
**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Workforce Central Florida Grant Application

DEPARTMENT: Fiscal Services

DIVISION: Administration - Fiscal Services

AUTHORIZED BY: Lisa Spriggs

CONTACT: Jennifer Bero

EXT: 7125

MOTION/RECOMMENDATION:

Approval to submit grant applications to Workforce Central Florida requesting up to \$50,000 through their Employee Training Grant Program for reimbursement of countywide employee training and/or certifications; and authorize the County Manager or designee to execute supporting documents.

County-wide

Jennifer Bero

BACKGROUND:

Workforce Central Florida (WCF) offers training grants to employers valuing investment in their employees through the development of specific occupational knowledge and skills. WCF seeks to contribute towards an organization's ability to effectively deliver services to their constituents.

Staff is interested in pursuing the grant to supplement the cost for countywide training and/or certifications. If awarded, the grant funds would reimburse Seminole County for 50% of the direct training and/or certification costs, decreasing the dependency upon County dollars.

The proposed applications would request reimbursement of up to \$50,000 with a 50% match (equal to \$50,000). The match would be accommodated by the annual operating budgets of each department that applies. An application is submitted for each training class. Through this agenda item, staff is requesting Board approval to submit on-going applications until the maximum allowable reimbursement is received.

STAFF RECOMMENDATION:

Staff recommends the Board approve to submit grant applications to Workforce Central Florida requesting up to \$50,000 through their Employee Training Grant Program for reimbursement of countywide employee training and/or certifications; and authorize the County Manager or designee to execute supporting documents.

ATTACHMENTS:

1. Abstract - Project Description
2. List of Training Programs

Additionally Reviewed By:
No additional reviews

**GRANT PROPOSAL REVIEW FORM – ABSTRACT
GRANTS ADMINISTRATION DIVISION**

FUNDER: Workforce Central Florida

DATE DUE: First-come, first-served

PROJECT TITLE: Employee Training and Certification Programs

DEPARTMENT: Countywide

PROJECT INITIATOR(S): Jennifer Bero, Grants Administration

PROJECT MANAGER/PRINCIPAL INVESTIGATOR: Various Departments

PROJECT DESCRIPTION: Several departments within Seminole County operations are interested in taking advantage of the Employee Training Grant offered by Workforce Central Florida. The attached summary lists the various programs for which reimbursement funds would be sought if approved by the Board. Applications would be prepared by departmental staff and submitted to Grants Administration for review and prioritization by the Grants Review Team or designee. Those meeting the criteria of the grant and deemed highest priority will be submitted to Workforce Central Florida for funding consideration. Each department would expend funds from their existing budget for the training and receive reimbursement of 50% from the grant.

TOTAL AMOUNT REQUESTED: \$ 50,000

MATCHING FUNDS (IF APPLICABLE): \$ 50,000

SOURCES OF MATCH: Currently Adopted Budget

TOTAL PROJECT COST: \$100,000

GRANT FUNDING IS:

COMPETITIVE

ENTITLEMENT

CONTRACT

SUMMARY OF TRAINING/CERTIFICATION PROGRAMS

Administrative Services Department **Purchasing Division**

Program: Certified Public Purchasing Officer (CPPO) and Certified Professional Public Buyer (CPPB)

Number of Employees: 10

Total Proposed Cost: \$600 per employee = \$6,000

Program Description: The CPPB level applies to individuals who have demonstrated prescribed levels of professional competency as a buyer in public and governmental purchasing, and not required to meet the additional managerial function requirement for CPPO. Realizing that procurement standards and norms should be the same in all public purchasing environments, the CPPO and CPPB certification programs have been established to meet the requirements of all public purchasing personnel in Federal, State, and Local governments.

Facilities Maintenance Division

Program: Facilities Management Administrator

Number of Employees: 4

Total Proposed Cost: \$995 per employee = \$3,980

Program Description: Offered by the Building Owner's & Management Institute (BOMI), this program provides an overview of management information central to operating a facility. It also offers information needed to management the ongoing operation and maintenance of building systems and to maximize building efficiency and cost-effectiveness. BOMI International is a 501(c)(3) nonprofit education institute dedicated to improving the skills of professionals at many levels with property, facility, and systems responsibilities.

