

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: April 5, 2022 ☒ Consent ☐ Regular
 ☐ Ordinance ☐ Public Hearing

Department
Submitted By: Community Services
Submitted For: Community Action Program

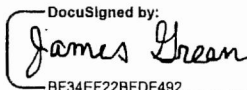
I. EXECUTIVE BRIEF


Motion and Title: Staff recommends motion to approve: Amendment No. 2 for Provision of Services with CareerSource Palm Beach, County, Inc. (CareerSource) (R2020-1541), for the period August 1, 2020 through September 30, 2022, to revise portions of the contract and to increase the overall funding by \$25,000 for a new total contract amount not-to-exceed \$125,000, to provide trades industry trainings and work readiness services to low-income participants.

Summary: CareerSource is qualified to provide various services for the Community Action Program (CAP). Funding is provided by the Community Services Block Grant (CSBG). A portion of the CSBG funds is used to provide training for eligible clients. Qualified clients must be residents of Palm Beach County and meet the federal poverty level guidelines (FPLG). Since 1999, the County has collaborated with CareerSource to serve economically disadvantaged residents of Palm Beach County. Amendment No. 2 is necessary in order to increase funding and provide trades training and work readiness and referral services to a minimum of 22 clients. Clients are referred to providers within the industry for selection and enrollment into the trades industry training programs. Vocational training classes include commercial driver's license (CDL) and construction trades, such as carpentry, welding, electrician and plumbing. In Grant Year (GY) 2020, 67 out of 79 CAP clients who enrolled in the various self-sufficiency trainings completed training. A total of 35 unemployed clients obtained and maintained employment for over a 90 day period. Charles Duval, an employee of CareerSource is a member of the Farmworker Program Advisory Board. Sandra Wright, an employee of CareerSource is a member of the Community Action Advisory Board. These boards provide no regulation, oversight, management, or policy-setting recommendations regarding the agencies listed above. Disclosure of these contractual relationships 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 County match is required.** (Community Action Program) Countywide (HH)

Background and Justification: Since 1999, the County has collaborated with CareerSource to serve economically disadvantaged residents of Palm Beach County. CSBG funds are used to provide employment skills training, work readiness, job referral and placement, and employment retention services to qualified Palm Beach County clients.

Attachments: Amendment No. 2 to Contract for Professional Services with CareerSource

Recommended By:  3/8/2022
Department Director Date

Approved By:  3/22/2022
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2022	2023	2024	2025	2026
Capital Expenditures					
Operating Costs	25,000				
External Revenue	(25,000)				
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	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 VAR Program Period

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

No County match is required.

DocuSigned by:
Julie Dowe
05AC9C7CC5BC4A4...

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

III. REVIEW COMMENTS

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

For review 3/14/22
Robert Raut 3/14/22
OFMB *OK* 3-11-22

Dr. J. Jurek 3/22/22
Contract Development and Control
3-22-22 TW

B. Legal Sufficiency:

Helene C. King 3-22-22
Assistant County Attorney

C. Other Department Review:

Department Director

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

AMENDMENT # 2

SECOND AMENDMENT TO CONTRACT FOR PROVISION OF
PROFESSIONAL SERVICES

THIS SECOND AMENDMENT TO CONTRACT FOR PROVISION OF PROFESSIONAL SERVICES (R2020-1541) 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 County 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, on October 20, 2020, the above named parties entered into a one (1) year contract to provide vocational training and employment services to low income participants (the Contract) in an annual amount of \$50,000 for Grant Year 2020-2021 (R2020-1541); and

