

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date:	December 18, 2018	<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: Outreach and Community Programming Division


I. EXECUTIVE BRIEF

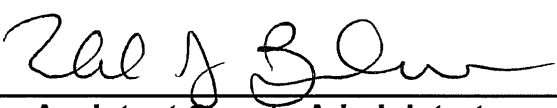
Motion and Title: Staff recommends motion to approve: Second Amendment to Community Based Agency Contract with the City of Greenacres (City) (R2017-1509), for the period October 1, 2018, through September 30, 2019, to reflect programming offered during the school year and including an increase in the number of clients served each month, at no additional cost to the County.

Summary: In October 2017, the Board of County Commissioners (Board) approved a Community Based Agency Contract with the City to provide Youth Programs – Cool Zone/Hot Spot, which included two (2) one-year options for renewal at the County’s sole discretion. In September 2018, the Board approved a First Amendment (R2018-1451), extending the program through September 30, 2019, and providing for continued funding in the amount of \$77,000. The City desires to change the months the program is offered from 12 to approximately 10 to reflect services rendered during the school year, while increasing the number of clients served from 40 to 49. The City provides different programming during the summer months in the form of summer camps. Program outcomes are aligned with Palm Beach County’s Youth Master Plan action area, Social and Emotional Learning. District 2 (HH)

Background and Justification: On October 3, 2017, the Board approved a Community Based Agency Contract with the City to provide the Youth Programs – Cool Zone/Hot Spot, for the period October 1, 2017, through September 30, 2018, in the amount of \$77,000. On September 18, 2018, the Board approved a First Amendment that extended the program to September 30, 2019, and provided continued funding, in the amount of \$77,000. The Cool Zone/Hot Spot programs are out-of-school time programs that provide a nurturing and stimulating environment for middle and high school youth. Services include: emotional, motivational and strategic support to help youth acquire a sense of structure and safety, belonging and membership, as well as self-confidence.

Attachment:
1. Second Amendment with City of Greenacres (2)

Recommended by:		11/27/18
	Department Director	Date

Approved by:		12/6/18
	Assistant County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2019	2020	2021	2022	2023
Capital Expenditures					
Operating Costs	\$0*				
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

X

No

Does this item include the use of federal funds?

Yes

No

X

Budget Account

Exp No:

Fund

0001

Dept

154

Unit

2071

Obj

8101

Rev No:

Fund

Dept

Unit

Obj

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

*There is no additional fiscal impact associated with the approval of this Second Amendment.

Departmental Fiscal Review:

Cheneve Davis

III. REVIEW COMMENTS

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

Lisa Price 12/4/18
OFMB

12/3
Jan 12/4

St. J. Jones 12/6/18
Contract Development & Control
12/6/18 Tu

B. Legal Sufficiency:

Deane C. King
Assistant County Attorney

C. Other Department Review:

Department Director

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

SECOND AMENDMENT TO COMMUNITY BASED
AGENCY CONTRACT WITH CITY OF GREENACRES

PLACEHOLDER

SIGNED AMENDMENT ANTICIPATED TO BE RECEIVED
BY DECEMBER 10TH

**SECOND AMENDMENT
TO COMMUNITY BASED AGENCY CONTRACT**

THIS SECOND AMENDMENT is made as of the _____ day of _____ 2019, by and between Palm Beach County, a political subdivision of the State of Florida, by and through its Board of County Commissioners, hereinafter referred to as the COUNTY and the City of Greenacres, a municipality located in Palm Beach County, Florida, hereinafter referred to as the CITY, each one constituting a public agency as defined in Part I of Chapter 163, Florida Statutes.

WITNESSETH:

WHEREAS, the parties entered into a Community Based Agency Contract (Contract) dated October 3, 2017 (R2017-1509), in the amount of \$77,000, to fund Youth Programs, from October 1, 2017, through September 30, 2018, with two (2) one-year renewal options;

WHEREAS, the parties entered into a First Amendment dated September 18, 2018 (R2018-1451), that extended the term one (1) year, October 1, 2018, through September 30, 2019, and increased the Contract by \$77,000 to fund an additional year of service, for a new total not to exceed amount of \$154,000; and

WHEREAS, the parties acknowledge this is a school year program and desire to modify the number of months accordingly, and increase the number of projected clients served.

