

City of Columbia

701 East Broadway, Columbia, Missouri 65201



Agenda Item Number: R 155-14

Department Source: Public Health & Human Services

To: City Council

From: City Manager & Staff

Council Meeting Date: September 2, 2014

Re: Memorandum of Understanding

Columbia Housing Authority's Low Income Services (CHALIS)

Teen Outreach Program

Documents Included With This Agenda Item

Council memo, Resolution/Ordinance, MOU

Supporting documentation includes: None

Executive Summary

A resolution authorizing the City Manager to sign a Memorandum of Understanding between the City of Columbia and the Columbia Housing Authority's Low Income Services (CHALIS) related to Teen Outreach Program (TOP) activities for the period of October 1, 2014 through September 30, 2015. Funding provided by this MOU shall not exceed \$15,000.

Discussion

The Teen Outreach Program contract enables the Department of Public Health and Human Services to provide risk reduction education to at-risk teens in Columbia. This Memorandum of Understanding with CHALIS provides funding to offset expenses incurred in the provision of contract services including expanded services to at-risk youth.

Fiscal Impact

Short-Term Impact: None

Long-Term Impact: None

Vision, Strategic & Comprehensive Plan Impact

Vision Impact: Health, Social Services and Affordable Housing

Strategic Plan Impact: Health, Safety and Wellbeing

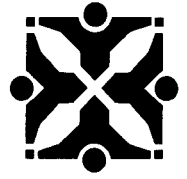
Comprehensive Plan Impact: Not Applicable

Suggested Council Action

Should the Council agree with staff recommendations, an affirmative vote is in order.

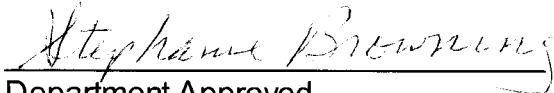
City of Columbia

701 East Broadway, Columbia, Missouri 65201



Legislative History

A Memorandum of Understanding with CHALIS for program activities related to the Teen Outreach Program has been in place since 2005.


Department Approved


City Manager Approved

Introduced by _____ Council Bill No. R 155-14

A RESOLUTION

authorizing a Memorandum of Understanding with the
Columbia Housing Authority's Low Income Services (CHALIS)
relating to Teen Outreach Program (TOP) activities.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS
FOLLOWS:

SECTION 1. The City Manager is hereby authorized to execute a Memorandum of Understanding with the Columbia Housing Authority's Low Income Services (CHALIS) relating to Teen Outreach Program (TOP) activities for the period of October 1, 2014 through September 30, 2015. The form and content of the memorandum of understanding shall be in substantially the same form as set forth in "Exhibit A" attached hereto.

ADOPTED this _____ day of _____, 2014.

ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor

Memorandum of Understanding

**between Columbia Housing Authority's Low Income Services (CHALIS)
and the City of Columbia, Missouri, on behalf of its Columbia/Boone County
Department of Public Health & Human Services (CBCPHHS)
Teen Outreach Program (TOP)
October 1, 2014 – September 30, 2015**

This MOU outlines the roles and responsibilities between Columbia Housing Authority's Low Income Services (CHALIS), and CBCDPHHS in implementing the Teen Outreach Program in Boone County.

By signing this MOU, both partners commit to working together through September 30, 2015 in the planning, implementation, and evaluation of five TOP clubs in Boone County schools. Each TOP clubs will have at least 10 but no more than 25 adolescents. Both partners also commit to an ongoing discussion of their roles and responsibilities.

CHALIS will:

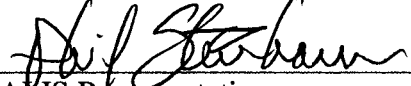
- Co-facilitate a minimum of 25 hours of TOP guided discussion for each of the five TOP Clubs.
- Conduct a minimum of 20 hours of service learning for each school.
- Complete sequencing plans for designated clubs and send to CBCDPHHS by **October 1, 2014**. In addition, be able to provide an updated sequencing plan to the state during site visits (date to be determined) and on **October 29, 2014, January 13, 2015, and 2 weeks after the final TOP Club**.
- Ensure all teens have "Wyman's permission to participate" signature letter on file and send to CBCDPHHS by **October 1, 2014**.
- Ensure all TOP students complete pretests by **October 1, 2014**.
- **Within the first four weeks** of TOP clubs, email CBCDPHHS attendance logs, send updates on **January 13, 2015, and 2 weeks after final TOP club** for designated clubs.
- Ensure teens do Wyman and DAP post surveys by **2 weeks after the final TOP Club...**
- Partner with CBCDPHHS to provide a recognition event/trip by **July 30th, 2015** for students who have successfully participated in the program.
- Complete facilitator surveys for designated clubs by **January 15, 2015 and 2 weeks after final TOP club**.
- Provide invoices and billings to CBCDPHHS for TOP Club personnel and supply/other costs monthly. CHALIS will receive \$13,500 over the contract for personnel, up to \$750 club expenses (including the recognition event or trip for participants), and \$750 for travel and training for TOP training.
- Assist in transporting teens to and from volunteer events.
- Participate in technical assistance sessions with Missouri DHSS, CBCDPHHS or Wyman during the contract year as requested.

CBCDPHHS will:

- Serve as contract facilitator and ensure contract deliverables are met
- One staff member will serve as TOP coordinator.
- Facilitate a minimum of 25 hours of TOP guided discussion for each of the six TOP Clubs.
- Conduct a minimum of 20 hours of service learning for each school.
- Complete designated sequencing plans and send all sequencing forms to Missouri DHSS by **October 1, 2014**. In addition, be able to provide an updated sequencing plan to the state **November 1, 2014, January 15, 2015, 2 weeks after final TOP clubs**, and prior to each **site visit (date to be determined)**.
- Ensure all teens have “Wyman’s permission to participate” signature letter on file for all clubs and submit permission slips to state by **October 15, 2015**.
- Ensure all TOP students complete pretests by **October 1, 2014** and submit pretests to the state.
- **Within the first four weeks** of TOP club, send all attendance logs to state, send updates on **January 13, 2015, and 2 weeks after final TOP club**
- Compile and send all TOP club monthly reports to state by first Friday of the following month.
- Ensure all teens do Wyman and DAP post surveys by **2 weeks after TOP clubs**.
- Complete facilitator surveys for TOP Clubs by **January 15, 2015 and 2 weeks after final TOP club**.
- Provide a recognition event/trip by **June 30th, 2015** for all students who have successfully participated in the program.
- Participate in technical assistance sessions with Missouri DHSS, CBCDPHHS or Wyman during the contract year as requested.
- Purchase supplies for TOP clubs
- Monitor contract budget.

[SIGNATURES ON FOLLOWING PAGE]

**COLUMBIA HOUSING AUTHORITY'S
LOW INCOME SERVICES (CHALIS)**

By: 
CHALIS Representative

Date: 8/14/2014

CITY OF COLUMBIA, MISSOURI

By: _____
Mike Matthes, City Manager

Date: _____

ATTEST:

APPROVED AS TO FORM:

By: _____
Sheela Amin, City Clerk

By: _____
Nancy Thompson, City Counselor

CLERIFICATION: I hereby certify that this contract is within the purpose of the appropriation to which it is to be charged, Account No. 110-3030-531.49-90 (proj. GSH TOP and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

John Blattell, Director of Finance