

PALM BEACH COUNTY

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: January 9, 2007

☒ **Consent**

☐ Regular

[] Ordinance

[] Public Hearing

Department:

Submitted By: County Library/Administration

Submitted For: County Library/Administration

I. EXECUTIVE BRIEF

Motion & Title: Staff recommends motion to receive and file: a Cooperative Agreement with Literacy *AmeriCorps through the Literacy Coalition of Palm Beach County.

Summary: On June 20, 2006, the Board approved a site application (R-2006-1145) for the County Library's participation in the Literacy*AmeriCorps PBC Program for the period of September 11, 2006, through August 31, 2007, and authorized the Chairperson to execute the agreement. This agreement will provide the County Library with one (1) full-time Literacy*AmeriCorps member. This member will offer conversational English programs and oversee the literacy learning computer lab. The Library will pay a service fee of \$3,500 to the PBC Literacy Coalition and business-related mileage to the member up to \$2,000. AmeriCorps, with supplemental funds from the Coalition, will cover all other expenses including Workers' Compensation, liability, and health care coverage. Funds will be provided through the Library's FY '07 operating budgets and will have minimal fiscal impact. Countywide (TKF)

Background and Justification: The PBC Literacy Coalition has been selected to serve as the local lead agency for Literacy*AmeriCorps, a federally funded program. Literacy*AmeriCorps is a program funded by the Corporation for National Service in partnership with literacy providers. The Library has operated its Adult Literacy Tutoring Program since 1985 and has helped over 2,500 adult illiterates to improve their reading skills. The library works closely with the PBC Literacy Coalition and has a history of partnering with agencies, such as VISTA, to improve and expand literacy tutoring services in PBC. This year, with the approval of this Site Agreement, the Library projects that it will be able to serve 275 adult students and expand services by offering English for Speakers of Other Languages (ESOL) programs.

Attachments:

- ## 1. Cooperative Agreement

Recommended By:

Department Director

Date _____

Approved By:

Assistant County Administrator

Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2005	2006	2007	2008	2009
Capital Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Costs	<u>0</u>	<u>0</u>	<u>5,500</u>	<u>0</u>	<u>0</u>
External Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Program Income (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
In-Kind Match (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
NET FISCAL IMPACT	<u>0</u>	<u>0</u>	<u>5,500</u>	<u>0</u>	<u>0</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Is Item Included in Current Budget?			Yes <u>X</u>	No	
Budget Account No.:	Fund <u>1180</u>	Dept <u>320</u>	Unit <u>3200</u>	Object <u>3401 = \$3,500</u>	and <u>4007 = \$2,000</u>
		Program <u></u>			

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Source: Ad Valorem Tax \$5,500

Impact: Minimal fiscal impact

C. Departmental Fiscal Review:

Lavinia D. Gardner
(Lavinia Gardner, Chief Financial Officer)

III. REVIEW COMMENTS:

A. OFMB Fiscal and/or Contract Dev. And Control Comments:

12-14-06
OFMB
12/13/2006
12-13-06
12/11/06

12/15/06
Contract Dev. And Control
12/14/06

B. Legal Sufficiency:

12/19/06
Assistant County Attorney

C. Other Department Review:

N/A

Department Director

Literacy*AmeriCorps-West Palm Beach Cooperative Agreement

I. Purpose

This agreement is, entered on September 19, 2006 and ending on August 10, 2007, between Literacy*AmeriCorpsWest Palm Beach hereinafter referred to as "**Program**" and PBC Library System, hereinafter referred to as "**Site**".

The Palm Beach County Literacy Coalition is sponsoring this program which is funded by the Greater Pittsburgh Literacy Council through an AmeriCorps grant from the Corporation for National and Community Service. As a Site, you recognize the role of literacy programs in solving many social problems in Palm Beach County and have made a commitment to having your assigned Member(s) engaged in these types of activities.

II. Program Responsibilities

A. In accordance with the terms of the Literacy*AmeriCorps Handbook, the Program hereby agrees to provide the following:

1. Health insurance to qualified members
2. Facilitation of the process of obtaining a child care allowance from the appropriate governmental agency in accordance with the provisions set forth in the Literacy*AmeriCorps Handbook.
3. Properly completed paperwork to enroll, accurately track service hours as well as any other required information, and exit members from the AmeriCorps program in accordance with the provisions of the Literacy*AmeriCorps Handbook. Members who qualify under the terms of the Literacy*AmeriCorps Handbook will receive an education award of \$4,725 from the National Service Trust.
4. A living allowance in the amount of \$990.90 per month of service to each full-time member.
5. Member development training and activities ranging from but not limited to, Tutor Training, CPR, First Aid, AIDS Awareness, Literacy, Community Service and Communication Skills.
6. Site Supervisor orientation, a Literacy*AmeriCorps Handbook, reporting schedule, reporting requirements, reporting and evaluation forms, member agreement, and service log.
7. Recruitment, interviewing, and placement efforts for members in collaboration with the Site.
8. Mediation between members and site supervisors upon request.
9. Timely and appropriate communications from the Program.

- B. The Program is responsible for all decisions regarding disciplinary matters, including those involving criminal activity, which may ultimately result in the member's release from service. The Program will manage all grievance processes in accordance with the terms and conditions of the Literacy*AmeriCorps Handbook. The Program will communicate in a timely manner any changes in status of members to the Site.

