



**Agenda Item 3
February 3, 2016**

DATE: January 12, 2016

TO: Children and Families Commission of Orange County

FROM: Christina Altmayer, Executive Director 

SUBJECT: Conditions of Children Community Forums

ACTION: Adopt resolution authorizing amendment to agreement with Lisa Burke dba Burke Consulting for the Conditions of Children Community Forums

SUMMARY:

The Children and Families Commission of Orange County in partnership with the Orange County Social Services Agency co-sponsored and co-funded the development and distribution of the 21st Annual Report on the Conditions of Children in Orange County through the Orange County Children's Partnership. This year the report was presented at five community forums, one in each supervisorial district, highlighting a critical issue facing children and families identified in the Report. This agenda item requests amending the project management agreement to compensate for the unanticipated additional time required to plan and convene the five community forums.

DISCUSSION:

The Orange County Children's Partnership sponsors the annual Conditions of Children report and prioritized outreach and education of the report. Under the agreement with the County Social Services Agency, the Commission committed to sponsor five community forums within the Orange County supervisorial districts to promote and distribute the report. The Community Forum schedule is included as Attachment 1.

Each community forum required the project manager to secure a venue to accommodate a large group, meet with each supervisorial district to select a topic, coordinate with community agencies with expertise on the selected topic, and recruit the key note speaker and panelists with professional expertise in the identified area. The project manager was also required to develop the agenda, and market and advertise each Community Forum.

In addition to the Community Forums, the \$25,000 project management agreement included overall quality control as the report was developed, scheduling and facilitating planning meetings with the partnering agencies, monitoring the report content, overseeing the graphic redesign of the report, and developing the materials to present the final report to the Board of Supervisors and the Children and Families Commission.

Planning the community forums has required more time than anticipated. All forums have been very well attended and include the active participation of the sponsoring Board office. Additionally, Commission staff has received very positive feedback from attendees and has been asked to videotape and make available online future forums so the discussions can be used for training and other educational purposes. An amendment to the existing project management contract to add an

additional \$7,000 is requested. The budget amendment will be funded with anticipated under spending in another contract for Burke Consulting. No new funding or budget amendments are requested.

STRATEGIC PLAN & FISCAL SUMMARY:

This action has specifically been reviewed in relation to the Strategic Plan, and is consistent with the Capacity Building goal. Expenditures will be allocated to the evaluation line item within the Capacity Building goal area.

PRIOR COMMISSION ACTIONS:

- March 2015 - Adopted resolution authorizing agreements with designated individuals and/or organizations to provide evaluation, project management and graphic design services
- December 2014 – Received 20th Annual Report on the Conditions of Children in Orange County, 2013 and authorized funding
- October 2014 – Authorized panel of qualified on-call evaluation consultants
- May 2014 – Authorized funding for the 21st and 22nd Conditions of Children Reports

RECOMMENDED ACTION:

Adopt resolution authorizing amendment to agreement C-320 with Lisa Burke dba Burke Consulting to add \$7,000 for a total contract amount of \$32,000 to compensate for the additional time required to plan and convene the Conditions of Children Community Forums effective October 1, 2015.

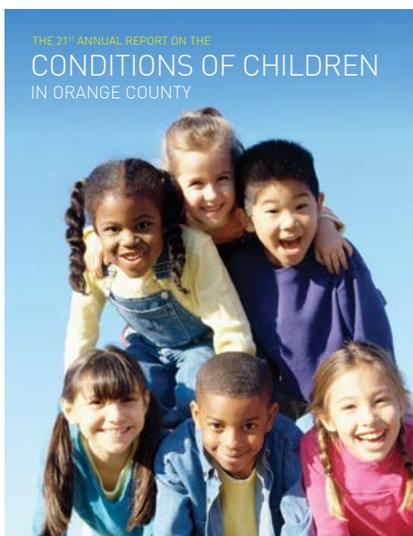
ATTACHMENTS:

1. Community Forums on the Conditions of Children in Orange County
2. Resolution to amend agreement C-320 with Lisa Burke dba Burke Consulting.

Contact: Kelly Pijl

THE ORANGE COUNTY CHILDREN'S PARTNERSHIP
&
THE ORANGE COUNTY BOARD OF SUPERVISORS

Invite you to FREE Community Forums on the Conditions of Children in Orange County



- Hear Report Highlights & Data Trends
- Learn from experts about the Featured Topic at each forum
- Receive a Copy of the 21ST Annual Report on the Conditions of Children in Orange County

REGISTER NOW!

Date	Location	Featured Topic	Registration Link
December 1, 2015 9:45 a.m. to 12 p.m.	Bell Tower Regional Community Center Rancho Santa Margarita	Youth Mental Health & Substance Abuse	https://teen-mental-health. eventbrite.com
December 11, 2015 8:45 to 11:00 a.m.	University of California, Irvine Student Union	Protective Factor of Education	https://education-juvenile-offenders. eventbrite.com
January 13, 2016 8:45 to 11:00 a.m.	California State University, Fullerton Titan Student Union	Young Children's Mental Health	https://childhood-mental-health. eventbrite.com
January 27, 2016 1:45 to 4:00 p.m.	Costa Mesa Neighborhood Community Center	Starting Out Healthy	https://starting-out-healthy. eventbrite.com

For questions, please contact Lisa Burke at lisa@lisajburke.com or call (949) 200-6221

BROUGHT TO YOU BY:



Children & Families
Commission
of Orange County



CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ___-15-C&FC

February 3, 2016

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE EXECUTIVE DIRECTOR AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE THE FIRST AMENDMENT TO AGREEMENT C-320 WITH LISA BURKE FOR ADDITIONAL TIME REQUIRED TO PLAN AND CONVEENE THE CONDITIONS OF CHILDREN COMMUNITY FORUMS; AND, AUTHORIZING APPROVAL AND EXECUTION OF SUCH AMENDMENT 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, On April 1, 2015, Commission authorized the Executive Director or designee to prepare and negotiate Agreement C-320 (hereinafter referred to as “Agreement”) with Lisa Burke to provide services to develop the annual Conditions of Children Report 15/16;

WHEREAS, The Commission desires to prepare and negotiate the First Amendment (herein after referred to as “Amendment”) to Agreement C-320 with Lisa Burke (hereinafter referred to as “Contractor”) to amend the Agreement with Lisa Burke dba Burke Consulting to add \$7,000 for a total contract amount of \$32,000 to compensate for the additional time required to plan and convene the Conditions of Children Community Forums effective October 1, 2015, as described in the February 3, 2016 staff report for this agenda item; and

WHEREAS, Contractor desires to enter into the Amendment to the Agreement in furtherance of the purposes of the Act and the Strategic Plan on the terms and conditions set forth in the applicable Agreements; and

WHEREAS, Commission has reviewed the staff report for the February 3, 2016 Commission meeting relating to the scopes of services to be provided and hereby finds and determines that the proposed Amendment is in furtherance of and consistent with the Commission’s Strategic Plan; and

WHEREAS, Commission desires to authorize the Commission Chair and Commission Clerk to execute the Amendment to Agreement with Contractor for the terms and in the amount specified in the February 3, 2016 staff report for this Agenda Item.

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 authorizes the Executive Director, or designee, and Commission Counsel to prepare and negotiate Amendment with the Contractor as described in the February 3, 2016 staff report for this Agenda Item to provide additional time to plan and convene the Conditions of Children community forums for the terms and in the amount consistent with the February 3, 2016 staff report.

Section 3 The form of the Amendment with the Contractor, for the terms and in the amount specified the February 3, 2016 staff report for this Agenda Item, shall be substantially similar to the form of the standard Amendment to a Consultant Agreement, subject to minor, non-substantive revisions as reviewed and approved by the Executive Director or designee and Commission Counsel. The approval by the Executive Director or designee of the Amendment shall be conclusively evidenced by the execution of such Amendments by the Commission Chair and delivery thereof to the Commission Clerk.

Section 4 Commission hereby approves the Amendment with Contractor as described in the February 3, 2016 staff report for this Agenda Item to provide additional time to plan and convene the Conditions of Children community forums for the terms and in the amount specified in the February 3, 2016 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 Agreements on behalf of the Commission.

Section 6 A copy of the 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 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(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 February 3, 2016 to wit:

AYES Commissioners: _____

NOES Commissioner(s): _____

EXCUSED Commissioner(s): _____

ABSTAINED Commissioner(s): _____

CHAIR

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, ROBIN STIELER, 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.

Robin Stieler
Clerk of the Commission, Children and Families Commission of
Orange County, County of Orange, State of California

Resolution No: __-15-C&FC

Agenda Date: February 3, 2016

Item No. __



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

ROBIN STIELER, Clerk of the Commission

By: _____
Deputy

EXHIBIT A TO RESOLUTION OF COMMISSION

(Attach copy(ies) of final executed Agreements)