

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: March 12, 2019

☒ Consent
☐ Ordinance

☐ Regular
☐ Public Hearing

Department

Submitted By: Community Services

Submitted For: Community Action Program

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Amendment No. 1 for Consulting/Professional Services with CareerSource Palm Beach County, Inc. (CareerSource) (R2018-1748), to extend the end date from March 31, 2019 to September 30, 2019, to provide a variety of training services to low-income participants.

Summary: CareerSource is qualified to provide trades industry training and work readiness skills training for the Community Action Program (CAP). Funding for the contract is provided by the Community Services Block Grant (CSBG) through the Department of Economic Opportunity (DEO). The end date is being extended to allow CAP to serve additional clients, with no changes to the original contract amount of \$100,000. Qualified clients must be residents of Palm Beach County and meet the federal poverty guidelines. CareerSource, in partnership with Palm Beach State College is providing construction trades training, which includes core classes and welding, electrician, plumbing or heating, ventilation and air conditioning (HVAC) programs. The contract in its entirety will serve 25 participants, 16 are currently enrolled in class. Charles Duval, an employee of CareerSource is a member of the Farmworker Program Advisory Board (FPAB). The FPAB provides no regulation, oversight, management, or policy-setting recommendations regarding the agency listed above. Disclosure of this contractual relationship at a duly noticed public meeting is being provided in accordance with the provisions of Section 2-443, of the Palm Beach County Code of Ethics. **No new County funds are required.** (Community Action Program) Countywide (HH)

Background and Justification: CSBG funds are used to provide various services, such as rental and utilities assistance, and training to low-income households. A portion of the funds are used to provide employment skills training, job placement services, and financial literacy training to qualified Palm Beach County clients. These funds enable the Community Action Program to serve low-income households.

Attachments: Amendment No. 1 for Consulting/Professional Services (2)

Recommended By: 
Department Director

2/21/19
Date

Approved By: 
Assistant County Administrator

3/5/19
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2019	2020	2021	2022	2023
Capital Expenditures					
Operating Cost					
External Revenue					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	0	0			

No. ADDITIONAL FTE POSITIONS (Cumulative)					
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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 1003 Dept 145 Unit 1455 Object VAR Program Code C472 Program Period GY17

**B. Recommended Sources of Funds/Summary of Fiscal Impact:
Funding Source is Federal CSBG Grant**

C. **Departmental Fiscal Review:** 
Julie Dowe, Director of Finance and Support Services

III. REVIEW COMMENTS

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


 Lisa P. Mc 2/6/19
 OFMB 2/5 2/26 2/2/19 Contract Development and Control

B. Legal Sufficiency:

Deane C. Shind 3-4-19
Assistant County Attorney

C. Other Department Review:

Department Director

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

Amendment 1

AMENDMENT TO CONTRACT FOR PROVISION
FOR FINANCIAL ASSISTANCE

THIS AMENDMENT TO CONTRACT FOR PROVISION FOR FINANCIAL ASSISTANCE (R2018-1748) 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 **CareerSource 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 **65-0709274.**

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 extend the contract dates of the current contract.

NOW THEREFORE, the above named parties hereby mutually agree that the Contract entered into on November 20, 2018 is hereby amended as follows:

