

RESOLUTION No. 2010-43-1225

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE CITY MANAGER AND THE CITY CLERK TO EXECUTE AND ATTEST, RESPECTIVELY, THAT CERTAIN AGREEMENT WITH AARP WHICH IS ATTACHED HERETO AS EXHIBIT "A;" AUTHORIZING THE CITY MANAGER TO TAKE ANY AND ALL STEPS NECESSARY TO ESTABLISH THE CITY OF MIAMI GARDENS AS A HOST AGENCY FOR AARP VOLUNTEERS PARTICIPATING IN THE SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the AARP Foundation instituted a Program known as the Senior Community Service Employment Program ("SCSEP"), which enables retirees to re-enter the work force by volunteering part-time, on a short term basis, at Host Agencies, and

WHEREAS, SCSEP participants contribute community service hours while enhancing job skills that will enable them to seek unsubsidized employment, and

WHEREAS, the volunteers will be tasked with performing clerical functions, and in return, will improve their communication and time management skills, and

WHEREAS, these skills will enhance their ability to compete in a competitive job market, and

WHEREAS, the Program has no significant fiscal impact on the budget, other than the costs associated with conducting a background investigation,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AS FOLLOWS:

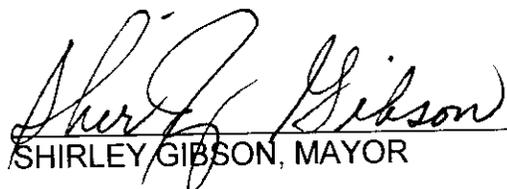
Section 1. ADOPTION OF REPRESENTATIONS: The foregoing Whereas paragraphs are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2. AUTHORIZATION: The City Council of the City of Miami Gardens hereby authorizes the City Manager and City Clerk to execute and attest, respectively, that certain Agreement with AARP attached hereto as Exhibit "A" and to take any and all steps necessary to establish the City of Miami Gardens as a Host Agency for AARP volunteers participating in the Senior Community Service Employment Program.

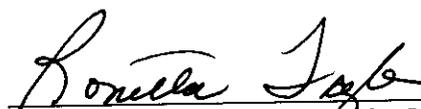
Section 3. INSTRUCTIONS TO THE CITY CLERK: The City Clerk is hereby authorized to obtain two (2) fully executed copies of the subject Agreement with the AARP Foundation, with one (1) to be maintained by the City, and one (1) to be delivered to the AARP Foundation.

Section 4. EFFECTIVE DATE: This Resolution shall take effect immediately upon its final passage.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS
AT ITS REGULAR MEETING HELD ON FEBRUARY 24, 2010.


SHIRLEY GIBSON, MAYOR

ATTEST:


RONETTA TAYLOR, MMC, CITY CLERK

PREPARED BY: SONJA KNIGHTON DICKENS, ESQ., CITY ATTORNEY

Resolution No. 2010-43-1225

SPONSORED BY: DANNY CREW, CITY MANAGER

MOVED BY: Councilman Bratton
SECOND BY: Councilwoman Watson

VOTE: 7-0

Mayor Shirley Gibson	<u>X</u> (Yes)	___ (No)
Vice Mayor Oliver Gilbert, III	<u>X</u> (Yes)	___ (No)
Councilman Melvin L. Bratton	<u>X</u> (Yes)	___ (No)
Councilman Aaron Campbell	<u>X</u> (Yes)	___ (No)
Councilwoman Barbara Watson	<u>X</u> (Yes)	___ (No)
Councilwoman Sharon Pritchett	<u>X</u> (Yes)	___ (No)
Councilman André Williams	<u>X</u> (Yes)	___ (No)



City of Miami Gardens Agenda Cover Memo

Council Meeting Date:	February 24, 2010		Item Type:	Resolution	Ordinance		Other	
			(Enter X in box)	x				
Fiscal Impact: <i>(Enter X in box)</i>	Yes	No	Ordinance Reading:		1st Reading		2nd Reading	
		X	(Enter X in box)		Yes	No	Yes	No
			Public Hearing:			X		
			(Enter X in box)					
Funding Source:	General Fund- Departmental		Advertising Requirement:		Yes		No	
							X	
			(Enter X in box)					
Contract/P.O. Required: <i>(Enter X in box)</i>	Yes	No	RFP/RFQ/Bid #:					
		X						
Sponsor Name	City Manager		Department:		Building and Code Compliance			

