

PURCHASE OF SERVICE AGREEMENT

THIS PURCHASE OF SERVICE AGREEMENT (hereinafter "Agreement"), made and entered into on the first day of July, 2015, by and between the **LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT**, an urban county government of the COMMONWEALTH OF KENTUCKY created pursuant to KRS chapter 67A (hereinafter "Government"), 200 East Main Street, Lexington, Kentucky 40507, on behalf of its Department of Social Services (hereinafter "Sponsor"), and, **Sunflower Kids** with offices located at 1060 Cross Keys Road, Lexington, Kentucky 40504, (hereinafter "Organization").

W I T N E S S E T H

That for and in consideration of the mutual promises and covenants herein expressed, the Government and the Organization agree as follows:

1. Government hereby retains Organization for the period beginning on **July 1, 2015**, and continuing for a period of twelve (12) months from that date unless within that period Government gives the Organization thirty (30) days written notice of termination of this Agreement in which case this Agreement shall terminate thirty (30) days from the date notice is given to the Organization.

2. Government shall pay Organization the sum of **Nineteen Thousand, One Hundred and Fifty Dollars (\$19,150)** for the services required by this Agreement, said services being more particularly described in the Addendum attached hereto and incorporated herein

by reference, one-fourth (1/4<sup>th</sup>) of which shall be payable in July 2015 or shortly thereafter upon receipt of an invoice, with one-fourth (1/4<sup>th</sup>) payable each quarter thereafter upon submission of a quarterly financial report and invoice, and a detailed quarterly program report. Quarterly financial reports, invoices, and detailed program reports shall be submitted by October 10<sup>th</sup>, January 9<sup>th</sup>, and April 10<sup>th</sup>. A year-end program report shall be submitted by July 10<sup>th</sup>. Both reports shall reflect the services and programs directly related to the funding provided by Lexington Fayette Urban County Government with emphasis on measurable outcomes, and specifically outlined in the funding application. Forms for both the quarterly financial and program reports will be provided.

3. In the event of termination of this Agreement by Government as provided for in paragraph 1 above, Organization shall be entitled to that portion of total compensation due under this Agreement as the service rendered bears to the service required herein.

4. Organization shall perform all duties and services included in the Addendum \*(Description of the specific uses of funds allocated by program name(s) and details of the expected client and agency outcomes) attached hereto faithfully and satisfactorily at the time, place and for the duration prescribed herein. Compensation paid pursuant to this Agreement shall be used exclusively for the services set forth in the Addendum and for no other purpose. Any alteration in the nature of such services and

duties constitutes an amendment to this Agreement and must be in writing signed by both parties. Organization shall keep itself fully informed of all federal and state laws and all municipal ordinances and regulations in any manner affecting the work or performance of this Agreement, and shall at all times observe and comply with such laws, ordinances and regulations, whether or not such laws, ordinances or regulations are mentioned herein, and shall indemnify Government, its officers, agents and employees against any claim or liability arising from and based on the Organization's violation of any such laws, ordinances or regulations.

5. Organization represents that it has filed all federal, state and local income tax returns required by law in the legally prescribed time and manner. This Agreement shall not become effective unless and until copies of all of the executed originals of the aforementioned tax returns filed for the Organization have been registered for the current tax year by the Organization in the office of the Sponsor, and the Organization shall not be compensated unless and until such registration has taken place.

6. The Organization shall, on such forms as the Sponsor shall provide, submit to Sponsor an annual report and financial statement which summarize the previous year's activities regarding the services enumerated in the addendum attached hereto.

7. Books of accounts shall be kept by the Organization and entries shall be made therein of all money, goods, effects, debts,

sales, purchases, receipts, payments and any other transactions of the Organization. The books of accounts, together with all bonds, notes, bills, letters and other writings belonging to the Organization, shall be maintained at the principal place of business of the Organization as set forth in this Agreement. Government shall have free and complete access to the books, papers and affairs of the Organization, that relate to the performance of this Agreement, at all reasonable times, and if it desires, it may have the books and papers of the Organization, that relate to the performance of this Agreement, audited and examined by auditors, accountants or attorneys. Any examination shall be at the expense of the Government.

