

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date: May 15, 2018      [X] Consent [ ] Regular
                                [ ] Ordinance [ ] Public Hearing

Department
Submitted By:   Community Services
Submitted For:  Ryan White Program
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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

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Recommended By: [Signature]      4/30/18
                  Department Director        Date
Approved By:    [Signature]      5/8/18
                  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	98,000				
External Revenue	(98,000)				
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	0	0			

# ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included in Current Budget? Yes X No _____
 Does this item include the use of federal funds? Yes X No _____

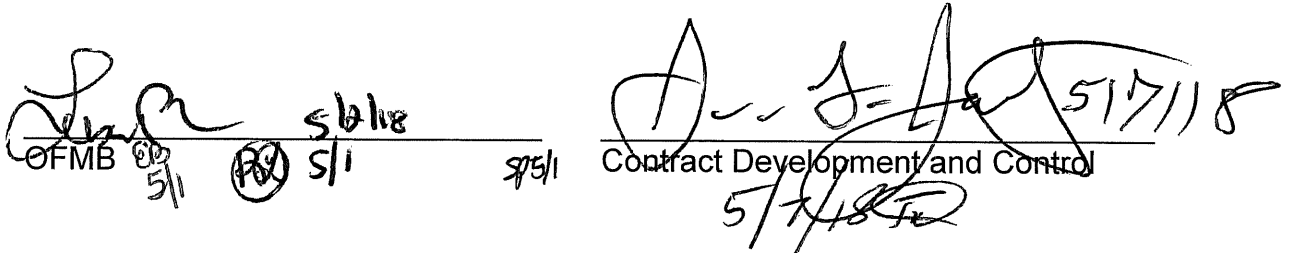
Budget Account No.:
 Fund 1010 Dept 142 Unit 1475 Object 8201 Program Code Var Program Period GY17

B. Recommended Sources of Funds/Summary of Fiscal Impact:
 Funding source is the U.S. Department of Health and Human Services. No County funds are required.

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

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:


 OFMB 5/1 5/1 5/1 5/1 Contract Development and Control 5/7/18

B. Legal Sufficiency:

 5-8-18
 Assistant County Attorney

C. Other Department Review:

 Department Director

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

MEMORANDUM



TO: Verdenia C. Baker, County Administrator
Board of County Commissioners

THRU: Nancy L. Bolton, Assistant County Administrator
Board of County Commissioners *NLB*

FROM: James Green, Director
Community Services Department *for Taruna*

DATE: January 29, 2018

RE: Grant Year 2017 - Ryan White Amendment No. 2 with Treasure Coast Health Council, Inc. and Amendment No. 1 with Legal Aid Society of Palm Beach County, Inc.

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"

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.

May
Assistant Department Director

Dr. J. Javelin
OFMB

Helene Hvizd
Helene Hvizd
Assistant County Attorney

Nancy L. Bolton
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.

4. The foregoing Resolution was offered by Commissioner Taylor, who moved its adoption. The motion was seconded by Commissioner Vana, and upon being put to a vote, the vote was as follows:

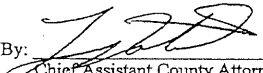
Commissioner Steven L. Abrams, Mayor	<u>Aye</u>
Commissioner Priscilla A. Taylor, Vice Mayor	<u>Aye</u>
Commissioner Hal R. Valeche	<u>Aye</u>
Commissioner Paulette Burdick	<u>Aye</u>
Commissioner Shelley Vana	<u>Aye</u>
Commissioner Mary Lou Berger	<u>Aye</u>
Commissioner Jess R. Santamaria	<u>Aye</u>

The Chair thereupon declared the Resolution duly passed and adopted this 7th day of May, 2013.

APPROVED AS TO FORM
LEGAL SUFFICIENCY

PALM BEACH COUNTY, FLORIDA, BY ITS
BOARD OF COUNTY COMMISSIONERS

SHARON R. BOCK, COUNTY CONTROLLER

By: 
Chief Assistant County Attorney

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 AMENDMENT TO CONTRACT FOR PROVISION OF RYAN WHITE PART A HIV HEALTH SUPPORT 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, by and through its Board of Commissioners, hereinafter referred to as the COUNTY, and **Legal Aid Society of Palm Beach County, 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 **59-6046994**.

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 **FIFTEEN THOUSAND DOLLARS (\$15,000)** for a new Legal Services not to exceed amount of **THREE HUNDRED TWENTY NINE THOUSAND, TWO HUNDRED AND FORTY FIVE DOLLARS (\$329,245)**.
- III. Total amended contract not to exceed amount will be **THREE HUNDRED TWENTY NINE THOUSAND, TWO HUNDRED AND FORTY FIVE DOLLARS (\$329,245)**.

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.

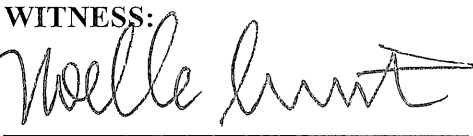
ATTEST:

Sharon R. Bock
Clerk and Comptroller

PALM BEACH COUNTY BOARD OF
COUNTY COMMISSIONERS

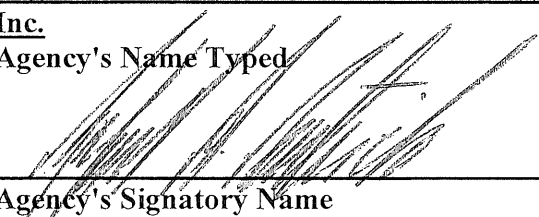
BY _____
Deputy Clerk

BY 
Verdenia C. Baker, County Administrator

WITNESS:

Signature

Noelle Smith

Witness Name Typed

AGENCY:
Legal Aid Society of Palm Beach County, Inc.
Agency's Name Typed

Agency's Signatory Name


Robert A. Bertisch, Esq., Executive Director

Agency's Signatory Typed

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY


Assistant County Attorney

APPROVED AS TO TERMS
AND CONDITIONS


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 ~ 1

Exhibit A

#	Agency	Service	# to be served	# of units	Unit Cost, if applicable	Objective/s	Activities	Non-Duplicating Statement: Indicate any other program in your agency or other agency in the community which provide similar services. Explain how you will avoid duplication of services, or why additional units of services are needed.	Impact Statement: When the objective is accomplished, what impact will it have?
1	Legal Aid Society of Palm Beach County, Inc.	Legal Services	385	3,293.00	100	Assisting clients with accessing and maintaining necessary medical care and public benefits, thereby achieving their medical outcomes, improving their health, well being and and living conditions.	Continue to provide intake and outreach to HIV+ individuals and serve current clients in need of legal services in accordance with legal standards and rules established by the Florida Bar, including	Legal Aid's HIV/AIDS Legal Project's Legal Services unit consists of 2.36 FTE attorneys, 1.40 FTE paralegals, and 0.12 supervising attorney, and 0.10 FTE administrative. The Project will continue to provide legal services to its current HIV infected clients and will accept new referrals from HIV/AIDS service organizations and providers within the HIV continuum of care, and handle such legal issues as employment-related issues, insurance matters, access to health care, social security disability, public benefits, unemployment appeals, trial work and return to work issues, including counseling and immigration-related benefits matters. The Legal Aid Society is the only legal services provider in Palm Beach County that provides all these services to the HIV+ residents of the County free of charge, pursuant to Ryan White CARE Act guidelines, as	The goal of providing legal services to our clients is accessing and maintaining necessary medical care, thereby achieving their medical outcomes, improving their quality of life and living conditions, and promoting economic self-sufficiency. Legal Services directly addresses the legal barriers clients face in accessing appropriate health care. In addition to increasing access to health care, these services also result in a direct reduction, or even elimination, of reliance on limited public assistance and Ryan White funded programs, such as STRMU (short term rent; mortgage and utility payments), ADAP, emergency assistance, Ryan White pharmacy and medical, transportation and other Ryan White funded programs. This added benefit will free up, and thereby expand, limited resources to ensure medical care and access to a wider base of the HIV/AIDS community who may not be in care. Clients will be provided with legal assistance for accessing Social Security benefits, Medicaid and Medicare (including Medicare AD@) and private

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

Exhibit A-1

						and promoting economic self-sufficiency. Legal Services directly addresses the legal barriers clients face in accessing appropriate health care.	Rules of Professional Responsibility, in Central Palm Beach County.	amended.	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 re-enter 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
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Work Plan for Legal Aid Society of Palm Beach County, Inc.
March 1, 2017 - February 28, 2018
Exhibit A-1

Exhibit A - 1

... is a critical component of ensuring positive 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		
ACCT #	TITLE	BUDGET 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
820.2301	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	
140.3201	Audit Services	
140.3203	Accounting and Consulting Services	\$ 400
140.3401	Other Contractual Services	
140.3419	Contracted Food	
140.3421	Training	\$ 800
140.3431	Laboratory Testing	
140.3438	Emergency Assistance	
140.4001	Travel Per Diem and Mileage	\$ 1,080
140.4200	Child Transportation Services	
140.4201	Other Transportation	
140.4205	Postage/Shipping	\$ 720
140.4405	Rent-Other Equipment	
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	
140.6405	Data Processing Equipment	
140.6406	Data Processing Software	
140.8000	Unit Cost - Direct Services	
Total Program Expenses		\$ 296,776

APPENDIX - 1		
LEGAL AID SOCIETY OF PBC, INC.		
LEGAL SERVICES		
CURRENT & PROPOSED OPERATING BUDGET		
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	<u>Override</u>
<u>General Liability</u>			
Expiration: 8/28/2018			
General Aggregate:	\$500,000	\$2,000,000	
Products - Completed Operations Aggregate:	\$500,000	\$2,000,000	
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: 8/28/2018			
All Owned Autos		not provided	X
Hired Autos		Hired Autos	
Non-Owned Autos		Non-Owned Autos	
Combined Single Limit:	\$500,000	\$1,000,000	
<u>Workers Compensation/Employers Liability</u>			
Expiration: 8/28/2018			
WC Stat. Limits		not provided	X
<u>Professional Liability</u>			
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



MEMORANDUM

TO: Verdenia C. Baker, County Administrator
Board of County Commissioners

THRU: Nancy L. Bolton, Assistant County Administrator 
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 Council, Inc. and Amendment No. 1 with Legal Aid Society of Palm Beach County, Inc.

Community Services Department

810 Datura Street
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Palm Beach County Board of County Commissioners

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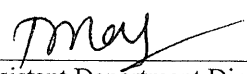
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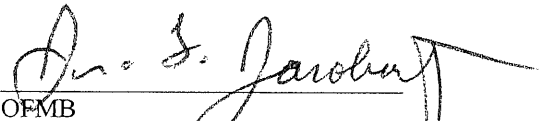
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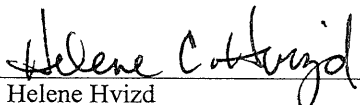
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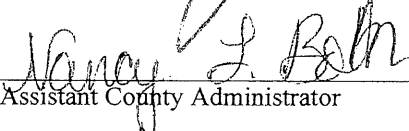
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Assistant Department Director


OFMB


Helene Hvizd
Assistant County Attorney


Assistant County Administrator

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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

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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.

4. The foregoing Resolution was offered by Commissioner Taylor, who moved its adoption. The motion was seconded by Commissioner Vana, and upon being put to a vote, the vote was as follows:

Commissioner Steven L. Abrams, Mayor	<u>Aye</u>
Commissioner Priscilla A. Taylor, Vice Mayor	<u>Aye</u>
Commissioner Hal R. Valeche	<u>Aye</u>
Commissioner Paulette Burdick	<u>Aye</u>
Commissioner Shelley Vana	<u>Aye</u>
Commissioner Mary Lou Berger	<u>Aye</u>
Commissioner Jess R. Santamaria	<u>Aye</u>


The Chair thereupon declared the Resolution duly passed and adopted this day of May, 2013.

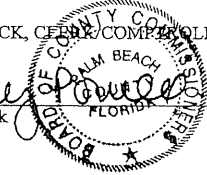
APPROVED AS TO FORM
LEGAL SUFFICIENCY

PALM BEACH COUNTY, FLORIDA, BY ITS
BOARD OF COUNTY COMMISSIONERS

SHARON R. BOCK, COUNTY COMPTROLLER

By: 
Chief Assistant County Attorney

By: 
Deputy Clerk



APPROVED AS TO TERMS
AND CONDITIONS

BY: 
DEPARTMENT 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 **SEVENTY FOUR THOUSAND (\$74,000)** for a new Special Outpatient Medical Care not to exceed amount of **FOUR HUNDRED TWENTY THOUSAND, EIGHT HUNDRED AND FIFTY THREE DOLLARS (\$420,853)**
- 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 **FIVE HUNDRED FIFTY TWO THOUSAND, THREE HUNDRED AND FIFTY THREE DOLLARS (\$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

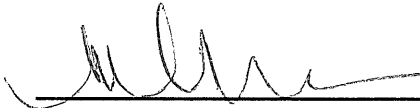
PALM BEACH COUNTY BOARD OF
COUNTY COMMISSIONERS

BY _____
Deputy Clerk

BY  _____
Verdenia C. Baker, County Administrator

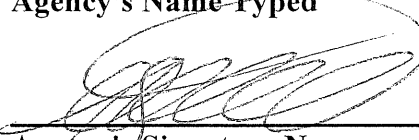
WITNESS:

AGENCY:

 _____
Signature

Treasure Coast Health Council, Inc. d/b/a
Health Council of Southeast Florida
Agency's Name Typed

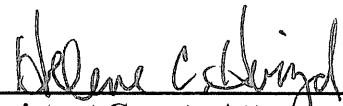
Estrella Callwood
Witness Name Typed


 _____
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

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 = 1 specialty medical visit	768 units		Assist 75% of PLWH/A referrals with access to timely, cost effective, HIV/AIDS specialty outpatient medical care, which will have a direct impact on their quality and length of life.	<ol style="list-style-type: none"> 1. Negotiate service rates with medical outpatient specialists. 2. Process referrals received from Case Managers, Referral Clerks, or nurses when a primary physician identifies a need for specialty care service 3. 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.
2	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	<ol style="list-style-type: none"> 1. Staff Support: <ol style="list-style-type: none"> 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 Community Awareness Committee Meetings. 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: <ol style="list-style-type: none"> 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. B) 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. 3. Membership Activities <ol style="list-style-type: none"> 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 C) 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. D) 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 	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	HCSEF	Needs Assessment	n/a	n/a	n/a	n/a		<ol style="list-style-type: none"> 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	BUDGET 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 - Prgm	
820.4301	Utilities - Prgm	
820.4401	Rent - Prgm	
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	
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	
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	

140.5121	Data Processing Software/Accessories	
140.5201	Materials/Supplies Operating	
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	
140.5402	Educational Training Materials	
140.5412	Dues and Memberships	
140.6401	Machinery and Equipment	
140.6405	Data Processing Equipment	
140.6406	Data Processing Software	
140.8000	Unit Cost - Direct Services	
Total Program Expenses		\$ 378,768
ADMIN EXPENSES		
800.1201	Salaries and Wages Regular Admin	
800.2101	FICA-Taxes Admin	
800.2105	FICA Medicare Admin	
800.2112	Other Benefits Admin	
800.2201	Retirement Contributions-FRS Admin	
800.2301	Insurance-Life and Health Admin	
800.2401	Workers' Compensation Admin	
800.2501	Unemployment Compensation Admin	
800.3201	Audit Services Admin	
800.3203	Accounting and Consulting Service Admin	
800.4001	Travel And Per Diem Admin	
800.4101	Communication Services Admin	
800.4301	Utilities Admin	
800.4401	Rent Admin	
800.5101	Office Supplies Admin	
800.5201	Materials/Supplies Operating Admin	
800.5242	Food Prep and Serving Supplies Admin	
800.6401	Machinery and Equipment Admin	
800.8000	Other Administrative	\$ 42,085
800.9515	Admin Costs-Indirect	
Total Admin Expenses	(NOT TO EXCEED 10% OF BUDGET)	\$ 42,085
Grand Total		\$ 420,853
Total Admin %		10%
Total Program %		90%

