



Children & Families  
Commission of Orange County

2009 DEC 29 PM 12:35

Agenda Item No. 1  
January 6, 2010 Meeting

**DATE:** December 21, 2009  
**TO:** Children and Families Commission of Orange County  
**FROM:** Michael M. Ruane, Executive Director   
**SUBJECT:** Project Management Service Agreement with Altmayer Consulting, Inc.

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**SUMMARY:**

The staffing model established under the Commission Business Plan relies upon professional service firms and consultants to manage Commission programs. Altmayer Consulting, Inc. provides critical staffing that is required to implement the adopted Business Plan and Bridgespan recommendations. A new agreement is recommended to provide ongoing support to cover the increased workload for staff, and can be terminated within 30 days. The balance of the on-call consultant service contracts were approved at the September 2009 Commission meeting. The scope and work plan for the remaining consultant services will be dependent upon your Commission's funding priorities for Fiscal Year 2010/11, and will be presented at your April meeting.

**Altmayer Consulting, Inc.**

Christina Altmayer has provided financial planning and project management services to the Commission since inception. She also serves as the lead on key contracts for the Commission's evaluation programs with CS&O and Mosaic, and strategic planning with Bridgespan. Retaining the services of Altmayer Consulting through the next fiscal year will allow Christina to continue the critical work to align the budget with the declining revenues in accordance with the long-term financial plan. She will also continue to manage the work with Bridgespan to develop policies and strategies for expanding early literacy and math programs in accordance with Commission direction. An extension of the current agreement with Altmayer Consulting, Inc. for a total amount of \$120,000 is recommended. No change in the terms or annual budget is proposed.

**STRATEGIC PLAN & FISCAL SUMMARY:**

This program has been specifically reviewed in relation to the Strategic Plan, and is consistent with all goal areas. This funding request is for \$120,000 for the term July 1, 2010 through June 30, 2011. Funding for this item is included in the FY 2010-11 proposed Budget within the Administrative budget category.

**PRIOR COMMISSION ACTIONS:**

- February and December 2008 – Renewed annual agreement with Altmayer Consulting through June 30, 2010.

**RECOMMENDED ACTION:**

Adopt resolution (Attachment 1) authorizing the Executive Director or designee to prepare and negotiate a Second Amendment to Agreement C-237 with Altmayer Consulting, Inc., to serve as a Project Director and provide Financial Planning and Project Management services, adding an amount not to exceed \$120,000 for a new Maximum Payment Obligation not to exceed \$360,000 and extending the term of the agreement by 12 months through June 30, 2011.

**ATTACHMENT:**

1. Resolution for Amendment Agreement C-237 with Altmayer Consulting, Inc.

**Contact:** Michael Ruane

**CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY**

**RESOLUTION NO. \_\_\_-10-C&FC**

**January 6, 2010**

**A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE EXECUTIVE DIRECTOR OR DESIGNEE, TO PREPARE AND NEGOTIATE A SECOND AMENDMENT TO AGREEMENT C-237 WITH ALTMAYER CONSULTING, INC., TO PROVIDE ADDITIONAL OR EXPANDED SERVICES; AND, AUTHORIZING APPROVAL AND EXECUTION OF SUCH AMENDMENT TO AGREEMENT ON BEHALF OF THE COMMISSION**

**WHEREAS**, in order to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development, the legislature adopted legislation set forth in the California Children and Families Act of 1998, Health and Safety Code Section 130100, *et seq.* (as amended, the "Act") implementing the Children and Families First Initiative passed by the California electorate in November, 1998 and establishing the California Children and Families Commission and County Children and Families Commissions, including this Children and Families Commission of Orange County ("Commission"); and

**WHEREAS**, Commission adopted its Strategic Plan to define how funds authorized under the Act and allocated to the Commission should best be used to meet the critical needs of Orange County's children prenatal to five years of age as codified in the Act; and

**WHEREAS**, On February 6, 2008 Commission authorized the Executive Director or designee to negotiate and enter into Agreement C-237 with the Altmayer Consulting, Inc. hereinafter referred to as the "Consultant," to serve as a Project Director and provide Financial Planning, Organizational Development and Special Projects assistance services for the period July 1, 2008 through June 30, 2009.

**WHEREAS**, On December 3, 2008, COMMISSION entered into a First Amendment with the Consultant which added funding and extended the term of the Agreement through June 30, 2010 to provide additional services under the terms and conditions of the Original Agreement.

