

The walkthrough process is being used in order to maximize expenditures of existing GY 2017 funds prior to the end of the grant period. Marcia Hayden, employee of Treasure Coast Health Council, Inc. is a member of the Planning Commission. The Planning Commission provides no regulation, oversight, management, or policy-setting recommendations regarding the agency amendments listed above. **No County funds are required.** 

Staff will submit this item at the Board's next Commission meeting as a "Receive and File" item to allow the Clerk and Comptroller's Office to receive and file the documents in accordance with PPM CW-O-051. If additional information is needed, please contact Taruna Malhotra at 561-355-4716.

Assistant Department Director

Helene Hvizd

Assistant County Attorney

Assistant County Administrator

#### Attachments:

- 1. Resolution No. R2013-0519
- 2. Amendment No. 2 with Treasure Coast Health Council, Inc.
- 3. Amendment No. 1 with Legal Aid Society of Palm Beach County, Inc.

# RESOLUTION NO. R-2013-0519

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR HIS DESIGNEE, SIGNATORY AUTHORITY ON CONTRACT AMENDMENTS FOR INDIVIDUAL RYAN WHITE CONTRACTED AGENCIES FOR NOT MORE THAN TEN PERCENT OF THE CONTRACTED AMOUNT OR \$150,000, WHICHEVER IS GREATER.

WHEREAS, Palm Beach County has adopted an optional Home Rule Charter pursuant to Section 1(g) of Article VIII of the Florida State Constitution and Chapter 125 of the Florida Statutes; and

WHEREAS, Section 125.85, Florida Statutes, authorizes the delegation of any powers and duties not set forth therein by resolution or ordinance of the Board of County Commissioners; and

WHEREAS, the delegation of signing authority to the County Administrator, or his designee, on contract amendments not involving more than 10% or \$150,000 of the total agency contracted amount, whichever is greater. This would facilitate timely spending of grant funds which would better enable the grantee to avoid Federal penalty because 95% of grant funds must be spent within a program year; and

WHEREAS, the agenda process is, at times, not conducive to allowing documents to be executed with the greatest dispatch; and

WHEREAS, the delegation to the County Administrator, or his designee, the authority to execute amendments to standard contracts would eliminate delays caused by such items to be brought before the Board of County Commissioners and would therefore be consistent with the goal of the grantee to expend funds in compliance with the Federal mandate; and

WHEREAS, the specific delegation of signatory authority is in accordance with PPM#CW-O-051 when said documents follow the format as set forth in paragraph 2 herein below, which document is incorporated herein and made a part hereof.

# NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, as follows:

- 1. The foregoing recitals are true and correct and are expressly incorporated herein by reference and made a part hereof.
- 2. The County Administrator, or his designee, is hereby expressly authorized to execute, on behalf of the Board of County Commissioners, contract amendments related to the Ryan White Part A Program funds.
- 3. This delegation of signature authority is strictly limited to the parameters set forth herein above so that the execution of the aforementioned document by the County Administrator constitutes a ministerial act on his part in accordance with PPM #CW-O-051.

	solution was offered by (		lor ,
who moved its adoption. The motion w upon being put to a vote, the vote was as for		ssioner Vana	, and
Commissioner Steven L. Al	brams, Mayor	Aye	
Commissioner Priscilla A.	Taylor, Vice Mayor	Aye	
Commissioner Hal R. Valed	che	Aye	
Commissioner Paulette Bur	dick	Aye	
Commissioner Shelley Van	a	Aye	
Commissioner Mary Lou B	erger	Ave	
Commissioner Jess R. Santa	amaria	Aye	
7th day of May , 201  APPROVED AS TO FORM LEGAL SUFFICIENCY  By: Chief Assistant County Attorney	PALM BEACH CO'BOARD OF COUN'SHARON R. BOCK,  Deputy Clerk	TY COMMISSIO	

APPROVED AS TO TERMS AND CONDITIONS

BY: DEPARIMENT HEAD

#### Amendment 2

# AMENDMENT TO CONTRACT FOR PROVISION OF RYAN WHITE PART A HIV HEALTH SUPPORT SERVICES

THIS AMENDMENT TO CONTRACT FOR PROVISION OF RYAN WHITE PART A HIV
HEALTH SUPPORT SERVICES (R2017-0250) made and entered into at West Palm Beach Florida,
on this day of, 20, 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 Treasure Coast Health Council, Inc. d/b/a Health Council of Southeast
Florida, 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 59-2242689.

