

RESOLUTION NO. 2023-186

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, APPROVING THE TERMS, PROVISIONS, CONDITIONS, AND REQUIREMENTS OF AN INTERAGENCY AGREEMENT BETWEEN ST. JOHNS COUNTY AND FAMILY SUPPORT SERVICES OF NORTH FLORIDA, INC. AND COMMUNITY PARTNERSHIP FOR CHILDREN, INC.; AUTHORIZING THE COUNTY ADMINISTRATOR TO EXECUTE THE AGREEMENT ON BEHALF OF THE COUNTY.

RECITALS

WHEREAS, Community Partnership for Children, Inc. (CPC), Family Support Services of North Florida, Inc. (FSSNF), and St. Johns County are contracted Lead Agencies of Florida Department of Children and Families (DCF) to provide children's welfare services to youth in certain designated counties; and

WHEREAS, under their contracts with DCF, CPC, FSSNF and the County are contractually obligated to provide their staff with Child Welfare Pre-Service, Certification Program, and continual staff development training; and

WHEREAS, to fulfill the County's contractual obligations with DCF, the County wishes to enter into an Interagency Agreement with CPC and FSSNF to provide required training and services; and

WHEREAS, the County has determined that entering into the Agreement will serve the interests of the County.

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

Section 1. The above recitals are hereby incorporated into the body of this resolution, and are adopted as findings of fact.

Section 2. The Board of County Commissioners hereby approves the terms, provisions, conditions, and requirements of the Interagency Agreement between St. Johns County and Family Support Services of North Florida, Inc. and Community Partnership for Children, Inc., in substantially the same form as attached hereto, and authorizes the County Administrator, or designee, to execute the Agreement on behalf of the County.

Section 3. To the extent that there are typographical or administrative errors or omissions that do not change the tone, tenor, or context of this resolution, then this resolution may be revised without subsequent approval of the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 6th day of June, 2023.

BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA

Attest: Brandon J. Patty, Clerk

Crystal Smith

Clerk of the Circuit Court & Comptroller

By:

Christian Whitehurst

Christian Whitehurst, Chair

Rendition Date JUN 06 2023



**INTERAGENCY AGREEMENT BETWEEN
ST. JOHNS COUNTY AND COMMUNITY PARTNERSHIP FOR
CHILDREN, INC. AND
FAMILY SUPPORT SERVICES OF NORTH FLORIDA, INC.**

THIS INTERAGENCY AGREEMENT (“Agreement”), is entered into by and between St. Johns County (SJC), a political subdivision of the state of Florida and Community Partnership for Children, Inc., (CPC), a Florida not-for-profit corporation and Family Support Services of North Florida, Inc. (FSSNF), a Florida not-for-profit corporation. CPC and FSSNF are sometimes referred herein each as “Provider” or collectively as “Providers.”

RECITALS

WHEREAS, CPC is the contracted Lead Agency of Florida Department of Children and Families (DCF) to provide children’s welfare services to youth in Volusia, Flagler and Putnam Counties, Florida; and

WHEREAS, FSSNF is the contracted Lead Agency of DCF, to provide children’s welfare services to youth in Duval and Nassau Counties, Florida; and

WHEREAS, SJC is the contracted Lead Agency of DCF to provide children’s welfare services to youth in St. Johns County; and

WHEREAS, under their contracts with DCF, CPC, FSSNF and SJC are contractually obligated to provide their staff with Child Welfare Pre-Service, Certification Program, and continual staff development training; and

WHEREAS, CPC and SJC has entered into a contract with FSSNF to provide Child Welfare Pre-Service, Certification Program and continual staff development training; and

WHEREAS, DCF encourages its Lead Agencies to coordinate with other local agencies to fully implement the requirements of the Community Based System of Care; and

WHEREAS, the parties wish to enter into this Agreement to ensure the consistent delivery of ongoing pre-service and in-service training sessions that enhance the knowledge, skills and abilities of the Providers’ and SJC’s child welfare professionals.

I. Effect of Recitals

The above recitals are incorporated into this Agreement and adopted as findings of fact.

II. Term

This Agreement shall commence on July 1, 2023 (“Effective Date”), and shall continue through and until 11:59 p.m., Eastern Standard Time, on June 30, 2024 (“Expiration Date”). This Agreement may be extended for a period of twelve (12) months (“Renewal Term”), subject to the same provisions and conditions contained herein, upon mutual written agreement of each of the parties. The Agreement may be extended for up to three (3) Renewal Terms.

III. Purpose

The purpose of this Agreement is to outline the collaboration of the Providers and SJC in order to:

- A.** Ensure that the professional development needs of all St. Johns County Family Community Based Care staff are met.
- B.** Deliver a Child Welfare Pre-Service, Certification Program and continual staff development training for St. Johns County Community Based Care staff.
- C.** Ensure the delivery of ongoing training sessions that enhance the knowledge, skills and abilities of child welfare professionals.