WHEREAS, the contract was amended on September 14, 2021 (R2021-1221), updating **ARTICLE 4 - SCHEDULE**, and to increase the total payment amount from \$50,000 to \$100,000 by updating **ARTICLE 5 - PAYMENTS TO AGENCY** and by replacing **EXHIBIT B - UNITS OF SERVICE RATE AND DEFINITION** with **EXHIBIT B - UNITS OF SERVICE RATE AND DEFINITION** with **EXHIBIT B1 - UNITS OF SERVICE RATE AND DEFINITION**, as well as to update **ARTICLE 9 - INSURANCE** and **ARTICLE 35 - E-VERIFY EMPLOYMENT ELIGIBILITY**, and re number **ARTICLE 51 - REGULATIONS**, **ARTICLE 52 - COUNTERPARTS**, and **ARTICLE 53 - ENTIRETY OF CONTRACTUAL REQUIREMENTS**; and

WHEREAS, the need exists to amend the Contract to increase the FY2022 total from \$50,000 to \$75,000 and the Contract total from \$100,000 to \$125,000 by updating **ARTICLE 5 - PAYMENTS TO AGENCY**, and by replacing **EXHIBIT A- SCOPE OF WORK AND SERVICE UNITS**, with **EXHIBIT A1- SCOPE OF WORK AND SERVICE UNITS**, and replacing **EXHIBIT B1 - UNITS OF SERVICE RATE AND DEFINITION** with **EXHIBIT B2 - UNITS OF SERVICE RATE AND DEFINITION**.

NOW THEREFORE, the above named parties hereby mutually agree that the Contract entered into on October 20, 2020 (R2020-1541) and amended on September14, 2021 (R2021-1221) is amended as follows:

- I. The foregoing recitals are true and correct and incorporated herein by reference.
- II. **EXHIBIT A-SCOPE OF WORK AND SERVICE UNITS** is replaced in its entirety with **EXHIBIT A1-SCOPE OF WORK AND SERVICE UNITS** attached hereto and made a part hereof.

- III. **EXHIBIT B1 – UNITS OF SERVICE RATE AND DEFINITION** is replaced in its entirety with **EXHIBIT B2 – UNITS OF SERVICE RATE AND DEFINITION** attached hereto and made a part hereof.
- IV. The first three paragraphs of **ARTICLE 5 – PAYMENTS TO AGENCY** shall be replaced in their entirety with the following:

ARTICLE 5 – PAYMENTS TO AGENCY

The total amount to be paid by the COUNTY under this Contract for all services and materials shall not exceed a total Contract amount of **ONE HUNDRED TWENTY FIVE THOUSAND DOLLARS AND ZERO CENTS (\$125,000.00) OVER A TWO-YEAR PERIOD, OF WHICH FIFTY THOUSAND DOLLARS AND ZERO CENTS (\$50,000.00) IS BUDGETED IN FISCAL YEAR 2021 WITH AN ANTICIPATED ANNUAL ALLOCATION OF SEVENTY FIVE THOUSAND DOLLARS AND ZERO CENTS (\$75,000.00) TO BE BUDGETED IN EACH SUBSEQUENT FISCAL YEAR FOR THE TERM OF THIS CONTRACT.**

The AGENCY will bill the COUNTY on a monthly basis, or as otherwise provided, at the amounts set forth in **EXHIBIT B2** 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 B2**. 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.

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 to Contract on behalf of the COUNTY and AGENCY has hereunto set his/her hand the day and year above written.

ATTEST:

Joseph Abruzzo
Clerk of the Circuit Court & Comptroller
Palm Beach County

PALM BEACH COUNTY BOARD OF
COUNTY COMMISSIONERS

BY _____
Deputy Clerk

BY _____
Robert S. Weinroth, Mayor

AGENCY:

CareerSource Palm Beach County, Inc.
AGENCY'S Name Typed

DocuSigned by:
Julia Dattolo
457788C410FE498...
AGENCY'S Signatory

President / CEO
AGENCY'S Signatory Title Typed

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

DocuSigned by:
Helene C. Hvizd
BF3DF20B2225813...
Assistant County Attorney

APPROVED AS TO TERMS
AND CONDITIONS

DocuSigned by:
Taruna Malhotra
1438C4101F1049C...
Taruna Malhotra, Assistant Director
Community Services Department

**SCOPE OF WORK & SERVICE UNITS
2020-2022 COMMUNITY ACTION PROGRAM
COMMUNITY SERVICES BLOCK GRANT**

Agency Name: CareerSource Palm Beach County, Inc.
Program Name: Trades Industry Training and Work Readiness Skills Training
Target Audience: Low Income Resident at or Below 200% of the Federal Poverty Level Guideline (FPLG)

Overview:

CareerSource Palm Beach County, Inc., in agreement with local educational providers such as (PBSC) Palm Beach State College and the Palm Beach County School District Adult Education provide customized trades training classes at their locations based on demand.

