

RESOLUTION NO. 2007 - 375

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE AGREEMENT BETWEEN ST. JOHNS COUNTY AND ST. JOHNS COUNTY HEAD START PROGRAM.**

**WHEREAS**, the St. Johns County Head Start Program wishes to enter into an Agreement effective the date signed by both parties for the period of October 1, 2007 through September 30, 2008, and

**WHEREAS**, the purpose of the Agreement is for the provision of St. Johns County Mental Health services for Head Start children, staff and families; and,

**WHEREAS**, the County has reviewed the terms, condition, provisions, and requirements of the Agreement, and


**WHEREAS**, the County has determined that by executing said Agreement a public purpose will be served by providing needed services to children residing in St. Johns County.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, THAT:**

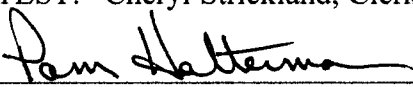
1. The above recitals are incorporated by reference into the body of this resolution and such recitals are adopted as Findings of Fact.
2. The Board of County Commissioners of St. Johns County, Florida, hereby approves the terms and conditions of the Agreement between St. Johns County, Florida and St. Johns County Head Start Program and authorizes the County Administrator to execute the Agreement on behalf of the County.

**PASSED AND ADOPTED** by the Board of County Commissioners of St. Johns County, State of Florida, this 27 day of November, 2007.

**BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA**

By:   
Chair

ATTEST: Cheryl Strickland, Clerk

By:   
Deputy Clerk

RENDITION DATE 11/30/07

**Pamela Halterman**

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**From:** Nancy Wilson  
**Sent:** Monday, June 16, 2008 10:34 AM  
**To:** Pamela Halterman  
**Subject:** RE: Re: Resolution 2007-375, Head Start program

While I have not received anything in writing, or anything "official," from HeadStart or the School Board, it is my understanding that Head Start services have been contracted to another entity (I believe EPIC Community Services). I do not expect to receive a fully executed contract.

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Nancy Wilson  
Supervisor/Finance  
St. Johns County Mental Health Department  
1955 U.S. 1 South, Suite C-2  
St. Augustine, FL 32086  
Phone: (904) 209-6043  
Fax: (904) 209-6002

-----Original Message-----

**From:** Pamela Halterman  
**Sent:** Monday, June 16, 2008 10:11 AM  
**To:** Nancy Wilson  
**Subject:** Re: Resolution 2007-375, Head Start program

Good Morning Nancy,

Have you ever received a copy of the above mentioned executed agreement? If you have can you please forward the original or at least a copy of the fully executed agreement? It is much appreciated.

*Thank You,  
Pam Halterman  
Deputy Clerk  
Clerk of Courts  
Minutes & Records Dept.  
PHalterman@sjccoc.us  
Phone# 904-819-3644 x 5*

AGREEMENT BETWEEN  
ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS  
And  
ST. JOHNS COUNTY HEAD START PROGRAM

The Provider, St. Johns County, Florida, on behalf of the St. Johns County, Florida Mental Health Department (SJCMH), and the Recipient St. Johns County Head Start Program (St. Johns County Head Start or Head Start) enter into this Agreement, which will allow SJCMH to provide for the services to Head Start children, staff, and families as delineated in Attachments I, II, and III.


St. Johns County Head Start agrees to treat all findings in a confidential manner, follow up on needed referrals and recommendations, and maintain records as required. Head Start also agrees to assist in service provision as delineated in Attachments I, II, and III.

The services available to Head start through SJCMH are developed and implemented as guidance in the provision of a mental health program that meets the needs of Head Start and complies with federal requirements.

The term of the Agreement shall commence on **October 1, 2007 and expire on September 30, 2008**, unless otherwise terminated with or without cause upon at least thirty days written notice to the other party.

