

DATE: December 13, 2011

TO: Children and Families Commission of Orange County

FROM: Michael M. Ruane, Executive Director



SUBJECT: Project Management Service Agreement with Altmayer Consulting, Inc.

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 manage the Strategic Financial Plan and annual budget process. Amending the agreement with Altmayer Consulting is recommended to provide ongoing support to the Commission, and can be terminated with 30 days notice. These services are renewed on a mid-year basis since the consultant services are required for budget development and financial planning.

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, and strategic financial planning, and the annual budget planning process. Retaining the services of Altmayer Consulting through the next fiscal year will allow Ms. Altmayer to continue the critical work to align the budget with the declining revenues in accordance with the long-term financial plan, and the strategic financial issues related to AB 99. Amending the agreement with Altmayer Consulting, Inc. to extend the term for one year and add \$120,000 is recommended. Although Ms. Altmayer's role has expanded on many key Commission projects, 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, 2012 through June 30, 2013 and was included in the planning assumptions for the FY 2012/13 Budget. Funding for this item is included in the Administrative category of the annual budget.

PRIOR COMMISSION ACTIONS:

- January 2011 – Approved new agreement with Altmayer Consulting, Inc. not to exceed \$120,000 through June 30, 2012.
- January 2010 – Approved amendment to the agreement with Altmayer Consulting, Inc. not to exceed \$120,000 through June 30, 2011.
- 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 amend Agreement C-281 to extend the term for one-year and add \$120,000 with Altmayer Consulting, Inc. for the Strategic Financial Plan and annual budget process, for a total contract of \$240,000 for the term of July 1, 2011 to June 30, 2013.

ATTACHMENT:

1. Resolution for Agreement C-281 with Altmayer Consulting, Inc.

Contact: Michael Ruane

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ___-11-C&FC

January 4, 2012

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE EXECUTIVE DIRECTOR OR DESIGNEE, TO PREPARE AND NEGOTIATE A FIRST AMENDMENT TO AGREEMENT C-281 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 January 5, 2011, Commission authorized the Executive Director or designee to negotiate and enter into Agreement C-281 with Altmayer Consulting, Inc., hereinafter referred to as the “Consultant,” to serve as a Project Director and provide Financial Planning, Organizational Development, Project Director and Special Projects assistance services for the period July 1, 2011 through June 30, 2012.

WHEREAS, the Commission desires to enter into a First Amendment to Agreement C-281 with the Consultant, to add an additional \$120,000 for a total Maximum Payment Obligation of \$240,000 and extend the term of the Agreement by twelve months through June 30, 2013 as specified in the January 4, 2012 staff report for this Agenda Item, and

WHEREAS, the Consultant desires to enter into the First Amendment to Agreement C-281 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 First Amendment to Agreement C-281 with Altmayer Consulting, Inc. to add an additional \$120,000 for a total Maximum Payment Obligation of \$240,000 and extend the term of the Agreement by twelve months through June 30, 2013 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 4, 2012 staff report and scope of services referenced therein; and

Section 3 The approval by the Executive Director or designee of the final First Amendment to Agreement C-281 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 First Amendment to Agreement C-281 with the Consultant, to add an additional \$120,000 for a total Maximum Payment Obligation of \$240,000 and extend the term of the Agreement by twelve months through June 30, 2013 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 4, 2012 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 First Amendment to Agreement C-281 on behalf of the Commission.

Section 6 A copy of the final First 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-281 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 4, 2012 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: __-11-C&FC

Agenda Date: January 4, 2012

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-281 with Altmayer Consulting, Inc.)