




Interoffice Memorandum

AGENDA ITEM

February 27, 2020

TO: Mayor Jerry L. Demings
-AND-
Board of County Commissioners

THRU: Lonnie C. Bell, Jr., Director 
Community and Family Services Department

FROM: Lavon B. Williams, Esq., AICP, Manager
Community Action Division
407-836-5614

SUBJECT: **Consent Agenda Item – March 10, 2020**
Agreement with Career Source Central Florida
Summer Youth Employment Program

The Community and Family Services Department, through its Community Action Division, operates and manages the Orange County Summer Youth Employment Program. The program targets youth ages 16-18 years old that are motivated and have a desire to enter a vocational trade internship. The program provides job readiness training and a paid 7-week summer internship. Career Source Central Florida has agreed to partner with the County in administering the program. The agreement outlines the respective agency responsibilities for the program. The Community Action Division will commit \$120K with Career Source Central Florida for student wages. The program will benefit approximately 60 youth.

ACTION REQUESTED: Approval and execution of Agreement between Orange County, Florida and Central Florida Regional Workforce Development Board, Inc. d/b/a Career Source Central Florida related to the Orange County Summer Youth Employment Program. The cost to the County is \$120,000. All Districts

LBW:jam

Attachment

c: Randy Singh, Deputy County Administrator
Cristina Berrios, Assistant County Attorney, County Attorney's Office
Yolanda Brown, Fiscal Manager, Community and Family Services

AGREEMENT

between

ORANGE COUNTY, FLORIDA

and

**CENTRAL FLORIDA REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.
D/B/A CAREER SOURCE CENTRAL FLORIDA**

related to

THE ORANGE COUNTY SUMMER YOUTH EMPLOYMENT PROGRAM

THIS AGREEMENT (“Agreement”) is entered into by and between **ORANGE COUNTY, FLORIDA**, a charter county and political subdivision of the State of Florida, located at 201 South Rosalind Avenue, Orlando, Florida 32801, on behalf of its Community Action Division (the “County”), and **CENTRAL FLORIDA REGIONAL WORKFORCE DEVELOPMENT BOARD, INC. D/B/A CAREERSOURCE CENTRAL FLORIDA** (“CareerSource”), a Florida not-for-profit corporation serving as a workforce development board pursuant to chapter 445, Florida Statutes, with a principal address at 390 North Orange Avenue, Suite 700, Orlando, Florida 32801. The County and CareerSource may be referred to herein individually as “party” or collectively as “parties.”

RECITALS

WHEREAS, the Orange County Board of County Commissioners (the “Board”) recognizes the need for high school aged students to have opportunities to gain experience with the County’s growing vocational workforce; and

WHEREAS, the Board finds the need to better equip such students for careers in today’s economy, for their own personal health, welfare, and prosperity, and for the health, welfare, and prosperity of the County at large; and

WHEREAS, in order to address that need, the Board established the Orange County Summer Youth Employment Program (the “Program”) to provide vocational training for students in their junior and senior years of high school, and has designated the County’s Community Action Division to be the “Program Administrator”; and

WHEREAS, CareerSource is the workforce board for Lake, Orange, Osceola, Seminole, and Sumter Counties, and specializes in connecting employers to job seekers in the area, providing worker resources and training, and preparing Central Floridians for careers which meet the needs of local business; and

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WHEREAS, the Board finds that entering into this Agreement with CareerSource, where CareerSource implements and manages the Program to ensure that the participating high school junior and seniors receive mentoring, occupational skills training, leadership development, financial literacy education, and an opportunity for paid work during a summer internship experience in coordination with Orange County Technical College, best serves the interests and general welfare of the public.

NOW THEREFORE, in consideration of the mutual promises, covenants, and conditions set forth, the parties agree as follows:

Section 1. **Recitals.** The above recitals are true and correct and form a material part of this Agreement.

Section 2. **Documents.**

A. The documents that are hereby incorporated by either reference or attachment and therefore form this Agreement are:

1. This Agreement;
2. **Exhibit "A":** Reimbursement Invoice; and
3. **Exhibit "B":** Intern Expectation Report;
4. **Exhibit "C":** Intern Evaluation Report; and
5. **Exhibit "D":** Biweekly Program Evaluation Report.
6. **Exhibit "E":** Program Completion Report

Section 3. **Responsibilities of the County.** The County shall:

A. Assist in the recruitment and selection of students by working with high school guidance counselors or appropriate staff within Orange County Public Schools ("**OCPS**") and Orange County Technical Schools, particularly designated zip codes, which will be provided by Orange County Community Action, with the goal of identifying at least sixty (60) high school enrolled youth between the ages of sixteen (16) and nineteen (19) who reside in the County (the "**Interns**") to participate in the Program.