Provider  
St. Johns County  
Board of County Commissioners  
Mental Health Department  
1955 US 1 South Suite C-2  
St. Augustine, FL 32086

St. Johns County  
School District Head Start  
SJCS D Head Start  
2980 Collins Ave Bldg. A  
St. Augustine, FL 32084

  
County Administrator

**Michael D. Wanchick**  
County Administrator

11/30/07  
Date

\_\_\_\_\_  
SJCMH Director

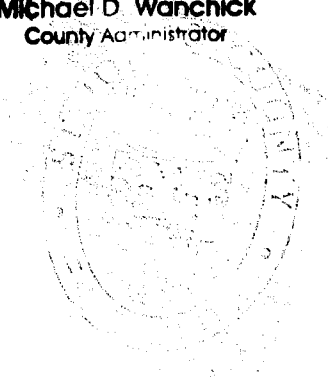
\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr Joseph Joyner  
Superintendent - SJCS D

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head Start Director

\_\_\_\_\_  
Date



## **Attachment I Services Description**

### **Mental Health Consultation**

Head start and SJCMH will provide access to a mental health consultant on a regular schedule of sufficient frequency to address the needs of staff, facilitate referrals, and discuss issues regarding children's behavior and development with staff and parents.

#### *Staff*

- Electronic mail procedure for staff to receive general guidance on issues affecting children and the classroom environment. Any use of electronic mail will not reveal identifying information.
- On-site consultation, including review of teacher observation, support, and feedback on classroom environment and staff interaction. Visits scheduled at a minimum of twice monthly per school site to total one hour.
- Assistance in identifying areas of concern with individual or groups of children.
- Classroom support for staff working with children with identified needs.
- Training and/or information on mental health issues provided as need identified or requested by staff.

#### *Parents*

- A mental health consultant is available at one parent meeting each month.
- Training and resources will be available to parents.
- Referral for family services.
- When necessary, consultant will discuss child's behavior, referral options, or strategies with parents and staff at a scheduled conference.
- Facilitate Nurturing Parents Program.

#### *Children*

- Social/emotional development playgroup for identified children to occur once a week.
- Classroom Behavior coaching during general classroom visit.
- Referrals, treatment, individual and/or family therapy services.

### Children's Playgroup

Children will be identified through the DECA assessment, input and observations by staff and parents. Children whose assessment indicates areas of concern with initiative, attachment, and self-control will be targeted for participation.

### Nurturing Parents Program

A program designed to work with both parent and child. This will be offered to parents at the school with specific emphasis on parents able to participate consistently. Program activities will be highlighted for classroom use.

## **Attachment II Mental Health Services**

### **The Provider agrees:**

- To provide on-site consultation services for staff and parents.
- To assist in the identification of children that may require further evaluation or treatment.
- To offer support for program staff in fostering children's mental wellness.
- To meet with parents, if necessary, to assist staff in discussing children's behavior, social/emotional skills, referral options, and follow up plans.
- To offer training and information to staff and parents as needed.
- To accept referrals from Head Start and coordinate mental health services.
- To facilitate child and family referrals for services extended outside the Head Start classroom.
- To obtain parental consent for any recommended treatment.
- To provide Head start with a monthly report of services provided.
- To refer Head Start children to other providers, should the services needed extend provider capabilities.
- To collect funds for services from insurance, Medicaid, and other sources, leaving Head Start as payer of last resort.

### **Head Start agrees:**

- To coordinate mental health services with provider.
- To participate in the referral process and offer assistance to parents and provider as needed.
- To assist in all activities related to mental health services.
- To make available DECA results and child observation to mental health consultant as needed or requested.
- Assist mental health in obtaining parental consent for services.
- Identify participants for DECA playgroup and Nurturing Parents Program.
- Assist in arranging the time and location of services.
- Assist in securing supplies and equipment as needed.
- Distribute materials and information to parents.
- To schedule trainings, workshops, and meetings for staff and parents.
- To pay for services as necessary in accordance with Attachment III.

Attachment III  
Schedule of Fees

Emergency Screening	50.00 per screening
Case Management Services	48.00 per hour
Family Therapy	90.00 (45-90 min. session)
Group Therapy	45.00 (45-50 min. session)
Consultation Services	60.00 per hour