



January 6, 2023

TO: Mayor Jerry L. Demings  
-AND-  
County Commissioners

FROM: Kurt N. Petersen, Director, Office of Management & Budget *K.N.P.*

SUBJECT: Consent Agenda Item for January 24, 2023  
Amendment No. 1 Service Funding Agreement between  
Orange County, Florida and the Legal Aid Society of the Orange  
County Bar Association, Inc.  
(Related to Tenant's Bill of Rights Ordinance)

Board approval and execution is requested for Amendment No. 1 Service Funding Agreement Fiscal Year 2022-2023 between Orange County, Florida and the Legal Aid Society of the Orange County Bar Association, Inc. This amendment is necessary to provide an additional \$83,108 this fiscal year that will be used to hire and employ a Housing Staff Attorney to support the County's Office of Tenant Services.

**ACTION REQUESTED:** Approval and execution of Amendment No. 1 Service Funding Agreement Fiscal Year 2022-2023 by and between Orange County, Florida and Legal Aid Society of the Orange County Bar Association, Inc.

KP

Attachments

BCC Mtg. Date: January 24, 2023

**AMENDMENT NO. 1  
SERVICE FUNDING AGREEMENT  
FISCAL YEAR 2022-2023**

This first amendment ("Amendment") is entered into by and between Orange County, Florida (the "County") and Legal Aid Society of the Orange County Bar Association, Inc. ("Legal Aid" or "Agency"). The County and Agency may be referred to individually as "Party" or collectively as "Parties". The purpose of this Amendment is to alter the terms of the Service Funding Agreement for Fiscal Year 2022-2023 that was approved by the Orange County Board of County Commissioners on October 11, 2022 ("Agreement"). The Parties desire to increase the amount of funding that the County provides to the Agency to employ one (1) additional, experienced staff attorney to provide housing litigation services to the community including, but not limited to, those persons referred to the Agency by the County's Office of Tenant Services.

**Section 1. Amendments to Section 2.** Section 2, Subsection d. on Page 2 of the Agreement is hereby amended as follows with additions shown as underlines and deletions shown as ~~strikethroughs~~:

“ **SECTION 2. THE LEGAL AID SOCIETY SHALL**

\* \* \*

d. Employ the necessary professional, clerical staff, and volunteers to ensure efficient operations and the ability to offer the services outlined in section 3a.

- i. The Legal Aid Society shall hire and employ a minimum of one (1) additional, experienced staff attorney to provide housing litigation services as further described in this Agreement and the Job Description attached to this Agreement as Exhibit B ("Housing Staff Attorney").
- ii. The Legal Aid Society shall accept referrals for legal services from the County and the County's Office of Tenant Services. The Legal Aid Society shall utilize the Housing Staff Attorney to provide legal services to persons referred to the Legal Aid Society by the County's Office of Tenant Services."

**Section 2. Amendments to Section 3.** Section 3, Subsection a. on Page 3 of the Agreement is hereby amended as follows with additions shown as underlines and deletions shown as ~~strikethroughs~~:

“**SECTION 3. FUNDING MECHANICS**

a. The County agrees to appropriate a total amount not to exceed one million four hundred fourteen thousand two hundred thirty-six dollars (\$1,414,236) ~~one million two hundred sixty-seven thousand seventeen dollars (\$1,331,128)~~ to the Legal Aid Society of the Orange County Bar Association, Inc., for fiscal year 2022-2023 for the provision of legal aid services in accordance with Section 29.008, Florida Statutes, and the terms of this Agreement ("Funds"). ~~according to Florida Statute 29.008. This amount includes \$106,485 for support of Guardian ad Litem.~~

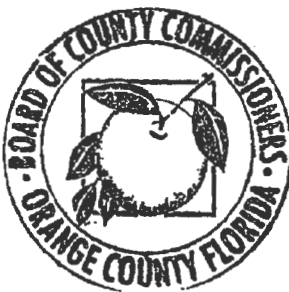
- i. The Legal Aid Society shall use a portion of the Funds to support Guardian ad Litem Services. The Parties estimate that approximately one hundred six thousand four hundred eighty-five dollars (\$106,485) of the Funds will be used to support Guardian ad Litem services.
- ii. The Legal Aid Society shall use a portion of the Funds to hire and employ a Housing Staff Attorney for the provision of services described in Section 2 of this Agreement. The Parties estimate that approximately eighty-three thousand one hundred eight dollars (\$83,108) of the Funds will be used to hire and employ the Housing Staff Attorney in accordance with the Staff Attorney Budget attached to this Agreement as Exhibit C."

**Section 3. Attachments.** The *Job Description* attached to this Amendment as Exhibit B and the *Staff Attorney Budget* attached to this Amendment as Exhibit C are hereby incorporated into the Agreement and attached to the Agreement as Exhibit B and Exhibit C, respectively.

**Section 4. Right to Deny.** If the services rendered by the Agency do not comply with this Amendment, then the County reserves the right to deny payment or any requests for payment or reimbursement from the Agency.

**Section 5. Effective Date; Conflicts; Full Force.** This Amendment is hereby made a part of the Agreement and shall be effective upon execution by both parties (the "**Effective Date**"). All provisions in the Agreement, any attachments to the Agreement, or any previous amendments that conflict with this Amendment are hereby changed to conform to this Amendment. Except as expressly modified in this Amendment or in any previous amendment to the Agreement, the Agreement remains intact, unchanged, and in full force and effect.

