

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: May 20, 2014

☒ Consent
☐ Ordinance

☐ Regular
☐ Public Hearing

Department:

Submitted By: County Library/Administration

Submitted For: County Library/Administration

I. EXECUTIVE BRIEF

Motion & Title: Staff recommends motion to:

A) approve a Literacy Coalition of Palm Beach County AmeriCorps Site Application for the County Library's participation in a Literacy AmeriCorps Palm Beach County Project for the period August 11, 2014 through July 10, 2015; *and*


B) authorize the County Administrator or his designee to execute any necessary forms and certifications.

Summary: This site application, if approved, will provide the County Library with one (1) full-time AmeriCorps member for one (1) year. This member will contribute 32 hours per week offering conversational English programs, recruiting volunteers, assessing students and presenting student workshops. The Library will pay a service fee of \$5,800 to the Coalition and business-related mileage to the member up to \$4,900. Literacy AmeriCorps, with supplemental funds from the Coalition, will cover all other expenses including Workers' Compensation, liability, and health coverage. Funds will be provided through the Library's FY2014 and FY2015 operating budgets and will have minimal fiscal impact.
Countywide (AH)

Background and Justification: The Literacy Coalition of Palm Beach County 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 3,850 functionally illiterate adults improve their reading and writing skills. The Library works closely with the Literacy Coalition of PBC 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, 150 *English Exchange* programs will be offered continuing outreach efforts to English language learners in our community.

Attachments:

1. Site Application
2. Literacy AmeriCorps Information Sheet

Recommended By:  (John J. Callahan III) 5/1/14
Department Director Date

Approved By:  (Jon Van Arnam) 5/13/14
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2014	2015	2016	2017	2018
Capital Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Costs	<u>0</u>	<u>10,700</u>	<u>0</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><u>0</u></u>	<u><u>10,700</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></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 - \$5800</u>	Object <u>4007 - \$4900</u>

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

Source: Ad Valorem Tax

Impact: Minimal fiscal impact. No transfer of funds required.

C. Departmental Fiscal Review:


(Director, Library Finance and Facilities)

III. REVIEW COMMENTS:

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


OFMB 5/8/2014
cc 5/14


Contract Dev. And Control 5/19/14

B. Legal Sufficiency:


Assistant County Attorney 5-13-14

C. Other Department Review:

N/A
Department Director

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

**2014-2015
Literacy AmeriCorps Palm Beach County
Site Application**



Getting Things Done

Strengthening Communities

Encouraging Responsibility

Expanding Opportunity

**An AmeriCorps Project
Of the
Literacy Coalition of Palm Beach County
3651 Quantum Blvd.
Boynton Beach, Florida 33426
561-279-9103**

ORGANIZATION

Organization Name

Palm Beach County Library System – Adult Literacy Project

Mailing Address

14350 Hagen Ranch Road Delray Beach FL 33446

City

State

Zip

561-894-7552**561-495-5451**

Telephone

Fax

murphyk@pbclibrary.orgwww.pbclibrary.org

E-Mail Address

Organization Website

John J. Callahan, III**Kathleen Murphy**

Organization/Agency Director

Project Supervisor (person who will supervise member)

TYPE OF APPLICANT**Check All that Apply:**☒ Government☐ Educational Institution☐ private☐ state/district funded☐ higher education☐ 501 (c) 3 Non-Profit Identification Number _____☐ Other: (specify) _____**Number of AmeriCorps Members Requested**

Part-time

Full-time

1**Eligibility Requirements Information**☒ Yes ☐ No Can Your organization provide a \$5,800 program service fee for each full-time AmeriCorps member placed with your organization? (\$2,900 for part-time)☒ Yes ☐ No Is your facility accessible to people with disabilities?☒ Yes ☐ No Will you accept members with disabilities for placement with your site?☐ Yes ☒ No Is the position that is being applied for, a position previously filled with an employee?☒ Yes ☐ No Will the position directly support the AmeriCorps Objectives?

PREVIOUS SPONSORSHIP

Was your organization previously a Literacy AmeriCorps site? ☒ Yes ☐ No
If yes, what year? 2013-2014

PROPOSED PROJECT PLAN

Instructions: Please respond briefly to the following items:

1. What is the purpose and mission of your organization?

The Adult Literacy Project offers individualized, learner-centered instruction to English-speaking adults functioning below 5th grade level. One-to-one tutoring is provided free of charge by Library-trained volunteers at sixteen sites throughout the County. Our goal is to equip students with the necessary skills to transition to an Adult Basic Education class continuing their pursuit of a high school diploma.