NOW THEREFORE, the parties mutually agree that the Contract is amended as follows:

1. The foregoing recitals are true and correct and incorporated herein by reference.
2. **Exhibit A-1** is hereby replaced in its entirety with **Exhibit A-2**.
3. **Exhibit B-1** is hereby replaced in its entirety with **Exhibit B-2**.
4. All other provisions of the Contract and prior amendments thereto not modified by this Second Amendment remain unchanged and in full force and effect.

{Remainder of page left blank intentionally}

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Second Amendment on behalf of the COUNTY and CITY 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. Boyd
County Attorney

By: [Signature]
Youth Services Department

ATTEST:

CITY:

By: [Signature]
City Clerk

City of Greenacres
Company Name

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY



By: [Signature]
Signature
Joel Flores
Typed Name

By: [Signature] For
City Attorney

Glen J. Torcivia,

Mayor
Title

EXHIBIT A-2

SCOPE OF WORK FY 2019

Agency Name: City of Greenacres – Leisure Services Department

Program Name: Youth Programs Division – Cool Zone/Hot Spot

Target population: Middle and High school students

Geographic area(s) served: (Boundaries) North: Southern Blvd; South: Lantana Road; East: Military Trail; West: Pinehurst Road.

Commission District(s): Palm Beach County - District 2

Overview:

The Leisure Services Department Youth Programs Division operates a nationally accredited year round school and camp program that is licensed through the Palm Beach County Health Department (License #50-51-00526). With a current licensed capacity of 150, this inclusive year-round program provides services to all elementary, middle, and high school youth in Palm Beach County. The City maintains two (2) provider agreements with The Early Learning Coalition (ELC) of Palm Beach County. The agreements provide subsidized funding for eligible low-income families. The City has a permanent agreement with the Florida Department of Health, Child Care Food Program, for the daily snacks provided. We also have a long-term partnership with The Arc of Palm Beach County for specialized inclusive accommodation services for our children diagnosed with developmental disabilities.

Observed Need/Risk Factor(s) that will be addressed:

Teens have limited access to quality Out of School Time (OST) programming.

Services:

Youth Programs offer children a fun and safe environment with enrichment activities that assist in childhood development. Participants grow, develop and transition from one program to the next, into the Cool Zone (middle school) and then into the Hot Spot (high school) program, where students gain valuable leadership skills and earn community service hours for graduation.

These inclusive programs offer children fun, peer interaction, along with structured opportunities to develop a sense of belonging and membership, self-confidence, cultural competence and social skills. The goal of the program is provide a quality, safe and culturally diverse program that encourages positive civic, social and educational experiences for children of all ages. To accomplish these goals the programs provide participants the opportunity to engage in worthwhile recreation activities, generate a sense of fair play, develop sportsmanship and cooperation, learn recreational and social skills and provide opportunities for lifelong physical health and developed at their own individual pace. The goals are accomplished through the implementation of programming provided by both Greenacres personnel, community collaboration and outside providers. Youth Programs also has a youth advisory council named “Youth Delegates in Action’ (YDIA), this council is made up of children from elementary, middle, and high

school, and serving as a collective voice in the program. YDIA assists in planning fundraisers, parent nights, snack calendars, community service projects, intergenerational activities and field trips.

Services will include:

- Provide high quality programming for thirty-four (34) middle and fifteen (15) high school students at no cost;
- Ensure that program participants remain in the program throughout the school year;
- Collaborate with The Palm Beach County Sheriff's Office (PBSO) District 16, to provide the unique opportunity for Deputies to mentor youth informally twice a week at the program site;
- Increase after-hour opportunities for middle and high school students to spend more time with the Deputies in order to develop positive relationships with law enforcement;
- Hire additional staff to work specifically with the teens to solicit their input to plan college tours, guest speakers, community service projects, and activities that promote positive youth development that leads to a productive adulthood.

