



Children & Families  
Commission of Orange County

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**Agenda Item No. 9  
May 7, 2008 Meeting**

CLERK OF THE BOARD  
ORANGE COUNTY  
BOARD OF SUPERVISORS

**DATE:** April 10, 2008

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

**FROM:** Michael M. Ruane, Executive Director 

**SUBJECT:** Orangewood Children's Foundation/CONNECT and Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions - AmeriCorps/VISTA Administration

**SUMMARY:**

The Commission has participated in the AmeriCorps and AmeriCorps/VISTA programs for the past five years and three years ago took over the operations of the statewide VISTA program administration. Staff is recommending renewal of agreements with Orangewood Children's Foundation/CONNECT and PHFE Management Solutions for the local and statewide administration of the program.

Over the last five years the Commission has grown the program from 13 members to over 67 members (24 AmeriCorps full-time; 8 AmeriCorps part-time; 35 AmeriCorps/VISTA). During the 2007 calendar year the AmeriCorps and AmeriCorps/VISTA members have;

- Served 8,501 families
- Conducted 8,142 home visits
- Raised \$287,975 in funding (includes in-kind donations)
- Coordinated 427 outreach events
- Supported the development of 115 collaborative partnerships
- Recruited 565 volunteers

Approval is requested to renew the agreements with Orangewood Children's Foundation (CONNECT) to provide daily administration and program support services for the Commission's AmeriCorps and AmeriCorps/VISTA programs and Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions (PHFE) to provide payroll and human resource services.

CONNECT provides administrative support for the local AmeriCorps and AmeriCorps/VISTA and the Statewide AmeriCorps/VISTA program. The administration of the local programs involves tasks associated with supporting the over 67 AmeriCorps and AmeriCorps/VISTA members participating in our local program. This support includes but is not limited to member recruitment, member training, training of supervisors at host agencies, preparing annual application, and all program reporting. CONNECT has developed a model program that provides AmeriCorps and AmeriCorps/VISTA members with all assistance, training, and support needed to ensure a complete year of service.

Additionally, CONNECT supports Commission staff in supporting the statewide administration of the VISTA program. The scope of work for Statewide Program Leadership includes: ensuring that participating county Commissions have up-to-date operating policies and procedures and are in compliance with state and federal guidelines for the program; that required reporting is completed on time; and that they provide support for the recruitment and member retention and training in each county.

Staff recommends that these tasks remain with CONNECT and that the Commission enter into an agreement with CONNECT for an amount not to exceed \$264,000 for a 12 month term (\$264,000 is level funding from prior year's allocation). The Commission's costs to administer the statewide VISTA program, including CONNECT's related costs, would be partially offset by fees from the county commissions participating in the VISTA program.

The Commission approved the use of a fiscal sponsor for this project in September of 2005 and since that time PHFE has provided all payroll and human resource services. PHFE is a 501(c)(3) organization with over 38 years of experience in the areas of human resources, fiscal management and contract administration. The utilization of PHFE has limited the liability of Commission, the staff time and cost of operating the fiscal components of the program. Attachment 1 details an estimation cost of these services. Staff recommends renewal of the agreement with PHFE in an amount not to exceed \$1,135,125 for a term of 12 months (recommended amount represents a \$20,000 decrease from last program year).

#### **STRATEGIC PLAN & FISCAL SUMMARY:**

The proposed project has been specifically reviewed in relation to the Strategic Plan, and is designed to further the Quality Services/Capacity Building goal, among others. Funding for this item is included in the FY 08/09 Budget within the Quality Services/Capacity Building AmeriCorps-AmeriCorps/VISTA budget category.

#### **PRIOR COMMISSION ACTION:**

1. April 2007- Commission approved one year agreements with both CONNECT, Orangewood Children's Foundation and PHFE, Management Solutions, Inc.

#### **RECOMMENDED ACTIONS:**

1. Adopt resolution (attachment 2) authorizing Commission Counsel and Executive Director, or designee to prepare and enter into agreement # FCI-A6-01 with Orangewood Children's Foundation/CONNECT to provide daily administration and program support services for Commission's AmeriCorps and AmeriCorps/VISTA Programs in an amount not to exceed \$264,000 for the term July 1, 2008 through June 30, 2009.

2. Adopt resolution (attachment 3) authorizing Commission Counsel and Executive Director, or designee, to prepare and enter into agreement # FCI-A6-02 with Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions to provide payroll and human resources services to the Commission's AmeriCorps and AmeriCorps/VISTA Members in an amount not to exceed \$1,135,125 for the term July 1, 2008 through June 30, 2009.

Attachments:

1. Summary of AmeriCorps/VISTA and VISTA Program Costs
2. Resolution to enter into agreement with Orangewood Children's Foundation
3. Resolution to enter into agreement with Public Health Foundation Enterprises, Inc.