IN WITNESS HEREOF, the parties have executed this Amendment on the dates set forth below.



**ORANGE COUNTY, FLORIDA**

By: The Board of County Commissioners

By: *Jerry L. Demings*  
for Jerry L. Demings, Orange County Mayor

Date: January 24, 2023

**ATTEST:** Phil Diamond, CPA, County Comptroller  
As Clerk of the Board of the County Commissioners

By: *Hattie Smith*

Date: January 24, 2023

LEGAL AID SOCIETY OF THE  
ORANGE COUNTY BAR ASSOCIATION, INC.

Signature

Bethanie A. Barber  
Printed Name

January 5, 2023

Date

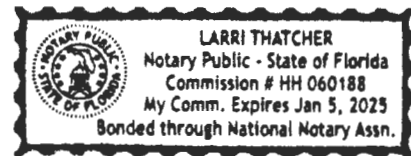
Executive Director  
Official Title

STATE OF FLORIDA  
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me on this 5 day of January  
2023, by Bethanie A. Barber, in his or her official capacity as the  
Executive Director of the Legal Aid Society of the Orange County Bar Association, Inc.

Signature Notary Public  
Print, Type/Stamp Name of Notary  
Larri Thatcher

- ☒ Personally Known
- ☐ Produced Identification  
Type of Identification Produced: \_\_\_\_\_





## **Job Description**

- Position Title:** Staff Attorney, Housing Litigation
- Organization Name:** The Legal Aid Society of the Orange County Bar Association, Inc.
- Brief Description of the Organization:** The Legal Aid Society provides civil legal assistance to indigent residents of Orange County. We are a client centered organization committed to providing a full range of high quality legal services. We have a long-standing tradition of partnership with the private bar. We work closely with other local non-profits and we collaborate state-wide to provide access to justice.
- Position Description:** The housing attorney will provide legal assistance to tenants and homeowners in matters such as eviction, substandard conditions, foreclosure, and other types of housing related matters. The practice is focused on impact advocacy and litigation but also requires community education, outreach, intake, and active bar participation. The attorney will supervise students from time to time, train other staff and pro bono attorneys, and co-counsel appeals as needed.
- Skills or Qualifications:** Good communication skills; ability to work constructively with others in a team work setting; good judgment; strong organizational capability; ability to learn quickly and to work hard, independently, and under pressure; and ability to handle contested hearings are all required.
- Excellent Benefits:** We are an Equal Opportunity Employer. The position is closed when filled.
- Time Requirement:** The office hours are Monday through Friday from 8:30 am until 5:00 pm. Community education and outreach activities also require night and weekend hours on occasion, including Saturday intake.

## LEGAL AID SOCIETY OF THE ORANGE COUNTY BAR ASSOCIATION, INC.

**Orange County Government**

## OFFICE OF TENANT SERVICES

STAFFING PROPOSAL: January 1, 2023 through September 30, 2023

(Attorney 8 Years Experience)

Expense Description	Orange County Government	Other Funds	Total Project Budget
<b><u>PERSONNEL EXPENSES:</u></b>			
Salaries	\$ 45,378.45		\$ 45,378.45
Payroll Taxes	\$ 3,471.45		\$ 3,471.45
Benefits	\$ 11,542.78		\$ 11,542.78
<b>TOTAL PERSONNEL EXPENSES:</b>	<b>\$ 60,392.68</b>	<b>\$ -</b>	<b>\$ 60,392.68</b>
<b><u>OPERATING EXPENSES:</u></b>			
Commercial Liability Insurance (bldg)	\$ 270.83		\$ 270.83
Miscellaneous Employee Expenses	\$ 417.79		\$ 417.79
Employee Professional Dues	\$ 583.33		\$ 583.33
Continued Education	\$ 416.67		\$ 416.67
Training (LAS,GAL, BOARD)	\$500.00		\$ 500.00
Travel (Staff)	\$1,145.83		\$ 1,145.83
Travel (Pro Bono)	\$ 93.75		\$ 93.75
Telephone	\$ 708.33		\$ 708.33
Building Maintenance	\$ 937.50		\$ 937.50
Security Monitoring & Fees	\$ 63.50		\$ 63.50
Postage and Meter	\$ 145.83		\$ 145.83
Copier and Printing	\$ 166.67		\$ 166.67
Equipment Expense	\$ 101.04		\$ 101.04
Professional Management Liability	\$ 1,500.00		\$ 1,500.00
Library	\$ 270.83		\$ 270.83
General Office Expenses	\$ 1,041.67		\$ 1,041.67
Volunteer Expenses	\$ 156.25		\$ 156.25
Professional Services	\$ 3,447.92		\$ 3,447.92
Audit	\$ 440.79		\$ 440.79
Legal Aid Litigation Expenses	\$ 9,807.50		\$ 9,807.50
Computer Equipment	\$ 499.29		\$ 499.29
Administrative Expenses (de minimis 10%)	\$ -	\$ 8,052.36	\$ 8,052.36
<b>TOTAL NON-PERSONNEL EXPENSES</b>	<b>\$ 22,715.33</b>	<b>\$ 8,052.36</b>	<b>\$ 30,767.68</b>
<b>TOTAL PROJECT EXPENSES:</b>	<b>\$ 83,108.00</b>	<b>\$ 8,052.36</b>	<b>\$ 91,160.36</b>