- I. Extend the contract end date from March 31, 2019 to September 30, 2019.
- II. New Scope of Work Exhibit "A1" attached hereto shall replace the Scope of Work Exhibit "A" in its entirety.
- III. New Exhibit "B1" attached hereto shall replace Exhibit "B" in its entirety.
- IV. So much of Article 3 - Payments shall be amended to read, The COUNTY shall pay to the AGENCY for services rendered under this contract not to exceed a total amount of ONE HUNDRED THOUSAND DOLLARS (\$100,000). The AGENCY will bill the COUNTY on a monthly basis, or as otherwise provided, at the amounts set forth in Exhibit "B1" for services rendered toward the completion of the Scope of Work. Where incremental billings for partially completed items are permitted, the total billings shall not exceed the estimated percentage of completion as of the billing date. The program and unit cost definitions for this contract year are set forth in Exhibit "B1". All requests for payments of this Contract shall include an original cover memo on AGENCY letterhead signed by the Chief Executive Officer, Chief Financial Officer or their designee, along with a roster of clients and courses/training completed the prior month. The AGENCY is obligated to provide the COUNTY with the properly completed requests for all funds paid relative to this Contract no later than September 30th of each fiscal year. Any amounts not submitted by September 30th, shall remain the COUNTY'S and the COUNTY shall have no further obligation with respect to such amounts. Payment of invoices shall be contingent on timely receipt of all required reports. Invoices received from the AGENCY pursuant to this Contract will be submitted through the Services and Activities Management Information System (SAMIS) website, reviewed and approved by the COUNTY's representative, to verify that services have been rendered in conformity with the Contract. Approved invoices will then be sent to the Finance Department for payment. Invoices will normally be paid within thirty (30) days following the COUNTY representative's

approval. Any payment due by COUNTY under the terms of this contract shall be withheld until all reports due from the AGENCY and necessary adjustments have been approved by the COUNTY. In the event that the AGENCY has drawn down all possible funds prior to the end of the fiscal year and does not comply with all reporting requirements, the COUNTY will take this into consideration during the next funding year. COUNTY funding can be used to match grants from non-County sources; however, the grantee cannot submit reimbursement requests for the same expenses to more than one funding source or under more than one COUNTY funded program.

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 _____
Mack Bernard, Mayor

AGENCY:

CareerSource Palm Beach County, Inc.
Agency's Name Typed

DocuSigned by:
Steve Craig
CD49F76087304FE...
Agency's Signatory

Steve Craig

Agency's Signatory Typed

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

Assistant County Attorney

APPROVED AS TO TERMS
AND CONDITIONS

DocuSigned by:
James Green
BF34EE728EDEF492
James Green, Director
Department of Community Services

**SCOPE OF WORK & SERVICE UNITS
2018 COMMUNITY ACTION PROGRAM
COMMUNITY SERVICES BLOCK GRANT**

Agency Name: CareerSource Palm Beach County, Inc.
Program Name: Trades Industry Training and Work Readiness Skills Training

Overview:

CareerSource Palm Beach County, Inc., (Agency) proposes programs with the purpose of promoting economic self-sufficiency to low-income residents of Palm Beach County. The first program will provide Trades Industry Training and Work Readiness Skills Training and other services .The second program will provide training programs resulting in two nationally and/or industry recognized certificates or certifications. The third program will provide CDL Class A and/or B training and certifications/licenses. The fourth program will provide Forklift training and certifications.

1. NCCER (National Center for Construction Education & Research) CORE (Basics of Safety, Communication skills and Introduction to Construction Drawings)
2. NCCER Level 1 (based on trade of interest/ welding, electronics/HVAC, plumbing and carpentry).
3. CDL Class A and/or B
4. Forklift Training and Certification

COUNTY will identify and refer Potential program participants to the AGENCY. All potential participants will meet with a COUNTY representative to complete the eligibility and assessment process. The eligibility process will screen candidates to ensure they meet the income guidelines required to receive services. The client’s total household income must be at or below 125% of the Federal Poverty Level Guideline. All potential participants referred to the AGENCY by COUNTY will meet with an AGENCY representative for Workforce Innovation and Opportunity Act (WIOA) eligibility and suitability processing. WIOA eligibility screens candidates who are 18 years of age or older and Family income levels calculation to determine whether an individual meets the “low income individual” (36) LOW-INCOME INDIVIDUAL— (A) IN GENERAL.—The term “low-income individual” means an individual who—(i) receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance; (ii) is in a family with total family income that does not exceed the higher of—(I) the poverty line; or (II) 70 percent of the lower living standard income level WIOA Sec 3 (B) (36) (A) (i& ii)

Services:

Work Readiness Skills Services

The Agency shall provide Work Readiness Services such as:

- Resume writing assistance
- Interviewing skills and self-promotion

- Registering clients to Employ Florida
- Job search
- Referrals to employers
- Job fairs
- Exposing clients to job opportunities

The Agency will provide one Career Consultant, up to two (2) times a week, for up to eight hours, to provide such services at Palm Beach County Community Services site(s).