2. Briefly describe your organization's program activities.

Primary activities are as follows: recruit and train prospective volunteers; recruit and place new students; monitor student progress; develop supplemental lesson plans to meet individual needs; conduct tutor in-service workshops; and present adult learner programs. *English Exchange* programs offer patrons the opportunity to practice conversational English skills improving their ability to address everyday concerns within our community.

3. What are your program days and hours of operation?

Monday through Friday from 9:00-5:00 pm.

The AmeriCorps member will lead English Exchange sessions on Monday, Tuesday and Wednesday evenings.

4. Provide a concise description of the proposed project and what you foresee an AmeriCorps Member doing at your organization. **Include how you will utilize a Member during the summer.**

Please attach, as a separate document, a detailed Service Position Description for an AmeriCorps Member. Include roles and responsibilities, desired personal and professional qualifications of the member(s), and reporting relationships.

See Attachment A – Service Position Description

5. **How would the service performed by an AmeriCorps Member be substantially different than the work being performed by any employees of the organization?**

We do not have staff to facilitate *English Exchange* programs, teach adult new learners waiting for placement, or present student workshops.

6. AmeriCorps Member supervision:

- a. Who will be the onsite supervisor for the AmeriCorps Member(s)?
Please provide supervisor's email and phone contact information.

Kathleen Murphy
561-894-7552
murphyk@pbclibrary.org

- b. How many hours per week will direct supervision of Corps Member(s) be provided?

Four hours

- c. Describe the orientation and training you will provide for the Member.

The site supervisor will provide hands-on training, materials, and ongoing support to meet grant and AmeriCorps member goals.

7. Training or Corps wide service projects may require the AmeriCorps Member to be away from their service placement 8-16 hours each month (at times for up to 4 days).
Will this be a problem? No

8. What resources will be made available to the Corps Member in order to ensure success in the project? **Circle all that apply:** office/desk fax
computer postage transportation * mileage reimbursement phone
copier access to e-mail adequate space to tutor or mentor
*mileage reimbursement must be provided if member duties require travel

9. List any other resources that will be made available to the Corps Member (training material, curriculum, etc.)

Training and instructional materials, new reader collection, tv/dvd, projector, digital camera, and camcorder

CHECKLIST: PLEASE PROVIDE THE FOLLOWING INFORMATION WITH THIS APPLICATION

- The names of any potential or returning Member that you would like to have serve at your agency.
- ✓ Completed AmeriCorps Service Plan and Member Position Description
- ✓ Copies of your organization's brochures and other literature
- ✓ Directions to your site, from I-95

PLEASE READ BEFORE SIGNING

Submission of this application does not guarantee that Literacy AmeriCorps will provide an AmeriCorps Member to your organization, nor does it compel your organization to accept any such AmeriCorps Member. Through pre-placement interviews, we will make every effort to provide a compatible match between your agency and a potential AmeriCorps Member prior to their placement.

If an AmeriCorps Member is placed with your agency, your agency will be responsible for the on-site supervision of the Member, the development and implementation of your described projects, and the effective evaluation of those projects. AmeriCorps Members will need to report on how AmeriCorps objectives are being met through their service and the project at your site. Your help in facilitating this evaluation and providing the AmeriCorps Member with the information and access to evaluative data will be important. If an AmeriCorps Member placed in your organization withdraws or is released from service, Literacy AmeriCorps does not guarantee a replacement, but will provide a prorated reimbursement if the position remains unfilled.

If your organization is accepted as a site, your organization agrees to provide orientation and training that the AmeriCorps Member may require in order to fulfill their role at your site. Literacy AmeriCorps will provide pre-service and ongoing training for AmeriCorps Members covering a variety of topics including literacy, disaster preparedness, CPR, safety, tutoring strategies, community service, professionalism, personal development, and others.

If accepted as a site, your organization agrees to participate in a pre-service orientation for site supervisors.

