



**Agenda Item No. 5
April 3, 2013 Meeting**

DATE: March 23, 2013
TO: Children and Families Commission of Orange County
FROM: Christina Altmayer, Executive Director 
SUBJECT: Approval of Consultant Agreements for FY 2013/14

SUMMARY:

The Children and Families Commission of Orange County's business model and organizational structure limits the number of permanent staff positions and relies on technical and project management consultants to help develop and implement strategies established by the Commission. The agreements are annually reviewed and recommended for renewal based on the Commission's approved priorities. Attachment 1 includes terms, amounts and description of scope for each consultant. Additionally, funds are included in FY 2013/14 budget to address special projects requiring technical expertise that may not be in the current consultant pool, for example early intervention specialist. Commission staff will engage a special project consultant and will return to the Commission for authorization when necessary.

Technical and Management Consulting Services

The Commission's Business Plan (Agenda Item 2) identifies the need for consultants in specific areas of technical and management consulting services. This agenda item identifies the specific consultant categories and the linkage to the Business Plan. Each of these categories is further detailed below. Additionally, Attachment 1 presents the proposed consultants and FY 2013/14 consultant proposed contract amount. Attachment 1 also includes a comparison to last fiscal year and indicates a savings of \$49,000, as well as \$97,000 of carryover particularly focused into the catalytic projects.

Program Management

Program management consultants provide specialized expertise in health, early education, and operational program areas. These consultants provide unique, specialized skills to supplement the Commission's infrastructure. The program management consultants are responsible for reviewing project progress toward meeting work plan scope and objectives; providing continuous program support and technical assistance based on their programmatic expertise; and, reviewing the program performance throughout the term of the grant. Five project management consultants are recommended to support the Commission's programs through the next fiscal year. There are three additional program management consultants whose agreements were approved in FY 2011/12 for an additional two year term consistent with the grant agreements they oversee.

Commissioners

Executive Director

Fiscal Oversight Consultants

There are two fiscal oversight consultants who support Commission staff by managing the grantee risk assessment program and by maximizing fiscal leveraging opportunities.

- The Risk Assessment consultant ensures that proper precautions and procedures are in place to safeguard the programs. The consultant conducts site visits to review the program operations and address regulatory requirements, evaluation reporting, training, employee background checks, staff education and experience. Internal controls, policies and procedures, and matching fund program certifications are also reviewed.
- The Fiscal Leveraging consultant works in partnership with the County of Orange Health Care Agency to ensure project eligibility and compliance with leveraging program requirements such as Medi-Cal Administrative Activities, Targeted Case Management, and Early and Periodic Screening Diagnosis and Treatment.

Fund Development

The Commission supports grantees with additional grant writing assistance. This includes development of program budgets, case statements, cultivating a list of potential corporate funders, foundations, and government grants. The Commission has historically provided this support for a limited term and with the intention of building the agencies' internal capacity to continue with the fund development strategy once the additional support has been removed.

Communication

The Communication consultant develops social media strategies and coordinates content and updates to the Commission website, monthly e-newsletter, and Facebook page. The consultant develops proactive media pitch strategies to reach broad audiences, educates the public about the role of the Commission and the importance in the Orange County community, and provides strategic counsel on media relations strategies and plans.

Evaluation

Proposition 10 requires each County Commission to have a plan that describes the goals and objectives to be achieved; the programs, services and projects to be provided; and how measurable outcomes of programs, services, and projects will be determined using appropriate and reliable indicators. To address this mandate, the Commission's Performance Outcome Measurement System (POMS) Team measures progress toward achievement of the goals and objectives in the Commission's Strategic Plan. The Commission approved the POMS work plan which included: 1) Commission-wide Data – including the Annual Report to First 5 California and implementation of the Early Developmental Index; 2) Initiative-Specific Evaluations – including evaluation of the Bridges Maternal Child Health Network and Capacity Building grants; 3) Program-Specific Evaluation - including participation in the evaluation of the First 5 California matching fund programs; and, 4) External Evaluation Efforts – including participation in the national Children's Outcome Project and development of community indicator reports. The Evaluation consultants included in Attachment 1 are critical to carrying out the POMS work plan.

STRATEGIC PLAN & FISCAL SUMMARY:

The proposed action has been specifically reviewed in relation to the Commission's Strategic Plan and is consistent with the Commission's goals. The total funding amount of up to \$604,000, for consultant agreements from July 1, 2013 to June 30, 2014, is included in the FY 2013/14 budget within the related categories.

PRIOR COMMISSION ACTIONS:

- March 2012 - Funding approved for consultant agreements for FY 2012/13
- April 2012- Funding approved for consultant agreements for FY 2012/13

RECOMMENDED ACTION:

Adopt resolution (Attachment 2) authorizing the Executive Director, or designee, and Commission Counsel to prepare and negotiate Agreements, or Amendments to Agreements, with designated organizations and/or individuals to provide consulting services for the terms, in the amounts, and on the conditions as specified in Attachment 1.

