

**Lee County Board Of County Commissioners  
Agenda Item Summary**

Blue Sheet No. **20021055**

**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 #**

*CBG*

**3. MEETING DATE:**

*09-24-2002*

**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: George Williams

**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 501© (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>N/A</i>	<i>George A. Williams 9/12/02</i>	<i>10 mi Cedrick 9/12/02</i>	<i>Andrea Baker</i>	OA <i>RK 9/12</i>	OM <i>MS 9/12/02</i>	Risk <i>JS 09/12/02</i>	GC <i>9/12/02</i>	<i>[Signature]</i>

**10. COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER

REC'D.  
 BY: CO. ATTY.  
*9/12/02*  
 10:15 AM  
 CO. ATTY.  
 FORWARDED TO:  
*Budget*  
 10:30 AM

RECEIVED BY  
 COUNTY ADMIN.  
*9-12-02*  
 11:10  
 COUNTY ADMIN.  
 FORWARDED TO:  
*9/12 2:30*

## **Senior AIDES Project/Host Agency Agreement**

To comply with requirements of the National Council of Senior Citizens Senior AIDES Program, operated under Title V of the Older Americans Act, this Agreement is voluntarily entered into by:

LEE COUNTY Human RESOURCES

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hereinafter referred to as the Host Agency, and

**DR. PIPER CENTER FOR SOCIAL SERVICES, INC.**

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a subcontractor of the National Council of Senior Citizens 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 that 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 non-overtime

hours of work, wages or benefits; will not impair any existing contract for service or result in the 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 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 supervisors or designated representatives 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 501(c)(3) organization under the Internal Revenue Code. Further, if the Host Agency is certified as a Section 501(c)(3) agency, 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 501(c)(3) certification is changed.

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

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.

This Agreement may be amended by written mutual agreement.

This Agreement is in effect from \_\_\_\_\_ September 24, 2002 \_\_\_\_\_

To \_\_\_\_\_ September 23, 2003 \_\_\_\_\_

**Signed-Host Agency**

**Host Agency**

Lee County Board of County Commissioners

**Name/Signature:**

Robert P. Janes

**Title:**

Chairman, Lee County Commission

**Date:**

\_\_\_\_\_

**Signed-Senior AIDES Project**

**Project Sponsor:**

**DR. PIPER CENTER FOR SOCIAL SERVICES, INC.**

**Name/Signature:**

Nida Fe Eluna

**Title:**

Executive Director

**Date:**

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**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 501©(3) of the United States Internal Revenue Code.

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

(check one, if applicable)

501(c)(3) documentation is attached.

501©(3) documentation is already on file with the sponsor.