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

#### WITNESSETH:

WHEREAS, the need exists to amend the contract to increase funding for Special Outpatient Medical Care and CARE Council Support.

**NOW THEREFORE**, the above named parties hereby mutually agree that the Contract entered into on March 14, 2017 is hereby amended as follows:

- I. New Work Plan Exhibit "A2" attached hereto shall replace the Work Plan Exhibit "A1" in its entirety.
- II. Increase funding for Special Outpatient Medical Care by <u>SEVENTY FOUR</u>

  <u>THOUSAND (\$74,000)</u> for a new Special Outpatient Medical Care not to exceed amount of <u>FOUR HUNDRED TWENTY THOUSAND</u>, <u>EIGHT HUNDRED</u>

  <u>AND FIFTY THREE DOLLARS (\$420,853)</u>
- III. Increase funding for CARE Council Support in support of the Palm Beach County Ryan White Part A Program's Needs Assessment survey by NINE THOUSAND DOLLARS (\$9,000) for a new CARE Council Support not to exceed amount of ONE HUNDRED THIRTY ONE THOUSAND AND FIVE HUNDRED DOLLARS (\$131,500).
- IV. Total amended contract not to exceed amount will be <u>FIVE HUNDRED FIFTY</u>

  <u>TWO THOUSAND, THREE HUNDRED AND FIFTY THREE DOLLARS</u>

  (\$552,353).

## **OTHER PROVISIONS**

All provisions in the Contract or exhibits to the Contract in conflict with this Amendment to the Contract shall be and are hereby changed to conform to this Amendment.

All provisions not in conflict with this Amendment are still in effect and are to be performed at the same level as specified in the Contract.

**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 and Comptroller	PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS
BY Deputy Clerk	BY Baker, County Administrator
WITNESS:	AGENCY:
Signature  Estrella Callwood	Treasure Coast Health Council, Inc. d/b/a Health Council of Southeast Florida Agency's Name-Typed
Witness Name Typed	Agency's Signatory Name
	Andrea Stephenson Royster Agency's Signatory Typed
APPROVED AS TO FORM AND LEGAL SUFFICIENCY	APPROVED AS TO TERMS AND CONDITIONS
Assistant County Attorney	James Green, Director Palm Beach County
	Department of Community Services

Exhibit A-2

#### HCSEF Ryan White Part A Workplan FY 17-18 - March 1st, 2017 - February 28th, 2018

#	Agency	Service	Total # to be served	Unit Definition	Total Units Provided	Estimated Unit Cost	HRSA Implementation Plan Objective/Program Objective	Activities	Non-Duplicating Statement:	Impact Statement:
1	HCSEF	Specialty Medical	165 Clients	1 unit = I specialty medical visit	768 units		Assist 75% of PLWH/A referrals with access to timely, cost effective, HIV/AIDS speciality outpatient medical care, which will have a direct impact on their quality and length of life.	Negotiate service rates with medical outpatient specialists.     Process referrals received from Case Managers, Referral Clerks, or nurses when a primary physician identifies a need for specialty care service     Process referrals within 72 hours of receipt. HCSEF will confirm eligibility using documentation in Provide, and ensure that the referral is related prior to approval.	Ryan White specialty outpatient medical care providers in Palm Beach County report their services by client URN thus duplication of services is easily identifiable.	PLWH/A will have access to timely, cost effective, HIV/AIDS specialty outpatient medical care which will have a direct impact on their quality and length of life.
	HCSEF	Care Council Support	n/a	n/a	n/a	n/a	Provide member support for the Palm Beach HIV Care Council and sub-committees	1. Staff Support:  A) Provide staff support to officially convened CARE Council Meetings.  B) Provide staff support to officially convened CARE Council Membership Committee meetings throughout the year.  C) Provide staff support to officially convened CARE Council Membership Committee Meetings throughout the year.  D) Arrange for members transportation as needed and as outlined in the CARE Council policies.  E) Reimburse members for transportation and childcare expenses as needed and as outlined in the CARE Council policies.  2. Community Engagement:  A) Provide the support for public outreach events intended to broaden and enhance the general public's knowledge of issues related to living with HIV disease, current treatment practices and or available services within the EMA.  Actively participate in Care Council Meetings in order to maintain up to date knowledge regarding key HIV/AIDS issues in Palm Beach County, and become a trusted source of reliable information and support for committee members.  C) Serve as a conduit for information sharing between the Care Council and other relevant planning bodies or entities.	HCSEF is the sole service provider in this category	Successful completion of the accompanying activities will effect accomplishing the Council's goal to work across all locally available funding streams to collaboratively identify, prioritize and allocate funding for HIV/AIDS Services in Palm Beach County. Successful implementation of CARE Council activities will ensure the community based identification of need, needs based allocation of funding for services and the rapid contracting of identified services.
								3. Membership Activities A) Maintain an up-to-date Members Orientation Manual for CARE Council Members as outlined in the 12/13 Training Work Plan. B) Hold orientation/training meetings in conjunction with the Membership Committee to develop or strengthen members' ability to understand the complex issues the CARE Council must act upon. Continue the Mentor Program for new members to strengthen participation on both the CARE Council and its committees () Assist CARE Council members with participating in additional training programs sponsored by HRSA, relating to enhancing capacity to perform committee and group activities such as developing community plans, coming to group consensus, and maintaining community involvement. O) Co-sponsor trainings as appropriate and within the resources available (both human and financial) E) Provide staff support to the Membership Committee to continue and enhance activities which will develop Council Membership utilizing the CARE Council Membership policy as a guide. F) Increase community wide participation in Council activities through networking, and increasing awareness of the Council's value to Palm Beach County as a whole. G) Maintain up to date demographic matrix, inventory of seats, member renewal schedules H) Submit membership packets to grantee		
3	HCSEF	Needs Assessment	n/a ·	n/a	n/a	n/a		A) Conduct a spot check of 357 paper surveys B) Conduct an assessment of the methodology utilized for Provider interviews and address gaps as appropriate C) Conduct analysis of raw data including Client Survey and Focus groups D) Develop and submit a written Needs Assessment Report		The Ryan White Needs Assessment will help inform current and future services and activities to better serve individuals living with HIV in Palm Beach County

