Children & Families
Commission of Orange County

Agenda Item No. 4
October 3, 2007 Meeting

DATE: September 19, 2007

TO: Children and Families Commission of Orange County

FROM: Michael M. Ruane, Executive Director

SUBJECT: **Renewal of Implementing Actions for Statewide AmeriCorps VISTA Program**

SUMMARY:
The First 5 California Service Corp was launched in 2002 as a partnership between California's Children and Families Commissions and the Corporation for National and Community Service (CNCS), with the goal of enhancing services provided to children and families. The Children and Families Commission of Orange County has the largest allocation of AmeriCorps VISTA members in the State and in that capacity has served as sponsor and fiscal and administrative agent for the AmeriCorps VISTA program. Approval is requested for the Commission to enter into necessary Agreements to continue serving as statewide sponsor of the AmeriCorps VISTA program.

AMERICORPS VISTA
Staff is completing the renewal application for the FY 2007-08 statewide VISTA program and plans to request the continuation of 35 VISTA positions for Orange County and 22 positions for other participating county Commissions. For the Orange County designated positions, staff proposes to continue assigning the VISTA members to currently participating community services partner agencies to support programs for children and families. Staff anticipates notification by CNCS of the final number of VISTA positions assigned on or about October 5, 2007.

The Commission has successfully served as statewide sponsor for the VISTA program which includes developing agreements with other participating county Commissions, maintaining an accounting system internally to invoice other county Commissions for reimbursement of member and administrative costs, providing quarterly reporting, coordinating participation in member and supervisor training, and serving as the liaison with the federal VISTA authority. This has proved to be a successful extension of the strong leadership role that our Commission has taken at the state level during the past five years to help establish and operate the AmeriCorps VISTA program.

Starting in October of 2006, CNCS asked the Commission to expand our statewide sponsorship role to include the disbursements of the living-allowance and end-of-service awards members receive. This agreement was negotiated between CNCS and the Commission, and staff

successfully implemented the necessary systems to support the new responsibilities over the past year. Under this expanded sponsorship role the Commission is reimbursed by CNCS for the eligible members' living-allowances, end–of-service cash awards, and for additional administrative costs. Approval is requested to enter into a new agreement or to amend existing agreement(s) with CNCS to provide fiscal and administrative services for the AmeriCorps VISTA program. The total agreement amount for the period October 1, 2007 through September 30, 2008 is approximately $2,135,971. The agreement will include the amount of financial support CNCS provides to the Commission to maintain the AmeriCorps VISTA program in the amount of $745,037 (federal funds) and $1,390,934, which is the combined amount of local matching funds provided by six Commissions including the Orange County Commission (Grantee Match). The complete project budget (Attachment 4) includes the combined local match of in-kind and cash support offered by all participating counties such as mileage for the members, work space and equipment, supervisor oversight, and housing stipends.

Commission approval is now requested to authorize the Executive Director to continue sponsorship responsibilities on behalf of the Commission for the statewide VISTA program. Authorization is also requested to enter into agreements with participating county Commissions. The counties will reimburse the Commission for expenses associated with providing pre-enrollment, living stipends, training, and reporting. The revenue generated by the agreements will offset any expenses incurred to administer the program.

Staff is also requesting authority to amend or enter into a new agreement with Public Health Foundation Enterprises, dba PHFE Management Solutions in an amount not to exceed $750,000 for a twelve month term beginning on or about October 1, 2007. Through this agreement PHFE will pay all Members' living allowances, end-of-service cash awards, and relocation stipends to VISTA members statewide. PHFE currently provides these services through an agreement approved by the Commission at the June 27, 2007 meeting.

STRATEGIC PLAN AND BUDGET

The proposed actions are consistent with the Capacity Building/Quality Services goal in the Strategic Plan. The AmeriCorps VISTA statewide program leadership and the local allocation of members are included in the FY 07/08 budget under Capacity Building/Quality Services.

PRIOR COMMISSION ACTIONS:

At the September 6, 2006 meeting, the Commission approved an agenda item to administer the Statewide AmeriCorps Vista program.

RECOMMENDED ACTIONS:

1. Adopt resolution (Attachment 1) authorizing the Executive Director or designee to enter into an Agreement(s) between the Commission and the Corporation for National and Community Services (CNCS) that will provide funding from CNCS in an amount not to exceed $750,000 and a Grantee Match in an amount not to exceed $1,400,000 for a twelve month period starting on or about October 1, 2007 (see Attachment 4).

2. Adopt resolution (Attachment 2) authorizing the Executive Director or designee negotiate the terms and final form of new twelve month Agreements or to amend existing Agreements

with the following county Commissions participating in the VISTA program, or with other Commissions that may become involved in the VISTA program during the 2007/2008 fiscal year.

County Commission	Agreement No.
FIRST 5 Del Norte County	VIS-04-01
FIRST 5 Mendocino	VIS-04-04
FIRST 5 Nevada County	VIS-04-05
FIRST 5 San Mateo County	VIS-04-07
FIRST 5 Santa Clara County	VIS-04-08

3. Adopt resolution (Attachment 3) authorizing Executive Director negotiate the terms and final form of Agreement FCI-V2-04 with Public Health Foundation Enterprises, dba PHFE Management Solutions to carry out administrative, human resource, and payroll duties related to the statewide AmeriCorps VISTA program in an amount not to exceed $750,000 for a twelve month period starting on or about October 1, 2007.

