

1. REQUESTED MOTION:

ACTION REQUESTED: Approve Senior AIDES Project/Host Agency Agreement with the Dr. Ella Piper Center to provide temporary employees to Lee County for the purpose of career orientation and training for eligible Seniors.

WHY ACTION IS NECESSARY: Although the staff provided to us would be employees of the Dr. Ella Piper Center, the Host Agency (Lee County) would be a responsible party under our Equal Opportunity Employment laws.

WHAT ACTION ACCOMPLISHES: Allows the County to participate in and benefit from the Senior AIDES program.

2. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT #

C6D

3. MEETING DATE:

08-10-2004

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

5. REQUIREMENT/PURPOSE:
(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER
- B. DEPARTMENT *Human Resources*
- C. DIVISION
- BY: *Charlotte Veaux*
Charlotte Veaux
Benefits Manager

7. **BACKGROUND:** The Dr. Ella Piper Center (Sponsor Agency) provides compensated job training and orientation for limited income seniors 55 years and older through the Federal Title V, Older Americans Act. Senior Aides earn a minimum wage while getting the training needed to make the transition to full or part time jobs outside of the program. This program is available to government agencies or certified 501C(3) organizations. The Sponsor Agency agrees to be responsible for all administrative and fiscal controls of the Senior AIDES Project and for paying wages and providing fringe benefits to each Senior Aide.

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services			G County Manager	
		<i>Charlotte Veaux</i>		<i>Andrea Jones</i>	OA RK 7/28	COM 7/28/04	Risk 7/28/04	GC 7/28/04	<i>W. H. H. H.</i>

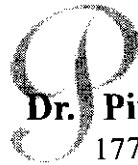
10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: 7/28/04
Time: 10:00 AM
Forwarded To: Budget
7/28/04 10:50 AM

RECEIVED BY
COUNTY ADMIN: *PL*
7/28/04
11:15 AM
COUNTY ADMIN
FORWARDED TO: *PL*
7/29/04
4:15 PM

Supported by:



Dr. Piper Center for Social Services, Inc.

1771 Evans Ave. Fort Myers, FL 33901
(239) 332-5346 Fax: (239) 332-7815
drpipercenter@neosmart.com

"A Lifeline You Can Trust"



May 24, 2004

Mr. Robert Janes
Lee County Human Resources
POB 398-0398
Fort Myers, FL 33902

RECEIVED
MAY 26 2004

Dear Mr. Janes:

Enclosed you will find a copy of our Host Agreement for the project year, July 01, 2004 through June 30, 2005.

Please review the Agreement carefully, sign it and return the ENTIRE ORIGINAL agreement to our office as quickly as possible. The signed Host Agreement is a required document of the Senior Service America, Inc. Returning this Agreement on time is essential, if you wish to participate in the Senior Aide Program as a Host Agency.

If you would like a copy of the Agreement, please let us know and we will send it to you. We look forward to working with you in the future.

Sincerely,

Nida Fe Eluna
Executive Director

NFE/mk
Encls:

04 JUL 22 AM 8:00

04 JUL 22 PM 12:38

LEE COUNTY

Senior AIDES Project Host Agency Agreement

In compliance with requirements of the Senior Service America Senior AIDES Program, operated under Title V of the Older American Act, this Agreement is voluntarily entered into by:

LEE COUNTY HUMAN RESOURCES
hereinafter referred to as the Host Agency, and

DR. PIPER CENTER FOR SOCIAL SERVICES, INC.
a subcontractor of Senior Service America Senior AIDES Program
hereinafter referred to as the Sponsor Agency.

The Host Agency agrees to provide a safe and healthful work site for each Senior Aide to provide adequate orientation and training necessary to perform assigned job duties in accordance with a written job description, to provide additional training as opportunities occur, and, to the extent possible, to treat each Senior Aide as a regular member of the Host Agency staff.

