

**Agenda Item 5  
October 1, 2014**

**DATE:** September 16, 2014

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

**FROM:** Christina Altmayer, Executive Director 

**SUBJECT:** Agreements/Amendments for Renewal of Statewide and Local VISTA Program

**SUMMARY:**

The Children and Families Commission of Orange County has participated in both the AmeriCorps and VISTA (Volunteers in Service to America) programs for over 10 years. Through these programs, the Commission receives an allocation of positions that are placed with Commission grantees and community partners to provide either direct community services (AmeriCorps) or capacity building support (VISTA). These programs are partially federally funded and provide benefits, living stipends, and educational awards for individuals that complete a year of service in low income communities. The Commission approved renewal funding for the AmeriCorps program in May, 2014. This agenda item includes an update on the VISTA program and requests authorization of implementing actions with the Corporation for National and Community Service (CNCS), the program administrator, and participating counties. CNCS is the agency that allocates the VISTA program resources and administers the program at the federal level.

**DISCUSSION:**

The Commission serves as the lead for the statewide First 5 Service Corps collaborative, which includes five other county commissions. In program year 2013/14 there was a total of 43 members with 20 serving in Orange County. In program year 2014/15, the VISTA members will continue to support the capacity building efforts of the agencies they are placed with, but in compliance with the newly redesigned performance measurement system, members will also be linking the outcomes of these activities with increased programmatic services to the targeted communities. A majority of the members placed in Orange County will be focused on the outcome category of School Readiness, which includes a broad definition of services including, but not limited to, developmental services, early learning, and family support.

Based on an application process that the Orange County Commission leads annually on behalf of the county collaborative, CNCS provides an annual allocation of funding that supports the benefits for the VISTA members and provides some program administration support. The administrative costs are offset by charges to the participating counties as well as administrative funding provided by CNCS. The FY 2013/14 net cost of the VISTA program to the Commission was approximately \$630,000.

The Commission has historically used Orangewood Children's Foundation (Orangewood) and Public Health Foundation Enterprises, Inc. (PHFE) to administer both the local and the statewide VISTA programs. Orangewood provided support for member recruitment and training, technical support for both host agencies and county commissions, and all required reporting requirements for CNCS. PHFE manages the payments to all the statewide VISTA members.

## **Program Changes**

Within the last fiscal year, the VISTA program has had three significant challenges. Below is a description of these challenges and the work that has been done to date to address these issues.

- 1.) In November 2013, the Commission was notified that Orangewood would not be pursuing a renewal of their subcontract and would no longer provide administrative support to the VISTA program effective June 30, 2014. As reported to the Commission at the July meeting, a temporary administrative partner (Prevent Child Abuse California) was identified and contracted with to support the transition, pending notification of the renewal award from CNCS. Given the federal reporting and audit requirements, it is critical that the Commission ensure consistent compliance with all data collection and reporting. The primary focus of the temporary administrative partner is to continue grant reporting to CNCS and provide support to the VISTA members, participating county Commissions, and host agencies.
- 2.) As part of the Commission's Round 1 Catalytic funding, the VISTA program was provided up to \$500,000 to support the transition of the program from being fully dependent on Commission, to a shared cost model that would transition to a community partner to be the grant recipient and program administrator. In February 2014, the Commission was notified by CNCS that the Commission would risk renewing the grant if the program was transitioned to any other entity. Due to CNCS's limitation on transferring the VISTA grant, staff is recommending that the catalytic funding be made available for reallocation to support another catalytic project. A recommendation to release this allocation of funding is included in the Catalytic Reallocation Plan (Agenda Item 7). As the VISTA program moves forward in Program Year 2014/15, Commission staff and the program's administrative partner will continue to look at opportunities to reduce the Commission's costs through a shared cost model.
- 3.) In March 2014, CNCS indicated that due to funding reductions, the program would need to undergo a redesign including a reduction in the number of members in service and a restructuring of the management and financial claims for reimbursement. CNCS also recommended a refinement of the performance measurement used by the collaborative. Since March, Commission staff has continued to engage with CNCS around program redesign and was notified on August 27, 2014 that the First 5 Service Corps would be able to move forward with a grant for 19 members for the program year 2014/15. While this is a significant reduction in the number of members allocated to the program, Commission staff has been working with the administrative partner, participating counties, and host agencies to prepare for the reduction in members. Additionally, staff has been working with CNCS to identify and refine performance measurements that will increase the ability of the collaborative to track and measure statewide progress and accomplishments.