8. Government may designate such persons as may be necessary to monitor and evaluate the services rendered by the Organization. The Government, its agents and employees, shall, at all times, have unrestricted access to all places where or in which the services required hereunder are being carried on and conducted. Inspection and monitoring of the work by these authorities shall in no manner be presumed to relieve in any degree the responsibility or obligations of Organization, nor to constitute the Organization as an agent of the Government.

9. Organization shall provide equal opportunity in employment for all qualified persons, shall prohibit discrimination in employment because of race, color, creed, national origin, sex or age, shall promote equal employment through a positive, continuing

program of equal employment, and shall cause each of its subcontracting agencies to do so. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

10. Organization shall adopt a written sexual harassment policy, which shall, at a minimum, contain a statement of current law; a list of prohibited behaviors; a complaint process; and a procedure which provides for a confidential investigation of all complaints. The policy shall be given to all employees and clients and shall be posted at all locations where Organization conducts business. The policy shall be submitted to Sponsor for review within thirty (30) days of the execution of this Agreement.

11. This instrument, and the Addendum \*(Description of the specific uses of funds allocated by program name(s) and details of the expected client and agency outcomes) incorporated herein, contains the entire agreement between the parties, and no statement, promises or inducements made by either party or agent of either party that is not contained in this written Agreement shall be valid and binding; and this Agreement may not be enlarged, modified or altered except in writing signed by the parties and endorsed hereon.

12. Organization agrees that it shall apply all funds received by it from the Urban County Government in accordance with the following investment policy guidelines:

A. Objectives: Capital preservation with surety of income. Reasonable competitive income consistent with high investment quality and purpose of funds. All investments shall conform with state and local law and regulations and these policies.

B. Investment Funds Management: The governing board may elect to either:

(1) Manage its investment through its executive director where the size or complexity of funds to be managed is deemed by the board to be within the training, expertise and/or available time capacity of the executive director and the operating staff; or

(2) Utilize the professional investment management facilities of a local bank trust department acting in a fiduciary capacity within the same approved investment policies and federal, state, local and trust laws and regulation. The trust department may utilize its regular short-term one hundred percent (100%) US Treasury Fund for daily funds investment.

The election of option 1 or 2 should be made consistent with the relative cost incurred and in the case of option 2 the cost shall be competitive among local trust departments.

C. Investment Policies - - Safety and Prudence.

(1) Short-term liquidity funds shall be invested in "riskless" investment, i.e., deposits in Kentucky commercial banks or savings and loan associations that are fully federally insured or deposits collateralized by U.S. Treasury securities with a current market value of at least one hundred percent (100%), or in direct obligations of U.S. Treasury securities.

Investments shall be diversified according to maturity in order to meet projected cash flow needs.

Collateral pledged to secure uninsured deposits shall be held at a federal reserve bank with the receipt providing absolute control by the agency.

(2) Retirement funds, endowment funds, long-term capital reserve funds and any other special funds

may be held and invested by a local bank trust department under investment objectives and diversification in accordance with the individual nature of the funds and pursuant to the "prudent man" investment rule as well as general trust law.

(3) All investments shall be reviewed monthly by a finance or investment committee of the agency.

(4) Local brokerage firms may hold and invest funds provided that investments are located within Kentucky and are full insured.

D. Audit - - All investments shall be audited at least annually by independent certified public accountant who shall express an opinion as to whether or not investments during the year audited have conformed with state and local law and regulation and with the approved investment policies.

13. Notice - Any written notice required by the Agreement shall be delivered by certified mail, return receipt requested, to the following:





For Organization:

Sunflower Kids  
1060 Cross Keys Rd Ste. 160  
Lexington, KY 40504  
Attn: Stephanie Hoffman

For Government:

Lexington-Fayette Urban County Gov.  
200 East Main Street  
Lexington, Kentucky 40507  
Attn: Chris Ford, Commissioner  
Department of Social Services

IN WITNESS WHEREOF, the parties have executed this Agreement  
at Lexington, Kentucky, the day and year first above written.

LEXINGTON-FAYETTE URBAN  
COUNTY GOVERNMENT

SUNFLOWER KIDS

BY: Jim Gray  
Jim Gray, Mayor

BY: Stephanie Hoffman  
Title: Executive Director

ATTEST:  
Meredith Hill  
Clerk of the Urban  
County Council

\* The addendum referenced in items 4 and 11 must be attached  
to this document and approved prior to the start of fiscal year  
payments.