B. Provide materials to Orange Technical Schools and OCPS guidance counselors to inform potential Interns about how to enroll in the Program and direct potential Interns to application materials.

C. Contact, if needed, Program applicants to schedule applicant interviews with CareerSource at mutually agreeable times and locations.

D. Provide a location to host the Workplace Essential Training Course at a mutually agreed upon time and location. Use of any County facility under this Agreement shall be subject to the terms and conditions set forth in a separately executed agreement for the use of the respective facility.

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- E. Monitor the Program's performance through means including, but not limited to, the evaluation methods set forth in this Agreement.
- F. Track the placement of Interns at Program-appropriate host sites (the "Host Site").
- G. Pay CareerSource an amount not to exceed one hundred-twenty thousand dollars (\$120,000) to be used exclusively for payment of Intern compensation. The County's funding will be provided as a reimbursement to CareerSource at the completion of the Program. The County will not make payments or in any way be liable for any services provided outside the terms of this Agreement.
- H. Make any requisite payments to CareerSource for the services that are provided pursuant to this Agreement, in accordance with the Local Government Prompt Payment Act, Section 218.70 et seq., Florida Statutes.

Section 4. Responsibilities of CareerSource. CareerSource shall:

- A. Use funds provided by the County for the sole purpose of paying wages to Interns participating in the Program and to do so while complying with all accounting policies and procedures required by the County and as set forth within this Agreement.
- B. Be solely responsible for any and all: (1) compensation owed to Interns that exceeds the County's maximum one hundred-twenty-thousand dollar (\$120,000) contribution; and (2) other Program-related expenses.
- C. Provide all administrative oversight and case management services to effectively manage and supervise the participation of an amount not to exceed sixty (60) Interns in the Program, unless both the Program Administrator and CareerSource mutually agree, in writing, to increase the amount of Interns with no further commitment of funds from the County.
- D. Create and maintain an online application for Interns to enroll in the Program.
- E. Interview prospective Interns at a mutually agreeable time and location and place those Interns at Host Sites.
- F. Provide a copy of any and all agreements between CareerSource and the Host Site that relates to this Program to the County.
- G. Hold an Essential Training Course at the mutually agreed upon times and location that provides Interns with essential skills related to the work they will be performing while participating in the Program.
- H. Pay Interns who complete the Essential Training Course an incentive payment of up to two hundred dollars (\$200.00).
- I. Locate and secure Host Sites and assume all liability for Interns in the Program.

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J. Contract with a third party vendor for payroll processing and wage distribution for Interns participating in the Program.

K. Send a completed reimbursement invoice to the County within fifteen (15) days of the completion of the program for an amount not to exceed one hundred-twenty thousand dollars (\$120,000) using the "Reimbursement Invoice" attached to this Agreement as **Exhibit "A."** CareerSource shall use any funds paid to CareerSource by the County exclusively for Intern compensation reimbursement.

L. Monitor the Interns and provide all required information to the Program Administrator, as set forth in this Agreement.

M. Ensure that all CareerSource staff members and volunteers who have access to, supervise, or are in the direct care of any Intern complete, or have already completed, a background screening in compliance with Section 435.04 (Level 2 screening standards), Florida Statutes. Such screening shall be completed at CareerSource's expense, if required, and shall consist of an employment history check which shall include fingerprinting. Fingerprints shall be used to process the following screenings:

1. Statewide Criminal and Juvenile Records check through the Florida Department of Law Enforcement;
2. Federal Criminal Records check through the FBI; and
3. May include Local Criminal Records Check through Local Law Enforcement.

N. Ensure Interns:

1. Are not engaged in any activities with Vulnerable Populations, as defined in Section 435.02, Florida Statutes, that would require Interns to complete a background screening in compliance with Section 435.04 (Level 2 screening standards), Florida Statutes.
2. Maintain confidentiality with regards to any and all confidential information that Interns may access during their participation in the Program.
3. Are informed of the requirements for their participation in the Program.
4. Are provided the supervision, support, and assistance necessary to graduate from the Program.
5. Are given the opportunity to provide Program feedback at the Essential Training Course using the "Intern Expectation Report" attached to this Agreement as **Exhibit "B."** CareerSource shall ensure that Interns are given the opportunity to

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provide feedback within fifteen (15) days of the Program completion date using the "Intern Evaluation Report" attached to this Agreement as **Exhibit "C."**

Section 5. Monitoring Requirements.