## **Program Year 2014/15 Application Process**

On August 27, 2014, CNCS requested that the Commission submit a statewide VISTA program application for the period of October 2014 through October 2015. This application requests the continuation of 19 members; one VISTA leader, eight VISTA positions for Orange County, and 10 VISTA positions for the participating First 5 county commissions. Notification by CNCS of the final number of VISTA positions assigned on the renewal application is anticipated on or about

October 3, 2014. While not anticipated, any adjustments to this proposed plan will be included in the December 2014 Commission agenda. Based on CNCS direction, staff will submit an application that includes the following key elements:

- **Reduced Number of VISTA members** – For the last three years, the statewide program has had between 35 and 45 members. Based on CNCS budget reductions and partnering county commissions' funding reductions, this year's allocation was reduced to 19 VISTA members.
- **Updated Performance Measurements** – Historically, the statewide VISTA program has focused its CNCS reportable outcomes around agency capacity building which included measurements such as grants written and awarded, volunteers recruited, and in-kind donations. CNCS suggested reexamining the performance measurements and develop a common set of performance measures that focus on increased community services and beneficiaries in low income communities. The statewide network will be focused not only on agency capacity building outcomes but will also require that they participate in one of two other outcome measurements that link the capacity building efforts to beneficiary outcomes in either school readiness or healthy futures (food resources and health access). For example, tracking the number of grants written, the amounts awarded, and the subsequent increase in services (tracking additional children receiving services).
- **Program Management** – In 2006, at the request of CNCS, the Commission assumed responsibility for processing the living stipends for the statewide VISTA program which includes overseeing related human resource management tasks, such as time keeping, administration of member benefits, and disbursement of living stipends. In order to meet these requirements, the Commission expanded the role of PHFE to provide human resources services and payment disbursements. Orangewood provided member and partnering agency support and reporting to CNCS. With the departure of Orangewood and reduction of administrative support for the new program year, CNCS has recommended that the Commission subcontract with one administrative partner that can provide fiscal, human resources and program support.

### **Proposed Process for Program Management**

In Spring 2014, the Commission had conducted a procurement process with selected agencies that had experience administering VISTA programs to identify an agency that could assist the Commission once Orangewood's agreement terminated. At that time CNCS had indicated that they would not be able to provide federal reimbursement for the Commission program administration cost for program year 2014/15. The process which included the review of multiple proposals did not strictly follow the required federal procurement guidelines and cannot be relied upon to select a new program administrator. Since CNCS has now indicated that federal funding can be used to support administrative expenses, the Commission is required to undergo a new process consistent with federal guidelines.

Extending the terms of the agreements with PHFE and Prevent Child Abuse California to allow enough time to complete the RFP process is recommended. In addition to extending the contract terms, increasing the maximum obligation of the agreement with PHFE and Prevent Child Abuse California is also recommended to sustain member support. PHFE administers the local mileage reimbursements, housing stipends, and other local member reimbursements. Amending the current

agreement to extend the term through December 15, 2014 is recommended. Attachment 1 includes specific contract recommendations.

The Commission will be releasing a Request for Proposal (RFP), consistent with federal procurement requirements, for a single administrative agent that can perform both the program support, as well as the fiscal and human resources components no later than October 15. Until the vendor is selected, estimated to be December 3, 2014, retaining the current subcontractors is recommended. PHFE will continue to provide human resources/fiscal services and Prevent Child Abuse California will provide programmatic support. Staff recognizes and appreciates the time and effort of the agencies that participated in the process last spring. Outreach will be done to all the agencies that participated in the prior program and to encourage them to submit under this new process. The information collected will inform the design and content of the RFP and related scope of services.

In order to select the vendor in December, authority is requested for the Executive Director to negotiate and enter into a contract with the selected vendor. The criteria for vendor selection are included in the table below:

Category	Point Value
Organizational Capacity <ul style="list-style-type: none"> <li>• Experience recruiting and enrolling VISTA members remotely</li> <li>• Ability to create and maintain a member payment system</li> <li>• Experience in managing a statewide VISTA project with multiple participating entities, including monitoring of memorandums of agreement with various participating entities</li> <li>• Experience with CNCS grant reporting</li> </ul>	50
Cost The contracted amount would not exceed \$130,000 per year for the Children and Families Commission of Orange County's proportional share of project costs	40
Sustainability of VISTA Program <ul style="list-style-type: none"> <li>• Experience with creating a collaborative shared cost model</li> <li>• Ability to leverage CNCS grant to attract additional financial support</li> </ul>	10

The selected vendor must meet the Commission's contracting requirements and agree to enter into an 11-month term agreement for the period of November 1, 2014 through September 30, 2015. The agreement will include an option to renew for two additional one year periods. Staff will return to the Commission in December 2014 with a report regarding the selected vendor.