CareerSource Palm Beach County, Inc., 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

Services:

Work Readiness Skills Services

CareerSource Palm Beach County, Inc., shall provide Work Readiness Skills Services such as:

- Resume writing assistance
- Interviewing skills and self-promotion
- Registering clients into Employ Florida
- Job search assistance
- Referrals to employers
- Exposing clients to job opportunities through job fairs and other resources

Trades Industry Training

CareerSource Palm Beach County, Inc., will provide referral services such as referring client(s) to training provider(s) within the industry for selections and enrollment into Trades Industry Training program.

Career Counselors will work with the individual (Community Action Program) CAP clients, assisting with registering and enrolling them into trades training, providing supportive services and any assessments if needed.

CareerSource Palm Beach County, Inc., 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.

CareerSource Palm Beach County, Inc., will provide Career Counselors to work with CAP clients to assist with registering and enrolling them into trades training and maintaining monthly career/follow-up counseling for CAP clients enrolled in trades training and participating in WIOA training programs.

CareerSource Palm Beach County, Inc., will provide required books and tools, testing/certification fees needed to complete the training program, earn certifications, and become self-sufficient.

CAP funding will be used for out of pocket expenses established by the training provider with support account to cover additional tuition that CareerSource Palm Beach County is not contracted to pay for under their vendor/training provider contracts.

Trades Industry Training

CareerSource Palm Beach County, Inc., shall enroll CAP participants into the Trades Industry Training programs at Palm Beach State College starting with NCCER Core curriculum resulting in nationally and/or industry recognized certificates or certifications in the following trades:

- NCCER Carpentry
- NCCER Electrical
- NCCER HVAC
- NCCER Plumbing
- NCCER Welding
- Forklift operator 1-3 days
- CDL timeline depends upon successful completion of modular classes and schools the candidate attends.

After successful completion of the course work, the Career Counselor with the assistance of an industry specific recruiter will assist with obtaining employment or on-the-job training opportunities leading to employment. Employment is reportable to Community Services by job title, start date, company name and starting wage rate.

All services are recorded in www.EmployFlorida.com database and are available for retrieval and reporting.

Reporting:

Funded agencies will be required to report on the following performance indicators, on a quarterly basis:

Report Due Dates: January 10th, April 10th, July 10th, and October 10th, of each grant year.

Failure to submit the required report on the due dates may result in withholding of payment.

Outcomes: Vocational and Employment Services Report

- 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: ____

FNPI 2f The number of adults whom demonstrated improved basic education:____

Number of certificates issued: 13

EXHIBIT B2

UNITS OF SERVICE RATE AND DEFINITION
2020-2022 COMMUNITY ACTION PROGRAM

AGENCY: CareerSource Palm Beach County, Inc.
Program Name: Trades Industry Training and Work Readiness Skills Training
Target Audience: Low Income Resident at or Below 200% of the Federal Poverty Level Guideline (FPLG)

Description	Unit Cost	FY 2021	FY2022	Total Contract Amount
Unit Cost is one client served under the program. Payments for services will be reimbursed for actual cost, as evidenced in general ledger.	Unit Cost is actual expense	\$50,000.00	\$75,000.00	\$125,000.00

Unspent annual allocations DO NOT roll over to future fiscal years.



