

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date: January 12, 2010

<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Public Hearing

Department

Submitted By: Community Services

Submitted For: Community Services

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Agreement with Workforce Alliance for the Next Generation Workforce Internship Program, with no expiration date, to provide young adults with job training experience.

Summary: This agreement will facilitate the utilization of young adult interns ages 18-21, aging out of foster care, of a job training experience. The U.S. Department of Labor has outlined a list of criteria that must be met in order for an internship to be unpaid. The participants do not displace regular employees, but work with employees under close supervision to increase their employability skills. The intended goal is eventual placement into unsubsidized paid employment, leading to economic self-sufficiency for the individual and/or family. As a result of the agreement the County will use these volunteers to provide general clerical office duties. There is no cost to the County to participate in the program. (DOSS) Countywide (TKF)

Background and Justification: Workforce Alliance is a state organization which provides employment and community service to residents of the state of Florida. This agreement would allow Workforce Alliance to assign individuals to a meaningful work experience within the Department of Community Services at no cost to the County.

Attachments:

Workforce Alliance Agreement

Recommended By: Chad White 12/16/09
Department Director Date

Approved By: 
Assistant County Administrator Date _____

II. FISCAL ANALYSIS IMPACT

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenue	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>* see below *</u>				
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____
Is Item Included in Current Budget: Yes _____ No _____					
Budget Account No.: Fund _____ Dept. _____ Unit. _____ Obj. _____					
Program Code _____					

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

*** No Fiscal Impact**

Departmental Fiscal Review: Taruna Malhotra
12/16/09

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

Legal Sufficiency: 12/22/09 OFMB 1/1 12/21/09 PM 12-18-09

Am. J. [Signature] 12/23/09
Contract Administration

B. Legal Sufficiency:


Assistant County Attorney
12/30/09
Fields

This Contract complies with our contract review requirements.

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.

Intern/Work Experience Agreement



Next Generation Workforce Program

Workforce Alliance, Inc.
1951 North Military Trail, Ste. D
West Palm Beach, FL 33409
561-340-1060 Ext. 2311
www.pbcalliance.com

This Form Must Be Submitted To Workforce Alliance With Original Signatures. No Faxed Copies Will Be Accepted!

Employer: Palm Beach County Board of County Commissioners Intern's Job Title: Clerical

Supervisor: Community Services/Dorothy Little Supervisor's Title: Volunteer Coordinator

Address: 810 Datura St. West Palm Beach FL 33401
(Street) (City) (State) (ZIP)

Telephone No.: (561) 355-4683 E-Mail: dlittle@pbcgov.org

This Internship/Work Experience Agreement must be completed and signed by Workforce Alliance and employer prior to an intern's placement with employer.

EMPLOYERS RESPONSIBILITIES UNDER THIS AGREEMENT

BY SIGNING THIS AGREEMENT EMPLOYER AGREES TO THE FOLLOWING:

- Employer agrees to:
1. Provide the necessary orientation, training, supervision, precautionary safety instructions to Workforce Alliance intern's in the performance of the intern's duties and responsibilities as described in Attachment 1.
 2. Provide a professional work experience related to the Workforce Alliance intern's area of interest.
 3. Carry liability insurance coverage in accordance with state law.
 4. Complete evaluations of the intern's performance during the internship.
 5. Complete and submit to Workforce Alliance the Intern/Work Experience Position Description form (Attachment 1).
 6. Not exceed 8 weeks in the Internship/work experience.
 7. Notify the Workforce Alliance Youth Outreach Career Consultant of the employer's intent to terminate an intern's employment as far in advance as possible.

By signing this Agreement employer acknowledges she/he has the authority to sign this Agreement and bind employer and she/he has read and agrees to all terms of this Agreement on behalf of employer. This Agreement may be terminated by Workforce Alliance or employer at anytime upon giving two weeks' notice to the other party.

Employer Employment Supervisor: Palm Beach County Board of County Commissioners Date: _____
(print name)

Employer Employment Supervisor Signature: _____

Workforce Alliance, Inc. Signature: _____ Date: _____
By Kathryn Schmidt, President/CEO

ATTACHMENT 1

INTERN/WORK EXPERIENCE POSITION DESCRIPTION FORM

An Internship/Work Experience Position Description Form is to be completed by the Employer for each intern's work experience activity to determine the length of the work experience and functions in which the intern will be trained to perform.