# APPENDIX TREASURE COAST DBA HEALTH COUNCIL SPECIALTY MEDICAL CARE CURRENT & PROPOSED OPERATING BUDGET FISCAL YEAR RW-GY17

ACCT#	TITLE	BUDGE	T AMOUNT
PROGRAM EXPENSES			
820.1201	Salaries and Wages Regular Prgm	\$	73,023
820.2101	FICA-Taxes Prgm		
820.2105	FICA Medicare Prgm		
820.2112	Other Benefits Prgm	\$	15,718
820.2201	Retirement Contributions-FRS Prgm		
820.2301	Insurance-Life and Health Prgm		
820.2401	Workers' Compensation Prgm		
820.2501	Unemployment Compensation Prgm		
820.4101	Communication Services - Pgrm		
820.4301	Utilities - Pgrm		
820.4401	Rent - Pgrm		
820.8000	Other Program Costs	\$	19,554
140.3101	Professional Services		
140.3103	Medical/Health Care and Nutrition Services	\$	270,473
140.3118	Dental Services		
140.3125	Legal Services		
140.3126	Interpreter Services	- AAA	
140.3127	Health Disabilities		
140.3140	Consultant Services		
140.3201	Audit Services		
140.3203	Accounting and Consulting Services		
140.3401	Other Contractual Services		
140.3419	Contracted Food		
140.3421	Training		
140.3431	Laboratory Testing		
140.3438	Emergency Assistance		7
140.4001	Travel Per Diem and Mileage		
140.4101	Communication Services		
140.4200	Child Transportation Services		
140.4201	Other Transportation		
140.4205	Postage/Shipping		
140.4301	Utilities		
140.4401	Rent		
140.4405	Rent-Other Equipment		
140.4601	Repair and Maintenance		
140.4701	Printing and Graphics		
140.4909	Licenses, Permits and Certifications		
140.4932	Parent Activity		
140.4945	Advertising		
140.5101	Office Supplies		
140.5111	Office Furniture And Equipment		

