



Interoffice Memorandum

January 6, 2020

AGENDA ITEM

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

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

From: Edmund L. Thralls, Acting Manager
Cooperative Extension Division

SUBJECT: Consent Agenda Item – January 14, 2020
Cooperative Extension Division Employment Agreement

Cooperative Extension in Orange County is administered through, and supported by, the University of Florida in collaboration with Orange County Government. Pursuant to Florida Statutes Section 1004.37(3), recommendations for Extension positions are to be presented for acceptance by the Board.

The University has conducted a search and recommends Hannah Wooten as the new Orange County Extension Agent I, Commercial Horticulture. Ms. Wooten will be filling an existing and budgeted vacant position. In accordance with the existing agreement between the County and the University for this program, the annual salary will be \$51,000 with a 90%/10% split in funding sources between Orange County \$45,900 (90%) and the University of Florida \$5,100 (10%).

Ms. Wooten will be responsible for providing leadership for the development, implementation, and evaluation of Extension education programs for the commercial landscape and pest control industry in Orange County in collaboration with a team of County Faculty, UF Specialists, and local citizen advisors. Ms. Wooten will also work closely with other community organizations and government entities to provide Green Industries – Best Management Practices, Integrated Pest Management, and Florida-Friendly Landscaping Principles™ for training of members in the commercial landscape industry and conduct commercial pesticide license training and testing for the commercial pest control businesses in Orange County.

Ms. Wooten has completed 50% of her requirements for a Master of Science degree in Agroecology and is expected to graduate in 2021. A copy of the job description and Ms. Wooten's resume, along with the position letter from the University of Florida are attached. Ms. Wooten's anticipated start date is January 27, 2020.

ACTION REQUESTED: Acceptance of University of Florida's appointment of Hannah Wooten as Orange County Extension Agent I, Commercial Horticulture. All Districts

ET:jam

Attachment(s)

c: Randy Singh, Deputy County Administrator
Yolanda Brown, Fiscal Manager, Community and Family Services Department



Position # 0001-3965

Requisition # 51368

Classification Title: Extension Agent I, II, or III – Commercial Horticulture

Application deadline: 17 September 2019

Job Description:

The Florida Cooperative Extension Service is a partnership between state, federal, and county governments that provides quality, relevant education and research-based expertise to foster healthy people, a healthy environment, and a healthy economy. We are the resource that helps educate Floridians to address issues related to agriculture, natural resources, youth development, families and communities.

University of Florida/IFAS Extension and Orange County Government seek to fill a full-time permanent status-accruing Commercial Horticulture Extension Agent position with a self-starting, energetic, team-oriented individual. As the Agent, you will design, conduct and evaluate community-based extension educational programming for commercial clientele in the areas of Green Industries Best Management Practices, Integrated Pest Management, and Florida-Friendly Landscaping™ Principles. You will also coordinate with the Florida Department of Agriculture and Consumer Services and the Univ. of Florida to conduct Orange County commercial pesticide license training and testing, and provide management and oversight of the commercial landscape contract for the UF/IFAS Extension Orange County Education Center.

We expect you to have a working knowledge of horticulture and experience with diagnostic skills, best management practices, soils, plant nutrition, arboriculture, and pest identification and management. You will work with other agents, agencies, and groups on cooperative educational efforts designed to produce positive practices with higher impact. You will develop or assist with 4-H Youth Development activities as appropriate.

You will develop and maintain an advisory committee to assess client needs and program priorities. You will create an annual plan of work and report of accomplishment based on the input of the advisory committee. Additional faculty reports will be required. We expect you to employ skills in effective organization and record keeping, and to respond to clients in a timely and professional manner. This position requires you to work with agencies and organizations in interdisciplinary projects, develop creative works (presentations, posters, slide shows, etc.), write non-technical people-friendly publications, seek extramural funding, and participate in professional societies.

You will occasionally assume other responsibilities that benefit the total county extension program as assigned by the County Extension Director and/or the District Extension Director. We expect you to attain promotion and permanent status according to UF guidelines.

