



Children & Families
Commission of Orange County

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Agenda Item No. 4
April 4, 2007 Meeting

DATE: March 21, 2007

TO: Children and Families Commission of Orange County

FROM: Michael M. Ruane, Executive Director

SUBJECT: Orangewood Children's Foundation/CONNECT - AmeriCorps/VISTA Administration

SUMMARY:

The Commission has participated in the AmeriCorps and AmeriCorps/VISTA programs for the past four years and has grown the program from 13 members to over 60 members. During the 2006 program year the AmeriCorps and AmeriCorps VISTA members have;

- served 2703 families,
- conducted 14,511 home visits
- raised \$1,127,393 in funding
- recruited 1,536 volunteers who served 8,116 hours

Approval is requested to renew the agreements with Orangewood Children's Foundation/CONNECT (CONNECT) to provide daily administration and program support services for the Commission's AmeriCorps and AmeriCorps/VISTA programs and Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions (PHFE) to provide payroll and human resource services.

CONNECT provides administrative support for the local AmeriCorps and AmeriCorps VISTA and the Statewide AmeriCorps VISTA program. The administration of the local programs involves tasks associated with supporting the over 60 AmeriCorps and AmeriCorps VISTA members participating in our local program. This support includes but is not limited to member recruitment, member training, training of supervisors at host agencies, preparing annual application, and all program reporting. CONNECT has developed a model program that provides AmeriCorps and AmeriCorps/VISTA members with all assistance, training, and support needed to ensure a complete year of service.

Additionally, CONNECT supports Commissions staff in supporting the statewide administration of the VISTA program. The scope of work for the Statewide Program Leadership includes ensuring that the participating counties Commission's have up to date operating policies and procedures and are in compliance with state and federal guidelines for the program, that required reporting is completed on time, support the recruitment, and member retention and training in each county.

Staff recommends that these tasks remain with CONNECT and that the Commission enter into an agreement with Orangewood Children's Foundation/CONNECT for an amount not to exceed \$264,000 for a 12 month term. The Commission's costs to administer the statewide VISTA program, including CONNECT's related costs, would be partially offset by fees from the county commissions participating in the VISTA program.

The Commission approved the use of a fiscal sponsor for this project in September of 2005 and since that time PHFE has provided all payroll and human resource services. PHFE is a 501(c)(3) organization with over 38 years of experience in the areas of human resources, fiscal management and contract administration. The utilization of PHFE has limited the liability of Commission, the staff time and cost of operating the fiscal components of the program. Attachment 1 details an estimation cost of these services. Staff recommends renewal of the agreement with PHFE in an amount not to exceed \$1,156,000 for a term of 12 months.

STRATEGIC PLAN & FISCAL SUMMARY:

The proposed project has been specifically reviewed in relation to the Strategic Plan, and is designed to further the Quality Services/Capacity Building goal, among others. Funding for this item is included in the FY 07/08 Budget within the Quality Services/Capacity Building AmeriCorps/ AmeriCorpsVISTA budget category.

RECOMMENDED ACTIONS:

1. Adopt resolution (attachment 2) authorizing Commission Counsel and Executive Director, or designee to prepare and enter into agreement # FCI-A5-01 with Orangewood Children's Foundation/CONNECT to provide daily administration and program support services for Commission's AmeriCorps and AmeriCorps/VISTA Programs in an amount not to exceed \$264,000 for a term of 12 months.
2. Adopt resolution (attachment 3) authorizing Commission Counsel and Executive Director, or designee, to prepare and enter into agreement # FCI-A5-02 with Public Health Foundation Enterprises, Inc., to provide payroll and human resources services to the Commission's AmeriCorps and AmeriCorps/VISTA Members in an amount not to exceed \$1,156,000 for a term of 12 months.

Attachments:

1. Summary of AmeriCorps/VISTA and VISTA Program Costs
2. Resolution to enter into agreement with Orangewood Children's Foundation
3. Resolution to enter into agreement with Public Health Foundation Enterprises, Inc.

CONTACT:

Kim Pfeiffer

Summary of AmeriCorps and AmeriCorps Vista Program Costs FY07/08

Attachment 1

PHFE, Management Solutions

Member Pre Enrollment Requirements

Health Screenings	\$75 per screening	75 screenings	\$5,625
Background Check	\$104 per check	75 checks	\$7,800
Sub Total Pre Enrollment Expenses			\$13,425

AmeriCorp Operating Expenses

Stipend (1700 maximum hours per service year)	\$11 maximum per hour	40 members (19 full time and 21 half time)	\$563,200
Basic Benefits (i.e. FICA and Workers Compensation)	13% of payroll costs		\$80,223
Mileage	\$200 per full time member /\$100 per half time		\$5,900
Healthcare Premium for Eligible Members	\$199 per member/ month	20 members (estimated number of members that will enroll)	\$47,760
Sub Total AmeriCorp Operating Expenses			\$697,083

VISTA Operating Expenses*

Housing Stipend (12 months per service year)	\$850 per member	33 members	\$336,600
Mileage	\$200 per member	33 members	\$6,600
Sub Total VISTA Operating Expenses			\$343,200

Administrative Costs

Indirect			\$97,000
Insurance and Audit			\$5,000
Sub Total Administrative Costs			\$102,000
Sub Total of PHFE Contract			\$1,155,708

CONNECT

Salaries			\$167,000
Program Expenses			\$73,000
Indirect			\$24,000
Sub Total CONNECT			\$264,000

Program without Reimbursement	\$1,419,708
Estimated Reimbursement for AmeriCorps Members**	\$236,000
Total Program Cost	\$1,183,708

* The VISTA Operating Expenses does not include member living stipends (\$246,790) authorization for this funding is included in a separate agenda item for authorization for the statewide VISTA project.

