



Children & Families
Commission of Orange County

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CLERK OF THE BOARD
ORANGE COUNTY
BOARD OF SUPERVISORS

Agenda Item No. 7
May 7, 2008 Meeting

DATE: May 7, 2008
TO: Children and Families Commission of Orange County
FROM: Michael M. Ruane, Executive Director 
SUBJECT: Renewal of Existing Project Management
Consultant Services Agreements for FY 2008-09

SUMMARY:

Consistent with the Commission's business model and organizational structure, the FY 2008-09 Business Plan and Operating Budget include a comprehensive services delivery program designed to be supported by consultants, part-time staff, and temporary staff to provide specialized expertise and handle peak work periods. Consultant services will be utilized to support the following priorities:

- *Language and Literacy Development*
- *Developmental Screening*
- *Motel Children*
- *Partnership Building including Grants Development*
- *Community Outreach Program*
- *School Readiness and Early Care and Education Strategies*
- *Health Access Programs including School Readiness Nursing and Support for Community Clinics*
- *Prevention Programs including Obesity/Nutrition and Child Abuse Prevention*
- *Evaluation System Review and Enhancement*
- *Fiscal Accountability*

Staff has reviewed consultant work completed during the current contract period (FY 2007-08) with consideration to consultant performance, the priorities in the Commission's Business and Work Plans for FY 2008-09, and consultant expertise required in view of the Bridgespan Strategic Assessment.

Of the nineteen consultant contracts approved by the Commission for FY 2007-08, sixteen are recommended for renewal for FY 2008-09. Of the sixteen contracts, nine are recommended for renewal with the same funding levels as last year, and three contracts have been deleted from the FY 2008-09 list as they were subject to other approval processes. The maximum payment amounts have been adjusted for seven contracts to reflect increases or decreases in work plan levels for the coming fiscal year. One new agreement was added during FY 2007-08, and is

recommended for renewal to support the National Children's Study. A summary of these recommended changes is presented in Attachment 1.

The seventeen project management consultant agreements that are recommended for FY 2008-09 are presented in Attachment 1. The total budget amount for these agreements is \$1,507,000. This represents a \$76,000 reduction from the \$1,583,000 approved by the Commission for FY 2007-08. Consultant contracts with firms or individuals retained through separate procurement processes are not part of this item.

STRATEGIC PLAN & FISCAL SUMMARY:

The recommended actions are consistent with the Ready to Learn, Strong Families, Healthy Children, and Capacity Building goals in the Commission's Strategic Plan. Sufficient funds are available for the recommended agreements, and are included in the proposed FY 2008-09 Operating Budget.

PRIOR COMMISSION ACTION:

On May 2, 2007, the Commission approved the renewal of existing project management consultant services agreements for FY 2007-08.

RECOMMENDED ACTION:

1. Adopt Commission Resolution (Attachment 2) authorizing the Executive Director to prepare and enter into agreements to continue existing consulting services with consultants and firms as specified in Attachment 1.

ATTACHMENTS:

1. FY List of recommended Project Management Consultant Services Agreements for FY 2008-09
2. Resolution authorizing the Executive Director to prepare and execute agreements with specified consultants

Contact: Steve Kozak, Chief Operations Officer

Renewal of Project Management Consultant Services Agreements
for FY 2008-09*

LEAD	CONTRACT NUMBER	CONSULTANT	PROPOSED MAXIMUM OBLIGATION	PROPOSED HOURLY RATE	STRATEGIC GOAL AREA	Program Support
A. Mastrrianni	C-238	Barbara Bohlig, LLC	\$35,000	\$75	Healthy Children	Behavioral Health
A. Mastrrianni	C-239	Barbara Oliver	\$88,000	\$75	Healthy Children	Health Access/ School Nurse
A. Mastrrianni	C-240	Brandy Miller	\$95,000	\$60	Healthy Children	Developmental Screenings Project
A. Mastrrianni	C-241	Judith Connell	\$65,000	\$75	Healthy Children	Bridges for Newborns
A. Mastrrianni	C-242	Sue Brown	\$65,000	\$75	Healthy Children	School Nursing
K. Pfeiffer-Goll	C-243	Arlene Turner	\$78,000	\$75	Healthy Children	Fitness/ Nutrition
A. Mastrrianni/ K. Pfeiffer-Goll	C-244	Iliia Rolon	\$95,000	\$75	Healthy Children	Health Access
A. Mastrrianni	C-245	Gretchen Weisenburger/Weisenburger Inc.	\$95,000	\$70	Healthy Children	Home Visitation
K. Pijl	C-246	Mary Castorena/Community Solutions Group	\$109,000	\$75	Ready to Learn	School Readiness
K. Pijl	C-247	Jennifer Burrell/Knowledge, Ideas, Dedication, and Solutions, Inc	\$109,000	\$75	Ready to Learn	School Readiness
K. Pijl	C-248	Cinda Muckenthaler/Muckenthaler and Associates, Inc.	\$125,000	\$75	Ready to Learn	School Readiness
K. Pijl	C-249	Lisa Burke dba Burke Consulting	\$75,000	Deliverable	Administration	Community Education
A. Mastrrianni	C-250	Limor Bar-Cohen/Limor Consulting	\$117,000	\$75	Capacity Building	Evaluation
A. Mastrrianni	C-251	Ofelia Sandoval	\$117,000	\$75	Capacity Building	Evaluation
M. Ruane/ K. Pijl	C-252	Kathleen Crowley	\$60,000	Deliverable	Administration	Strategic Communications
S. Kozak	C-253	Sherry Johnstone/Johnstone Consulting, Inc.	\$134,000	\$75	Administration	Finance & Compliance Audits
S. Kozak	C-254	Larry Seigel dba LMS Consulting	\$45,000	Deliverable	Administration	Financial & Compliance Audits

MAXIMUM - NOT TO EXCEED \$1,507,000

*Note: Term for Agreements is July 1, 2008 through June 30, 2009

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ___-08-C&FC

May 7, 2008

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE EXECUTIVE DIRECTOR TO PREPARE AND NEGOTIATE FINAL AGREEMENTS WITH DESIGNATED INDIVIDUALS AND FIRMS FOR CONSULTANT SERVICES; 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 Professional/Consultant Agreements ("Master Agreement"), which was approved by the Commission; and

WHEREAS, the Commission desires to enter into Agreements with each of the Individuals or Firms for the terms and in amounts specified in Attachment 1 to the May 7, 2008 staff report for this Agenda Item, hereinafter referred to as "Consultant" in each of the Agreements authorized herein; and

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

WHEREAS, Commission has reviewed the staff report for the May 7, 2008 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 designated Consultants in the Agreements, for the terms and in amounts specified in Attachment 1 to the May 7, 2008 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 Agreements with the Consultants, for the terms and in the amounts specified in Attachment 1 to the May 7, 2008 staff report for this Agenda Item, to provide Services consistent with the May 7, 2008 staff report and scope of services referenced therein; and

Section 3 The form of the Agreements with the Consultants 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. The approval by the Executive Director or designee of the final 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 Agreements with the Consultants for the terms and in the amounts specified in Attachment 1 to the May 7, 2008 Staff Report for this Agenda Item to provide services as specified in the May 7, 2008 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 Agreements on behalf of the Commission.

Section 6 A copy of each final Agreement when executed by the Commission Chair and attested by the Clerk of the Commission shall be appended hereto as a part of Exhibits A to this Resolution. Exhibits A are 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 May 7, 2008 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: __-08-C&FC

Agenda Date: May 7, 2008

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 Agreements)