Candidates will be reviewed as applications are received, but interviews might not be scheduled until 4 to 6 weeks after the position closing date. As a joint state/county appointment, the hired candidate will follow all policies relating to UF/IFAS Extension and Orange County.

Minimum requirements:

You must have a bachelor's degree in horticulture or a related field. If you have solely a bachelor's degree upon hire, we want you to continue to grow in your career. As such, we expect you to make at least 50% progress towards obtaining your master's degree within the first 6 years of employment. Course work completed within the State University System of Florida comes with a tuition waiver.

A professional schedule that allows for irregular hours is necessary. Proficiency with computer technology, software applications, and internet use is required. A valid driver's license as well as national background screening are requirements of this position.

Preferred qualifications:

Highly desirable are a master's degree, professional experience in the field (Florida Certified Horticulture Professional Certification is a plus), Spanish/English bilingual ability, arborist certification (ISA Certified Arborist is a plus), and familiarity with or willingness to learn webpage design software and online tools in educational technology. Expertise in getting groups to work together for a higher goal, managing competing priorities, and adaptability to handle unexpected situations is a plus for this role. You must be an effective written and verbal communicator, feel comfortable presenting in front of small and large groups, be able to establish solid partnerships, and find innovative ways to attract new audiences.

Further information:

Extension is a partnership between state, federal, and county governments to provide scientific knowledge and expertise to the public. As such, all partners are involved in the supervision of the office and contribute to the salary and support resources. The primary goal of Extension is to disseminate the latest knowledge and applicable technologies in agriculture, human and natural resources, and the life sciences in order to sustain and enhance the quality of human life. The UF/IFAS mission is accomplished through extension faculty members, scientists, educators, administrative staff, and volunteers working cohesively throughout Florida's 67 counties.

Application Instructions

Apply at <http://apply.interfolio.com/67190> by 11:59 p.m. (Eastern) of the posting end date, and attach:

- Cover letter that describes how your experience and qualifications have prepared you for this position
- Résumé or Curriculum vitae

The following documents are required and may either be submitted through the above link at the time of application, or sent separately to our office (below).

- Previous Employment Form (located at http://personnel.ifas.ufl.edu/prev_employment.pdf).
- Unofficial copies of all transcripts and/or coursework of your academic degrees
- A minimum of 3 reference rating forms (located at http://personnel.ifas.ufl.edu/ref_form.pdf) from your professional/academic references. Reference forms will be kept on file for 1 year and will be automatically used with any of our extension agent positions you apply for during that time.

Reference rating forms and unofficial transcripts not submitted at the time of application should be submitted/postmarked by the next business day after the position's closing date. They may be submitted to:

Ms. Dana LeCuyer
UF IFAS Human Resources
Faculty Recruitment and Hiring
P O Box 110281
Gainesville, FL 32611-0281
dlecuyer@ufl.edu
Fax: (352) 392-3226

Selected candidate will be required to provide an official transcript to the hiring department upon hire. A transcript will not be considered "official" if a designation of "Issued to Student" is visible. Degrees earned from an education institution outside of the United States are required to be evaluated by a professional credentialing service provider approved by National Association of Credential Evaluation Services (NACES).

If an accommodation due to a disability is needed to apply for this position, please call 352-392-2477 or the Florida Relay System at 800-955-8771 (TDD). Hiring is contingent upon eligibility to work in the US. Searches are conducted in accordance with Florida's Sunshine Law.

The University of Florida is an Equal Opportunity Institution dedicated to building a broadly diverse and inclusive faculty and staff. The Institute of Food and Agricultural Sciences is committed to creating an environment that affirms diversity across a variety of dimensions, including ability, class, ethnicity/race, gender identity and expression. We particularly welcome applicants who can contribute to such an environment through their scholarship, teaching, mentoring, and professional service. The University and greater Gainesville community enjoy a diversity of cultural events, restaurants, year-round outdoor recreational activities, and social opportunities.