The Host Agency agrees to consider each Senior Aide for regular employment, either full-time or part-time, when vacancies occur in the Host Agency staff or when new positions are created. The Host Agency will also recommend suitable training for unsubsidized placement of the Senior Aide.

The Host Agency understands that the maximum length of time that a Senior Aide may remain in the same job assignment shall not exceed a total of 24 months, except under limited circumstances which will be determined by the NCSC Senior AIDES Program. Moreover, the Host Agency understands that the Sponsor Agency reserves the right, following reasonable notice, to reassign any Senior Aide at any time of reassignment will increase the Senior Aide's opportunities for training or unsubsidized employment, or will otherwise serve the best interests of the Senior Aide, or will better support the goals and objectives of the Senior AIDES Program.

The Host Agency agrees that no other national Title V project sponsor will be provided a work site while this Agreement is in effect.

The Host Agency agrees to abide by the hours and work schedules mutually agreed to for each Senior Aide and to provide properly prepared time sheets, periodic performance evaluations, and other required documents. In addition, the Host Agency agrees and

understands that each Senior Aide will be required to attend periodic Senior AIDES Project meetings during regular working hours.

The Host Agency agrees that the community service assignment to which the Senior Aide is assigned is an increase in employment opportunities; will not result in the displacement of currently employed workers or in a reduction in a non-overtime hours of work, wages or benefits; will not impair any existing contract for service or result in substitution of the wages of the Senior Aide for other funds in connection with work which otherwise would be performed; will not be a substitution for any existing federally assisted job; and will not be in a position which is the same as or substantially the same as that occupied by any other person who is on a lay-off. Further, the Host Agency agrees that it will not discriminate against a Senior Aide on the grounds of race, color, religion, sex, national origin, or disability.

The Host Agency agrees to send a representative to a group meeting of Host Agency supervisors. Group meetings of host agency supervisor or designated representative will be held annually to acquaint all concerned with the Senior AIDES Project goals and objectives.

The Host Agency agrees to provide documentation of in-kind contributions, if specified in an accompanying letter of agreement. Further, it is understood by the Host Agency and the Sponsor Agency that any contribution, whether cash or in-kind, by the Host Agency is purely voluntary and is not a condition for the assignment of any Senior Aide.

The Host Agency certifies by this Agreement that it is a governmental agency or is a non-profit agency, which is currently, certified as a Section 501C-3 organization under the Internal Revenue Code. Further, if the Host Agency is certified as a Section 501C-3, a copy of that certification is attached or is on file with the Sponsor Agency and is still in effect. The Host Agency agrees to inform the Sponsor Agency immediately if the Section 501C-3 certification is changed.

The Sponsor Agency agrees to recruit, enroll, and assigns a Senior Aide to the Host Agency for the purpose of engaging in a productive community service employment with duties and tasks as specified in a written community service assignment description.

The Sponsor Agency agrees to responsible for all administrative and fiscal controls of the Senior AIDES Project and for paying wages and providing fringe benefits to each Senior Aide.

This agreement may be amended by written mutual agreement.

This Agreement is in effect from July 1, 2004 to June 30, 2005.

Signed-Host Agency

Host Agency: Lee County Human Resources

Name/Signature: _____

Title: _____

Date: _____

Signed- Senior AIDES Project

Project Sponsor: DR. PIPER CENTER FOR SOCIAL SERVICES, INC.

Name/Signature: NIDA FE ELUNA

Title: Executive Director

Date: June 30, 2004

Definition of Host Agency Status

(Check one)

_____ This Host agency is a government agency.

_____ This host agency is a certified non-profit agency under Section 501C-3 of the United States Internal Revenue Code.

Non-profit agencies must submit a copy of the 501C-3 certification from the IRS to the Senior AIDES Project Sponsor.

(Check one, if applicable)

_____ 501C-3 documentation is attached.

_____ 501C-3 documentation is already on file with the sponsor.