Outcomes:

The following outcomes will be tracked:

- # and % of program participants served who demonstrate improvement in student conduct;
- # and % of program participants served who complete a minimum of 25 community service hours for graduation.

Reports Submission:

The CITY shall provide monthly, quarterly and annual data for all program participants funded in this Contract. The reports shall be presented in a format acceptable to COUNTY.

- Monthly Report format, Exhibit A-2, Form 1
- Quarterly Report format, Exhibit A-2, Form 2
- Logic Model, Exhibit A-2, Form 3
- Final/Annual Report format, Exhibit A-2, Form 4

Projected Number of Clients Served:

49 Participants: 34 – Middle, and 15 – High School participants.

EXHIBIT A-2, FORM 1

Monthly Reports Format

The AGENCY will submit monthly reports, in the attached format, or other approved format, provided by the COUNTY.



MONTHLY COMPLIANCE REPORT
FY2019 COMMUNITY BASED AGENCIES CONTRACT

Agency Name: City of Greenacres – Leisure Services Department	Fiscal Year: 2019	Month: Choose an item.
Services	Current Status	Explanation
Provide high quality programming	Choose an item.	Please provide a brief explanation if service delivery is delayed.
Ensure youth participation and retention	Choose an item.	Please provide a brief explanation if service delivery is delayed.
Provide opportunity for youth mentoring	Choose an item.	Please provide a brief explanation if service delivery is delayed.
Provide after-hours opportunities for youth	Choose an item.	Please provide a brief explanation if service delivery is delayed.
Conduct youth development activities	Choose an item.	Please provide a brief explanation if service delivery is delayed.
	Choose an item.	Please provide a brief explanation if service delivery is delayed.
	Choose an item.	Please provide a brief explanation if service delivery is delayed.
Please list any program specific challenges your agency experienced during this reporting period.		
Please list any program specific accomplishments your agency experienced during this reporting period.		

Report approved and submitted by:

Click or tap here to enter text.

Title of signatory

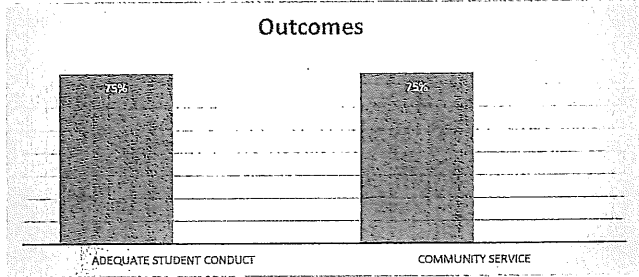
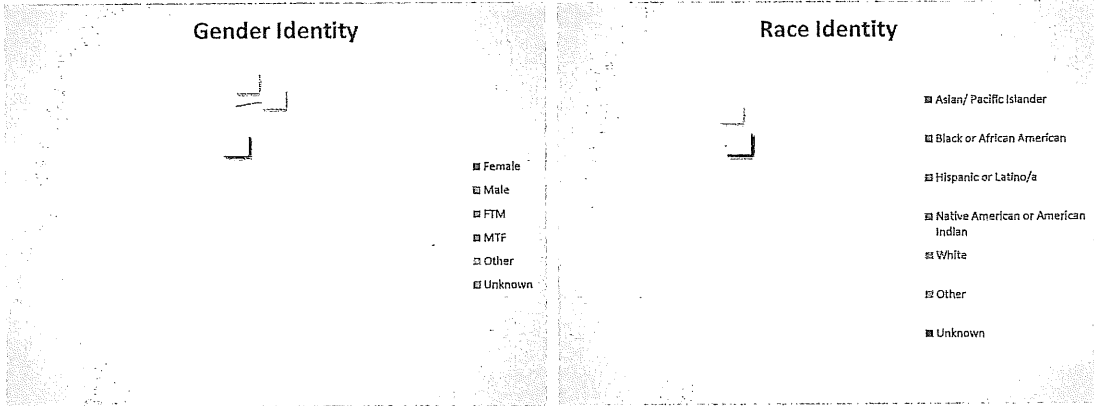
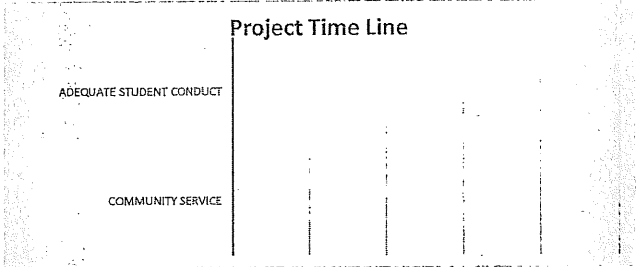
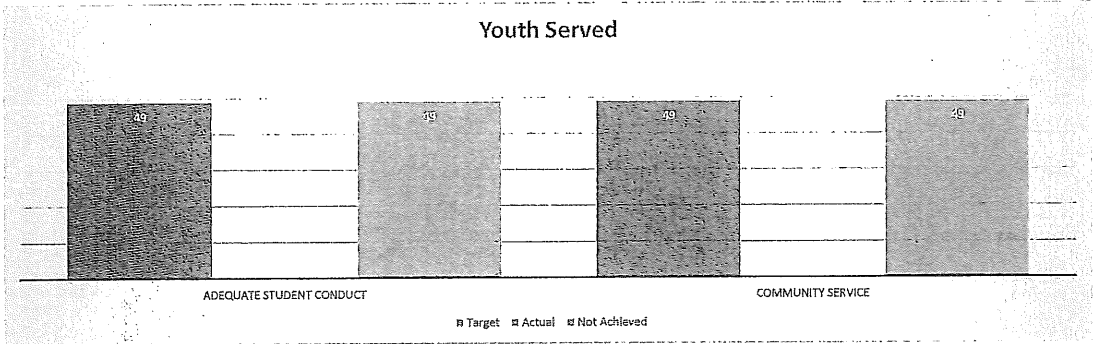
Click or tap to enter a date.