Commission approval is also requested to enter into an agreement with CNCS to continue to administer the statewide VISTA program. The agreement with CNCS includes a budget that identifies the cash contribution made by CNCS to offset the member stipend amounts and administrative responsibilities of \$306,020. Also included in the agreement is the \$546,786 amount of statewide match (both cash and in-kind) necessary to administer the program. The total amount for the agreement with CNCS is \$852,806. Authorization is also requested to enter into agreements

with five participating First 5 county commissions. The First 5 county commissions reimburse the Orange County Commission for expenses associated with providing pre-enrollment, living stipends, training, and reporting. The revenue generated by these agreements, anticipated to be approximately \$28,000, will offset expenses incurred to administer the program.

**STRATEGIC PLAN & FISCAL SUMMARY:**

The proposed agreements and amendments have been specifically reviewed in relation to the Strategic Plan. The new agreements and amendments are consistent with the Capacity Building goal and are designed to further the Healthy Children, Strong Families, and Early Learning goals. This funding request is included in the FY 2014/15 Budget within the Capacity Building-AmeriCorps and VISTA budget category. Federal funding will be included in the FY 2014/15 Amended Budget.

**PRIOR COMMISSION ACTIONS:**

- May 2014 - Renewal funding approved for AmeriCorps program and VISTA program update
- March 2014 - Capacity Building Goal Area update
- September 2013 - Renewal funding approved for CNCS agreement PHFE, and participating county commissions
- September 2012 - Renewal funding approved for CNCS agreement, PHFE and participating county commissions

**RECOMMENDED ACTIONS:**

1. Authorize the Executive Director to negotiate and enter into a contract with the vendor selected through the federally compliant RFP process for VISTA program administration consistent with the terms and conditions in this staff report for a total not to exceed cost of \$130,000.
2. Adopt resolution (Attachment 2) authorizing the Executive Director, or designee, and Commission Counsel to prepare and negotiate Agreements, or Amendments to existing Agreements at Executive Director’s sole discretion, with designated individuals and/or organizations to provide services implementing the VISTA program for the terms, in the amounts, and on the conditions as specified in Attachment 1.
3. Adopt resolution (Attachment 3) authorizing the Executive Director or designee and Commission Counsel to prepare and negotiate the terms and final form of a new 12 month Agreements with the following county commissions participating in the VISTA program, or with other county commissions that may become involved in the VISTA program during FY 2014/15 as described below.

<b>County Commission</b>	<b>Agreement Number</b>
FIRST 5 Del Norte	VIS-11-01
FIRST 5 Mendocino	VIS-11-04
FIRST 5 Placer	VIS-11-11
FIRST 5 LA	VIS-11-12
FIRST 5 Fresno County	VIS-11-13

**ATTACHMENTS:**

1. VISTA program funding recommendations
2. Resolution authorizing VISTA program agreements and/or amendments
3. Resolution authorizing agreements with participating First 5 county commissions

**Contact:** Kim Goll

### VISTA Program Funding Recommendations

Agreement Number	Agency	Description	Term	Amount
NA	Corporation for National and Community Service (CNCS)	<p>Agreement includes;</p> <ul style="list-style-type: none"> <li>• Cash contribution from CNCS for member living stipends and administrative support (\$306,020)</li> <li>• In kind and cash match from participating county's which include contributions for living and housing stipends, supervisor support, mileage, space, and supplies (\$542,786)</li> </ul>	October 1, 2014-September 30, 2015	\$852,506
FCI-V4-04	Public Health Foundation Enterprise, Inc	Administration of Statewide VISTA program time keeping, administration of member benefits, and disbursement of living stipends. Majority of these funding is reimbursed by CNCS and participating county commission.	Extended from September 30, 2014 to December 15, 2014	\$50,000
FCI-A7-02	Public Health Foundation Enterprise, Inc	Administration of local VISTA member housing stipends and other member expenses.	Extended from September 30, 2014 to December 15, 2014	\$10,000
PS-123	Prevent Child Abuse California	Programmatic support for members, host agencies, county commission including all reporting to CNCS.	Extended from November 30, 2014 to December 2014	\$10,000
FCI-V1-05	TBD	Selected vendor from request for proposal process that will serve as new Administrative partner providing programmatic and fiscal support.	November 1, 2014 to September 30, 2015	\$130,000

**CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY**

**RESOLUTION NO. \_\_\_-14-C&FC**

**October 1, 2014**

**A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE EXECUTIVE DIRECTOR OR DESIGNEE AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE AGREEMENTS, OR AMENDMENTS TO EXISTING AGREEMENTS AT EXECUTIVE DIRECTOR'S SOLE DISCRETION, WITH DESIGNATED INDIVIDUALS AND/OR ORGANIZATIONS TO PROVIDE SERVICES IMPLEMENTING THE VISTA PROGRAM; 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**, Commission desires to enter Agreements with each of the Individuals and/or Organizations, hereinafter referred to as the "Contractor", identified in the staff report for the October 1, 2014 Commission meeting to provide services implementing the VISTA program, for the terms and in the amounts and on the conditions as described in Attachment 1 therein; and

**WHEREAS**, Commission has reviewed the staff report for the October 1, 2014 Commission meeting relating to the scope 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 with each of the Contractors, for the terms and in the amounts and on the conditions as specified in Attachment 1 to the October 1, 2014 staff report for this Agenda Item.

**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 Contractors as described in Attachment 1 to the October 1, 2014 staff report for this Agenda Item to provide services implementing the VISTA program, for the terms and in the amounts and on the conditions, consistent with the October 1, 2014 staff report and scope of services referenced therein.

**Section 3** The form of any New Agreements with the Contractors, for the terms and in the amounts specified in Attachment 1 to the October 1, 2014 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 Contractors as described in Attachment 1 to the October 1, 2014 staff report for this Agenda Item to provide services implementing the VISTA program, for the terms and in the amounts and on the conditions as specified in the October 1, 2014 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 Existing 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 or Amendment 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 October 1, 2014 to wit:

AYES Commissioner(s): \_\_\_\_\_

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: \_\_-14-C&FC

Agenda Date: October 1, 2014

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)

**CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY**

**RESOLUTION NO. \_\_\_-14-C&FC**

**October 1, 2014**

**A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE EXECUTIVE DIRECTOR OR DESIGNEE AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE THE TERMS AND FINAL FORM OF NEW AGREEMENTS WITH FIRST 5 DEL NORTE, FIRST 5 MENDOCINO, FIRST 5 PLACER, FIRST 5 LA, FIRST 5 FRESNO COUNTY AND OTHER COUNTY COMMISSIONS PARTICIPATING IN THE VISTA PROGRAM; AND, AUTHORIZING APPROVAL AND EXECUTION OF SUCH 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**, Commission desires to enter into Agreements with five county commissions participating in the VISTA program – FIRST 5 Del Norte, FIRST 5 Mendocino, FIRST 5 Placer, FIRST 5 LA, and FIRST 5 Fresno County – along with any other county commissions that may become involved in the VISTA program during Fiscal Year 2014/2015, hereinafter collectively referred to as the "Contractors"; and

**WHEREAS**, Commission has reviewed the staff report for the October 1, 2014 Commission meeting relating to the scope of services to be provided and hereby finds and determines that the proposed 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 with each of the Contractors, for terms and in the amounts and on the conditions as approved by the Executive Director or designee and Commission Counsel.

**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 the terms, conditions, and final form of the Agreements with five county commissions participating in the VISTA program – FIRST 5 Del Norte, FIRST 5 Mendocino, FIRST 5 Placer, FIRST 5 LA, and FIRST 5 Fresno County – along with any other county commissions that may become involved in the VISTA program during Fiscal Year 2014/2015.

**Section 3** The form of any New Agreements with the Contractors 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 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 with each of the Contractors as specified in the October 1, 2014 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 on behalf of the Commission.

**Section 6** A copy of each final New 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 or Amendment 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 October 1, 2014 to wit:

AYES Commissioner(s): \_\_\_\_\_

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: \_\_-14-C&FC

Agenda Date: October 1, 2014

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)