1. **Work Site Location:** Enter the legal address of the work site where the intern will be trained.

810 Datura St. West Palm Beach FL 33401

2. **Work Site Title:** Enter the position title of the work site training where the intern will be placed.

Community Services/Dorothy Little

4. **Mastery Skills & Work Site Duties:** List the specific mastery skills & job duties the intern will perform.

Clerical

5. **Length of Work Experience (cannot exceed 8 weeks):**

Start date February 15, 2010 End date April 15, 2010

Total hours (range) per day the intern is required to report to the work site.

Monday	<u>4</u>
Tuesday	<u>4</u>
Wednesday	<u>4</u>
Thursday	<u>4</u>
Friday	<u>4</u>
Saturday	<u> </u>
Sunday	<u> </u>
Total Hours	<u>20</u>



October 27, 2009

Ms. Faith Martin, Director
Palm Beach County Senior Services
810 Datura Street
West Palm Beach, FL 33401

Re: Community Service Work Experience Program

Dear Ms. Martin

The Palm Beach County Senior Services Division has always been a community partner with Workforce Alliance. I am hopeful that this partnership will continue. I have taken the liberty of enclosing a Community Service/Work Experience agreement for your consideration. Palm Beach County Senior Services has several locations throughout Palm Beach County to which we can refer eligible program participants.

The following is a brief overview of the Community Service/Work Experience program. Should you have any questions, please do not hesitate to contact me.

Federal law requires that individuals receiving temporary cash assistance (TCA) must be engaged in a countable work activity for at least 30 hours per week. Community Service/Work Experience is a job-training experience at a supervised public or private not-for-profit or for-profit agency for recipients of TCA. It is an activity selected for individuals who need to increase their employability skills by improving interpersonal skills, job-retention skills, stress management and by learning to balance between job and personal responsibilities. The intended goal is eventual placement into unsubsidized, paid employment leading to economic self-sufficiency for the individual and family.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Maryann M. Garrett".

Maryann M. Garrett, FWCP 1, 2
Program Director
Workforce Alliance

Enc.



NEXT GENERATION WORKFORCE PROGRAM INTERNSHIP

EMPLOYER FREQUENTLY ASKED QUESTIONS

1. What are the ages of the young adults

19 – 21 and 18 aging out of foster care.

2. Will we be able to interview the Interns?

Yes, you will be able to interview the Interns and interviews will start around the 3rd week of November. Provide a position description so that we may match the intern with the open position.

3. What hours will the Interns be able to work?

The Interns are in a training program and will be available to work in the afternoon Monday through Wednesday. Thursday through Sunday is open and should be mutually agreed upon. The hours for the young adults should not exceed 20 hours a week.

4. How long will I have the intern?

The Internship should not exceed 8 weeks.

5. Will the intern receive a paycheck?

No, but upon successfully completing their internship along with Employer evaluation and a positive performance review they will receive a stipend from Workforce Alliance.

6. Will I have to fill out a timesheet?

Yes, we want to make sure that the intern is being responsible and showing up on time and working the hours agreed upon.



7. Will I be assured to get an intern?

No, this is a new program and we have a limited group for the first class. We will be adding classes throughout the year and you will be notified if the intern is interested and you both mutually agree to the internship.

8. What if I'm dissatisfied with my intern?

Notify Helen Ott @ 561-340-1060 ext 2425 and she will have intern removed.

9. Will I be able to hire the intern after the program ends?

Absolutely, the objective of the program is to get every young adult full-time employment.

The U.S. Department of Labor has outlined a list of criteria that ALL must be met in order for an internship to be unpaid.

1. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school;
2. The training is for the benefit of the trainee;
3. The trainees do not displace regular employees, but work under close observation;
4. The employer that provides the training derives no immediate advantage from the activities of the trainees and on occasion the employer's operations may actually be impeded;
5. The trainees are not necessarily entitled to a job at the completion of the training period; and
6. The employer and the trainee understand that the trainees are not entitled to wages for the time spent in training.