1316 Swann Avenue
Orlando, Florida 32809

September 16, 2019

Ms. Dana LeCuyer
UF IFAS Human Resources
Faculty Recruitment and Hiring
P O Box 110281
Gainesville, FL 32611-0281

Dear Ms. LeCuyer,

Please accept my application for the University of Florida Institute of Food and Agricultural Sciences Extension Agent of Commercial Horticulture in Orange County, Florida. My love of Florida's natural ecology paired with a mission to increase sustainability within my community are the reasons that I have pursued a professional career educating people about plants.

My experiences over the past ten years have prepared me for new opportunities to lead and to grow as the Commercial Horticulture Agent in Orange County. Currently, I am celebrating four years as UF/IFAS Extension Agent in Seminole County for Sustainable Agriculture and Food Systems. I educate farmers and landscapers about practices that can increase their sustainability economically, environmentally, and socially. I manage and enhance revenues, market to target audiences, and evaluate and report on program success and impact. Specifically, I train pesticide examinees and administer exams, instruct GI- BMP classes, and employ Integrated Pest Management strategies, in addition to many other roles. My networking and communication skills have resulted in a robust community of partners in Central Florida, and across the state. I have been recognized professionally with accolades and awards for my outstanding Extension Programs and teamwork. I am also progressing through my Master of Science Degree in Agroecology at the University of Florida with graduation in 2021.

Prior to starting my rewarding career with UF/IFAS, I was Executive Assistant of Research and Development at OrganicaWorld, LLC for two years, where I managed hydroponic research projects in addition to the design and install of landscapes on the property. Additionally, I have experience in native landscaping from an internship at Sanibel- Captiva Conservation Foundation, and three years of greenhouse plant collection management at Valencia College during school.

I aim to continue to learn and grow with UF/IFAS Extension. For reasons both professional and personal, I am so excited to have the opportunity to expand my skills and experiences in an urban extension county with over 1 million residents that need beautiful and sustainable landscapes to enjoy every single day for generations to come.

Sincerely,

Hannah Wooten

Hannah Wooten
1316 Swann Ave.
Orlando, FL 32809
321-439-3451
hannahfwooten@gmail.com

Objective

Provide quality, relevant, research-based horticultural expertise and audience targeted education to support a community that is environmentally, economically, and socially sustainable.

Academics

University of Florida, Master of Science in Agroecology Graduate Summer 2021

University of Florida, Certificate in Teaching and Learning in Extension April 2016

University of Florida August 2013
Bachelor of Science in Landscape and Nursery Horticulture
Minor in Management and Sales in Agribusiness

Work Experience

UF/IFAS Extension Seminole County, Sanford, FL **Sept 2015- present**

Extension Agent, Sustainable Agriculture & Food Systems

- Manage annual budget with emphasis on revenue generation
- Perform administrative tasks including scheduling, reporting, editing, correspondence
- Conduct biannual BOCC Agricultural Advisory Committee meetings
- Provide trainings on GI- BMP and Pesticide Licensing and CEUs according to FDACS
- Initiate and maintain revenue enhancing partnerships
 - John E. Polk Correctional Facility Hydroponics Program- \$2000 per 5-day class
- Develop educational materials, target markets, teach, evaluate, and adapt programs
 - Integrated Pest Management, Farm Tours, Hydroponics, Chickens, Beekeeping
- Advisory member to FL- SARE, Seminole County Farm Bureau, and IDEAS for Us
- Grant and award recipient individually and on teams
 - 2 team awards, 2 personal awards, 1 grant team
- Presents at state and national professional conferences, including FSHS
 - 5 national, 5 state
- International recognition through YouTube education about hydroponics with 200,000+ views: <https://www.youtube.com/watch?v=GQey35Tt24I>
- Report progress monthly and annually to directors
- Junior District Director in professional association FACAA

OrganicaWorld, LLC, Groveland, FL

Dec 2013- Aug 2015

Executive Assistant of Research and Development

- Plan, design, manage, research, evaluate, analyze advanced hydroponic research

- Report to and assist Director of R&D with administrative tasks including training and scheduling team, developing SOPs, and manufacture nutraceutical products
- Apply for and oversee grants; awarded \$250,000 Ag Cost Share from SJRWMD
- Create and edit marketing materials and product labels
- Organized and led facility tours
- Manage technicians and farm labor growing field and ornamental crops

