



**Agenda Item No. 3  
July 2, 2014 Meeting**

**DATE:** June 17, 2014  
**TO:** Children and Families Commission of Orange County  
**FROM:** Christina Altmayer, Executive Director   
**SUBJECT:** Adopt Resolution to Amend Agreement with Burke Consulting for Special Project Professional Services

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**SUMMARY:**

The Children and Families Commission of Orange County's business model and organizational structure relies on technical and project management consultants to develop and implement strategies established by the Commission. The Commission approved a slate of consultant agreements in May 2014 to provide professional services through the next fiscal year. This item requests an amendment to the agreement with Lisa Burke, sole proprietor of Burke Consulting, to include a new category for special projects and additional funding.

**DISCUSSION:**

Burke Consulting participated in the Request for Applications (RFA) process in the spring and was awarded an agreement to provide project management, evaluation, and strategic communications services through the next fiscal year. Since awarding the agreement, Lisa Burke has been asked to provide additional services in the areas of meeting planning and facilitation such as the June Planning Meeting, strategic assistance to priority partners such as the Center for Autism, and strategic planning and development for programs such as the Champions for Children's Literacy funding group.

With the implementation of the Commission's Business Plan, additional meeting facilitation, strategic planning, and special projects are expected to increase in response to the changing environment of young children and families and the decline in Proposition 10 revenue. Amending the agreement with Burke Consulting to include a special projects category is recommended. Adding \$10,000 to the agreement for a total contract of \$77,000 is also recommended.

**STRATEGIC PLAN & FISCAL SUMMARY:**

This item has been reviewed in relation to the Commission's Strategic Plan and is consistent with all goal areas. Funding to increase the consultant agreement to \$77,000 from July 1, 2014 through June 30, 2015 is included in the FY 2014/15 budget in the strategic communications and program budget categories.

**PRIOR COMMISSION ACTIONS:**

- May 2014 – Approved agreements with designated individuals/organizations to provide project management, evaluation, and administrative support consulting services.

- April 2014 – Adopted FY 2014/15 budget and business plan
- December 2013 – Approved updated standard form agreements

**RECOMMENDED ACTION:**

Adopt resolution authorizing the Executive Director, or designee, to amend agreement C-300 with Lisa Burke dba Burke Consulting to add \$10,000 for special project professional services, for a revised total maximum contract obligation of \$77,000 for the period July 1, 2014 through June 30, 2015.

**ATTACHMENT:**

1. Resolution to amend C-300

**Contact:** Kelly Pijl

**CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY**

**RESOLUTION NO. \_\_\_-14-C&FC**

**July 2, 2014**

**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-300 WITH LISA BURKE, DBA BURKE CONSULTING FOR SPECIAL PROJECT PROFESSIONAL SERVICES; 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**, 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**, the Executive Director and Commission Counsel have prepared a standard Master Agreement for Consultant/Professional Services (“Master Agreement”), which was approved by the Commission; and

**WHEREAS**, the Commission desires to authorize the Executive Director, or designee, to prepare and negotiate a First Amendment to Agreement C-300 with Lisa Burke, dba Burke Consulting, in an amount not to exceed \$10,000, to provide special project professional services for the period July 1, 2014 through June 30, 2015, as specified in the July 2, 2014 staff report for this Agenda Item; 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 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-300 with

Lisa Burke, dba Burke Consulting, in an amount not to exceed \$10,000, to provide special project professional services for the period July 1, 2014 through June 30, 2015, as specified in the July 2, 2014 staff report and scope of services referenced therein; and

**Section 3** The form of the First Amendment to Agreement C-300 with Lisa Burke, dba Burke Consulting shall be substantially similar to the form of the standard Master Agreement, subject to minor, non-substantive revisions as reviewed and approved by the Executive Director or designee. The approval by the Executive Director of the First Amendment to Agreement C-300 shall be conclusively evidenced by the execution and delivery of the Amendment to Agreement by the Commission Chair to the Commission Clerk.

**Section 4** Commission hereby approves the First Amendment to Agreement C-300 with Lisa Burke, dba Burke Consulting to provide special project professional services, as specified in the July 2, 2014 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-300 with Lisa Burke, dba Burke Consulting on behalf of the Commission.

**Section 6** A copy of the final Amendment to Agreement, when executed, 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 Service Agreement, (ii) to cause the issuance of warrants, (iii) to administer the Commission's obligations, responsibilities, and duties to be performed under such agreement, and (iv) during the term thereof to provide waivers, administrative interpretations, and minor modifications of the provisions of such agreement 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 July 2, 2014 to wit:

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

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

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

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

\_\_\_\_\_  
CHAIR

STATE OF CALIFORNIA    )  
  )  
COUNTY OF ORANGE    )

I, SUSAN NOVAK, 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.

\_\_\_\_\_  
SUSAN NOVAK  
Clerk of the Commission, Children and Families Commission of  
Orange County, County of Orange, State of California

Resolution No: \_\_-14-C&FC

Agenda Date: July 2, 2014

Item No. \_\_



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

SUSAN NOVAK, Clerk of the Commission

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

**EXHIBIT A TO RESOLUTION OF COMMISSION**

(Attach copy of final executed First Amendment to Agreement C-300 with Lisa Burke, dba Burke Consulting)