

DATE: March 30, 2010
TO: Children and Families Commission of Orange County
FROM: Michael M. Ruane, Executive Director



SUBJECT: Project Management and On-Call Consultant Services for 2010-11

SUMMARY:

The Children and Families Commission of Orange County's business model and organizational structure limit the number of permanent staff positions and are designed to depend on the support of consultants to help develop and implement strategies established by the Commission. Restructuring the consultant agreements into fiscal oversight, project management, and on-call categories is recommended to respond to the changing fiscal conditions and the level of support needed to manage the commission programs. This report includes a description of the consultant services and funding recommendations for 2010-11.

Professional Management Consultant Agreements

Professional management consultants provide specialized expertise in health, early education, and operational program areas. The agreements are reviewed annually and recommended for renewal based on the Commission's approved priorities. Ten project management consultants and seven on-call consultants (Attachment 1) are recommended to support the Commission's programs through the next fiscal year. The strategic communications consultant agreements will be presented following discussion and direction at the Commission's June planning meeting.

Fiscal Oversight Consultants

The fiscal oversight consultants support the financial and investment operations of the Commission and the Investment Oversight Committee. The consultants also manage the grantee risk assessment program to ensure that proper precautions and procedures are in place to safeguard the programs. The consultant conducts site visits to view the program operations and address regulatory requirement, evaluation reporting, training, employee background checks, staff education and experience. Internal controls, policies and procedures, and matching fund program certifications are also reviewed. One consultant that provides fiscal oversight is recommended for renewal. Sperry Capital, Inc. is funded through June 2011, and Altmayer Consulting, Inc. was approved at the January 2010 Commission meeting and both are not included in this report.

Project Management Consultants

Project management consultants provide unique, specialized skills to supplement the Commission's infrastructure. The project management consultant is responsible for reviewing project progress toward meeting work plan scope and work objectives;

providing continuous program support and technical assistance based on their programmatic expertise; and reviewing the program performance throughout the term of the grant. The Program Manager monitors each grantee's performance, reviews evaluation data and reports, investigates feedback from various sources, and conducts annual on-site visits. Nine Project Management consultants are recommended to provide continuous support to the Commission and program grantees in the areas of school nursing, community education, early intervention, developmental screening, early education, fund development, compliance, early literacy and math, and evaluation.

On-Call Consultants

Due to changing priorities and programs, developing a slate of on-call consultants with technical expertise in areas including health, early learning, performance management, fitness and nutrition, communications and home visitation is recommended. The on-call consultants will only be used when funds are available to support special projects with a limited term and scope. Six consultants are recommended for the on-call slate. The amount of hours required from consultants on the on-call slate is expected to decrease, but the hourly rates will remain the same. Dependant on budget availability, a not to exceed amount of \$20,000 to \$60,000 is recommended to be added to the six agreements for on-call consultants.

Cost Savings

Restructuring the consultant agreements to provide on-call services for special projects and reducing the annual allocation for the project managers will initially reduce the total consultant budget by \$314,000. However, the total cost savings is expected to be lower since the on-call consultants are not expected to expend the total allocation. Only a portion of the amount will be used depending on the need for specialized services and the availability of funds in the 2010-11 budget as presented at the February Commission Workshop.

Fiscal Year 2009-10	Fiscal Year 2010-11
Total Consultant Agreements \$1,581,00	Total Consultant Agreements \$1,267,000
	\$987,000 - Project Management Agreements
	\$280,000 - On-Call Agreement*

*Dependant on budget availability

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 \$1,267,000, depending on budget availability, for consultant agreements from July 1, 2010 to June 30, 2011 is included in the 2010-11 budget within the related budget categories.

PRIOR COMMISSION ACTION:

- September 2, 2009 – Approved project management service agreement amendments for FY 2009-10
- May 6, 2009 - Approved 90-day extension of project management and consultant service agreements
- May 7, 2008 - Approved FY 2008-09 project management and consultant service agreements

RECOMMENDED ACTION:

Adopt Commission Resolution (Attachment 2) authorizing the Executive Director, or designee, to prepare and negotiate amendments to agreements with the organizations and/or individuals for the terms and in the amounts and conditions as specified in Attachment 1 and outlined in this report.