Data Processing Software/Accessories		
Materials/Supplies Operating		
Janitorial Supplies		
Medicine and Drugs		
Medical-Surgical Supplies		
Laboratory Supplies		
Food Prep and Serving Supplies		
Personal Care Items		
Food and Dietary		
Books, Publications and Subscriptions		
Educational Training Materials		
Dues and Memberships		
Machinery and Equipment		
Data Processing Software		
Unit Cost - Direct Services		
	\$	378,768
	\	
Salaries and Wages Regular Admin		
FICA-Taxes Admin		
FICA Medicare Admin	-	
Other Benefits Admin		
Retirement Contributions-FRS Admin		
Insurance-Life and Health Admin		
Workers' Compensation Admin		
The state of the s		
Audit Services Admin		
Accounting and Consulting Service Admin		
Travel And Per Diem Admin		
Communication Services Admin		
Utilities Admin		
Rent Admin		
Office Supplies Admin		
Other Administrative	\$	42,085
Admin Costs-Indirect		
(NOT TO EXCEED 10% OF BUDGET)	\$	42,085
		420,853
I and the second	1	
		10%
	Materials/Supplies Operating Janitorial Supplies Medicine and Drugs Medical-Surgical Supplies Laboratory Supplies Food Prep and Serving Supplies Personal Care Items Food and Dietary Books, Publications and Subscriptions Educational Training Materials Dues and Memberships Machinery and Equipment Data Processing Equipment Data Processing Software Unit Cost - Direct Services  Salaries and Wages Regular Admin FICA-Taxes Admin FICA Medicare Admin Other Benefits Admin Retirement Contributions-FRS Admin Insurance-Life and Health Admin Workers' Compensation Admin Unemployment Compensation Admin Audit Services Admin Accounting and Consulting Service Admin Travel And Per Diem Admin Communication Services Admin Utilities Admin Rent Admin Office Supplies Admin Materials/Supplies Operating Admin Food Prep and Serving Supplies Admin Machinery and Equipment Admin Other Administrative	Materials/Supplies Operating Janitorial Supplies Medicine and Drugs Medical-Surgical Supplies Laboratory Supplies Food Prep and Serving Supplies Personal Care Items Food and Dietary Books, Publications and Subscriptions Educational Training Materials Dues and Memberships Machinery and Equipment Data Processing Equipment Data Processing Software Unit Cost - Direct Services  \$  Salaries and Wages Regular Admin FICA-Taxes Admin FICA Medicare Admin Other Benefits Admin Retirement Contributions-FRS Admin Insurance-Life and Health Admin Workers' Compensation Admin Unemployment Compensation Admin Audit Services Admin Accounting and Consulting Service Admin Travel And Per Diem Admin Communication Services Admin Utilities Admin Rent Admin Office Supplies Admin Materials/Supplies Operating Admin Food Prep and Serving Supplies Admin Machinery and Equipment Admin Other Administrative \$ Admin Costs-Indirect

# APPENDIX TREASURE COAST DBA HEALTH COUNCIL CARE COUNCIL SUPPORT (ADMIN) CURRENT & PROPOSED OPERATING BUDGET FISCAL YEAR RW-GY17

ACCT#	TITLE	BUDGET	AMOUNT
PROGRAM EXPENSES			
820.1201	Salaries and Wages Regular Prgm	\$	58,780
820.2101	FICA-Taxes Prgm		a same stranger - inches
820.2105	FICA Medicare Prgm		W 48 FM FMMTS W 5000115 S 50 7600 W 518 FT 107
820.2112	Other Benefits Prgm	\$	12,837
820.2201	Retirement Contributions-FRS Prgm		
820.2301	Insurance-Life and Health Prgm		
820.2401	Workers' Compensation Prgm		
820.2501	Unemployment Compensation Prgm		
820.4101	Communication Services - Pgrm		
820.4301	Utilities - Pgrm		
820.4401	Rent - Pgrm		
820.8000	Other Program Costs	\$	37,948
140.3101	Professional Services		
140.3103	Medical/Health Care and Nutrition Services		
140.3118	Dental Services		
140.3125	Legal Services		
140.3126	Interpreter Services		
140.3127	Health Disabilities		
140.3140	Consultant Services		
140.3201	Audit Services		
140.3203	Accounting and Consulting Services		
140.3401	Other Contractual Services		
140.3419	Contracted Food		
140.3421	Training		
140.3431	Laboratory Testing		
140.3438	Emergency Assistance		
140.4001	Travel Per Diem and Mileage		1949 W WORK T T WITH YET THE TWO THE
140.4101	Communication Services		
140.4200	Child Transportation Services	1	
140.4201	Other Transportation	\$	10,800
140.4205	Postage/Shipping	1	
140.4301	Utilities		MARK AT 1 178 MARK 1986 11 A 1886
140.4401	Rent		and the same of th
140.4405	Rent-Other Equipment		
140.4601	Repair and Maintenance		AND A SECURE OF THE PERSON OF
140.4701	Printing and Graphics		name made of the commencer of a sold new MANAMAN what is to
140.4909	Licenses, Permits and Certifications		
140.4932	Parent Activity		
140.4945	Advertising		The second of the second of the second
140.5101	Office Supplies		
140.5111	Office Furniture And Equipment		
140.5121	Data Processing Software/Accessories		