Palm Beach County Community Action Program will provide office space and supplies, computer equipment (including printer), and phone to the Career Consultant.

The Agency shall provide additional transitional services as needed to complete the program.

Trades Industry Training

The Agency shall enroll appropriate client(s) into training programs resulting in nationally and/or industry recognized certificates or certifications.

1. NCCER (National Center for Construction Education & Research) CORE (Basics of Safety, Communication skills and Introduction to Construction Drawings)
2. NCCER Level 1 (based on trade of interest/ welding, electronics/HVAC, plumbing and carpentry).
3. CDL Class A or B
4. Forklift Certification

The Agency shall perform client skills, aptitude and personality assessments utilizing tools such as but not limited to: BestWork, Test of Basic Adult Education (TABE) or “Kenexa Prove it” to determine suitability for training.

The Agency shall refer client(s) to training provider(s) within the industry for selections and enrollment into training program.

The Agency shall provide monthly career/follow-up counseling to COUNTY clients participating in WIOA training programs.

The Agency shall provide required books and tools, testing/certification fees needed to complete the training program, earn certifications, and become self-sufficient.

The Agency shall provide support services such as: \$50.00 Gas Card per month while in training, Bus Pass while in training and Childcare while in training.

Outcomes and Reporting:

The Agency shall provide quarterly reports to CSD that include the number of clients enrolled in the program, the number of clients who complete the training program, the number of clients who become employed, the client’s employment position, and the client’s hourly pay rate.

Agency will report on a quarterly basis on the following outcome indicators (all that apply):

- FNPI 2h: The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills: _____
- FNPI 1b: The number of unemployed adults who obtained employment (up to a living wage): _____
- FNPI 1c: The number of unemployed adults who obtained and maintained employment for at least 90 days (up to living wage): _____
- FNPI 1d: The number of unemployed adults who obtained and maintained employment for at least 180 days (up to living wage): _____
- FNPI 1e: The number of unemployed adults who obtained employment (with a living wage or higher): _____
- FNPI 1f: The number of unemployed adults who obtained and maintained employment for

- at least 90 days (with a living wage or higher): _____
- FNPI 1g: The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher): _____
- FNPI 1h: The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits: _____
- Number of employed participants who increased income from employment through:
 - Wages or salary: _____
 - Hours worked increase: _____
- Number of employed participants who increased benefits related to employment: _____

Eligibility & Intake for Program:

Potential clients will either attend a Program Orientation hosted by the COUNTY, or will apply via the COUNTY's online application system with the help of a Career Consultant, if necessary: <http://pbcgov.com/OSCARSS>

A caseworker from the COUNTY will review the application and contact the client for an appointment. The caseworker will determine eligibility, and further assess the needs and strengths of the client. The client and the caseworker will agree on goals and timeframes to achieve. The client's eligibility approval will be sent to the AGENCY. The AGENCY will then conduct the necessary assessments to confirm that the client has the skillset to complete training. Once approved by the AGENCY, the client will be referred to the training school to enroll and begin training. Once the client completes training, the AGENCY's Career Consultant will assist the client with job placement and support services. The AGENCY will report outcomes to the COUNTY on each client.

Eligibility for the Community Services Block Grant (CSBG):

- Total Household Income must be at or below 125% of the Federal Poverty Level Guideline;
- Must be a resident of Palm Beach County.

