



**Agenda Item No. 7  
May 1, 2013 Meeting**

**DATE:** April 13, 2013  
**TO:** Children and Families Commission of Orange County  
**FROM:** Christina Altmayer, Executive Director   
**SUBJECT:** Approve Implementing Actions for AmeriCorps/VISTA Programs

**SUMMARY:**

The Children and Families Commission of Orange County has participated in both AmeriCorps and AmeriCorps/VISTA (Volunteers in Service to America) programs since 2004. AmeriCorps members provide direct services to low income communities while VISTA members support agencies through capacity building, fund development, and administrative services. Included in this agenda item is the request to continue the AmeriCorps program as well as the administrative support for both the AmeriCorps/VISTA and AmeriCorps programs. The VISTA program operates on a Federal Fiscal Year (October through September). Staff will return in September for final funding authorization, after the negotiation of the project VISTA allocation and statewide budget with the Corporation for National and Community Service.

**BACKGROUND:**

**AmeriCorps and AmeriCorps/VISTA Programs**

The statewide collaborative AmeriCorps program is administered by Prevent Child Abuse California. The collaborative receives approximately 150 members of which the Orange County Commission is allocated 23 full time equivalent AmeriCorps positions. The annual program investment for the Commission for the 23 positions is \$450,000 or \$19,565 per member. Unlike the VISTA program, the AmeriCorps program does not have a federal offset. The Commission is responsible for the direct program costs and the federal government provides the benefits and the education award which is awarded to the volunteer at the end of the service term.

The statewide collaborative choose to focus member activities on early learning activities. Orange County's 23 AmeriCorps positions are provided to the Boys and Girls Clubs of Garden Grove to support the Readiness on the Road program and to THINK Together to support the center based Early Learning program. In fiscal year 2011/12, these 23 AmeriCorps members provided early learning services to over 766 low income children ages 0-5 and over 650 parents. Specifically, over 80 percent of the children served improved their school readiness as assessed by the Desired Results Developmental Profile. In addition to providing the direct early learning services, AmeriCorps members are also required to help develop volunteer programs within their community and for the agencies they are supporting. In FY 2012/13, the Orange County

**Commissioners**

**Executive Director**

AmeriCorps members recruited over 100 volunteers who provided almost 600 hours of volunteer services.

Both AmeriCorps/VISTA and AmeriCorps programs require a significant amount of effort to ensure compliance with Federal regulations. The programs are subject to an onsite program review annually by California Volunteers (responsible for oversight of the AmeriCorps program) and the Corporation for National and Community Service (responsible for the VISTA program). These site visits can be extensive and require fiscal review, intended outcome compliance, and member satisfaction interviews. Since the inception of both the AmeriCorps/VISTA and AmeriCorps programs, Orangewood Children's Foundation/CONNECT has provided administrative support. CONNECT's scope of work includes conducting all of the required training for host agencies, supervisors, and members; recruitment and hiring of AmeriCorp and VISTA members; support for member evaluations/corrective actions; and, output and outcome reporting. Additionally, CONNECT works in partnership with the host agencies, members and the Commission to ensure compliance with all program requirements and prepare for site visits.

#### **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 Early Learning and Capacity Building goals. The total funding amount of up to \$685,000 is included in the FY 2013/14 budget within the Capacity Building funding category.

#### **PRIOR COMMISSION ACTIONS:**

- March 2012 – Funding approved for program year FY 2012/13
- June 2012 - Updated funding approval for FY 2012/13

#### **RECOMMENDED ACTIONS:**

1. Adopt resolution (Attachment 1) authorizing the Executive Director, or designee, and Commission Counsel to prepare and negotiate an Agreement with Prevent Child Abuse California in a total amount to exceed \$450,000 for a term of 12 months.
2. Adopt resolution (Attachment 2) authorizing the Executive Director, or designee, and Commission Counsel to prepare and negotiate a Second Amendment to Agreement FCI-A7-01 with Orangewood Children's Foundation/CONNECT in a total amount not to exceed \$235,000 for the period July 1, 2013 through June 30, 2014.