A. CareerSource shall provide to the County all required information to ensure compliance and the success of the Program. Monitoring requirements shall include, but not be limited to:

1. Data related to enrollment and participation in the Program, so as to ensure participation levels remain at or above 80%;
2. Data related to Intern attendance and work quality;
3. Bi-weekly submission to the Program Manager, or the Program Manager's designee, of the "Program Evaluation Report" attached to this Agreement as **Exhibit "D."** CareerSource shall submit this report to the County every other Wednesday following the period being reported;
4. Data related to the percentage of Interns who successfully complete the Program;
5. Data related to the percentage of both eighteen (18) year old or older and senior grade-level students who obtain full-time employment as a result of the Program;
6. Data related to the unemployment status of participant Interns before and at the conclusion of the Program; and
7. Annual submission to the Program Manager, or the Program Manager's designee, of the "Program Completion Report" attached to this Agreement as **Exhibit "E."** CareerSource shall submit this report to the County within fifteen (15) days after the program completion date.

Section 6. Term and Termination.

A. This Agreement shall begin on the date of execution by the County and shall end on September 30, 2020.

B. Due to the nature of the Program, this Agreement shall only be terminated for cause with thirty (30) days' notice.

C. The County may, as exceptions to subparagraph "B" above, immediately terminate this Agreement:

1. If the Program Administrator, in his or her sole discretion, determines that termination of this Agreement would be in the best interest of the health, safety, or well-being of the participating Interns; or

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2. If participating Interns are not paid in a timely manner.

D. If either exception to the termination for cause provision in this section occurs, then the County may terminate this Agreement immediately with the County only owing to CareerSource Intern wage costs incurred prior to the date of termination.

Section 7. Indemnification. To the fullest extent permitted by law, CareerSource shall defend, indemnify, and hold harmless the County, its officials, agents, and employees from and against any and all claims, suits, judgments, demands, liabilities, damages, cost, and expenses (including attorneys' fees) of any kind or nature whatsoever arising directly or indirectly out of or caused in whole or in part by any act or omission of CareerSource or its subcontractors (if any), anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable. Nothing contained herein shall constitute as waiver by the County of sovereign immunity or the provisions of Section 768.28, Florida Statutes. It is agreed by the parties that specific consideration has been paid under this Agreement for this provision.

Section 8. Insurance.

A. CareerSource agrees to maintain on a primary basis and at its sole expense, at all times throughout the duration of this Agreement the following types of insurance coverage with limits and on forms (including endorsements) as described herein. These requirements, as well as the County's review or acceptance of insurance maintained by CareerSource is not intended to and shall not in any manner limit or qualify the liabilities assumed by CareerSource under this Agreement.

B. Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of A-Class VIII or better. (Note: State licenses can be checked via www.floir.com/companysearch/and A.M. Best Ratings are available at www.ambest.com.)

C. **Required Coverage.**

1. **Commercial General Liability** - CareerSource shall maintain coverage issued on the most recent version of the ISO form for use in Florida or its equivalent, with a limit of liability of not less than \$500,000 (Five Hundred Thousand Dollars) per occurrence. CareerSource further agrees coverage shall not contain any endorsement(s) excluding or limiting Product/Completed Operations, Contractual Liability, or Separation of Insureds. The General Aggregate limit shall either apply separately to this Agreement or shall be at least twice the required occurrence limit.

a. **Required Endorsements:**

i. Additional Insured- CG 20 26 or CG 20 10/CG 20 37 or their equivalents. (Note: CG 20 10 must be accompanied by CG 20 37 to include products/completed operations.)

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- ii. Waiver of Transfer of Rights of Recovery – CG 24 04 or its equivalent.
- iii. If blanket endorsements are being submitted please include the entire endorsement and the applicable policy number.

2. **Workers' Compensation** – CareerSource shall maintain coverage for its employees with statutory workers' compensation limits, and no less than \$100,000 (One Hundred Thousand Dollars) each incident of bodily injury or disease for Employer's Liability.

a. **Required Endorsements:**

- i. Waiver of Subrogation –WC 00 03 13 or its equivalent.

