

**Walton County Board of Commissioners
MEMORANDUM OF AGREEMENT
WITH
The Partnership for Families, Children and Youth
Dena Huff, Executive Director (Contractor)**

MOA#1

DATE: 7-1-2025

Walton County Board of Commissioners and Dena Huff (hereinafter referred to as "Contractor") enter into an agreement for the provision of services as specified below.

This MOA has an effective beginning date of July 1, 2025, and shall terminate on June 30, 2026, unless terminated earlier under provisions of this MOA.

Nothing contained in the MOA shall be construed to constitute the Contractor as an employee of Walton County Board of Commissioners, nor shall either party to this MOA have any authority to bind the other in any respect, it being intended that each shall remain an independent contractor. Contractor agrees to advise any client under the terms of this MOA of the independent status of the Contractor and WCBOC.

RESPONSIBILITIES OF CONTRACTOR:

Contractor agrees to provide the following deliverables:

1. Provide coordination services for the The Partnership to accomplish the work of the Collaborative (a group of agencies and individuals interested in fulfilling the TP goals) including:
 - a. Prepare *monthly progress reports* to be presented to the board, with activities accomplished and progress related to the strategic plan outlined.
 - b. Provide all support functions for governance *board meetings* including but not limited to 1) preparing meeting agendas in consultation with Board Chair; 2) sending out meeting agenda along with minutes from previous meeting one week prior to next meeting; 3) securing meeting location and refreshments (if needed); and 4) preparing meeting packets for Board members as appropriate.
 - c. **Work with Fiscal Agent, Walton County Board of Commissioners, Finance Director, to help produce accurate and mutually agreed upon *financial reports* to the Board, quarterly financial reports to funding agencies, and budget revisions as needed.**

- d. **Provide quarterly *Expenditure and Narrative Programmatic Reports to Georgia Family Connection Partnership* by October 15th, January 15th, April 15th and August 15th. Budget Revisions are due by April 22nd.**
- e. ***Invoice the Fiscal Agent for all Monthly Contracted Services and deliverables; to include travel expenses, by the last day of each month for services rendered and/or purchases within budgetary guidelines.***
- f. Represent the Board and Collaborative at monthly *regional meetings, Family Connection trainings and other events* as designated by the Board and Collaborative.
- g. Coordinate the completion of the *Annual Strategic Plan, Modifications (as necessary), and Annual Operating Plan* according to Georgia Family Connection Partnership guidelines.
- h. Coordinate *implementation of the Annual Operating Plan (AOP)*. Implementation Timelines should be submitted to Board and Collaborative at the beginning of the fiscal year. Monthly Progress Reports to the Board should include steps completed and barriers to successful completion. Specific programs in the AOP must be included on the Implementation Timeline and Monthly Progress Reports. Implementation of System Change Strategies must also be included.
- i. Complete *Memoranda of Agreement* regarding the AOP with all partners of the Collaborative and all other contractors who work on The Partnership initiatives.
- j. Maintain *public relations* and collaboration through attendance at necessary committees and meetings outside of GAFCP, in relation to AOP. Keep the public abreast of and educated on the issues surrounding Collaborative purpose, goals, and results (through the Annual Report). Update all publications, such as stationery, brochures, and business cards to maintain their accuracy.
- k. *Purchase supplies and equipment* for The Partnership office as needed and according to the budget. Maintain a current file of all office equipment and furniture. Keep all equipment serviced, updated, and maintained as needed.
- l. Work with the Chairs of *Strategy Teams Committees* to inspire action to address goal areas.

- m. Work with the The Partnership Chair on giving input to *governance committees* (Bylaws, Finance, Personnel, Executive, and Nominating Committees).
- n. *Maintain records* in an organized fashion.
- o. Keep resource *directories* and files current. Serve as an *Information & Referral* source for the community.
- p. Develop *financial resources* for the Board and Collaborative, such as grants, foundations, fundraising opportunities, and donations to support the **AOP**.

RESPONSIBILITIES OF COLLABORATIVE

The Board/Collaborative agrees to:

- Be available to support the functions of The Partnership by doing the following:
- Members serve on and direct governance committees.
- The Fiscal Agent agrees to pay the contractor \$69,116.00 per year (\$2,658.40 bi-weekly). GAFCP Budget increase may change the contracted amount.
- The Chair and/or Vice-Chair maintains regular communication with the Executive Director.
- The Secretary takes minutes during Board/Collaborative meetings.
- At least one Collaborative member serves on goal and advisory committees.
- The Chair sets up the agenda with the Executive Director.
- Members participate in applicable Regional Meetings and training.
- All Board/Collaborative members support the implementation of the AOP, to include data collection and program development.
- The Treasurer for TP Board funds makes monthly reports to the Governing Board.
- Fiscal Managers for AOP program funds will assist the Executive Director with monthly financial reports to the Board.

RESPONSIBILITIES OF BOTH PARTIES

Both parties agree to the following:

1. Work closely with community representatives, including culturally diverse populations according to race, age, and gender, to continue the work of the Collaborative.
2. Enthusiastically promote and support the work of the The Partnership.

3. Work within the approved TP budget for the Board/Collaborative.
4. Prevent duplication of efforts within the community and make the most efficient use of existing resources by shared funding, staff, and resources, when possible.
5. Empower individuals to focus on solving community problems together so that children and families are strengthened.
6. Contractor shall determine her primary offices for purposes of performing the independent contract services hereunder.

Contractor further agrees that all work done as a part of this contract will comply fully with all administrative and other requirements established by applicable Federal and State laws, rules, and regulations Contractor shall indemnify and hold harmless WCBOC, it's officers, directors and employees, from any loss of funds or resources resulting from noncompliance by Contractor, as revealed in any subsequent audits.

Either party to this agreement may terminate this agreement by giving the other party thirty (30) days in advance notice in writing.

This agreement is contingent upon the approval and allocation of funding by the State of Georgia Department of Human Services. If such funding is not approved, allocated, or is subsequently rescinded, either party may terminate this agreement immediately upon written notice without further financial obligation.

CONTRACTOR EXECUTION

Contractor, Dena Huff

Date

COLLABORATIVE EXECUTION

Chair, The Partnership
Andrew Dykes

Date

COUNTY DEPARTMENT EXECUTION

County Chairman, WCBOC
David Thompson

Date