ATTACHMENTS:

1. Fiscal Year 2013-14 Consultant Funding Recommendations
2. Resolution to enter into consultant service amendments/agreements

CONSULTANT SERVICES FUNDING

Attachment 1

Category	Agreement Number	Organization	Term	FY 13/14 Funding Amount	Carryover from FY 12/13 to be used in FY 13/14*	Program Areas / Comments
Program Management	C-243	Arlene Turner	7/1/13 – 6/30/14	\$10,000	\$25,000	Obesity Prevention Program Manager <i>Carry over is estimated at \$25,000 Round 2 Catalytic Project Obesity Prevention</i>
	C-245	Gretchen Weisenburger (Weisenburger, Inc.)	7/1/13 – 6/30/14	\$36,000		Homeless Prevention Program Manager
	C-292	Dian Milton	7/1/13 – 6/30/14	\$62,000		School Nursing Program Manager
	C-272	Debra Beauregard (MedDirect Executives, Inc.)	7/1/13 – 6/30/14	\$15,000	\$30,000	Community Clinics Program Manager <i>Carryover is estimated at \$5,000 for program management and \$25,000 for catalytic projects (El Sol, Vision planning, and Clinics program management)</i>
	C-259	Deena Margolis (Focali Consulting Inc.)	7/1/13 – 6/30/14	\$0	\$22,000	<i>Carryover is estimated at \$22,000. Support for Funders Collaborative on pilot Coordinated Emergency Intake for Homeless Families</i>
Fiscal Oversight	C-253	Sherry Johnstone, Esq & CPA (Johnstone Consulting, Inc.)	7/1/13 – 6/30/14	\$134,000		Risk Assessment Consultant
	C-295	Laura Massena	7/1/13 – 6/30/14	\$55,000		Fiscal Leveraging
Fund Development	C-284	Anne Olin (The Olin Group)	7/1/13 – 6/30/14	\$125,000		Grantee Fund Development
Communications	C-273	Kathleen Freed (Cornerstone Communications)	7/1/13 – 6/30/14	\$50,000		Strategic Communications
Evaluation	C-250	Limor Zimskind (Limor Consulting, Inc.)	7/1/13 – 6/30/14	\$117,000		Evaluation
	C-228	Kari Parsons (Parsons Consulting)	7/1/13 – 6/30/14	\$0	\$20,000	<i>Carryover is estimated at \$20,000 for Evaluation and Conditions of Children Annual Report</i>
Total				\$604,000	\$97,000	

*Carryover amounts are estimates based on current year-to-date reported expenditures and will be adjusted once all FY 12/13 invoices have been submitted.

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ___-13-C&FC

April 3, 2013

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE EXECUTIVE DIRECTOR OR DESIGNEE AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE NEW AGREEMENTS, OR AMENDMENTS TO CURRENT AGREEMENTS AT THE EXECUTIVE DIRECTOR'S SOLE DISCRETION, WITH DESIGNATED ORGANIZATIONS TO PROVIDE CONSULTING SERVICES; AND, AUTHORIZING APPROVAL AND EXECUTION OF SUCH AGREEMENTS AND/OR AMENDMENTS TO AGREEMENTS 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 Services ("Master Agreement"), which was approved by the Commission; and

WHEREAS, the Commission desires to enter New Agreements, or Amendments to Current Agreements at the Executive Director's sole discretion, with each of the Organizations, hereinafter referred to as the "Consultant" in each of the Agreements or Amendments to Agreements identified in the staff report for the April 3, 2013 Commission meeting to provide Consulting services for the terms and in the amounts and on the conditions as described in Attachment 1 therein; and

WHEREAS, each Consultant desires to enter into the applicable Agreements, or Amendments to Agreements 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 April 3, 2013 Commission meeting relating to the scopes of services to be provided and hereby finds and determines that the proposed Agreements, or Amendments to Agreements, are 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 Agreements, or Amendments to Agreements with each of the Consultants, for the terms and in the amounts and on the conditions as specified in Attachment 1 to the April 3, 2013 staff report for this Agenda Item; 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 authorizes the Executive Director, or designee, and Commission Counsel to prepare and negotiate Agreements, or Amendments to Agreements, with each of the Consultants as described in Attachment 1 to the April 3, 2013 staff report for this Agenda Item to provide Consulting services for the terms and in the amounts and on the conditions, consistent with the April 3, 2013 staff report and scope of services referenced therein; and

Section 3 The form of any New Agreements with the Consultants, for the terms and in the amounts specified in Attachment 1 to the April 3, 2013 staff report for this Agenda Item 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 and Commission Counsel. The approval by the Executive Director or designee of the New Agreements, and/or Amendments to Existing Agreements shall be conclusively evidenced by the execution of such Agreements by the Commission Chair and delivery thereof to the Commission Clerk.

Section 4 Commission hereby approves the New Agreements, or Amendments to Existing Agreements at the Executive Director's sole discretion, with each of the Consultants as described in Attachment 1 to the April 3, 2013 staff report for this Agenda Item to provide Consulting services for the terms and in the amounts and on the conditions as specified in the April 3, 2013 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 New Agreements and/or Amendments to Current Agreements on behalf of the Commission.

Section 6 A copy of each final New Agreement and/or Amendment to Existing 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. Each 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 resolution was passed and adopted by the following vote of the Children and Families Commission of Orange County on April 3, 2013 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: __-13-C&FC

Agenda Date: April 3, 2013

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(ies) of final executed New Agreements and/or Amendments to Existing Agreements)