#### **ATTACHMENTS:**

1. Resolution for Prevent Child Abuse California
2. Resolution for Orangewood Children's Foundation/CONNECT

**Contact:** Kim Goll

**CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY**

**RESOLUTION NO. \_\_\_-13-C&FC**

**May 1, 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 THE FINAL FORM OF AN AGREEMENT WITH PREVENT CHILD ABUSE CALIFORNIA FOR THE AMERICORPS PROGRAM; AND, AUTHORIZING APPROVAL AND EXECUTION 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**, 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**, Commission desires to authorize the Executive Director or designee and Commission Counsel to prepare and negotiate an Agreement with Prevent Child Abuse California for participation in the First 5 Service Corps collaborative AmeriCorps Program, in an amount not to exceed \$446,315 for a twelve month term, as specified in the May 1, 2013 staff report for this Agenda Item, and

**WHEREAS**, Commission has reviewed the 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 Executive Director and Commission Counsel to enter into an Agreement with Prevent Child Abuse California, in an amount not to exceed \$446,315, for a twelve month term, as specified in the May 1, 2013 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 hereby authorizes the Executive Director or designee and Commission Counsel to prepare and negotiate the terms, conditions and final form of an Agreement with Prevent Child Abuse California, in an amount not to exceed \$446,315, for a twelve month term,

for participation in the First 5 Service Corps collaborative AmeriCorps Program, consistent with the May 1, 2013 staff report and scope of services referenced therein; and

**Section 3** The approval by the Executive Director of the Agreement with Prevent Child Abuse California shall be conclusively evidenced by the execution and delivery of the Agreement by the Executive Director to the Commission Clerk.

**Section 4** Commission hereby approves the Agreement with Prevent Child Abuse California, in an amount not to exceed \$446,315, for a twelve month term, for participation in the First 5 Service Corps collaborative AmeriCorps Program, as specified in the May 1, 2013 staff report for this Agenda Item.

**Section 5** The Executive Director and Commission Counsel are hereby authorized to execute the Agreement with Prevent Child Abuse California on behalf of the Commission.

**Section 6** A copy of the final Agreement when executed 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 designee, is hereby authorized, on behalf of the Commission, (i) to sign all documents necessary and appropriate to carry out and implement the Amendments 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 May 1, 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: May 1, 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 of final executed Agreement with Prevent Child Abuse California)

**CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY**

**RESOLUTION NO. \_\_\_-13-C&FC**

**May 1, 2013**

**A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY AUTHORIZING THE EXECUTIVE DIRECTOR OR DESIGNEE AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE THE FINAL FORM OF A SECOND AMENDMENT TO AGREEMENT FCI-A7-01 WITH ORANGEWOOD CHILDREN'S FOUNDATION TO PROVIDE ADMINISTRATIVE SUPPORT FOR THE AMERICORPS AND AMERICORPS/VISTA PROGRAMS; AND, AUTHORIZING APPROVAL AND EXECUTION OF SUCH AMENDMENT 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 authorize the Executive Director, or designee, and Commission Counsel to prepare and negotiate a Second Amendment to Agreement FCI-A7-01 with Orangewood Children's Foundation, to provide administrative support for the AmeriCorps and AmeriCorps/VISTA programs, in an amount not to exceed \$235,000 for the period July 1, 2013 through June 30, 2014; and

**WHEREAS**, Commission has reviewed the staff report for the May 1, 2013 Commission meeting relating to the scope of services to be provided and hereby finds and determines that the proposed Second Amendment to 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 a Second Amendment to Agreement FCI-A7-01 with Orangewood Children's Foundation, in an amount not to exceed \$235,000, for the period July 1, 2013 through June 30, 2014.

**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 a Second Amendment to Agreement FCI-A7-01 with Orangewood Children's Foundation, in an amount not to exceed \$235,000, for the period July 1, 2013 through June 30, 2014, to provide administrative support for the AmeriCorps and AmeriCorps/VISTA programs as described in the May 1, 2013 staff report for this Agenda item and scope of services referenced therein; and

**Section 3** The form of the Second Amendment to Agreement FCI-A7-01 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 or designee and Commission Counsel. The approval by the Executive Director of the Second Amendment to Agreement FCI-A7-01 shall be conclusively evidenced by the execution and delivery of the Amendment by the Commission Chair to the Commission Clerk.

**Section 4** Commission hereby approves the Second Amendment to Agreement FCI-A7-01 with Orangewood Children's Foundation as specified in the May 1, 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 Amendment on behalf of the Commission.

**Section 6** A copy of the final the Second Amendment to Agreement FCI-A7-01 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 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 his designee) is hereby authorized, on behalf of the Commission, (i) to sign all documents necessary and appropriate to carry out and implement the Amendment, (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 May 1, 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: May 1, 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 of final executed Second Amendment to Agreement FCI-A7-01 with Orangewood  
Children's Foundation)