IV. Roles and Responsibilities

A. The Providers shall perform the following duties:

- 1. Schedule and deliver Child Welfare Pre-Service and Certification Program services.
- 2. Provide Continual Staff Development training for the purpose of enhancing the knowledge, skills and abilities of child welfare staff.
- 3. Meet with SJC FIP supervisors to discuss progress of trainees.
- 4. Ensure compliance with department policy regarding pre-service training and ongoing certification requirements.
- 5. Determine course and test delivery schedules and locations in consultation with SJC and the department.
- 6. Notify SJC in writing of any changes to the published schedule, within five (5) working days of the change.
- 7. Produce, duplicate and distribute all instructor and learner instructional materials required for coursework delivery and participation.

B. SJC shall perform the following duties:

1. Monitor service delivery and provide technical assistance when requested.
2. Coordinate and collaborate with the provider on an ongoing basis in order to ensure effective service delivery.

V. Method of Payment

A. SJC agrees to pay the Provider for services as provided below:

Service Units	Unit Price
Family Service Counselor (FSC) 8 Week Training. Fee includes the Florida Certification Board fees for provisional and testing.	\$2,220.00
Field Coaching - Field Coaching amount includes review of a case within 30 days of completion of pre-service training; face-to-face meeting once per month for six (6) months - two (2) hours each session; 2 hours travel time roundtrip to St. Johns and R/T mileage each session.	\$2,203.00
PRIDE Training (FP not FSSNF) per person	\$207.00
PRIDE Train-the-Trainer five (5) day class per person	\$675.00
Family Team Conferencing @ FSSNF for four (4) days	\$416.00
Family Team Conferencing at your location - Up to fifteen (15) participants and travel and accommodations not included.	\$2,080.00
Specialty Weeks	
Case Management (two (2) weeks)	\$530.00
Adoption (one (1) week)	\$1,465.00
Licensing (one (1) week)	\$1,465.00
In-Service Training at FSSNF per class/per person	\$25.00
In-Service Training (virtual) per class/per person	\$25.00

B. SJC shall compensate the Provider for reasonable travel expenses incurred during the rendering of services outlined in Attachment I to this Agreement in accordance with the DCF travel and expense guidelines, hereby incorporated by reference. All submissions for reimbursement are subject to Provider

approval upon receipt of all required documentation.

- C. It is strictly understood that the Providers are not entitled to the above-referenced compensation. Rather, the compensation is dependent on satisfactory completion and delivery of the service units noted above and detailed in this Agreement.
- D. To the extent that the Providers are not in violation with any material aspect of this Agreement, the Providers may bill the County monthly for services provided. Though there is no billing form or format pre-approved by either the County or the Providers, invoices submitted by the Providers shall include:
 - 1. A detailed written report of the service units provided during the billing period.
 - 2. The County shall submit payment to the Providers in accordance with the requirements of the Local Government Prompt Payment Act.
 - 3. The County may return an invoice and request additional documentation or information from the Providers.
 - 4. Under such circumstances, the timeframe for payment will be extended by the time necessary to receive a verified invoice.

VI. Confidentiality of Records

The Providers and SJC agree to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all other state and federal confidentiality requirements that regulate each respective agency.

VII. Public Records

- A. The access to, disclosure, non-disclosure, or exemption of records, data, documents, or materials associated with this Agreement shall be subject to the applicable provisions of the Florida Public Records Law (Chapter 119, Florida Statutes), and other applicable State or Federal law. It is specifically understood that access to "personally identifiable information" as defined in HIPAA, is controlled by, and subject to, the provisions of HIPAA. Access to such records, may not be blocked, thwarted, and/or hindered by placing the public records in the possession of a third party, or an unaffiliated party.
- B. In accordance with Florida law, to the extent that the Providers' performance under this Agreement constitutes an act on behalf of SJC, the Providers shall comply with all requirements of Florida's public records law. Specifically, if the Providers are expressly authorized, and acts on behalf of SJC under this Agreement, the Providers shall:

1. Keep and maintain public records that ordinarily and necessarily would be required by SJC in order to perform the Services;
2. Upon request from SJC's custodian of public records, provide SJC with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost as provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
3. Ensure that public records related to this Agreement that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by applicable law for the duration of this Agreement and following completion of this Agreement if the Providers do not transfer the records to SJC; and
4. Upon completion of this Agreement, transfer, at no cost, to SJC all public records in possession of the Providers or keep and maintain public records required by SJC to perform the Services.
5. If the Providers transfers all public records to SJC upon completion of this Agreement, the Providers shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Providers keeps and maintains public records upon completion of this Agreement, the Providers shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SJC, upon request from SJC's custodian of public records, in a format that is compatible with SJC's information technology systems.
6. Failure by the Providers to comply with the requirements of this section shall be grounds for immediate, unilateral termination of this Agreement by SJC.
7. **IF THE PROVIDERS HAVE QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**500 San Sebastian View
St. Augustine, FL 32084
(904) 209-0805
publicrecords@sjcfl.us**

VIII. Review of Records

As a condition of entering into this Agreement, and to ensure compliance, especially as it relates to any applicable law, rule, or regulation, the Providers authorizes SJC to examine, review, inspect, and audit its books and records in order to determine whether compliance has been achieved with respect to the terms of this Agreement. It is specifically noted that the Providers are under no duty to provide access to documentation not related to this Agreement or that is otherwise protected by local, state, or federal law.