III. Service Site Responsibilities

- A. The Site has indicated a willingness and ability to participate in the Literacy AmeriCorps-West Palm Beach program and agrees to pay \$3,500 per full time member or \$1,750 per part time member in 3 installments.
- B. The Site agrees to provide the member with site specific training and orientation needed to fulfill their duties at the Site and to provide resources needed to fulfill these duties.
- C. The Site agrees to provide adequate supervisory support to assist the member in fulfilling their service activities and member development plans.
- D. The Site agrees to communicate and document member performance, member attendance, and other member activities to the Program in a timely and professional manner.
- E. The Site agrees to review, sign, and date the member's service logs to ensure correct calculations and service activities.
- F. The Site agrees to support the Program by ensuring that its members attend all mandatory Program trainings, service projects, meetings and events which may be up to 20% or 340 hours of their 1700 required hours of service or the members will have acceptable verification for absences.
- G. The Site agrees to complete a mid-year and an end-of-year performance evaluation on each member assigned to it. The performance evaluation will be signed by the member.
- H. The Site agrees to participate in at least one site visit per two months made by the Program. The designated site supervisor agrees to be present at the site visit.
- I. The Site agrees to notify the Program of any discipline matters, emergency, criminal activity, or other event requiring Program action/response. The Site further agrees to manage all grievance processes in accordance with the terms and conditions of the Literacy*AmeriCorps Handbook.
- J. The Site agrees to meet the assessment requirements listed in the Literacy*AmeriCorps performance measures and assist the member in completing quarterly reports based on these measures for the Program.
- K. The Site agrees to support the member in exercising his/her civic duties of voting and jury duty. See Literacy*AmeriCorps Handbook for more details.

- L. The Site agrees not to offer the member a paid position for employment with the Site until after the member has fulfilled his/her term of service with the Program.

IV. Failure to Meet Responsibilities

The Site further agrees to act in conformance with, and abide by, all current and future rules, provisions, and procedures established by the Program. **These rules are included in the Literacy*AmeriCorps Handbook and in the attached addendum.**

- A. Failure to comply with these requirements may be a basis for the Site losing a member and forfeiting their contributed portion of the match.
- B. The Site may request termination from the program with a minimum of 30 days notice by submitting in writing the circumstances of their desire to terminate from the Program. A Site who terminates from the Program may jeopardize their ability to participate in the Program in the future and forfeits their contributed portion of the match.
- C. The Program will establish and implement a grievance procedure for Sites to resolve disputes and disagreements about the conduct of the Program. The details of this grievance procedure are set forth in the Literacy*AmeriCorps Handbook.

V. Agreement Statement

The Site acknowledges by his/her signature at the bottom of this document that he/she has read and/or has been adequately informed of the requirements and primary responsibilities of all parties to the agreement, as well as the major provisions of this agreement. The Site further understands that his/her signature constitutes an agreement and commitment to comply with all Program requirements.

Palm Beach County, Florida
BOARD OF COUNTY COMMISSIONERS

Addie L. Greene Chairperson

~~Site Supervisor~~

ATTEST: Sharon R. Boek
Clerk and County Seal

Racey Powers
Deputy Clerk

~~Site Supervisor's Signature~~

Approved as to terms and conditions
John J. Callahan III

~~Date~~

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Assistant County Attorney

FINAL

Literacy*AmeriCorps

Audrey McDonough, Senior Manager

Program Official's Name & Title

Audrey McDonough

Program Official's Signature

September 19, 2006

Date

September 2006

**Literacy*AmeriCorps-(City)
Cooperative Agreement
Addendum**

AmeriCorps Prohibited Activities

At no time during the performance of program activities at the regular service site or anywhere else, may the member engage in any activity that is illegal under local, state, or federal law, poses a significant safety risk to others, or is considered an AmeriCorps prohibited activity. AmeriCorps prohibited activities include:

1. attempting to influence legislation;
2. conduction voter registration drives;
3. assisting, promoting, or deterring union organizing;
4. impairing existing contracts for services or collective bargaining agreements;
5. participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
6. providing a direct benefit to a for-profit entity, a labor union, a partisan political organization, a religious organization, or a non-profit that engages in lobbying;
7. engaging in religious instruction;
8. conducting worship services;
9. providing instruction as a part of a program that includes mandatory religious instruction or worship;
10. constructing or operating facilities devoted to religious instruction or worship;
11. maintaining facilities primarily or inherently devoted to religious instruction or worship; and
12. engaging in any form of promoting a religion or converting people to a religion.

AmeriCorps members, like any other private citizens, may participate in lobbying, political, or advocacy activities on their own time, at their own expense, and at their own initiative. Members may not wear AmeriCorps service gear in such instances.

I have read and understand the policy regarding AmeriCorps Prohibited Activities and will enforce this policy during member(s) hours of service.

PALM BEACH COUNTY, FLORIDA, a Political
Subdivision of the State of Florida:

BOARD OF COUNTY COMMISSIONERS

By: Addie L. Greene
Addie L. Greene, Chair
ATTEST: Sharon R. Beck, Clerk and Comptroller

By: Sharon R. Beck
Sharon R. Beck, Deputy Clerk

FINAL

John J. Callahan III
Approved as to terms and conditions
John J. Callahan III, Library Director

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

[Signature]
Assistant County Attorney

Literacy*AmeriCorps

September 2006