Short Title:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE CITY MANAGER AND THE CITY CLERK TO EXECUTE AND ATTEST, RESPECTIVELY, THAT CERTAIN AGREEMENT WITH AARP WHICH IS ATTACHED HERETO AS EXHIBIT "A;" AUTHORIZING THE CITY MANAGER TO TAKE ANY AND ALL STEPS NECESSARY TO ESTABLISH THE CITY OF MIAMI GARDENS AS A HOST AGENCY FOR AARP VOLUNTEERS PARTICIPATING IN THE SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

Staff Summary:

Background

The AARP Foundation offers a short-term, work-training program to prepare participants for unsubsidized employment. The name of the program is the Senior Community Service Employment Program (SCSEP). The purpose of SCSEP is to provide the participants with an opportunity to provide community service while preparing themselves for employment outside of the program. Host agencies sanctioned by the foundation essentially provide a place for these job-seekers to prepare for unsubsidized work.

Current Situation

**ITEM J-5) CONSENT AGENDA
RESOLUTION
AARP Volunteers**

Organizational leaders strive to create a culture that is caring, responsible and efficient. Creating a volunteer program is one of the ways organizations achieve this mission, particularly in the public sector. By supporting volunteerism, the City of Miami Gardens can supplement public service with free labor to promote community involvement, cultivate interagency partnerships and meet organizational goals. Ultimately, we can build a more productive community through volunteer efforts.

The AARP Foundation instituted a program that would enable retirees to re-enter the workforce by volunteering part-time on a short-term basis at locations deemed suitable as training grounds known as a Host Agency. The name of the program is the Senior Community Service Employment Program (SCSEP). Program participants contribute community services hours while further enhancing job skills that will enable them to seek unsubsidized employment. These participants are allowed to contribute their time Monday through Friday, and no more than 20 hours per week. Their wages are subsidized by AARP. However, due to federal regulations, the Host Agency may not use these volunteers to replace permanent employees.

Currently, the Building and Code Compliance Department has plans utilize the talents of volunteers in the Building Services Division. The volunteers will be tasked with performing clerical functions that will facilitate organization of the permit files for digitizing, retention, and destruction. In return, the volunteers will improve their verbal and written communication, people skills, time management, and other valuable abilities. Essentially, this skill set will make them more promotable in the competitive job market and the City becomes a training site for future seasoned volunteers.

This agreement will allow for expansion of the program where the need exists throughout the city.

The Program has no significant fiscal impact on the budget other than covering the cost of the background checks. AARP Foundation subsidizes their wages.

Proposed Action:

The City Manager recommends that the City Council adopt the attached resolution to establish Miami Gardens as a Host Agency for AARP volunteers.

Attachment:

Attachment A: Host Agency Agreement.

Host Agency: City of Miami Gardens (989)

FEIN: 113669544

Phone: (305) 622-8018

Fax: (305) 474-8514

Address: 1515 NW 167th Street, Bldg. #4
Miami Gardens, FL 33169

The above named agency/organization, an equal employment opportunity employer, requests the services of participants from the AARP Foundation Senior Community Service Employment Agency.

This agency is:

- A Non-Profit Organization.**
(Tax exempt under the Internal Revenue code 501(c)(3))
- A Public Organization.**

Enrollee Supervisors are:

- Compensated with federal funds.**
- Not compensated with federal funds.**

To ensure our host agency partners understand their important role in the daily lives of our participants and their responsibilities in supporting each participants quest for an unsubsidized job, we ask that each host agency supervisor clearly understand and support the following requirements that are part of each participant's agreement with our program:

- (1) The purpose of the SCSEP is for a participant to provide community service while they actively pursue unsubsidized employment off of the program. When an individual enrolls and/or gets a job off the program they may lose their public benefits. These benefits may include, but are not limited to: Public Housing, Food Stamps, SSI/SSD, and Medicaid.
- (2) Participants are asked to cooperate with the Project Director and Employment Specialists by:
 - Accepting referrals and interviews for employment outside the program;
 - Conducting an ongoing search for unsubsidized employment as specified in their IEP and as directed by the Project Director and/or project site staff;
 - Accepting regular transfers to other host agency assignments as necessary to further their training and work experience;
 - Maintaining registration with the State Employment Service and/or One Stop Center;
 - Attending job search training, job clubs, participant meetings, etc., when offered by the Project Office, and to engage in continuing unsubsidized job search activities.

