



Agenda Item No. 9
November 7, 2012 Meeting

DATE: October 24, 2012

TO: Children and Families Commission of Orange County

FROM: Christina Altmayer, Interim Executive Director

A handwritten signature in black ink, appearing to read "Christina Altmayer", is written over the printed name.

SUBJECT: Approve Feasibility Study for VISTA/AmeriCorps Catalytic Investment

SUMMARY

In February 2012, the Commission approved a catalytic investment of \$500,000 to support transferring the Commission VISTA (Volunteers in Service to America)/AmeriCorps program to a community partner. The intention of this catalytic investment is to reduce the ongoing demand on the Commission's budget that funds both the administration and program support. Currently, the Commission spends \$795,000 to support the VISTA program: \$700,000 is direct program support and \$95,000 is administrative expenses.

As described in the term sheet approved by the Commission, staff conducted a Request for Application process specific targeted at agencies that have had experience administering a Corporation for National and Community Service VISTA grant. The Commission received one application, from Orangewood Children's Foundation (Orangewood). Orangewood requested a two-step approach to the transfer of the program. As a first step, they are requesting a portion of the \$500,000 catalytic investment be used to conduct due diligence and to more thoroughly explore the option for transferring the program. Key points to be researched include, but are not limited to:

- Exploring the willingness of non-profit organizations to provide funding for a VISTA member
- Outreach to other funders who have historically funded VISTA programs to determine their interest in the program
- Exploring options to regionalize the program and greater collaboration with other Commissions in the Southern California Region
- Other potential modifications to existing program design such as geographic reach and/or program focus.

Staff recommends Commission authorization of up to \$25,000 to engage a consultant with specific expertise in the administration of VISTA programs to conduct the feasibility study in partnership with both the Commission and Orangewood Children's Foundation. The feasibility study would be completed within six months and Commission staff would return to the Commission in May 2013 with recommendations for next steps on the catalytic project. The Commission would continue in its current administrative role for the remaining fiscal year.

Commissioners

Interim Executive Director

STRATEGIC PLAN & FISCAL SUMMARY:

The proposed Agreement has been specifically reviewed in relation to the Strategic Plan, and the recommended action is designed to further the Capacity Building Goal, among others. Funding for this agenda item is available in the FY 2012/13 Budget in the Capacity Building Grants category.

PRIOR COMMISSION ACTIONS:

- March 2012 – Approved VISTA Catalytic Investment Term Sheet

RECOMMENDED ACTION:

Adopt resolution (Attachment 1) authorizing the Interim Executive Director or designee to enter into an agreement for consulting services to conduct a feasibility study on the transfer of the VISTA program to a community partner, for a term up to six months and an amount not exceed \$25,000.

ATTACHMENT:

1. Resolution authorizing agreement for consulting services

Contact: Kim Goll

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ___-12-C&FC

November 7, 2012

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE INTERIM EXECUTIVE DIRECTOR OR DESIGNEE, TO PREPARE AND NEGOTIATE AGREEMENT C-294 WITH A CONSULTANT TO CONDUCT A FEASIBILITY STUDY FOR THE TRANSFER OF THE VISTA PROGRAM TO A COMMUNITY PARTNER; 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, the Executive Director and Commission Counsel have prepared a standard Master Agreement for Consultant/Professional Services (“Master Agreement”), which was approved by the Commission; and

WHEREAS, the Commission desires to authorize the Interim Executive Director, or designee, to prepare and negotiate Agreement C-294 with a consultant to conduct a feasibility study for the transfer of the VISTA program to a community partner, for a period not to exceed six (6) months and an amount not to exceed \$25,000, as specified in the November 7, 2012 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 the Interim Executive Director, or designee, to prepare and negotiate the terms, conditions and final form of Agreement C-294 with a consultant to

conduct a feasibility study for the transfer of the VISTA program to a community partner, for a period not to exceed six (6) months and an amount not to exceed \$25,000, as specified in the November 7, 2012 staff report and scope of services referenced therein; and

Section 3 The form of Agreement C-294 shall be substantially similar to the form of the standard Master Agreement, subject to minor, non-substantive revisions as reviewed and approved by the Interim Executive Director or designee. The approval by the Interim Executive Director of Agreement C-294 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 C-294 with a consultant to conduct a feasibility study for the transfer of the VISTA program to a community partner, for a period not to exceed six (6) months and an amount not to exceed \$25,000, as specified in the November 7, 2012 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 C-294 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 Interim 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 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 November 7, 2012 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: __-12-C&FC

Agenda Date: November 7, 2012

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 C-294)