ATTACHMENTS:

1. 2010-11 Consultant Recommendations
2. Resolution to amend existing consulting service agreements

Contact: Kelly Pijl

2010-11 CONSULTANTS

Attachment 1

Consultant	Contract Number	Proposed Hourly Rate	Proposed Maximum Amendment	Strategic Goal Area	Program
FISCAL OVERSIGHT					
Sherry Johnstone (Johnstone Consulting, Inc.)	C-253	\$75	\$134,000	Administration	Audit and Compliance
PROJECT MANAGEMENT					
Sue Brown	C-242	\$75	\$65,000	Healthy Children	School Nursing
Lisa Burke dba Burke Consulting	C-249	\$75	\$75,000	Administration	Community Education
Jennifer Burrell (Knowledge, Ideas, Dedication, and Solutions, Inc.)	C-247	\$75	\$95,000	Early Learning/Healthy Children	Early Intervention/School Nursing
Brandy Miller	C-240	\$60	\$88,000	Family Support	Developmental Screenings
Cinda Muckenthaler (Muckenthaler & Associates, Inc.)	C-248	\$75	\$125,000	Early Learning	School Districts
Anne Olin (The Olin Group)	C-256	\$75	\$115,000	Capacity Building	Fund Development
Barbara Oliver	C-239	\$75	\$88,000	Healthy Children	Compliance
Kristen Thompson	C-261	\$75	\$85,000	Early Learning	Early Literacy/Math
Limor Zimskind	C-250	\$75	\$117,000	Capacity Building	Evaluation
TOTAL PROJECT MANAGEMENT CONTRACTS			\$987,000		
ON-CALL					
Debra Beauregard (MedDirect Executives)	C-272	Deliverable	\$60,000	Healthy Children	Health & Wellness
Mary Castorena (Community Solutions Group)	C-246	\$75	\$60,000	Early Learning	School Readiness
Kathleen Freed	C-273	Deliverable	\$60,000	Administration	Strategic Communications
Kari Parsons (Parsons Consulting)	C-228	Deliverable	\$20,000	Capacity Building	Performance Management
Arlene Turner	C-243	\$75	\$20,000	Healthy Children	Fitness & Nutrition
Gretchen Weisenburger (Weisenburger Inc.)	C-245	\$70	\$60,000	Healthy Children	Home Visitation
TOTAL ON-CALL CONTRACTS			\$280,000		
GRAND TOTAL			\$1,267,000		

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ___-10-C&FC

April 7, 2010

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE EXECUTIVE DIRECTOR TO PREPARE AND NEGOTIATE FINAL AMENDMENTS TO AGREEMENTS WITH DESIGNATED ORGANIZATIONS AND/OR INDIVIDUALS TO CONTINUE TO PROVIDE ON-CALL MANAGEMENT CONSULTANT SERVICES; AND, AUTHORIZING APPROVAL AND EXECUTION OF SUCH 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, On May 7, 2008 Commission authorized the Executive Director or designee to negotiate and enter into Agreements with designated organizations and/or individuals with expertise in health, early education, and operational program areas to provide on-call management consultant services.

WHEREAS, the Commission desires to enter into Amendments to Agreements with each of the organizations and/or individuals for the terms and in amounts and conditions specified in Attachment 1 to the April 7, 2010 staff report for this Agenda Item, hereinafter referred to as the “Consultant” or “Professional” in each of the Agreements authorized herein; and

WHEREAS, each Consultant or Professional desires to enter into the applicable Amendment to Agreement in furtherance of the purposes of the Act and the Strategic Plan on the terms and conditions set forth in the applicable Amendment to Agreement; and

WHEREAS, Commission has reviewed the staff report for the April 7, 2010 Commission meeting relating to the scope of services to be provided and hereby finds and determines that the proposed 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 Amendments to Agreements with each of the Consultants or Professionals, for the terms and in amounts specified in Attachment 1 to the April 7, 2010 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, to prepare and negotiate the terms, conditions and final form of Amendments to Agreements with the Consultants or Professionals, for the terms and in the amounts and conditions specified in Attachment 1 to the April 7, 2010 staff report for this Agenda Item, to continue to provide on-call management consultant services consistent with the April 7, 2010 staff report and scope of services referenced therein; and

Section 3 The approval by the Executive Director or designee of the final Amendments to Agreements shall be conclusively evidenced by the execution of such Amendments to Agreements by the Commission Chair and delivery thereof to the Commission Clerk.

Section 4 Commission hereby approves the Amendments to Agreements with the Contractors, and for the terms and in the amounts and conditions specified in Attachment 1 to the April 7, 2010 Staff Report for this Agenda Item to continue to provide on-call management consultant services as specified in the April 7, 2010 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 Amendments to Agreements on behalf of the Commission.

Section 6 A copy of each final Amendment to 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 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 Amendment to 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 7, 2010 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: __-10-C&FC

Agenda Date: April 7, 2010

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(ies) of final executed Amendments to Agreements)