**Palm Beach County
Compliance Summary Report**

Vendor Number	Vendor Name	AM Best Rating	Insurance Carrier	Policy #	Eff. Date	Exp. Date
DX00000993	Careersource Palm Beach County, Inc.	Modified	Compliant			
		A , XV	Continental Casualty Company	4031235395	12/30/2021	12/30/2022
		A++p , XV	Philadelphia Indemnity Insurance Company	PHPK2359881	12/30/2021	12/30/2022

Risk Profile : Standard - Professional Services
Required Additional Insured : Palm Beach County Board of County Commissioners
Ownership Entity :

3/22/2022
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2022	2023	2024	2025	2026
Capital Expenditures					
Operating Costs	25,000				
External Revenue	(25,000)				
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	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 VAR Program Period

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

No County match is required.

DocuSigned by:
Julie Dowe
05AC9C7CC5BC4A4...

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

III. REVIEW COMMENTS

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

For review 3/14/22
Robert Raut 3/14/22
OFMB RA 3-11-22

Dr. J. Janocha 3/22/22
Contract Development and Control
3-22-22 *TW*

B. Legal Sufficiency:

Helene C. Skind 3-22-22
Assistant County Attorney

C. Other Department Review:

Department Director

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

AMENDMENT # 2

**SECOND AMENDMENT TO CONTRACT FOR PROVISION OF
PROFESSIONAL SERVICES**

THIS SECOND AMENDMENT TO CONTRACT FOR PROVISION OF PROFESSIONAL SERVICES (R2020-1541) 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 County 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:

W I T N E S S E T H:

WHEREAS, on October 20, 2020, the above named parties entered into a one (1) year contract to provide vocational training and employment services to low income participants (the Contract) in an annual amount of \$50,000 for Grant Year 2020-2021 (R2020-1541); and

WHEREAS, the contract was amended on September 14, 2021 (R2021-1221), updating **ARTICLE 4 - SCHEDULE**, and to increase the total payment amount from \$50,000 to \$100,000 by updating **ARTICLE 5 - PAYMENTS TO AGENCY** and by replacing **EXHIBIT B - UNITS OF SERVICE RATE AND DEFINITION** with **EXHIBIT B - UNITS OF SERVICE RATE AND DEFINITION** with **EXHIBIT B1 - UNITS OF SERVICE RATE AND DEFINITION**, as well as to update **ARTICLE 9 - INSURANCE** and **ARTICLE 35 - E-VERIFY EMPLOYMENT ELIGIBILITY**, and re number **ARTICLE 51 - REGULATIONS**, **ARTICLE 52 - COUNTERPARTS**, and **ARTICLE 53 - ENTIRETY OF CONTRACTUAL REQUIREMENTS**; and

WHEREAS, the need exists to amend the Contract to increase the FY2022 total from \$50,000 to \$75,000 and the Contract total from \$100,000 to \$125,000 by updating **ARTICLE 5 - PAYMENTS TO AGENCY**, and by replacing **EXHIBIT A- SCOPE OF WORK AND SERVICE UNITS**, with **EXHIBIT A1- SCOPE OF WORK AND SERVICE UNITS**, and replacing **EXHIBIT B1 - UNITS OF SERVICE RATE AND DEFINITION** with **EXHIBIT B2 - UNITS OF SERVICE RATE AND DEFINITION**.

NOW THEREFORE, the above named parties hereby mutually agree that the Contract entered into on October 20, 2020 (R2020-1541) and amended on September 14, 2021 (R2021-1221) is amended as follows:

- I. The foregoing recitals are true and correct and incorporated herein by reference.
- II. **EXHIBIT A-SCOPE OF WORK AND SERVICE UNITS** is replaced in its entirety with **EXHIBIT A1-SCOPE OF WORK AND SERVICE UNITS** attached hereto and made a part hereof.