## Addendum

**Agency:** Sunflower Kids

**Program Name:** Supervised Visitation and Safe Exchange

**LFUCG Extended Social Resource Grant Program FY16 Funding:** \$19,150

**Program Summary:** SFK provides safe supervised visitation and exchange services to families experiencing domestic violence, child abuse/neglect, child sexual abuse, threat of child abduction, substance abuse, and mental illness.

KY court precedent entitles noncustodial parents visitation rights to their children. However, when there's a history of domestic violence, court ordered visitation poses safety risks to child and adult victims. SFK bridges the gap between protecting victims from potentially dangerous situations while providing support for family relationships.

SFK's number one goal is to enhance safety and justice for child and adult victims, both immediately and in the long-term. To promote immediate safety, all services provided occur at our secure facility. Additionally, SFK has security measures (including on-site, off-duty police officers, metal detectors, and secured access entrances) and safety rules in place that keep victims safe during court-ordered visitation. To enhance ongoing, long-term safety, SFK helps families connect with needed community resources (e.g. affordable housing, substance abuse treatment, access to mental health services, child care, legal advocacy, etc.), which minimizes isolation and reduces the risk of further abuse.

Visitation services are typically provided for one hour a week for as long as the family requires services. Visitation hours are provided on weekday evenings and weekends to accommodate working parents. Resource and check-in hours are held throughout the week.

In 2014 SFK served 512 clients, a 25% increase from 2013. Since SFK receives the vast majority of referrals from Fayette County Family Court, Fayette County residents make up more than 60% of our client base.

**Long-Term Program Goals:** SFK's number one goal is to enhance safety and justice for child and adult victims, both immediately and in the long-term. To promote immediate safety, all services provided occur at our secure facility with security measures in place. To enhance ongoing, long-term safety, SFK helps families connect with needed community resources (e.g. affordable housing, substance abuse treatment, access to mental health services, child care, legal advocacy, etc.), which minimizes isolation and reduces the risk of further abuse.



ACTIVITIES	OUTPUTS	OUTCOMES
Staff (Visitation Monitors & Off-Duty law enforcement) will monitor for physical & emotional safety & ensure all safety rules are followed. Staff will intervene when physical or emotional safety of victims or children is at risk.	1600 visits and exchanges will be monitored for safety.  Victims will be informed of safety concerns presented during visitation or exchange services.	<b>100% of children are protected from trauma of witnessing violence or substance abuse or experiencing sexual or physical assault, abduction, injury, or death during visitation. 100% of victims are protected from experiencing</b>
Staff will conduct safety check-ins with victims, children, and visiting parents to determine changing safety needs of individuals and families	Staff will reach out to 10 families per week for safety check ins. Each family will be contacted at least once per month.	<b>80% of victims are able to more freely express safety concerns, allowing SFK to adapt services as necessary. 90% of victims and children continue to see SFK as being safe and supportive</b>
Staff will discuss client needs during orientation & on-going check-ins to provide accurate & meaningful referrals for community resources (e.g. affordable housing, substance abuse treatment, access to mental health services, child care, legal advocacy, etc.)	50 referrals on behalf of victims, children, and visiting parents, will be made to overcome barriers to needed services	<b>An additional 25 families are able to obtain the resources they need, which may reduce isolation and minimize risk of further abuse.</b>

INDICATOR	MEASUREMENT TOOL/APPROACH	SAMPLING STRATEGY & SIZE	FREQUENCY & SCHEDULE OF DATA COLLECTION
Number of safety violations and interventions that occur during services	Monitor observation reports  Tracking of violations on inventory report	100% of visitations or exchanges that are provided by SFK	Observation report made every time a visitation or exchange occurs  Tracking of incidents on a bi-weekly basis
Number of successful contacts made with victims.	Staff maintained database of contacts made  Exit interviews with victims when services end	10 victims per week.  90% of victims when services end.	Contacts made weekly; each family contacted once per month.
Number of referrals made	Tracking of referrals made in client referral database.	8 clients per month	During orientation and on-going check-ins and a needs assessment survey completed by all clients once per year