EXHIBIT A-2, FORM 2
Quarterly Reports Format

*The AGENCY will submit quarterly reports, in the format, provided by the COUNTY,
similar to the attached sample.*

Project Dashboard - City of Greenacres - Leisure Services Department

Program Name: Cool Zone / Hot Spot



Confidence Range		
Outcomes	Lower Limit	Status
ADEQUATE STUDENT CONDUCT	#DIV/0!	#DIV/0!
COMMUNITY SERVICE	#DIV/0!	#DIV/0!

EXHIBIT A-2, FORM 3

Logic Model

CITY OF GREENACRES - LEISURE SERVICES DEPARTMENT

☐ Family ☒ Agency ☐ Community

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Problem/ Need/ Situation	Service/Activity	Outcome	Indicator	Results	Measurement Tool	Data Source	Frequency
<u>Instruction:</u> Need/ Problem/ Situation	<u>Instruction:</u> # of Clients Served, Timeframe & # of Units	<u>Instruction:</u> Statement of Results Expected	<u>Instruction:</u> % of Clients Expected to Achieve (# of Clients ÷ by # Served)	<u>Instruction:</u> % of Clients Achieved Outcome (# of Clients who achieved the outcome ÷ # Served)	<u>Instruction:</u> Evidence Collected	<u>Instruction:</u> Collection Procedure & Personnel Responsible	<u>Instruction:</u> Time & Frequency
Teens: Limited Access to Quality OST Programming	OST Programming, 34 Middle School Students, 15 High School Students, One (1) Year	Increased Access to Quality OST Programming reducing idle time & increasing participation in Community Service Projects, College Tours & other Life Skills activities.	37 of 49 (75%) of Participants will obtain at least 25 Community Service Hours for graduation & maintain a minimum Report Card Conduct score of 3.		Summary of Report Card Conduct scores	CCA - Teen Counselors: Tracking Community Service Hours, collecting Report Cards & summarizing Conduct Scores.	Quarterly
Mission Statement:	Cool Zone: To provide an affordable year-round after school program for K-8th grade students through civic education, cultural enrichment, career exploration/job shadowing and academic support that fosters respectful and responsible youth. Hot Spot: To shape future leaders by providing a program for high school students to develop life skills through career development, volunteer service opportunities and structured activities.						