D. Prior to execution and commencement of any operations/services provided under this Agreement, CareerSource shall provide the County with current certificates of insurance evidencing all required coverage. In addition to the certificate(s) of insurance CareerSource shall also provide endorsements for each policy as specified above. All specific policy endorsements shall be in the name of the Orange County Board of County Commissioners.

E. Continuing service contracts renewal certificates shall be submitted immediately upon request by either the County or the County's contracted certificate compliance management firm. The certificates shall clearly indicate that CareerSource has obtained insurance of the type, amount and classification as required for strict compliance with this insurance section. CareerSource shall notify the County not less than thirty (30) business days (ten (10) business days for non-payment of premium) of any material change in or cancellation/non-renewal of insurance coverage. CareerSource shall provide evidence of replacement coverage to maintain compliance with the aforementioned insurance requirements to the County or its certificate management representative five (5) business days prior to the effective date of the replacement policy(ies).

F. The certificate holder shall read:

Orange County, FL
c/o Risk Management
109 E. Church St. Suite 200
Orlando, FL 32801

Section 9: Independent Contractor. The parties agree that the relationship between the County and CareerSource that is established by this Agreement is that of independent contractors. Nothing in this Agreement shall be construed to create any agency or employment relationship between the County or any of its employees and CareerSource or any of its employees. Neither party shall have any right, power or authority to assume, create or incur any expense, liability or obligation, express or implied, on behalf of the other.

Section 10: Public Records. Pursuant to Section 119.0701, Florida Statutes, CareerSource must:

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- A. Keep and maintain public records required by the County to perform the service.
- B. Upon request from the County, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the amount set by the County.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law for the duration of this Agreement's term and following completion of the Agreement, if CareerSource does not transfer the records to the County.
- D. Upon completion of the Agreement, transfer, at no cost, to the County all public records in possession of CareerSource or keep and maintain public records required by CareerSource to perform the service.
- E. If CareerSource transfers all public records to the County, upon completion of the Agreement, CareerSource shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If CareerSource keeps and maintains public records upon completion of this Agreement, CareerSource shall meet all applicable requirements for retaining public records.
- F. All records stored electronically must be provided to the County, upon request from the County, in a format that is compatible with the information technology systems of the County.

IF CAREERSOURCE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CAREERSOURCE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CAREERSOURCE SHALL CONTACT THE PUBLIC RECORDS COORDINATOR AT PROCUREMENT PUBLIC RECORDS LIAISON, 400 E. SOUTH STREET, 2ND FL., ORLANDO, FL 32801; (407)836-5897; PROCUREMENTRECORDS@OCFL.NET.

Section 11: Right to Audit Records. In the performance of this Agreement, CareerSource shall establish and maintain separate books, records, and accounts of all activities related to the Agreement, in compliance with generally accepted accounting and record maintenance procedures. Books, records, and accounts related to the performance of this Agreement shall be open to inspection during regular business hours by an authorized representative of the County and shall be retained by CareerSource for a period of five (5) years, after termination of this Agreement. In the event of litigation, claim, or audit findings, the record retention period shall be five (5) years from the time of resolution of the litigation, claim, or audit findings.

Section 12: General Terms.

- A. **Compliance with Laws.** It shall be each party's responsibility to be aware of federal, state, and local laws relevant to this Agreement. Each party shall comply in all respects with all applicable legal requirements governing the duties, obligations, and business practices of that party and shall obtain any permits or licenses necessary for its operations. Neither party shall take any action in violation of any applicable legal requirement that could result in liability being imposed on the other party.
- B. **No Waiver of Sovereign Immunity.** Nothing contained in this Agreement shall constitute, or be in any way construed to be, a waiver of the County's sovereign immunity or the protections and provisions of Section 768.28, Florida Statutes.
- C. **Successors and Assigns.** The County and CareerSource each binds itself and its partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement. Additionally, the parties deem the services to be rendered pursuant to this Agreement to be personal in nature. As such, neither party shall assign, sublet, convey, or transfer its interest in this Agreement without the written consent of the other, which consent shall be in the sole determination of the party with the right to consent.
- D. **Waiver.** No delay or failure on the part of any party to this Agreement to exercise any right or remedy accruing to such party upon the occurrence of an event of violation shall affect any such right or remedy, be held to be an abandonment of any such right or remedy, or preclude such party from the exercise of any such right or remedy at any time during the continuance of any event of violation. No waiver of a single event of violation shall be deemed to be a waiver of any subsequent event of violation.
- E. **Remedies.** No remedy conferred upon any party in this Agreement is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy: (1) provided for in this Agreement; and (2) now or later, existing at law or at equity. No single or partial exercise by any party of any right, power, or remedy provided to that party by this Agreement shall preclude any other or further exercise of any such rights, powers, or remedies.
- F. **Governing Law.** This Agreement, and any and all actions directly or indirectly associated with this Agreement, shall be governed by and construed in accordance with the internal laws of the State of Florida, without reference to any conflicts of law provisions.
- G. **Venue.** Each party hereby submits to the exclusive jurisdiction of, and waives any venue or other objection against, the Ninth Circuit Court in and for Orange County, Florida, for any legal proceeding(s) that may arise either directly, or indirectly, from this Agreement. Should any federal claims arise for which the courts of the State of Florida lack jurisdiction, the parties hereby agree that venue for those actions shall be in the Orlando Division of the U.S. Middle District of Florida.