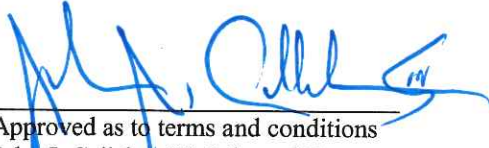
Signature of Authorized Representative (**original signature in blue ink required**)

Title

Date

Literacy AmeriCorps Palm Beach County
Audrey McDonough, Director
3651 Quantum Blvd.
Boynton Beach, FL 33426
561 767-3358

Email: amcd.lacpbc@gmail.com
amcdonough@literacypbc.org



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

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY



Assistant County Attorney

Literacy Coalition of Palm Beach County
Kristin Calder, CEO
3651 Quantum Blvd.
Boynton Beach, FL 33426
561 279-9103

**PALM BEACH COUNTY, Florida, a
Political Subdivision of the State of Florida
BOARD OF COUNTY COMMISSIONERS**

By: _____
Robert Weisman, County Administrator

ATTEST:
Sharon R. Bock, Clerk & Controller

By: _____
Deputy Clerk

AmeriCorps Provisions

AmeriCorps Members are prohibited from a number of activities (from Federal Regulations, 45 C.F.R. 2520.30). A partial list is provided below. In no way should an AmeriCorps Member participate in these activities during service hours or as a part of his/her service, nor should he/she wear AmeriCorps uniforms, identification, buttons, etc. while participating in these activities, or otherwise identify or associate such activities with an AmeriCorps program.

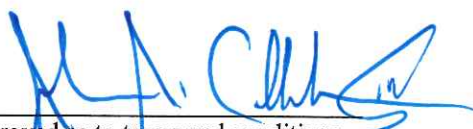
- Efforts to influence legislation
- Organizing protests, petitions, boycotts, or strikes
- Union organizing
- Impairing existing contracts or collective bargaining
- Engaging in partisan or election politics (including campaigns for public office and ballot issue elections)
- Religious activities
- Activities that pose a significant safety risk
- Assignments that displace paid employees
- Voter registration drives
- Fund raising
- Perform service in direct benefit to a for-profit organization
- An AmeriCorps Member is not permitted to fill in for an absent employee or perform services, duties, or activities assigned to a paid employee at the host agency
- An AmeriCorps Member may not do anything at a host agency to displace a paid employee or position or to infringe upon a paid employee's promotional opportunities.
- A Member may not be required to perform duties outside the realm of direct literacy services and activities which directly support such services. A Member cannot perform administrative duties as the primary focus of their service.
- Providing abortion services or referrals

AmeriCorps Members can and should: teach, tutor and mentor, perform direct service with students, recruit learners and volunteers, prepare lessons and activities for students, engage in activities that will deepen their understanding of literacy development, participate in service projects, submit timely and accurate reports, engage in projects that are relevant to the AmeriCorps program.


I have read and understand the above statements on AmeriCorps Member Provisions. If chosen as a Literacy AmeriCorps site, we will support our AmeriCorps Member(s) in abiding by these Provisions.

Name of Organization: **Palm Beach County Board of County Commissioners
for Palm Beach County Library Adult Literacy Project**

Signature of Authorized Representative _____ Date _____


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

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY


Assistant County Attorney

**PALM BEACH COUNTY, Florida, a
Political Subdivision of the State of Florida
BOARD OF COUNTY COMMISSIONERS**

By: _____
Robert Weisman, County Administrator
ATTEST:
Sharon R. Bock, Clerk & Controller

By: _____
Deputy Clerk

Literacy AmeriCorps Palm Beach County Needs and Services Activities



AmeriCorps members will assist in capacity building efforts for the community by conducting outreach, and by recruiting, training and supporting 150 volunteers throughout their service year.

AmeriCorps members will provide tutoring and group instruction in literacy for 500 adults during their service year.

AmeriCorps members will serve in schools, community centers, libraries, afterschool programs, and family literacy centers by tutoring and providing literacy enrichment activities for 480 preschool and elementary school children during the service year.

AmeriCorps members will become graduation coaches, mentors, and tutors at high drop-out rate high schools and youth programs for 600 at risk youth and young adults, ages 14-21 during the service year.

INSTRUCTIONS FOR COMPLETING THE AMERICORPS SERVICE PLAN

Your objectives and activities should be clearly linked to the information provided in your proposed project plan and support the AmeriCorps Performance Measures:

Literacy AmeriCorps Performance Measures:

Adult Literacy Performance Measures

AmeriCorps members will provide literacy instruction for 500 adult learners in ESOL (English for Speakers of Other Languages) and ABE/GED classes, adult literacy programs and family literacy centers.