**CONTACT:** Kim Goll

**Summary of AmeriCorps and AmeriCorps Vista  
Program Costs FY08/09**

Attachment 1

**PHFE, Management Solutions**

**Member Pre Enrollment Requirements**

Health Screenings	\$75 per screening	75 screenings	\$5,625
Background Check	\$180 per check	75 checks	\$13,500
Sub Total Pre Enrollment Expenses			\$19,125

**AmeriCorp Operating Expenses**

Stipend (1700 maximum hours per service year)	\$11 maximum per hour	32 members (24 full time and 8 half time)	\$528,000
Basic Benefits (i.e. FICA and Workers Compensation)	13% of payroll costs		\$68,640
Mileage	\$200 per full time member /\$100 per half time		\$5,600
Healthcare Premium for Eligible Members	\$199 per member/ month	20 members (estimated number of members that will enroll)	\$47,760
Sub Total AmeriCorp Operating Expenses			\$650,000

**VISTA Operating Expenses\***

Housing Stipend (12 months per service year)	\$850 per member	35 members	\$357,000
Mileage	\$200 per member	35 members	\$7,000
Sub Total VISTA Operating Expenses			\$364,000

**Administrative Costs**

Indirect			\$97,000
Insurance and Audit			\$5,000
Sub Total Administrative Costs			\$102,000
Sub Total of PHFE Contract			\$1,135,125

**CONNECT**

Salaries			\$167,000
Program Expenses			\$73,000
Indirect			\$24,000
Sub Total CONNECT			\$264,000

<b>Program without Reimbursement</b>	<b>\$1,399,125</b>
<b>Estimated Reimbursement for AmeriCorps Members**</b>	<b>\$224,000</b>
<b>Total Program Cost</b>	<b>\$1,175,125</b>

\* The VISTA Operating Expenses does not include member living stipends (\$357,000) authorization for this funding is included in a separate agenda item for authorization for the statewide VISTA project.

\*\* The Commission's expenditures are offset by the National Service Corporation as part of the federal grant received by the First 5 Association for this project

**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 COMMISSION COUNSEL AND THE EXECUTIVE DIRECTOR, OR DESIGNEE, TO PREPARE AND NEGOTIATE AGREEMENT NO. FCI-A6-01 WITH ORANGEWOOD CHILDREN'S FOUNDATION; AND MAKING CERTAIN FINDINGS IN CONNECTION THEREWITH**

**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 authorize Commission Counsel and the Executive Director, or designee, to prepare and enter into Agreement No. FCI-A6-01 with Orangewood Children's Foundation in an amount not to exceed \$264,000 for the term July 1, 2008 through June 30, 2009 to provide daily administration and program support services for Commission's AmeriCorps and AmeriCorps/VISTA Programs as specified in the May 7, 2008 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

**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 Commission Counsel and the Executive Director, or designee, to prepare and negotiate the terms, conditions and final form of Agreement FCI-A6-01 with Orangewood Children's Foundation, in an amount not to exceed \$264,000 for the term July 1, 2008 through June 30, 2009 to provide daily administration and program support

services for Commission's AmeriCorps and AmeriCorps/VISTA Programs consistent with the May 7, 2008 staff report and scope of services referenced therein; and

**Section 3** The form of Agreement FCI-A6-01 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 Commission Counsel and the Executive Director or designee. The approval by Commission Counsel and the Executive Director of Agreement FCI-A6-01 shall be conclusively evidenced by the execution and delivery of the Agreement by the Commission Chair to the Commission Clerk.

**Section 4** Commission hereby approves Agreement No. FCI-A6-01 with Orangewood Children's Foundation to provide daily administration and program support services for Commission's AmeriCorps and AmeriCorps/VISTA Programs 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, Agreement FCI-A6-01 on behalf of the Commission.

**Section 6** A copy of the final Agreement FCI-A6-01 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 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 his designee) is hereby authorized, on behalf of the Commission, (i) to sign all documents necessary and appropriate to carry out and implement the Service Agreement, (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 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 of final executed Agreement No. FCI-A6-01 with Orangewood Children's Foundation)

**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 COMMISSION COUNSEL AND THE EXECUTIVE DIRECTOR, OR DESIGNEE, TO PREPARE AND NEGOTIATE AGREEMENT NO. FCI-A6-02 WITH PUBLIC HEALTH FOUNDATION ENTERPRISES, INC., dba PHFE MANAGEMENT SOLUTIONS; AND MAKING CERTAIN FINDINGS IN CONNECTION THEREWITH**

**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 authorize Commission Counsel and the Executive Director, or designee, to prepare and enter into Agreement No. FCI-A6-02 with Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions in an amount not to exceed \$1,135,125 for the term July 1, 2008 through June 30, 2009 to provide payroll and human resources services to the Commission's AmeriCorps and AmeriCorps/VISTA Members as specified in the May 7, 2008 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

**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 Commission Counsel and the Executive Director, or designee, to prepare and negotiate the terms, conditions and final form of Agreement FCI-A6-02 with Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions, in an

amount not to exceed \$1,135,125 for the term July 1, 2008 through June 30, 2009 to provide payroll and human resources services to the Commission's AmeriCorps and AmeriCorps/VISTA Members consistent with the May 7, 2008 staff report and scope of services referenced therein; and

**Section 3** The form of Agreement FCI-A6-02 with Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions shall be substantially similar to the form of the standard Master Agreement, subject to minor, non-substantive revisions as reviewed and approved by Commission Counsel and the Executive Director or designee. The approval by Commission Counsel and the Executive Director of Agreement FCI-A6-02 shall be conclusively evidenced by the execution and delivery of the Agreement by the Commission Chair to the Commission Clerk.

**Section 4** Commission hereby approves Agreement No. FCI-A6-02 with Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions to provide payroll and human resources services to the Commission's AmeriCorps and AmeriCorps/VISTA Members 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, Agreement FCI-A6-02 on behalf of the Commission.

**Section 6** A copy of the final Agreement FCI-A6-02 with Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions, 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 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 his designee) is hereby authorized, on behalf of the Commission, (i) to sign all documents necessary and appropriate to carry out and implement the Service Agreement, (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.

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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 of final executed Agreement No. FCI-A6-02 with Public Health Foundation Enterprises, Inc., dba PHFE Management Solutions)