Environmental Services Department **Water and Sewer Division**

Program: Cross Connection Control

Number of Employees: 5

Total Proposed Cost: \$500 per employee = \$2,500

Program Description: This program provides staff with the ability to identify basic cross connections and test units to verify proper operation. This program provides training on the historical and regulatory requirements for the program. This training also provides additional public safety for all of our customers since staff is trained and can identify basic cross connections. The employees become certified backflow testers (or renews certification) as required by FDEP.

SUMMARY OF TRAINING/CERTIFICATION PROGRAMS

Water and Sewer Division (cont'd)

Program: Electrical and Mechanical Training

Number of Employees: 10

Total Proposed Cost: \$1,000 per employee = \$10,000

Program Description: This program provides staff with the ability to better maintain and operate electrical and mechanical equipment. Training includes basic as well as advanced training. The training includes troubleshooting techniques to help staff identify and repair Wastewater Pump Stations, Drinking Water Facilities, Wastewater facilities, Reclaimed Water Facilities, VFD controllers, PLC's, etc. A certificate of completion with lab hours is given at the completion of class.

Program: Crane and Boom Truck Training

Number of Employees: 15 per class (30) total

Total Proposed Cost: \$7,500 per class [two (2) classes plus \$150 per operator certification] = \$18,300
(Eight (8) employees will receive overhead crane training, but will not receive the certification. The cost for the class remains the same.)

Program Description: This training will provide certification on the various types of cranes used within the department, including boom trucks, rear-mounted cranes, and overhead cranes. By conducting the training at our facility the personnel are trained on the equipment they operate within their specific work environment. All personnel successfully completing the training program will receive a certificate.

Program: Water Distribution A, B, and C Training

Number of Employees: 20

Total Proposed Cost: \$4,500

Program Description: These training and certification courses are now required by FDEP of all personnel working in the water distribution systems. Topics include water quality, the distribution systems, basic math and hydrology. Certificates are issued and higher level classes require the next level down certification. These courses also meet the CEU requirement for FDEP Operator licensure.

Program: Collections System A, B, and C training

Number of Employees: 20

Total Proposed Cost: \$4,500

Program Description: This voluntary training program covers working in the sewage collection systems. Topics include collection systems, maintenance, lift stations, pumps, and basic math. Certificates are issued and higher level classes require the next level down certification. These courses also meet the CEU requirement for FDEP Operator licensure.

SUMMARY OF TRAINING/CERTIFICATION PROGRAMS

Public Safety Department **EMS/Fire/Rescue Division**

Program: Paramedic Training

Number of Employees: 5

Total Proposed Cost: \$1,530 per course x 13 courses = \$19,890

Program Description: Paramedical training is provided by Seminole Community College for firefighter EMT employees to enhance their skill levels to provide advanced life support for the citizens of Seminole County. The courses stress theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. Topics studied include role and responsibilities, medical legal issues, well-being of the paramedic, illness and injury prevention, ethics, medical terminology review, patient assessment, airway management, venous access and medication administration, therapeutic communications, life span development, pathophysiology, management of shock, and general pharmacology. Employees will receive a certification from the college upon successfully demonstrating that the skill levels have been achieved.

Human Resources Department

Program: Program Management Certification Program (SCC Project Management Institute)

Number of Employees: 2-4

Total Proposed Cost: \$4,000 per employee = up to \$16,000

Program Description: Project management expertise in today's workforce will keep individuals and their companies in every industry on the cutting edge. The professional certificate program is designed to provide the student with a solid foundation, advanced knowledge and the practical skills critical in effective project management practice today.

The Project Management Institute (PMI) a global leader in the field, focuses on the needs of project professionals worldwide. PMI's membership includes 240,000 professionals in 160 countries, representing every major industry, including telecommunications/networking, software/simulation, construction/A&E design, industrial/mechanical, government, and aerospace.