IX. No Commitment of County Funds

Pursuant to the requirements of Section 129.07, Florida Statutes, any expenditure by SJC under this Agreement is contingent upon appropriation of that amount in SJC's budget. While SJC will make all reasonable efforts to provide the funds required for the services under this Agreement, SJC makes no express commitment to provide such funds during any given County fiscal year. Moreover, it is expressly noted that the Providers cannot demand that SJC provide any such funds during any given County fiscal year.

X. Amendments/Cancellations/Renewals

- A. This Agreement may be amended or modified in writing as mutually agreed upon by the parties.
- B. This Agreement may be terminated with or without cause by either party giving ninety (90) days written notice to the other party.

XI. Dispute Resolution

The Providers and SJC shall make every reasonable attempt to resolve any dispute arising under this Agreement between them. Both parties recognize that resolution of all disputes without third party intervention is most desirable. Should the Providers and SJC not be able to resolve any dispute arising under this Agreement, both parties may suggest additional mediation as a means to resolve the dispute, in which case the parties may jointly choose a mediator for that purpose. The mediator and the parties shall establish whatever mediation guidelines are necessary.

XII. Indemnification

The Providers shall indemnify and hold harmless SJC and its employees, agents from any claims, losses, or damages occurring as a result of any willful misconduct or negligent action or omission of CPC, its employees, agents, volunteers, and students, arising out of this Agreement.

XIII. Assignment

In light of the scope and rationale for this Agreement, neither party may assign or transfer its rights under this Agreement without the express written approval of the other party. Should either party assign or transfer its any of the rights of this Agreement without such prior written approval, then such action shall result in the automatic termination of this Agreement without further notice or action required on the part of the other party.

XIV. Independent Contractor Relationship

This Agreement shall not be interpreted to create any agency relationship, partnership, association, or joint venture between SJC and the Providers. The Providers are an independent contractor with respect to the performance of all services and activities under this Agreement. The Providers shall exercise control over the means and manner in which it provides the services set forth in this Agreement. The Providers does not have the authority to bind SJC in any promise, agreement, or representation, except as specifically provided in this Agreement.

XV. No Third-Party Beneficiaries

Both SJC and the Providers explicitly agree, and this Agreement explicitly states, that no third-party beneficiary status or interest is conferred to, or inferred to, any other person or entity.

XVI. Notice

- A.** All official notices to SJC shall be delivered either by hand (receipt of delivery required) or by certified mail to: Health and Human Services Finance and Contract Manager 200 San Sebastian View, Suite 2300, Saint Augustine, Florida 32084.
- B.** All official notices to CPC shall be delivered either by hand (receipt of delivery required) or by certified mail to: Training Manager 135 Executive Circle, Daytona Beach, Florida 32114.
- C.** All official notices to FSSNF shall be delivered either by hand (receipt of delivery required) or by certified mail to: Training Manager 1300 Riverplace Boulevard, Suite 700, Jacksonville, Florida 32207.

XVII. Severability

If any part of this Agreement, or any application thereof, is declared invalid or

otherwise unenforceable with respect to any person or circumstance, then such part, or the proscribed application thereof, shall be severable, and the remaining portions of this Agreement, and all applications thereof, not having been declared void or otherwise unenforceable shall remain in full force, and effect.

XVIII. Effect of Failure to Insist on Strict Compliance with Conditions

The failure of either party to insist on strict performance of any provision of this Agreement shall not be construed as a waiver of such provision on any subsequent occasion.

XIX. Governing Law and Venue

This Agreement shall be governed by Florida law. Venue for any action arising under this Agreement shall be in St. Johns County, Florida.

XX. Authorization

All terms of this Agreement are fully understood and accepted by Community Partnership for Children, Inc., Family Support Services of North Florida, Inc., and St. Johns County as represented by the signers of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized.

FAMILY SUPPORT SERVICES OF NORTH FLORIDA, INC.

SIGNATURE: _____
PRINTED NAME: JENN PETION
TITLE: PRESIDENT AND CEO
DATE: _____

COMMUNITY PARTNERSHIP FOR CHILDREN, INC.

SIGNATURE: _____
PRINTED NAME: Karin Flositz
TITLE: PRESIDENT AND CEO
DATE: _____

ST. JOHNS COUNTY

SIGNATURE: _____
PRINTED NAME: Hunter S. Conrad
TITLE: County Administrator
DATE: _____