50% of adult learners instructed by AmeriCorps members will be pre and post tested.

70% of the post tested learners will increase scores on standardized and other assessments:

BEST Plus	10 point gain
CASAS/TABE	5 point gain
LCP Assessment	1 level

Children's Literacy Performance Measures

AmeriCorps members will provide tutoring and literacy enrichment activities for 480 preschool and elementary school children.

75% of children tutored for at least 30 hours will score 20 points higher on selected assessments (LEARNS Literacy Assessment Profile/Early Literacy Skills Assessment) or increase 1 level on School District reading assessment.

Youth Literacy/Graduation Coaches

AmeriCorps members will coach, tutor and mentor 600 "at-risk" youth, ages 14-21 years old. By the end of the service year 70% of the students who participate will remain in school or meet their graduation requirements.

Strengthening Communities

AmeriCorps members will recruit, support or train 150 new community volunteers by the end of the service year.

Member Development

AmeriCorps members will participate in preservice orientation and training. They will continue to meet every Friday throughout the service year for ongoing training, professional development and team building. Training will be provided by Literacy Coalition staff, community partners and community educators.

- **Please attach a detailed service plan outlining the expected AmeriCorps member's responsibilities, timelines for assuming those responsibilities, and measurements. The service plan should reflect the Performance Measure Duties, other Literacy-Related Duties, and Member Development.**
 - **Performance Measure Activities (at least 50% of time)**
 - recruiting and managing volunteers
 - teaching, tutoring, mentoring adults, children or youth and providing literacy enrichment for children
 - lesson planning and measuring student progress
 - **Other Literacy-Related Activities (up to 50% of time)**
 - teaching computer literacy or workplace literacy, mentoring students, distributing books, performing community outreach activities on behalf of the service site, etc.
 - **Member Development**
 - Any literacy or professional development training that prepares the AmeriCorps member for service or contributes to lifelong learning.

A sample plan follows the application

Please email the Site Application, Service Plan, Driving Directions and Member Position Description as attachments by May 16, 2014 to Audrey McDonough at amcd.lacpbc@gmail.com

**Mail original signed application to
Palm Beach County Literacy Coalition
3651 Quantum Blvd.
Boynton Beach, FL 33426**

Selection Criteria:

Proposals will be reviewed and evaluated on the basis of the following criteria:

- Position description of the members and service plan;
- Ability to adequately support member placement and activities;
- Program supports the Literacy AmeriCorps Performance Measures;
- Demonstrated need for a member;
- History and track record of supporting the Literacy AmeriCorps performance measures if a returning program

****Completeness of the Site Application**

Attachment A – Service Position Description

Adult Literacy Project Literacy AmeriCorps Member

Summary: The primary components of this position include facilitating *English Exchange* programs at various library locations, assessing new students, and publishing two student newsletters.

Duties:

1. Identifies curriculum, develops lessons plans, and presents *English Exchange* programs.
2. Conducts outreach by promoting *English Exchange* programs within our community.
3. Recruits and registers volunteers to attend tutor training workshops.
4. Conducts student interviews and determines placement level.
4. Develops and presents two student workshops.
5. Prepares monthly reports which includes number of students, instructional hours, and programs offered.
6. Produces two student-focused newsletters.

Skills and Abilities:

- Communicates clearly and enthusiastically.
- Displays the ability to empathize and encourage adult new readers.
- Displays the ability to prioritize and organize workflow.
- Displays the ability to work independently and as part of a team.
- Represents the program in a positive and professional manner.

Reporting Relationships: Reports directly to the Adult Literacy Coordinator. Maintains a good working relationship with staff at branch locations and members of Library Literacy Friends, Inc.

Requirements: Must use own vehicle; possess a valid driver's license; and provide proof of insurance.

Attachment B - Service Site Plan

Please use the following example to create your own chart. You may list as many or as few activities as the position needs.