**WHEREAS**, the Commission desires to enter into a Second Amendment to Agreement C-237 with the Consultant, to add an additional \$120,000 for a total Maximum Payment Obligation of \$360,000 and extending the term of the Agreement by twelve months through June 30, 2011 as specified in the January 6, 2010 staff report for this Agenda Item, and

**WHEREAS**, the Consultant desires to enter into the Second Amendment to Agreement C-237 in furtherance of the purposes of the Act and the Strategic Plan on the terms and conditions set forth in the applicable Amendment to Agreement; and

**WHEREAS**, Commission has reviewed the staff report relating to the Scope of Services to be provided and hereby finds and determines that the proposed Amendment to Agreement is in furtherance of and consistent with the Commission's Strategic Plan; and

**NOW, THEREFORE BE IT RESOLVED BY THE COMMISSIONERS OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY AS FOLLOWS:**

**Section 1** Commission finds and determines the foregoing Recitals are true and correct and are a substantive part of this Resolution.

**Section 2** Commission hereby authorizes the Executive Director or designee to prepare and negotiate the terms, conditions and final form of a Second Amendment to Agreement C-237 with Altmayer Consulting, Inc. to add an additional \$120,000 for a total Maximum Payment Obligation of \$360,000 and extending the term of the Agreement through June 30, 2011 in order to serve as a Project Director and provide Financial Planning, Organizational Development and Special Projects assistance services under the terms and conditions of the Original Agreement consistent with the January 6, 2010 staff report and scope of services referenced therein; and

**Section 3** The approval by the Executive Director or designee of the final Second Amendment to Agreement C-237 shall be conclusively evidenced by the execution of such Amendment to Agreement by the Commission Chair and delivery thereof to the Commission Clerk.

**Section 4** Commission hereby approves the Second Amendment to Agreement C-237 with the Consultant, to add an additional \$120,000 for a total Maximum Payment Obligation of \$360,000 and extending the term of the Agreement through June 30, 2011 in order to serve as a Project Director and provide Financial Planning, Organizational Development and Special Projects assistance services under the terms and conditions of the Original Agreement as specified in the January 6, 2010 staff report for this Agenda Item.

**Section 5** The Commission Chair and the Clerk of the Commission are hereby authorized to execute and attest, respectively, the Second Amendment to Agreement C-237 on behalf of the Commission.

**Section 6** A copy of the final Second Amendment to Agreement when executed by the Commission Chair and attested by the Clerk of the Commission shall be appended hereto as a part of Exhibit A to this Resolution. Exhibit A is hereby fully incorporated as a part of this Resolution by this reference and made a part hereof. The final executed Amendment to Agreement C-237 shall be placed on file in the office of the Clerk of the Commission.

**Section 7** In addition to the authorization of Section 2 above, the Executive Director, or designee, is hereby authorized, on behalf of the Commission, (i) to sign all documents necessary and appropriate to carry out and implement the Amendments to Agreement(s), (ii) to cause the issuance of warrants, (iii) to administer the Commission's obligations, responsibilities, and duties to be performed under such agreement(s), and (iv) during the term thereof to provide waivers, administrative interpretations, and minor modifications of the provisions of such agreement(s) in the furtherance thereof.

**Section 8** The Clerk of the Commission shall certify to the adoption of this Resolution.

The foregoing resolution was passed and adopted by the following vote of the Children and Families Commission of Orange County on January 6, 2010 to wit:

AYES: Commissioners: \_\_\_\_\_

NOES: Commissioner(s): \_\_\_\_\_

EXCUSED: Commissioner(s): \_\_\_\_\_

ABSTAINED: Commissioner(s) \_\_\_\_\_

\_\_\_\_\_  
CHAIR

STATE OF CALIFORNIA    )  
  )  
COUNTY OF ORANGE    )

I, DARLENE J. BLOOM, Clerk of the Commission of Orange County, California, hereby certify that a copy of this document has been delivered to the Chair of the Commission and that the above and foregoing Resolution was duly and regularly adopted by the Children and Families Commission of Orange County.

**IN WITNESS WHEREOF**, I have hereto set my hand and seal.

\_\_\_\_\_  
DARLENE J. BLOOM  
Clerk of the Commission, Children and Families Commission of  
Orange County, County of Orange, State of California

Resolution No: \_\_-10-C&FC

Agenda Date: January 6, 2010

Item No. \_\_\_\_



I certify that the foregoing is a true and correct copy of the Resolution adopted by the

DARLENE J. BLOOM, Clerk of the Commission

By: \_\_\_\_\_  
Deputy

**EXHIBIT A TO RESOLUTION OF COMMISSION**

(Attach copy of final executed Amendment to Agreement C-237 with Altmayer Consulting, Inc.)