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H. **Jury Waiver.** Each party hereby irrevocably waives, to the fullest extent permitted by applicable law, any right that party does or might have to a trial by jury in any legal proceeding(s) that may arise either directly, or indirectly, from this Agreement.

I. **Attorneys' Fees and Costs.** With the exception of the indemnification terms of this Agreement, the parties shall each bear their own costs, expert fees, attorneys' fees, and other fees incurred in connection with this Agreement, as well as for any or any legal proceeding(s) that may arise either directly, or indirectly, from this Agreement.

J. **Third Party Beneficiaries.** Nothing in this Agreement, express or implied, is intended to, or shall confer, upon any person, other than the parties and their respective successors and permitted assigns, any legal or equitable right, benefit or remedy of any nature under or by reason of this Agreement.

K. **Representations and Construction.** Each party represents that they have had the opportunity to consult with an attorney, and have carefully read and understand the scope and effect of the provisions of this Agreement. Neither party has relied upon any representations or statements made by the other party hereto which are not specifically set forth in this Agreement, and that this Agreement is not to be construed against any party as it were the drafter of this Agreement.

L. **Survivorship.** Those provisions which by their nature are intended to survive the expiration, cancellation, or termination of this Agreement, including, by way of example only, the indemnification and public records provisions, shall survive the expiration, cancellation, or termination of this Agreement.

M. **Severability.** The provisions of this Agreement are declared by the parties to be severable. However, the material provisions of this Agreement are dependent upon one another, and such interdependence is a material inducement for the parties to enter into this Agreement. Therefore, should any material term, provision, covenant or condition of this Agreement be held invalid or unenforceable by a court of competent jurisdiction, the party protected or benefited by such term, provision, covenant, or condition may demand that the parties negotiate such reasonable alternate contract language or provisions, as may be necessary, either to restore the protected or benefited party to its previous position or otherwise mitigate the loss of protection or benefit resulting from holding.

N. **Written Modification.** No modification of this Agreement shall be binding upon any party to this Agreement, unless reduced to writing and signed by a duly authorized representative of each party to this Agreement.

O. **Conflicts.** The terms of this Agreement shall control over any conflicting terms in any referenced agreement or document.

P. **Authority Signatory.** Each signatory below represents and warrants that they are duly authorized by their respective party to bind that party to the terms and obligations of this Agreement.

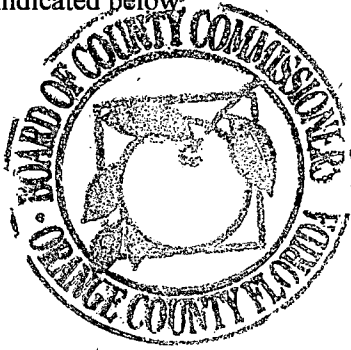
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Q. Entire Agreement. This Agreement, and any documents incorporated in this Agreement, set forth and constitute the entire agreement and understanding of the parties, with respect to the subject matter of this Agreement. This Agreement supersedes any and all prior contracts, negotiations, correspondence, undertakings, promises, covenants, arrangements, communications, representations, and warranties, whether oral or written, of any party to this Agreement.