EXHIBIT A-2, FORM 4

Annual Report Format

The AGENCY will submit an annual report, in the attached format, or other approved format, provided by the COUNTY.



ANNUAL REPORT
FY2019 COMMUNITY BASED AGENCIES CONTRACT

EXECUTIVE SUMMARY

Agency Name:	City of Greenacres – Leisure Services Department
Program Name:	Youth Programs Division – Cool Zone/Hot Spot
Prepared by:	Name and contact information of the person preparing this report
Methods:	A short statement of the evaluation methodology
Outcomes:	A short statement about the program’s outcomes
Conclusion:	A short statement that indicates if the program achieved its stated outcomes.
Recommendations:	A short statement that include recommendations to address challenges and improve this program.

Report approved and submitted by:

Click or tap here to enter text.

Title of signatory

Click or tap to enter a date.

For technical assistance completing this form, please contact Youth Services Department’s Program Evaluator at metienne1@pbcgov.org or 561-242-5713.

ANNUAL REPORT

Introduction:

Provide a brief description about your agency and the funded program.

Scope of Work:

Services:

- Provide high quality programming for thirty-four (34) middle and fifteen (15) high school students at no cost;
- Ensure that program participants remain in the program year round;
- Collaborate with The Palm Beach County Sheriff's Office (PBSO) District 16, to provide the unique opportunity for Deputies to mentor youth informally twice a week at the program site;
- Increase after-hour opportunities for middle and high school students to spend more time with the Deputies in order to develop positive relationships with law enforcement;
- Hire additional staff to work specifically with the teens to solicit their input to plan college tours, guest speakers, community service projects, and activities that promote positive youth development that leads to a productive adulthood.

Demographics:

Describe and provide totals for the population you served. Highlight any demographic information that is program specific, specify 'other' categories, and provide a summary of challenges and accomplishments serving this population.

Gender:		Age:	
Female	# (%)	0-4	# (%)
Male	# (%)	5-10	# (%)
FTM	# (%)	11-13	# (%)
MTF	# (%)	14-18	# (%)
Other	# (%)	19-22	# (%)
Race:		Family Income:	
Asian/Pacific Islander	# (%)	<\$19,999	# (%)
Black or African American	# (%)	\$20-29,999	# (%)
Hispanic or Latino/a	# (%)	\$30-39,999	# (%)
Native American or American Indian	# (%)	\$40-49,999	# (%)
White	# (%)	\$50-59,999	# (%)
Other	# (%)	>\$60,000	# (%)

For technical assistance completing this form, please contact Youth Services Department's Program Evaluator at metiennel@pbcgov.org or 561-242-5713.

Methodology

Describe your process of data collection and data analysis. Include any statistical techniques and particular calculations you employed, and explain the rationale for your process.

Outcomes:

Provide a narrative of your findings as supported by your data analysis. This section should also include a list of your outcomes. Additional charts, graphs, descriptive statistics, and statistical outputs may also be included in this section.

- # and % of program participants served who demonstrated improvement in student conduct;
- # and % of program participants served who completed a minimum of 25 community service hours for graduation.

Conclusions:

Conclude your report by summarizing your findings. Explain the impact of the outcomes above with program-related quantitative and qualitative data as applicable. Discuss any challenges and limitations of your program as well as your successes. Explain recommended changes to the programs based on your findings.

EXHIBIT B-2

UNITS OF SERVICE RATE AND DEFINITION
FY 2019

Program: Youth Programs – Cool Zone/Hot Spot		City of Greenacres-Leisure Services Department	
Service Name and Definition of Unit of Service		Unit Cost	Total Cost of Service
<p>Community Based Agency</p> <p><u>Definition of Unit of Service:</u> A unit of service is defined as one participant to at least one day of programming each week of the month*, which programming can include out-of-school time enrichment activities and intentional supports, through the Cool Zone program (middle school) and Hot Spot (high school) programs.</p> <p>* County funded programming does not operate during school summer break, beginning June 3, 2019 through August 9, 2019 – any participants to months with less than 4 weeks of programming will be pro-rated.</p>		\$160.41	\$77,000
TOTAL CONTRACT			\$77,000