Note: These activities may cause the participant to miss some hours at their host agency assignment.

(3) The Senior Community Service Employment Program (SCSEP) is a short-term, work-training program to prepare participants for unsubsidized employment off of the program. The program is not an entitlement, nor is it designed to provide income maintenance. SCSEP participants are considered to be in training status, preparing to accept unsubsidized employment. They, and you as the host agency supervisor, must understand and accept that training with the host agency is a short-term training opportunity, NOT a job, and that participants are NOT employees of either the AARP Foundation or the host agency to which they are temporarily assigned. .

(4) Host Agency understands that AARP Foundation SCSEP does not conduct background checks or drug screenings on Program participants. Host Agencies may conduct background checks and drug screenings in their sole and exclusive discretion and in accordance with applicable law. The AARP Foundation SCSEP is not financially or otherwise responsible for any costs, expenses or claims associated with background checks or drug screenings.

(5) Host agencies must not use participants as substitutes for permanent employees in their agency. Federal regulations prohibit this violation of "maintenance of effort." Host agencies must not substitute federal dollars for local dollars. Participants are additions to, not substitutes for, regular agency staff.

Host Agency: City of Miami Gardens (989)

(6) To become and remain a Host Agency, the Host Agency agrees to have a fax machine in good working condition in order to both receive and send participant Time Attendance Reports from and to the Project Site office or designated fax number. "Good working order" includes insuring that the document output settings are correct so that the fax is readable—not overly dark or overly light. Without good fax copies, AARP Foundation SCSEP cannot scan timesheets. If AARP Foundation SCSEP is consistently unable to scan your timesheets, AARP Foundation SCSEP participants cannot be paid and would potentially have to be transferred to a host agency where fax machines work properly.

(7) Host agencies agree to give serious consideration for any permanent job openings in the agency to qualified assigned participants. This Host Agency agrees to provide supervision, training, and a safe work site for each assigned participant. The Host Agency also agrees to the provisions outlined in the Participant - Host Agency Handbook provided by the program as a condition of participation in the Senior Community Service Employment Program.

(8) The Department of Labor (DoL) now requires a survey of randomly selected Host Agencies. This survey is generally done in January. If selected please complete the survey as it influences continued DoL funding for this grant. The DoL will make three attempts to get a completed survey from you. While the survey may have up to 20 questions, answering any five completes the survey for DoL purposes and prevents these follow-ups.

(9) Workers Compensation costs for our participants continue to increase rapidly as a result of post 9-11 insurance increases and escalating costs of health care. Our workers compensation claims are directly related to the work place environment and attitudes toward work place safety in our host agencies. We expect you to maintain high standards and to closely monitor the activities of the participants assigned to ensure they do not engage in activities which could cause them to be injured. Repeated accidents that are the result of inadequate Host Agency safety practices and supervision could be cause for us to remove all participants from your host agency.

(10) AARP Foundation SCSEP is a federally funded program and as such, is required by federal regulations to maintain documentation (timesheets) to substantiate the expenditure of federal funds for wages. It is understood and agreed that AARP Foundation SCSEP shall pay the wages of participants assigned to the host agency. The host agency agrees to verify, sign and return completed timesheets to AARP Foundation SCSEP for processing. Federal regulations also require that timesheets be signed by the individual participant and by a responsible supervisory official having first hand knowledge of the hours worked by the participant. AARP Foundation SCSEP recognizes that assigned supervisors change and may not always be available to sign participant timesheets. Therefore, to ensure compliance with federal regulations, in lieu of providing the names and signatures of authorized supervisors, by signing this Host Agency Agreement, the authorized agency representative agrees to ensure that the participant signs his/her timesheet and that a responsible supervisory official of the agency certifies that the reported information on the timesheet is correct.

(11) The host agency supervisor will be listed on the Time Attendance Report. If there are changes to a participant's supervisor, the Project Office must be notified so that the Project Site Office can update the information in our databases.

Sharon P. Ragoonan, Main Contact

Date

Zelma Mendez, Project Director

Date

SAFETY IS NO ACCIDENT