Total Program %			92%
Total Admin %			8%
			,
Grand Total	(101 10 LACELD 10% OF BODGET)	\$	131,500
Total Admin Expenses	Admin Costs-Indirect (NOT TO EXCEED 10% OF BUDGET)	\$	11,135
800.8000 800.9515	Other Administrative	\$	11,135
800.6401	Machinery and Equipment Admin		44 405
800.5242	Food Prep and Serving Supplies Admin		
800.5201	Materials/Supplies Operating Admin		PART
800.5101	Office Supplies Admin		
800.4401	Rent Admin		
800.4301	Utilities Admin		
800.4101	Communication Services Admin		
800.4001	Travel And Per Diem Admin		······································
800.3203	Accounting and Consulting Service Admin		·····
800.3201	Audit Services Admin		
800.2501	Unemployment Compensation Admin		
800.2401	Workers' Compensation Admin		
800.2301	Insurance-Life and Health Admin		
800.2201	Retirement Contributions-FRS Admin		
800.2112	Other Benefits Admin		No. 1.44
800.2105	FICA Medicare Admin		
800.2101	FICA-Taxes Admin		
800.1201	Salaries and Wages Regular Admin		
ADMIN EXPENSES			
Total Program Expenses		\$	120,365
140.8000	Unit Cost - Direct Services		
140.6406	Data Processing Software		
140.6405	Data Processing Equipment	1	
140.6401	Machinery and Equipment	1	
140.5412	Dues and Memberships		
140.5402	Educational Training Materials		
140.5401	Books, Publications and Subscriptions		
140.5244	Food and Dietary		
140.5243	Personal Care Items		
140.5242	Food Prep and Serving Supplies		
140.5233	Laboratory Supplies		MARK & MARK
140.5231	Medical-Surgical Supplies		
140.5230	Medicine and Drugs		
140.5202	Materials/Supplies Operating Janitorial Supplies		

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# **Summary of Certificates**

• Professional Liability

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

Tuesday, January 30, 2018

Simple View Certificate Images	Documents Call Log		
Insured: Treasure Coast Health Counci	il, Inc. Insured II	D: 047RW02FY16	indesignate describer, et demonstrate universitation de la
Status: Compliant (with c	overrides)		
ITS Account Number: PLC2031			
Project(s): Palm Beach County -	Community Services		
Insurance Policy <u>General Liability</u> Expiration: 5/30/2018	Required	Provided	<u>Override</u>
General Aggregate:	\$500,000	\$2,000,000	
Products - Completed Operations Aggregate:	\$0	\$0	
Personal And Advertising Injury:	<b>\$0</b>	\$0	
Each Occurrence:	\$500,000	\$1,000,000	
Fire Damage:	<b>\$0</b>	\$0	
Medical Expense:	<b>\$0</b>	\$0	
Automobile Liability Expiration: 5/30/2018	All Owned Autos Hired Autos Non-Owned Autos	not provided Hired Autos Non-Owned Autos	X
Combined Single Limit:	\$500,000	\$1,000,000	
Workers Compensation/Employers Liability	WC Stat. Limits	WC Stat. Limits	
Expiration: 1/1/2019			
Each Accident:	\$0	\$1,000,000	
Disease - Policy Limit:	\$0	\$1,000,000	
Disease - Each Employee:	\$0	\$1,000,000	
Professional Liability		•	
Each Occurrence:	\$500,000	<b>\$0</b>	X
Aggregate Limit:	\$500,000	\$0	X
Missing Policy Information			<u>Override</u>
The original Certificate of Insurance received coverages:	ived did not include policie	s for the following	
			•

 $https://its.insurancetrackingservices.com/clientreports/ProblemsSpecificRpt.asp?Vendor = 1... \quad 1/30/2018$ 



To:

Our Funding and Program Partners and Colleagues

From:

Marnie Ritchie Poncy, Esq., Chairperson

Re:

Signature Authority

Please be advised that effective, February 16, 2011, Andrea D. Stephenson-Royster MBA, MHS was appointed Executive Director of Treasure Coast Health Council, Inc. d/b/a Health Council of Southeast Florida.

By this letter, Ms. Stephenson has been authorized to sign all contracts, agreements and other official documents on behalf of the agency.

Should you have further questions, please feel free to contact her via email at: astephenson@hcsef.org or by telephone at 561-844-4220 ext. 2500.

Marnie Ritchie Poncy, Esq., Chairperson

PROUDLY SERVING INDIAN RIVER, MARTIN, OKEECHOBEE, PALM BEACH AND ST. LUCIE COUNTIES