



COUNTY COMMISSION

BALDWIN COUNTY
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MEMBERS
DISTRICT 1. FRANK BURT, JR.
2. CHRIS ELLIOTT
3. J. TUCKER DORSEY
4. CHARLES F. GRUBER

June 21, 2016

Ms. Terri Pringle
Title V Project Director
South Alabama Regional Planning Commission
Post Office Box 1665
Mobile, Alabama 36633

**RE: Alabama Department of Senior Services/Senior Community Service
Employment Program Host Agency Agreement**

Dear Ms. Pringle:

The Baldwin County Commission, during its regularly scheduled meeting held on June 21, 2016, and in regard to the Senior Community Service Employment Program (SCSEP), also known as the Senior Aide Program, administrated by the South Alabama Regional Planning Commission (SARPC) related to the Baldwin County Commission's Council on Aging Department, approved the *Alabama Department of Senior Services SCSEP Host Agency Agreement*, between SARPC and the Baldwin County Commission, for the period of July 1, 2016, to June 30, 2017.

Please find enclosed a **fully executed copy** of the *Agreement* for your file.

If you have any questions or need further assistance, please do not hesitate to contact me at (251) 972-8502 or Kelly Childress, Council on Aging Coordinator, at (251) 972-8506.

Sincerely,

TUCKER DORSEY, Chairman
Baldwin County Commission

TD/met Item BF1

cc: Kelly Childress
Beverly Johnson

ENCLOSURE



SCSEP Host Agency Agreement

To comply with the requirements of the Alabama Department of Senior Services (ADSS) Senior Community Service Employment Program (SCSEP), operated under Title V of the Older Americans Act, this Agreement is voluntarily entered into by **Baldwin County Commission** hereinafter referred to as the Host Agency, and **South Alabama Regional Planning Commission** hereinafter referred to as the Sponsor Agency.

The Host Agency agrees to provide a safe and healthful work site for each participant, to provide adequate orientation and training necessary to perform assigned duties in accordance with a written community service assignment description, to provide additional training as opportunities occur, and, to the extent possible, treat each participant as a regular member of the Host Agency staff. SCSEP (Senior Community Service Employment Program) participants who are assigned to Baldwin County shall not be considered employees of Baldwin County and may not participate in County merit and personnel benefits to include, without limitation, retirement and other insurance benefits.

The Host Agency agrees to consider each participant 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 participant. A detailed training plan will be documented in the participant's Individual Employment Plan (IEP) and Community Service Assignment Description, which includes skills to be attained and timelines for achieving the goal. The Community Service Assignment Description must specify the nature of the assignment, the hours each participant will train, specific duties and tasks to be performed.

The Host Agency understands that the length of time that a participant may remain in the same assignment will be determined in their IEP. The Host Agency understands that the Sponsor Agency may reassign any participant at any time that reassignment will increase the participant's opportunities for training or unsubsidized employment, or will otherwise serve the best interests of the participant.

The Host Agency agrees that no other Title V sponsor will be provided a community service assignment while this Agreement is in effect.

The Host Agency agrees to abide by the hours and work schedules mutually agreed to for each participant and to provide properly prepared time sheets, periodic performance evaluations, and other required documents. In addition, the Host Agency agrees and understands that each participant will be required to attend periodic SCSEP meetings during regular working hours.

The Host Agency agrees that the community service assignments for any participant are to be similar to "in demand" or "growth industries" private sector jobs, such as health care, child day care, education, or green jobs. However, these assignments 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 participant for other funds in connection with work which otherwise would be performed; will not be substitution for any existing federally assisted job; and will not be a position which is the same as or substantially the same as that occupied by any other person who is on lay-off or absent due to labor disputes. Further, the Host Agency agrees that it will not discriminate against a participant on the grounds of race, color, age, religion, sex, national origin, or disability.

The Host Agency agrees to send a representative to a host agency supervisor's meeting. Host Agency supervisor's meetings will be held annually, and as necessary, to acquaint all concerned with the SCSEP goals and objectives. The Host Agency agrees to participate in the DOL Customer Satisfaction Survey if solicited.

The Host Agency agrees to provide documentation of in-kind contributions. 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 participant.

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. In addition, the Host Agency will provide its Federal Employer Identification Number (FEIN). 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 currently in effect. The Host Agency agrees to inform the Sponsor Agency immediately if the Section 501(c)(3) certification is revoked.

The Sponsor Agency agrees to recruit, enroll, and assign a participant to the Host Agency for the purpose of engaging in productive community service employment.

The Sponsor Agency agrees to be responsible for all administrative and fiscal controls of SCSEP, and for paying wages and providing required fringe benefits to each participant. The Host Agency does not provide Workers' Compensation insurance for participants.

This Agreement may not be amended except upon written agreement between the parties. Any amendment(s) must be mutually agreed upon and approved by all parties prior to implementation.

This Agreement is in effect from July 1, 2016 to June 30, 2017.

Signed – Host Agency

Host Agency: BALDWIN COUNTY COMMISSION

Representative Name/Signature: *Kelly Childress*

Host Agency Title: Baldwin County Commission Council on Aging

Host Agency Supervisor: Kelly Childress, Council on Aging Coordinator

Address: 22251 Palmer St / P.O. Box 1070, Robertsdale, AL 36567

Phone: 251-972-8506 Fax: 251-972-8507

Email: kchildress@baldwincounty Date: _____
al.gov

Signed – SCSEP Sponsor

SCSEP Sponsor: South Alabama Regional Planning Commission

Representative Name/Signature: *Jerril Pringle*

Title: Title V Project Director

Address: P.O. Box 1665
Mobile Alabama 36633

Phone: 251-706-4614 Fax: 251-433-0148

Email: tpringle@sarpc.org Date: May 6, 2016

Definition of Host Agency Status

(Check one)

This host agency is a government agency. FEIN _____ (Required by DOL)

This host agency is a certified non-profit agency under Section 501(c)(3) of the United States Internal Revenue Code. FEIN _____ (Required by DOL)

501(c)(3) documentation is attached.

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