Attachments:
1. Resolution Authorizing Corporation for National and Community Services Agreement
2. Resolution Authorizing AmeriCorps VISTA Participating County Commissions Agreements
3. Resolution Authorizing Agreements with Public Health Foundation Enterprises, Inc.
4. First 5 Service Corps Budget

Contact: Kim Goll

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. 07-___-C&FC

October 3, 2007

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY AUTHORIZING THE EXECUTIVE DIRECTOR OR DESIGNEE TO ENTER INTO AN AGREEMENT BETWEEN THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY AND THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICE AND AUTHORIZING APPROVAL 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, the Commission adopted a 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 Commission desires to enter into an Agreement(s) with the Corporation for National and Community Service to administer the statewide First Five Service Corp initiative promoting the purposes of the Act and the Strategic Plan; and

WHEREAS, Commission has reviewed the staff report for the October 3, 2007 Commission meeting 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 The Commission finds and determines the foregoing Recitals are true and correct and are a substantive part of this Resolution.

Section 2 The Commission hereby authorizes Executive Director or designee to enter into an Agreement between the Children and Families Commission of Orange County and the Corporation for National and Community Service (CNCS) that will provide funding from CNCS as described in the October 3, 2007 staff report to this Agenda Item for a twelve month period starting on or about October 1, 2007 to administer the statewide First Five Service Corp Initiative related to implementing the statewide VISTA Program.

Section 3 Commission hereby approves the Agreement with Corporation for National and Community Service.

Section 4 A copy of the final Agreement when executed by the Executive Director 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 5 In addition to the authorization of Section 2 above, the Commission 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 6 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 October 3, 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: October 3, 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)

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. 07-____-C&FC

October 3, 2007

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY AUTHORIZING THE EXECUTIVE DIRECTOR OR DESIGNEE AND COMMISSION COUNSEL TO PREPARE AND ENTER INTO AGREEMENTS WITH CERTAIN COUNTY COMMISSIONS PARTICIPATING IN THE VISTA PROGRAM, 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, the Commission adopted a 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 Commission desires to enter into Agreements to provide services in support of the statewide First Five Service Corp Initiative VISTA program with the following county Commissions: Del Norte, Mendocino, Nevada, San Mateo, and Santa Clara (Participating Counties) and other Counties that may be identified throughout Fiscal Year 2007/2008; and

WHEREAS, Commission has reviewed the staff report for the October 3, 2007 Commission meeting 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 The Commission finds and determines the foregoing Recitals are true and correct and are a substantive part of this Resolution.

Section 2 The Commission hereby authorizes the Executive Director or designee and Commission Counsel to prepare and enter into VISTA Agreements between the Children and Families Commission of Orange County and the following county commissions: Del Norte, Mendocino, Nevada, San Mateo, and Santa Clara to provide funding as specified in the October 3, 2007 staff report to this agenda item.

Section 3 Copies of the final Agreements 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 Agreements shall be placed on file in the office of the Clerk of the Commission.

Section 4 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 5 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 October 3, 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: October 3, 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 copies of final Agreements)

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ___-07-C&FC

October 3, 2007

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE EXECUTIVE DIRECTOR TO PREPARE AND NEGOTIATE FINAL FORM OF STANDARD 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 Professional/Consulting Services ("Master Agreement"); and

WHEREAS, Commission desires to authorize the Executive Director or designee to negotiate the terms and final form of Agreement No. FCI-V2-04 with Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions, to provide administrative services and member benefit disbursements related to its Statewide AmeriCorps VISTA Project, based upon the standard Master Agreement in an amount not to exceed $750,000 for a twelve month period starting on or about October 1, 2007; and

WHEREAS, Commission has reviewed the staff report for the October 3, 2007 Commission meeting 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-V2-04 with Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions, in an amount not to exceed $750,000 for a twelve month period starting on or about October 1, 2007.

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 an Agreement with Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions in an amount not to exceed $750,000 for a twelve month period starting on or about October 1, 2007, to provide administrative services related to its Statewide AmeriCorps VISTA Project consistent with the staff report for the October 3, 2007 Commission meeting 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. 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 No FCI-V2-04 with Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions in an amount not to exceed $750,000 for a twelve month period starting on or about October 1, 2007 to provide administrative services related to its Statewide AmeriCorps VISTA Project as specified in the 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 Section 2 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 October 3, 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: October 3, 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-V2-04 with Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions)

Attachment 4

First 5
AmeriCorps VISTA Service Corp
Statewide Budget

CNCS Financial Support	**$745,037**	(1)
Grantee Match		
In Kind Support		
Site Supervisors	$342,000	
Space, Utilies, Equipment	$45,600	
Statewide administrative support	$93,622	
Housing Stipends	$438,600	
Cash Support		
Member Living Stipends	$442,612	(2)
Member Travel	$28,500	(2)
Sub-Total Grantee Match	**$1,390,934**	
Total Budget	**$2,135,971**	

Notes
(1) Of this amount $341,037 will be received by the Commission and paid out to the members either through living stipends, reimbursements of relocation costs, or cash awards at end of service
(2) These amounts plus the Federal funds are administered by PHFE