OBJECTIVE	ACTIVITY	TIMELINE	MEASURE	TRAINING PROVIDED	% OF TIME
Performance Measure Activities	Facilitate six <i>English Exchange</i> programs weekly.	9/14 - 6/15	250 patrons will be served. 70% of patrons will report improved skills based on AmeriCorps ESL Learner Survey.	▫ESL training and curriculum ▫Ongoing support	60%
	Recruits volunteer reading tutors.	9/14 - 7/15	Member will become more skillful using volunteer recruitment techniques.		20%
	Assesses incoming students for placement.	9/14 - 7/15	Member will become more adept performing student assessments.	▫Challenger Adult Reading Series ▫LWR Diagnostic Reading Inventory ▫Slosson Oral Reading Test ▫New Reader Collection	
	Coaches existing student/tutor teams.	9/14 - 7/15	Member will become better equipped to teach displaying more skills as noted in supervisor's evaluation.		
Other Activities	Conduct outreach by promoting <i>English Exchange</i> programs.	9/14 - 6/15	5% increase in patron attendance will be seen.	N/A	5%
	Publish student newsletter.	12/14 - 6/15	Two newsletters will be published.	Instruction as needed.	5%
	Develop and implement two student workshops.	1/15 - 6/15	20 students will be served.	Training materials will be provided.	5%
Member Development	Receive ongoing training/mentoring from site staff.	Ongoing	Member will become better equipped to tutor and present programs as noted by supervisor in evaluations.	N/A	5%

TOTAL

100%

MEMO

TO: Kathleen Murphy
Palm Beach County Library Adult Literacy Project

FROM: Audrey McDonough, Director
Literacy AmeriCorps Palm Beach County

RE: AmeriCorps Site Application FY 2014-2015

DATE: May 20, 2014

Dear Kathleen:

This is to confirm that the cost of an AmeriCorps member's health insurance, liability, and worker's compensation are covered by the AmeriCorps budget.

The only cost to our partner sites is the reimbursement of AmeriCorps member mileage, the program service fee of \$5,800, and the provision of resources needed by the AmeriCorps member in order to fulfill the service plan of the proposed project.

If you have any further questions please call me at the Palm Beach County Literacy Coalition at 561-767-3358.

Hagen Ranch Road Branch Library

14350 Hagen Ranch Road

Delray Beach, FL 33446


561-894-7500



By Bus/Palm Tran: Route 81 on Atlantic Avenue stops at the branch six days a week. There is no bus service on Sundays.

From I-95: Take I-95 to the Atlantic Avenue West Exit (Exit 52.) Drive west approximately 5 miles. Turn right onto Hagen Ranch Road. Library is approximately 3/10 mile on the east (right side.)


From Florida's Turnpike: Take the Florida's Turnpike to the Delray Beach exit (Exit 81). At the end of the exit ramp turn left (eastbound). Drive approximately 1 mile east to Hagen Ranch Road. Turn left on to Hagen Ranch Road. Library is approximately 3/10 mile on the east (right side.)

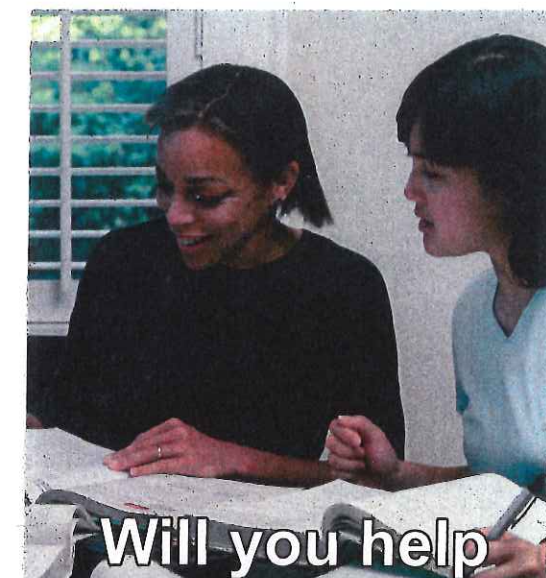


**FREE HELP
for Adults**

Learn to read or
join a group to improve your
English-speaking skills.

CALL NOW!
561-894-7510


**Palm Beach County
LIBRARY**
www.pbclibrary.org / System
Adult Literacy Project




**Will you help
an adult learn
to read?**

**Tutor and become
part of the solution.**

If you think you're not
qualified to teach someone
to read, think again.
You just passed the test!

JOIN US!
561-894-7510


Palm Beach County
Board of County Commissioners 1/14