Number of Clients to be served:

Minimum of 25 clients

Exhibit B1

COST REIMBURSEMENT BUDGET
2019 COMMUNITY ACTION PROGRAM CONTRACT

Agency: CareerSource Palm Beach County

Payment shall be actual cost reimbursement as evidenced by the agency general ledger. Copies of paid receipts, checks, invoices, payroll reports, or other documents acceptable to the Palm Beach County Department of Community Services must be available to review upon request.

Agency Cost Reimbursement Budget

Description	Amount
Training	\$82,000.00
Staff	\$5,627.00
Indirect Cost	\$12.473.00
Total	\$100,000

Training includes tuition, books, and other support services including, but not limited to, test, fees, tools and uniforms.

Staff includes AGENCY staff time devoted to outreach and eligibility of CAP clients. Costs incurred in excess of the budget will be paid by AGENCY.

Indirect cost is based on the current rate approved by the Department of Labor (DOL). The amount invoiced will change to reflect changes made to this rate by DOL.

Agency may adjust line item budget with approval by the County.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services, LLC 360 Columbia Drive, Suite 105 West Palm Beach, FL 33409 561 693-0500	CONTACT NAME: Nola Black	
	PHONE (A/C, No, Ext): -	FAX (A/C, No): 855-420-6662
	E-MAIL ADDRESS: nola.black@usi.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Philadelphia Indemnity Insurance Co.	
	INSURER B : Continental Casualty Company	
INSURED Careersource Palm Beach County, Inc. 3400 Belvedere Road West Palm Beach, FL 33406	INSURER C : Owners Insurance Company	
	INSURER D :	
	INSURER E :	
	INSURER F :	
	NAIC #	
	18058	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.									
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			PHPK1921207	12/30/2018	12/30/2019	EACH OCCURRENCE	\$1,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000	
							MED EXP (Any one person)	\$5,000	
							PERSONAL & ADV INJURY	\$1,000,000	
							GENERAL AGGREGATE	\$2,000,000	
C	GEN'L AGGREGATE LIMIT APPLIES PER:			4871432900	02/14/2019	02/14/2020	PRODUCTS - COMP/OP AGG	\$2,000,000	
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							\$	
	OTHER:						COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000	
	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY						BODILY INJURY (Per person)	\$	
	<input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident)	\$	
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB			4031235395	12/30/2018	12/30/2019	PROPERTY DAMAGE (Per accident)	\$	
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10000							\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						EACH OCCURRENCE	\$7,000,000	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						AGGREGATE	\$7,000,000	
								\$	
							PER STATUTE		
							OTH-ER		
							E.L. EACH ACCIDENT	\$	
							E.L. DISEASE - EA EMPLOYEE	\$	
							E.L. DISEASE - POLICY LIMIT	\$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Palm Beach County Board ofCounty Commissioners, A political subdivision of the State of Florida, It's officers, employees,and agents are named as an additional insured with respect to general liability policy see form PIGLDHS attached. Coverage is provided on a primary basis. A waiver of subrogation applies for general liability. A 30 day notice of cancellation applies except for 10 days applies for non-payment of premium.

CERTIFICATE HOLDER	CANCELLATION
Palm Beach County Board of County Commissioners 301 N. Olive Avenue West Palm Beach, FL 33401	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE B. M. Carl

Summary of Certificates

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

Tuesday, October 09, 2018

Simple View

Certificate Images

Documents

Insured: CareerSource Palm Beach County, Inc. Insured ID: 065DOSS02FY17

Status: Compliant

ITS Account Number: PLC2708

Project(s): Palm Beach County - Community Services - (Active)

Insurance Policy	Required	Provided	Override
<u>General Liability</u>			
Expiration: 12/30/2018			
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>	All Owned Autos	not provided	X
Expiration: 2/14/2019			
	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: 10/1/2019			
Each Accident:	\$0	\$1,000,000	
Disease - Policy Limit:	\$0	\$1,000,000	
Disease - Each Employee:	\$0	\$1,000,000	

Notifications (Show All)

The following letters were issued:

Sep 21 2018 - Renewal Letter

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

Certificate Submittal