

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Memorandum of Understanding

DEPARTMENT: Community Services

DIVISION: Administration - Community Services

AUTHORIZED BY: Michele Saunders

CONTACT: Pamela Martin

EXT: 2302

MOTION/RECOMMENDATION:

Approve and authorize the Chairman to execute the Memorandum of Understanding between Seminole County and the Seminole Community Volunteer Program (SCVP).

County-wide

Michele Saunders

BACKGROUND:

The Seminole County Volunteer Program (SCVP) has provided volunteers to different Seminole County operations for thirty-six (36) years. The attached Memorandum of Understanding (MOU) will formally continue that relationship. SCVP volunteers have done and will continue to do work for various county departments/divisions that request such help. A primary recipient of these volunteer services is the county's emergency operations during disasters.

The MOU contains basic provisions which will guide the working relationship between SCVP and Seminole County and may be amended in writing at any time with concurrence of both parties and must be renegotiated every three years. Volunteers will be coordinated through the Human Resources department.

This agreement will be in effect from July 28, 2009 to July 27, 2012.

STAFF RECOMMENDATION:

Staff recommends that the Board approve and authorize the Chairman to execute the Memorandum of Understanding between Seminole County and the Seminole Community Volunteer Program (SCVP).

ATTACHMENTS:

1. MOU

Additionally Reviewed By:

County Attorney Review (Ann Colby)



MEMORANDUM OF UNDERSTANDING

Between

SEMINOLE COMMUNITY VOLUNTEER PROGRAM, INC. (SCVP)

Sponsors of

Retired & Senior Volunteer Program, Inc. (RSVP)/Seminole Volunteer Center (SVC)

Mailing Address: P.O. Box 951636, Lake Mary, FL 32795-1636

Telephone (407) 323-4440 Fax (407) 323-8001 Email: rsvpsem@aol.com

AND

Agency/Volunteer Station Name

Seminole County

Address

1101 E First Street

City

Sanford

Zip Code

32771

Phone

Fax

E-Mail

This Memorandum of Understanding (MOU) contains basic provisions, which will guide the working relationship between SCVP and the Agency/Volunteer Station named above. This MOU may be amended, in writing at any time with concurrence of both parties and must be renegotiated at least every three years. This agreement will be in effect from _____ to _____.

A. SEMINOLE COMMUNITY VOLUNTEER PROGRAM, INC. WILL:

- Recruit, interview, select and enroll volunteers in the project.
Review acceptability of volunteer assignments and refer volunteers to volunteer stations for placement.
Furnish adequate accident, public liability and excess automobile insurance coverage as required by program policies.
Instruct volunteers in the proper use of monthly reports, reimbursement guidelines and SVCP procedures.
Periodically monitor volunteer activities by contact with volunteer stations, through visits, phone calls and surveys to assess and/or discuss needs of volunteers and the volunteer station.
Reimburse RSVP volunteers (age 55 years and over) for transportation costs between their home and the volunteer station in accordance with RSVP policies and as funding permits.
Stipulate that no SCVP volunteer will be considered a county employee under any circumstances not will they be entitled to any benefits normally accruing to employees of the county.
Acknowledge that all documents submitted to the County relative to this agreement or its performance will be public record and subject to all provisions of the Public Records Act.
Inform volunteers participating of the requirement to execute a hold harmless similar to the one attached to this memorandum of understanding.
SCVP agrees to serve as the coordinator for volunteer activities to include tracking of volunteer hours, management of volunteer resources, basic safety training of volunteers, coordination of affiliated and unaffiliated volunteers.

- ❖ SCVP agrees to work cooperatively with all other nonprofit organizations and governmental departments in order to provide the necessary services for volunteer coordination and management. SCVP will serve as the lead organization, regular meetings will be scheduled with volunteer organizations in Seminole County; specifically those listed under the Citizen Corps federal program to ensure communication and coordination between organizations. Training programs, special events, and activities will be coordinated by the council and posted to the website to improve preparedness of agencies and supporting volunteers.

B. SEMINOLE COUNTY WILL:

- ❖ Seminole County will support the SCVP organization by providing a liaison to the organization from the Human Resources Department. Seminole County will further provide input and support to eliciting broad participation of response and recovery groups. The liaison will provide insight on the county's emergency operations, community service projects and disaster recovery plans.
- ❖ Seminole County Division of Emergency Management will provide space for SCVP to function inside the Emergency Operations Center during activation. The organization will provide information as the Emergency Support Function 15 (Volunteers / Donations). During times of disaster, The Division of Emergency Management, with the support from Administrative Services, will administer contracts with outside agencies to provide ample space and infrastructure support for the establishment and operation for a Volunteer Reception Center.

THE VOLUNTEER STATION WILL:

- ❖ Stipulate that no SCVP volunteer will be considered a county employee under any circumstances not will they be entitled to any benefits normally accruing to employees of the county.
- ❖ Require that all volunteers participating execute a hold harmless similar to the one attached to this memorandum of understanding.
- ❖ Provide written volunteer job descriptions for each volunteer assignment to SCVP in order to assist with the recruitment process.
- ❖ Interview volunteers referred by SCVP and make the final decision on the assignment of volunteers.
- ❖ Implement orientation, in-service instruction, or special training of volunteers.
- ❖ Provide supervision of volunteers during their assignment.
- ❖ Collect and validate appropriate volunteer service records for submission to SCVP office by the 5th of each month.
- ❖ Assure adequate health and safety provisions for the protection of the volunteers.
- ❖ Investigate and report any accidents and/or injuries involving SCVP volunteers immediately to the SCVP office
- ❖ Agrees that SCVP volunteers will not conduct or engage in religious, sectarian or political activities.
- ❖ Not assign SCVP volunteers to any assignment, which would displace employed workers or impair existing contracts for service.
- ❖ Not discriminate against SCVP volunteers on the basis of race, color, national origin, sex, age, political affiliation, religion or disability.
- ❖ Specify that Seminole Community Volunteer Program, Inc. (SCVP) volunteers are participants in the volunteer station's program in publicity featuring such volunteers.
- ❖ Complete survey instruments prepared by SCVP to assist in data collection required to measure volunteers' impact upon the Volunteer Station.

The volunteer stations may request the removal of a SCVP volunteer at any time. The volunteer may withdraw from service at the Volunteer Station at any time. Discussion of individual separations will occur among SCVP

staff, Volunteer Station Staff and the volunteer to clarify the reasons, resolve conflicts, or take remedial action, including placement of the volunteer with another volunteer Station.

This Memorandum of Understanding contains all the items and conditions agreed upon SCVP and the Volunteer Station. Conditions of the Memorandum of Understanding may be amended or terminated in writing at any time at the request of either party. It will be reviewed every three years to permit needed changes.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
SEMINOLE COUNTY, FLORIDA

MARYANNE MORSE
Clerk to the Board of
County Commissioners of
Seminole County, Florida.

By: _____
BOB DALLARI, Chairman

Date: _____

For the use and reliance
Of Seminole County only.

As authorized for execution
By the Board of County Commissioners
At their _____, 20____
regular meeting.

Approved as to form and
Legal sufficiency.

County Attorney

SCVP Executive Director

Date

Funded By:

In partnership with:



Hands On
NETWORK

