

Meeting Date
3/15/16



AGENDA	
Section	Consent
Item No.	II. B. 1

**AGENDA REPORT
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS**

SUBJECT:	APPROVAL RE: DESIGNATING THE ASSISTANT COUNTY MANAGER OF COMMUNITY SERVICES AS THE SIGNATORY FOR MODIFICATIONS TO DEO CONTRACTS
DEPT/OFFICE:	COMMUNITY SERVICES GROUP / HOUSING & HUMAN SERVICES

Requested Action:
It is requested the Board of County Commissioners designate authority to the Assistant County Manager for Community Services or designee as the signatory for modifications of DEO (Department of Economic Opportunities) contracts, leaving the Chairman the signatory for execution of contracts and amendments contingent upon the approval of Risk Management and the County Attorney.

Summary Explanation & Background:
On January 23, 2007 and August 1, 2012, the Board of County Commissioners in regular sessions, executed contracts with the Department of Community Affairs (now known as the Florida Department of Economic Opportunity) for the Low Income Home Energy Assistance Program and Community Services Block Grant respectively. The Board also authorized the Chairman to sign any future contracts, modifications and amendments contingent upon the approval of the County Attorney and Risk Management.

Until recently, the Department was able to approve informal modifications (line item changes within the grant's budget). Authorized (Board Chairman) signatures were only required for formal modifications (contract amendments, etc.). On January 7, 2016, DEO held a telephone conference call stating all future modifications would require Board Chairman signature, as there is no longer a distinction between formal and informal modifications. The representative from DEO suggested County governments get approval from their Board to grant signature authority for modifications to their County Manager or designee due to timeliness.

Fiscal Impact: FY 15/16 – There is no fiscal impact.
FY 16/17 – There will be no fiscal impact to the General Fund.

Contact: Shaunna Heffernan, Community Impact Manager (x52076)

Clerk to the Board Instructions:

Exhibits Attached: Clerk to the Board Memorandums dated January 24, 2007 and August 1, 2012

Contract /Agreement (If attached):	Reviewed by County Attorney	Yes		No	<input type="checkbox"/>	PR	<input type="checkbox"/>
------------------------------------	-----------------------------	-----	--	----	--------------------------	----	--------------------------

County Manager	Assistant County Manager	Department Director / Extension
Stockton Whitten	Venetta Valdengo	Ian Golden, Director (X52007)



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972
Tammy.Rowe@brevardclerk.us

March 16, 2016

M E M O R A N D U M

TO: Ian Golden, Housing and Human Services Director Attn: Shaunna Heffernan

RE: Item II.B.1., Designating the Assistant County Manager of Community Services as the Signatory for Modification to Department of Economic Opportunities (DEO) Contracts

The Board of County Commissioners, in regular session on March 15, 2016, approved designating authority to the Assistant County Manager for Community Services, or her designee, as the signatory for modifications of DEO contracts, leaving the Chairman the signatory for execution of contracts and amendments, contingent upon the approval of Risk Management and the County Attorney.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

cc: Assistant County Manager Valdengo



January 24, 2007

MEMORANDUM

TO: Gay Williams, Housing and Human Services Director, Attn: Chenita Joiner

RE: Item III.B.1., Execution of Contract with the State of Florida, Department of Community Affairs for the Low Income Home Energy Assistance Program (LIHEAP); and Execution of Future Contracts and Amendments

The Board of County Commissioners, in regular session on January 23, 2007, authorized the Chairperson to execute the Contract, contingent upon County Attorney and Risk Management approval, with the State of Florida, Department of Community Affairs, in the amount of \$483,562, and authorized the Chairperson to execute all future LIHEAP contracts and amendments which meet the approval of the County Attorney and Risk Management. Enclosed are original and two executed Contracts for your action. Please return one fully executed copy to this office for inclusion in the official minutes.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tamara Ricard, Deputy Clerk

/rkp

Encls. (3)

cc: Budget
Finance
Contracts Administration



August 1, 2012

MEMORANDUM

TO: Ian Golden, Housing and Human Services Director Attn: Chenita Joiner

RE: Item III.B.3., Contract with State of Florida, Department of Community Affairs
(Department of Economic Opportunity), for the Community Services Block Grant (CSBG)

The Board of County Commissioners, in regular session on July 31, 2012, executed Contract with State of Florida, Department of Community Affairs (Department of Economic Opportunity), for the Community Services Block Grant (CSBG) in the amount of \$165,842; approved a cash match of \$3,317; and further authorized the Chairman to execute future Contracts, Modifications, and Amendments contingent upon the approval of the County Attorney and Risk Management. Enclosed are original and three executed copies of the Contract.

Upon execution by the State, please return a fully-executed copy of the Contract for inclusion in the official minutes of the Board.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
MITCH NEEDELMAN, CLERK

for Tammy Etheridge, Deputy Clerk

Encls. (4)

cc: Contracts Administration
Finance
Budget