- III. **EXHIBIT B1 – UNITS OF SERVICE RATE AND DEFINITION** is replaced in its entirety with **EXHIBIT B2 – UNITS OF SERVICE RATE AND DEFINITION** attached hereto and made a part hereof.
- IV. The first three paragraphs of **ARTICLE 5 – PAYMENTS TO AGENCY** shall be replaced in their entirety with the following:

ARTICLE 5 – PAYMENTS TO AGENCY

The total amount to be paid by the COUNTY under this Contract for all services and materials shall not exceed a total Contract amount of **ONE HUNDRED TWENTY FIVE THOUSAND DOLLARS AND ZERO CENTS (\$125,000.00) OVER A TWO-YEAR PERIOD, OF WHICH FIFTY THOUSAND DOLLARS AND ZERO CENTS (\$50,000.00) IS BUDGETED IN FISCAL YEAR 2021 WITH AN ANTICIPATED ANNUAL ALLOCATION OF SEVENTY FIVE THOUSAND DOLLARS AND ZERO CENTS (\$75,000.00) TO BE BUDGETED IN EACH SUBSEQUENT FISCAL YEAR FOR THE TERM OF THIS CONTRACT.**

The AGENCY will bill the COUNTY on a monthly basis, or as otherwise provided, at the amounts set forth in **EXHIBIT B2** 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 B2**. 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.

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 to Contract on behalf of the COUNTY and AGENCY has hereunto set his/her hand the day and year above written.

ATTEST:

Joseph Abruzzo
Clerk of the Circuit Court & Comptroller
Palm Beach County

PALM BEACH COUNTY BOARD OF
COUNTY COMMISSIONERS

BY _____
Deputy Clerk

BY _____
Robert S. Weinroth, Mayor

AGENCY:

CareerSource Palm Beach County, Inc.
AGENCY'S Name Typed

DocuSigned by:
Julia Dattolo
4577DBD6440FE498...
AGENCY'S Signatory

President / CEO
AGENCY'S Signatory Title Typed

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

DocuSigned by:
Helene C. Hvizd
BF30F20BZZZ3413...
Assistant County Attorney

APPROVED AS TO TERMS
AND CONDITIONS

DocuSigned by:
Taruna Malhotra
1438E4101F1049C...
Taruna Malhotra, Assistant Director
Community Services Department

**SCOPE OF WORK & SERVICE UNITS
2020-2022 COMMUNITY ACTION PROGRAM
COMMUNITY SERVICES BLOCK GRANT**

Agency Name: CareerSource Palm Beach County, Inc.
Program Name: Trades Industry Training and Work Readiness Skills Training
Target Audience: Low Income Resident at or Below 200% of the Federal Poverty Level Guideline (FPLG)

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- NCCER Welding
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- FNPI 1d** The number of unemployed adults who obtained and maintained employment for at least 180 days (up to living wage):____
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Number of employed participants who increased income from employment through:

- Wages or salary:___
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FNPI 2f The number of adults whom demonstrated improved basic education:___

Number of certificates issued: 13

UNITS OF SERVICE RATE AND DEFINITION
2020-2022 COMMUNITY ACTION PROGRAM

AGENCY: CareerSource Palm Beach County, Inc.
Program Name: Trades Industry Training and Work Readiness Skills Training
Target Audience: Low Income Resident at or Below 200% of the Federal Poverty Level Guideline (FPLG)

Description	Unit Cost	FY 2021	FY2022	Total Contract Amount
Unit Cost is one client served under the program. Payments for services will be reimbursed for actual cost, as evidenced in general ledger.	Unit Cost is actual expense	\$50,000.00	\$75,000.00	\$125,000.00

Unspent annual allocations DO NOT roll over to future fiscal years.



Palm Beach County
Compliance Summary Report

Vendor Number	Vendor Name	AM Best Rating	Insurance Carrier	Policy #	Eff. Date	Exp. Date
DX00000993	Careersource Palm Beach County, Inc.	Modified	Compliant			
		A , XV	Continental Casualty Company	4031235395	12/30/2021	12/30/2021
		A++p , XV	Philadelphia Indemnity Insurance Company	PHPK2359881	12/30/2021	12/30/2021
Risk Profile :		Standard - Professional Services				
Required Additional Insured :		Palm Beach County Board of County Commissioners				
Ownership Entity :						