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**Agenda Item No. 3  
December 5, 2007 Meeting**

**DATE:** November 28, 2007

**TO:** Children and Families Commission of Orange County

**FROM:** Michael M. Ruane, Executive Director 

**SUBJECT:** Storage and Delivery Services for Community Education Resource Materials and Supplies

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**SUMMARY:**

The Children and Families Commission of Orange County is actively providing educational materials to parents and caregivers through funded programs in Orange County. Examples of the educational materials include Sesame Workshop's *Word on the Street* and *Healthy Habits for Life* tool kits, children's books, and potentially car seats. Currently the storage and delivery of outreach materials are ad-hoc. The materials are stored in borrowed office space, as available, and often delivered in personal vehicles.

The current system has provided interim storage and delivery allowing the Commission to quickly respond to new opportunities and projects as they are developed and implemented. As these programs are refined and new opportunities become available, it is critical to establish a system to ensure a regular storage facility for bulk materials and a formalized delivery service to transport the materials to locations for mass or individual distribution.

The Public Health Foundation Enterprises (PHFE) Management Solutions is the fiscal agent for the storage and distribution services that support the Commission's Kid Builders program and Reach Out and Read early literacy program, but funding is limited to these programs. Commission approval is requested to develop a new agreement with PHFE Management Solutions to expand storage and distribution services to support Commission funded programs.

**STRATEGIC PLAN & FISCAL SUMMARY:**

This program has been specifically reviewed in relation to the Strategic Plan and is consistent with the Commission's goals. This funding request is for the amount of \$40,000 commencing December 1, 2007 through June 30, 2008. Funding for this item is included in the FY2007-2008 Budget and will be transferred to the Public Outreach and Communication budget category as part of the mid-year budget adjustment.

**PRIOR COMMISSION ACTIONS:**

1. June 27, 2007 - Agreement with PHFE Management Solutions for administrative services to support the Early Literacy program for the term of July 1, 2007 to June 30, 2008 for a total amount of \$250,000.

2. January 3, 2007 - Agreement PHFE Management Solutions in the total amount of \$300,000 for storage and distribution of 70,000 sets of Kid Builders books.

**RECOMMENDED ACTION:**

Adopt a resolution (Attachment 1) authorizing the Executive Director or designee to negotiate the terms and enter into Agreement PS-51 with Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions to serve as the fiscal agent for storage and delivery services for the period December 1, 2007 through June 30, 2008, in an amount not to exceed \$40,000.

**ATTACHMENT:**

1. Resolution authorizing Executive Director to negotiate and enter into an Agreement with Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions to serve as the fiscal agent for storage and delivery services as specified in the December 5, 2007 staff report.

**Contact:** Kelly Pijl

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. \_\_\_\_-07-C&FC

December 5, 2007

**A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE EXECUTIVE DIRECTOR TO PREPARE AND NEGOTIATE THE FINAL FORM OF A STANDARD FORM AGREEMENT BETWEEN THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY AND PUBLIC HEALTH FOUNDATION ENTERPRISES, INC., DBA PHFE MANAGEMENT SOLUTIONS TO SERVE AS THE FISCAL AGENT FOR STORAGE AND DELIVERY SERVICES; AND, AUTHORIZING APPROVAL AND EXECUTION OF SUCH 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 First 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 through five years of age as codified in the Act; and

**WHEREAS**, the Executive Director and Commission Counsel have prepared a standard Master Agreement for Agreements ("Master Agreement"), which was approved by the Commission; and

**WHEREAS**, Commission desires to authorize the Executive Director or designee, to negotiate the terms and final form of Agreement PS-51 with Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions to serve as the fiscal agent for storage and delivery services for the period December 1, 2007 through June 30, 2008 in an amount not to exceed \$40,000 as specified in the December 5, 2007 staff report to this Agenda Item; and

**WHEREAS**, Commission has reviewed the December 5, 2007 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

**WHEREAS**, Commission desires to authorize the Commission Chair and Commission Clerk to execute Agreement PS-51 with Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions for the period December 1, 2007 through June 30, 2008 in an amount not to exceed \$40,000.

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

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

**Section 2** The Commission authorizes the Executive Director, or designee, to negotiate the terms and final form of Agreement PS-51 with Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions for the period December 1, 2007 through June 30, 2008 in an amount not to exceed \$40,000 to serve as the fiscal agent for storage and delivery services consistent with the December 5, 2007 staff report and scope of services referenced therein.

**Section 3** The form of the Agreement shall be substantially comparable to the form of the approved Master Agreement, subject to minor, non-substantive revisions as reviewed and approved by the Executive Director or designee. The approval by Commission Counsel and the Executive Director, or designee, of the final form of the Agreement shall be conclusively evidenced by the execution of such agreement by the Commission Chair and delivery thereof to the Commission Clerk.

**Section 4** Commission hereby approves Agreement PS-51 with Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions for the period December 1, 2007 through June 30, 2008 in an amount not to exceed \$40,000 to serve as the fiscal agent for storage and delivery services consistent with the December 5, 2007 staff report.

**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 final 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 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 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 was passed and adopted by the following vote of the Children and Families Commission of Orange County on December 5, 2007 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: \_\_-07-C&FC

Agenda Date: December 5, 2007

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 Agreement)