** The Commission's expenditures are offset by the National Service Corporation as part of the federal grant received by the First 5 Association for this project

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ___-07 C&FC

April 4, 2007

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE EXECUTIVE DIRECTOR AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE FINAL FORM OF STANDARD FORM AGREEMENT WITH ORANGEWOOD CHILDREN'S FOUNDATION, A CALIFORNIA NON-PROFIT CORPORATION, AND MAKING CERTAIN FINDINGS IN CONNECTION THEREWITH

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 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 No. FCI-A5-01 with Orangewood Children's Foundation, to provide daily administration and program support services for Commission's AmeriCorps and AmeriCorps/VISTA Programs as specified in the April 4, 2007 staff report, based upon the standard Master Agreement in an amount not to exceed \$264,000 for a period not to exceed twelve months.

WHEREAS, Commission has reviewed the April 4, 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 enter into Agreement No. FCI-A5-01 with Orangewood Children's Foundation, in an amount not to exceed \$264,000 for a twelve month period.

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 to prepare and negotiate the final form of Agreement FCI-A5-01 with Orangewood Children's Foundation, in an amount not to exceed \$264,000 for a twelve month period, to provide daily administration and program support services for Commission's AmeriCorps and AmeriCorps/VISTA Programs consistent with the April 4, 2007 staff report and scope of services referenced therein;

Section 3 The form of the Agreement with Orangewood Children's Foundation 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 and Commission Counsel. The approval by 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 FCI-A5-01 with Orangewood Children's Foundation in an amount not to exceed \$264,000 for a twelve month period, to provide daily administration and program support services for Commission's AmeriCorps and AmeriCorps/VISTA Programs as specified in the April 4, 2007 staff report.

Section 5 The Commission Chair and the Clerk of the Commission are hereby authorized to execute and attest, respectively, the Agreement on behalf of the Commission.

Section 6 A copy of the final Agreement with Orangewood Children's Foundation, 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 Sections 2, and 3 above, the Executive Director (or his designee) is hereby authorized, on behalf of the Commission, (i) to sign all documents necessary and appropriate to carry out and implement the 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.

EXHIBIT A TO RESOLUTION OF COMMISSION

(Attach copy of final executed Agreement FCI-A5-01 with Orangewood Children's Foundation)

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ___-07 C&FC

April 4, 2007

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE EXECUTIVE DIRECTOR AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE FINAL FORM OF STANDARD FORM AGREEMENT WITH PUBLIC HEALTH FOUNDATION ENTERPRISES, INC., dba PHFE MANAGEMENT SOLUTIONS, A CALIFORNIA NON-PROFIT CORPORATION, AND MAKING CERTAIN FINDINGS IN CONNECTION THEREWITH

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 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 No. FCI-A5-02 with Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions, to provide payroll and human resources services for the Commission's AmeriCorps and AmeriCorps/VISTA Members as specified in the April 4, 2007 staff report, based upon the standard Master Agreement in an amount not to exceed \$1,156,000 for a period not to exceed twelve months.

WHEREAS, Commission has reviewed the April 4, 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 enter into Agreement No. FCI-A5-02 with Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions, in an amount not to exceed \$1,156,000 for a twelve month period.

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 to prepare and negotiate the final form of Agreement FCI-A5-02 with Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions, in an amount not to exceed \$1,156,000 for a twelve month period, to provide payroll and human resources services for the Commission's AmeriCorps and AmeriCorps/VISTA Members consistent with the April 4, 2007 staff report and scope of services referenced therein;

Section 3 The form of the Agreement with Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions 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 and Commission Counsel. The approval by 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 FCI-A5-02 with Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions in an amount not to exceed \$1,156,000 for a twelve month period, to provide payroll and human resources services for the Commission's AmeriCorps and AmeriCorps/VISTA Members as specified in the April 4, 2007 staff report.

Section 5 The Commission Chair and the Clerk of the Commission are hereby authorized to execute and attest, respectively, the Agreement on behalf of the Commission.

Section 6 A copy of the final Agreement with Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions, 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 Sections 2, and 3 above, the Executive Director (or his designee) is hereby authorized, on behalf of the Commission, (i) to sign all documents necessary and appropriate to carry out and implement the 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 April 4, 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: April 4, 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 executed Agreement FCI-A5-02 with Public Health Foundation Enterprises,
Inc., dba PHFE Management Solutions)