**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	
820.2105	FICA Medicare Prgm	
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 - Prgm	
820.4301	Utilities - Prgm	
820.4401	Rent - Prgm	
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	
140.4101	Communication Services	
140.4200	Child Transportation Services	
140.4201	Other Transportation	\$ 10,800
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	
140.5121	Data Processing Software/Accessories	

140.5201	Materials/Supplies Operating	
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	
140.5402	Educational Training Materials	
140.5412	Dues and Memberships	
140.6401	Machinery and Equipment	
140.6405	Data Processing Equipment	
140.6406	Data Processing Software	
140.8000	Unit Cost - Direct Services	
Total Program Expenses		\$ 120,365
ADMIN EXPENSES		
800.1201	Salaries and Wages Regular Admin	
800.2101	FICA-Taxes Admin	
800.2105	FICA Medicare Admin	
800.2112	Other Benefits Admin	
800.2201	Retirement Contributions-FRS Admin	
800.2301	Insurance-Life and Health Admin	
800.2401	Workers' Compensation Admin	
800.2501	Unemployment Compensation Admin	
800.3201	Audit Services Admin	
800.3203	Accounting and Consulting Service Admin	
800.4001	Travel And Per Diem Admin	
800.4101	Communication Services Admin	
800.4301	Utilities Admin	
800.4401	Rent Admin	
800.5101	Office Supplies Admin	
800.5201	Materials/Supplies Operating Admin	
800.5242	Food Prep and Serving Supplies Admin	
800.6401	Machinery and Equipment Admin	
800.8000	Other Administrative	\$ 11,135
800.9515	Admin Costs-Indirect	
Total Admin Expenses	(NOT TO EXCEED 10% OF BUDGET)	\$ 11,135
Grand Total		\$ 131,500
Total Admin %		8%
Total Program %		92%

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
- Call Log

Insured: Treasure Coast Health Council, Inc. Insured ID: 047RW02FY16

Status: Compliant (with overrides)

ITS Account Number: PLC2031

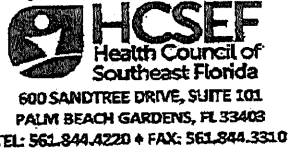
Project(s): Palm Beach County - Community Services

Insurance Policy	Required	Provided	<u>Override</u>
<u>General Liability</u>			
Expiration: 5/30/2018			
General Aggregate:	\$500,000	\$2,000,000	
Products - Completed Operations Aggregate:	\$0	\$0	
Personal And Advertising Injury:	\$0	\$0	
Each Occurrence:	\$500,000	\$1,000,000	
Fire Damage:	\$0	\$0	
Medical Expense:	\$0	\$0	
<u>Automobile Liability</u>	All Owned Autos	not provided	X
Expiration: 5/30/2018	Hired Autos	Hired Autos	
	Non-Owned Autos	Non-Owned Autos	
Combined Single Limit:	\$500,000	\$1,000,000	
<u>Workers Compensation/Employers Liability</u>	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	
<u>Professional Liability</u>			
Each Occurrence:	\$500,000	\$0	X
Aggregate Limit:	\$500,000	\$0	X

Missing Policy Information Override

The original Certificate of Insurance received did not include policies for the following coverages:

- Professional Liability X



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: astephenon@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