[SIGNATURES ON FOLLOWING PAGE]

Orange County, Florida and CareerSource Central Florida
Orange County Summer Youth Employment Program Agreement

IN WITNESS WHEREOF, the parties hereto have signed and executed this Agreement on the dates indicated below:



ORANGE COUNTY, FLORIDA

By: Orange County Board of County Commissioners

By: Burton B. Burks

Jerry L. Demings
Orange County Mayor

Date: 10 March 2020

ATTEST: Phil Diamond, CPA, County Comptroller
As Clerk of the Board of County Commissioners

By: Katie Smith
Deputy Clerk

CENTRAL FLORIDA REGIONAL WORKFORCE
DEVELOPMENT BOARD, INC. D/B/A CAREER
SOURCE CENTRAL FLORIDA

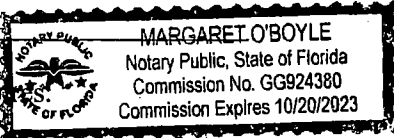
By: Janella Nabors
Janella Nabors (printed name)
President/CEO (official title)

Date: 02-04-2020

STATE OF FLORIDA)
) ss:
COUNTY OF Orange)

The foregoing instrument was acknowledged before me by means of physical presence, or online notarization, this 4th day of February, 2020, by Janella Nabors (name), as President/CEO (e.g. officer, trustee, etc.) for Central Florida Regional Workforce Development Board, Inc. D/B/A Career Source Central Florida.

Personally Known; OR
 Produced Identification. Type of identification produced: _____
[CHECK APPLICABLE BOX TO SATISFY IDENTIFICATION REQUIREMENT OF FLA. STAT. §117.05]

Notary Public
My Commission Expires _____


(Printed, typed or stamped commissioned name of Notary Public)

ORANGE COUNTY SUMMER YOUTH EMPLOYMENT PROGRAM

EXHIBIT A REIMBURSEMENT INVOICE

PROGRAM COMPLETION DATE: _____

INVOICE DATE: _____

BILL TO: Orange County, Florida
Health & Family Services Building
Community Action Division
2100 East Michigan Street
Orlando, Florida 32806

PAY TO: Central Florida Regional Workforce Development Board, Inc.
d/b/a CareerSource Central Florida
390 North Orange Avenue
Suite 700
Orlando, Florida 32801

Intern Name	Host Site	Total Hours	Hourly Wage	Amount Due
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				

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Intern Name	Host Site	Total Hours	Hourly Wage	Amount Due
26.				
27.				
28.				
29.				
30.				
31.				
32.				
33.				
34.				
35.				
36.				
37.				
38.				
39.				
40.				

TOTAL AMOUNT DUE: _____

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of this Agreement. I am aware that any false, fictitious, or fraudulent information, or omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise.

Signature of Preparer: _____

Date: _____

Title: _____

Authorized Signature: _____

Date: _____

Title: _____

ORANGE COUNTY SUMMER YOUTH EMPLOYMENT PROGRAM

Intern Expectation Report

Name of Intern (Please Print): _____

Date: _____ **Name of Host Site:** _____

1. Why did you choose the Summer Youth Employment Program?
2. What do you want most out of the Summer Youth Employment Program?
3. How did you hear about the Summer Youth Employment Program?
4. When do you anticipate leaving the Summer Youth Employment Program?
5. Other comments or expectations:

ORANGE COUNTY SUMMER YOUTH EMPLOYMENT PROGRAM

Intern Evaluation Report

Name of Intern (Please Print): _____

Date: _____ **Name of Host Site:** _____

1. What did you like most about the Summer Youth Employment Program?
2. What did you like least about the Summer Youth Employment Program?
3. What changes would you make to the Summer Youth Employment Program?
4. Do you anticipate working in this field in the future?
5. Other comments or concerns:

ORANGE COUNTY SUMMER YOUTH EMPLOYMENT PROGRAM

Program Evaluation Report

Name of Reporting Individual (Please Print): _____

Date: _____ Reporting Period: _____ to _____

	At Beginning of Program	Last Reporting Period	This Reporting Period
Number of Program Interns Enrolled			

	Last Reporting Period	This Reporting Period	Since Beginning of Program
Number of Hours Students Worked			

**PLEASE ATTACH TO THIS REPORT A SPREADSHEET CONTAINING:
(1) STUDENT NAMES, (2) WORKSITES, AND (3) HOURS WORKED FOR THIS REPORTING PERIOD.**

Report Summary:

1. Overview of student progress:
2. Overview of internship site feedback:
3. Additional program feedback:

Reporting Individual's Signature: _____

Reviewing County Staff Signature: _____

ORANGE COUNTY SUMMER YOUTH EMPLOYMENT PROGRAM

Program Completion Report

1. Number of students who completed the program:
2. Percentage of students who were hired by internship site as permanent staff:
3. Number of student households eligible for Family Self Sufficiency Program:
4. Total amount of wages paid to interns for duration of program: