

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date:	December 2, 2025	☒ Consent	☐ Regular
		☐ Ordinance	☐ 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: a First Amendment to Contract for Enhanced Mentoring Engagement with Children’s Services Council of Palm Beach County (CSC) and United Way of Palm Beach County, Inc. (United Way), to reallocate program funding without changing the total not to exceed contract amount of \$2,064,000 for the period of October 1, 2024 through September 30, 2027. This First Amendment is retroactive to October 1, 2025 to allow United Way to process the Mentor Center Hub payments at the higher rate, beginning with the October 2025 invoice.

Summary: In September 2024, the Board of County Commissioners (BCC) approved a three (3)-year joint funding Contract (R2024-1238) with CSC and United Way for the Enhanced Mentoring Engagement Program (Program). The Program serves youth involved with or at risk of entering the juvenile justice and/or child welfare systems. During fiscal year 2025, the program served 299 youth (including an additional 74 above the contract projected number) and met all Program outcomes. In accordance with the terms of the original Contract, CSC contributes \$380,000 annually, and Palm Beach County (County) provides no more than \$308,000 annually from ad valorem funding. This First Amendment realigns the Schedule of Payments to reflect current operational needs, strengthening hub coordination and ensuring equitable resource distribution to improve service delivery and participant outcomes. Hub payments are made by United Way to providers that engage youth in new experiences through mentor matching. The Hub payments will be increased by \$15,000, and the administrative fee paid to United Way for the administration and oversight of the Program shall decrease by \$15,000. The total not-to-exceed amount of the Contract did not change. Countywide (JBR)

Background and Justification: The Program is jointly funded by the County, CSC, and United Way. The Program provides mentoring and support for youth and families to reduce recidivism, promote well-being and skills for learning and life. Annually, the Program aims to serve approximately 225 youth, 260 parents/caregivers/mentors, and service organization staff. The adjustments included in this First Amendment support increased coordination, training, and operational needs across mentoring hubs to sustain program growth and service quality.

Attachment:

- 1. First Amendment to Contract for Enhanced Mentoring Engagement

Recommended by:		11/7/25
	Department Director	Date
Approved by:		11/18/25
	Deputy County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

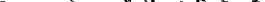
Fiscal Years	2026	2027	2028	2029	2030
Capital Expenditures					
Operating Costs	\$688,000	\$688,000			
External Revenue	(\$380,000)	(\$380,000)			
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$308,000	\$308,000			
No. ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included in Current Budget?	Yes	<u> x </u>	No	<u> </u>
Does this item include the use of federal funds?	Yes	<u> </u>	No	<u> x </u>
Is this item using State Funds	Yes	<u> </u>	No	<u> x </u>

Budget Account	Exp No:						
	Fund	<u>0001</u>	Dept	<u>154</u>	Unit	<u>2066</u>	Obj <u>8201</u>
	Rev No:						
	Fund	<u>0001</u>	Dept	<u>154</u>	Unit	<u>2066</u>	Obj <u>6943</u>

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

The fiscal impact associated with Year 2 of this Contract is being funded by existing FY 2026 ad valorem. FY 2027 will be included in YSD's proposed budget request. However, there is no additional fiscal impact associated with this First Amendment as the total not-to-exceed contract amount remains the same as what was approved by the BCC in September 2024.

Departmental Fiscal Review: 

III. REVIEW COMMENTS

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

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

<u>ASD</u> 11/10/25 OFMB DA 11/10	<u>Brundis MacB</u> 11/17/25 Contract Development & Control 2611.14.25 11/14/25 Tu
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B. Legal Sufficiency:

Legal Sufficiency:

Assistant County Attorney

C. Other Department Review:

Department Director

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

**FIRST AMENDMENT TO
CONTRACT FOR ENHANCED MENTORING ENGAGEMENT**

This First Amendment is made as of December 2, 2025, 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 the Children's Services Council of Palm Beach County, a Political Subdivision of the State of Florida, hereinafter referred to as CSC, each one constituting a public agency as defined in Part I of Chapter 163, Florida Statutes, and the United Way of Palm Beach County, Inc., a not-for-profit corporation authorized to do business in the State of Florida, hereinafter referred to as the UNITED WAY, whose Federal I.D. is 59-0683258.

WITNESSETH:

WHEREAS, the parties entered into a jointly funded Contract between CSC, UNITED WAY and the COUNTY dated September 17, 2024, (R2024-1238), to fund the Enhanced Mentoring Engagement program, from October 1, 2024, through September 30, 2027; in an amount not to exceed \$688,000 annually, totaling \$2,064,000 over the three (3) year period;

WHEREAS, the parties desire to amend the original Contract to reallocate \$15,000 of the UNITED WAY Program budget annually to the available Mentor Center Hub Payments by \$15,000 annually;

WHEREAS, the total not-to exceed contract amount remains unchanged.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the COUNTY and the AGENCY agree as follows:

1. The foregoing recitals are true and correct and incorporated herein by reference.
2. **Exhibit A** is unchanged and remains valid.
3. **Exhibit A, Form 1 (Monthly Reports Format)** is hereby replaced in its entirety with **Exhibit A-1, Form 1 (Monthly Reports Format)**.
4. **Exhibit A, Form 2 (Quarterly Reports Format)** is unchanged and remains valid.
5. **Exhibit A, Form 3 (Logic Model)** is unchanged and remains valid.
6. **Exhibit A, Form 4 (Annual Report Format)** is unchanged and remains valid.
7. **Exhibit B** is hereby replaced in its entirety with **Exhibit B-1**.
8. This First Amendment shall be retroactive to October 1, 2025.

9. All other provisions of the Contract not modified in this First Amendment remain 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 First Amendment on behalf of the COUNTY and the AGENCY has hereunto set its hand the day and year above written.

UNITED WAY OF PALM BEACH
COUNTY, INC.:

DocuSigned by:
Laurie George
AA22DF2689E5467...
Signature

Laurie George, Ph.D.
Typed Name

President & Chief Executive Officer
Title

ATTEST:

MICHAEL A. CARUSO, CLERK OF THE
CIRCUIT COURT & COMPTROLLER

By: _____
Deputy Clerk

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

Signed by:
By: Jessica Bohner Rosenthal
8AA63AE2174C433...
Assistant County Attorney

CHILDREN'S SERVICES COUNCIL OF PALM
BEACH COUNTY:

DocuSigned by:
Lisa Williams-Taylor
EFFEC04CB70F497...
Signature

Lisa Williams-Taylor, Ph.D.
Typed Name

Chief Executive Officer
Title

COUNTY:

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

By: _____
Sara Baxter, Mayor

APPROVED AS TO TERMS
AND CONDITIONS

Signed by:
By: Ike Powell
A40B0A495955425...
Youth Services Department

EXHIBIT A-1, FORM 1
Monthly Reports Format

The AGENCY will submit monthly reports by entering program specific data into the CBA Portal.



MONTHLY COMPLIANCE REPORT
COMMUNITY BASED AGENCY CONTRACT

Contract Period: 10/1/2024 - 9/30/2027

United Way of Palm Beach County, Inc.

Month: Choose an item.

Services	Current Status	Explanation
Hold bi-monthly training opportunities for this specific population	Choose an item.	Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.
Train other youth service program providers on mentoring resources available to this special population	Choose an item.	Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.
Triage youth to an agency to access resources	Choose an item.	Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.
Monitor Mentor Hub to ensure that they train mentors, provide internship opportunities to youth, connect youth with resources, host 12 mentor recruitment events to recruit 100 mentors, ensure youth maintain educational trajectory and provide effective coping mechanism to deal with stress.	Choose an item.	Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.

Please list any program specific challenges your agency experienced during this reporting period:

Click here to 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:

Click here to list any program specific accomplishments your agency experienced during this reporting period.

Please report your outcomes achieved for this month.

Target: 208 of 260 (80%) Parents, guardians, staff, mentors, and other providers increased their knowledge to improve the quality of programs and services provided, including further understanding of the juvenile justice and/or dependency system.

Actual for the month: ____ of ____ (____%)

Total number served this month:

Target: 170 of 225 (76%) Youth and families will be supported by completing the triage process including referred and directly connected to a contracted agency Mentor Center Hub for services.

Actual for the month: ____ of ____ (____%)

Total number served this month:

Target: 3 of 3 (100%) Mentoring center hub will achieve at least 5 outcomes as stated in their logic model.

Actual for the month: ____ of ____ (____%)

Total number served this month:

Unit Cost of Service Rate Definition
Hub Payments (South, Central, North)
Reimbursement of Mentor Center Hub Payments made by United Way for providing a program that engages youth in new experiences through mentor matching. Enhance mentor-mentee relationships to increase number of youths who achieve success and avoid negative behaviors. Coordinate relationships with PBC School District and Department of Juvenile Justice. Provide educational opportunities for mentors to build skills to model to mentees including coping mechanisms, educational support and employability skills.

Total Cost of Service \$415,000.00

[Click here to report on number of units being claimed for this reporting period.](#)

Unit Cost of Service Rate Definition
United Way Program Budget
A unit of service is defined as one hour of United Way staff time in direct or indirect work coordination, administration and oversight of the Enhanced Mentoring Engagement program. *

***Unit cost was determined based on \$273,000 negotiated budget for United Way oversight and administration of the Enhanced Mentoring Engagement program, including 2 full-time positions (Delinquency/Dependence Program Manager & Mentor Training Coordinator, or other staff in their absence) and certain operating expense.**

Unit Cost of Service Rate is \$81.81
Total Cost of Service \$273,000.00

[Click here to report on number of units being claimed for this reporting period.](#)

Report approved and submitted by: *Click or tap here to enter text.*

Title of signatory: *Click or tap here to enter text*

EXHIBIT B-1

SCHEDULE OF PAYMENTS – COUNTY to UNITED WAY

In accordance with **Article 3 – Invoicing and Payments**, the COUNTY shall pay to the UNITED WAY for oversight and administration of the Enhanced Mentoring Engagement program, in accordance with the following payment schedule:

AGENCY NAME		United Way		
Service Name and Definition	Deliverable(s) / Invoice Dates			Total Cost
Hub Payments (South, Central, North) Reimbursement of Mentor Center Hub Payments made by United Way for providing a program that engages youth in new experiences through mentor matching. Enhance mentor-mentee relationships to increase number of youths who achieve success and avoid negative behaviors. Coordinate relationships with PBC School District, Department of Juvenile Justice, Department of Children & Families, Court Administration and ChildNet. Provide educational opportunities for mentors to build skills to model to mentees including coping mechanisms, educational support and employability skills.	•An original cover memo and invoice on the UNITED WAY letterhead signed by the Authorized United Way Representative, or Designee. •Copy of Invoice and Proof of Payment •Due by the 15 th of each month following the month of service.	Fiscal Year 2025-2027 10/1/2024 through 9/30/27		Up to \$415,000 annually
Service Name and Definition	Deliverable(s)/ Invoice Dates	Units	Unit Cost*	Total Cost
United Way Program Budget A unit of service is defined as one hour of United Way staff time in direct or indirect work coordination, administration and oversight of the Enhanced Mentoring Engagement program.* *Unit cost was determined based on \$273,000 negotiated budget for United Way oversight and administration of the Enhanced Mentoring Engagement program, including 2 full-time positions (Mentoring Initiative Coordinator & Mentoring Training Specialist, or other staff in their absence) and certain operating expenses.	•An original cover memo and invoice on the UNITED WAY'S letterhead (signed by the Authorized United Way Representative, or Designee, including statement as to all units claimed were 100% allocated to the Scope of Work). •Proof of Payroll Expense (examples include copies of paystubs, automated payroll reports) •Timesheet (examples include time attendance records, activity log) •Due by the 15 th of each month following the months of service.	3,337 hours	Fiscal Year 2025-2027 \$81.81	\$273,000 Annually
TOTAL NOT-TO-EXCEED AMOUNT				\$2,064,000

For FY25-FY27, the sum of all payments to the UNITED WAY shall not exceed \$688,000 annually, of which the CSC shall reimburse the COUNTY for 55.2% of payments made to the UNITED WAY. Annually, the COUNTY'S net expense shall not exceed \$308,000 and the CSC'S total expense shall not exceed \$380,000.

EXHIBIT C

SCHEDULE OF PAYMENTS – CSC to COUNTY

In accordance with Article 3 – Invoicing and Payments, the CSC shall reimburse the COUNTY for 55.2% (requested of the COUNTY’S expense under the terms of this Contract, as follows:

AGENCY NAME	CSC		
Service Name and Definition	Deliverable(s) / Invoice Dates	% Reimbursement Rate – CSC to County	Total Cost
Payments to County The CSC shall reimburse the COUNTY 55.2% of this Contract expense, in an amount not-to-exceed \$380,000, annually.	•An original cover memo and invoice on the COUNTY’s letterhead signed by the Authorized COUNTY Representative, or Designee •Copy of the UNITED WAY’S Invoice to County •Due within 15 days of receipt by the COUNTY from the UNITED WAY	55.2%	Fiscal Year 2025-2027 up to \$380,000 annually

For FY25-FY27, the sum of all payments to the UNITED WAY shall not exceed \$688,000 annually, of which the CSC shall reimburse the COUNTY for 55.2% of payments made to the UNITED WAY. Annually, the COUNTY’S net expense shall not exceed \$308,000 and the CSC’S total expense shall not exceed \$380,000.