Valencia College, Orlando, FL

Feb 2011- Aug 2013

Greenhouse Manager/ Laboratory Assistant II

- Manage and maintain greenhouse collection featuring over 350 plant species
 - Ferns, Orchids, bromeliads, Asian pitcher plants, tropical fruit trees, mints, arrow poisons, sundews, Venus fly traps, agaves, cactus, succulent
 - Propagate, prune, transplant, fertilize, IPM, irrigation, pH and EC, plant labeling, greenhouse maintenance, operate computerized climate controls
- Coordinate and lead greenhouse tours for college classes
 - Initiated first off-campus tour for Leu Gardens volunteers
- Prepare Biology labs according to protocol, assist professors with experimental design, execution, and troubleshooting, hazardous waste disposal, and MSDS
- Conduct inventory each semester and improved inventory sheets using Excel

Barnie's Coffee and Tea, Orlando, FL

October 2008- June 2011

Manager and Key holder

- Manage staff on shift, complete daily paperwork, count and deposit money
- Engage in sales and customer service
- Trained staff to create optimal coffee experience and became company training store
- Participate in and prepare for events such as Food and Wine festivals

Internship

Sanibel Captiva Conservation Foundation

Sept. 2013- Dec. 2013

Native Plant Nursery, Intern

- Maintained nursery's 200+ species, planted and preserved native landscapes

UF Mid-Florida Research and Education Center

May 2012-Feb 2013

Soil and Water Science Lab, Brian Pearson, PhD., Student Intern

- Researched the effects of mulching on soil hydrology of a typical urban Florida soil
- Executed experimental design, data collection, and chemical analysis
- Performed data entry and data analysis using Microsoft Excel
- Conducted pilot research study on *Humulus lupulus* (hop) production viability in Florida

References*

- Liz Felter, *UF/IFAS RSA, Food Systems, MREC* September 2015- present
407-410-6961, lfelter@ufl.edu
- Barbara Hughes, *UF/IFAS CED Seminole County- retired* September 2015- present
407-416-2950, bahughes@ufl.edu
- Shane Michael, *UF/IFAS CED Seminole County* September 2015- present
407-665-5556, shanemic@ufl.edu
- Bobby Beagles, *Orange County Farm Bureau Executive Director* February 2018- present
407-568-4628, brbeagles@gmail.com
- Lee Perry, *IDEAS for Us Executive Director* September 2017- present
407-314-1761, Lee.Perry@IDEASforUs.org
- William Huggins, ND. *Director R&D, OrganicaWorld, LLC* August 2013- present
727-204-5393, drbillnd@gmail.com
- Steve Myers, *Professor of Biology, Valencia College* October 2008- present
407-582-2205, smyers@valenciacollege.edu
- Brian Pearson, Ph.D., *Environmental Horticulture, UF-MREC* January 2012- present
407-410-6930, bpearson@ufl.edu
- Javier Garces, Ph.D., *Chair, Landscape and Horticulture, Valencia College* Aug. 2011- present
407- 582-1820, jgarces3@valenciacollege.edu

*additional references available upon request



Office of District Extension Director – Central

Tim Momol
2142 Shealy Dr. Rm. 233
PO Box 110220
Gainesville, FL 32611-0220
352-392-1781
352-294-3544 Fax
tmomol@ufl.edu

November 18, 2019

Ms. Hannah Wooten
1316 Swann Ave.
Orlando, FL 32809

Dear Ms. Wooten:

I am pleased to offer you the position of Orange County Extension Agent I, Commercial Horticulture, position 0001-3965 beginning Monday, January 27, 2020*. The annual salary will be \$51,000.00 with a 90%/10 % split in funding sources between Orange County \$45,900.00 (90%) and the University of Florida \$5,100.00 (10%). Please note your employment is contingent upon your passing the county's prescreening process and approval of the Orange County Board of County Commissioners. This offer is also contingent on a successful pre-employment screening which includes a review of criminal records, reference checks, and verification of education by the University of Florida. *The beginning date is subject to change based on the date that the background screening results are received. An employee cannot start working until the background screening results are received in HR.

As an Extension Agent I, Commercial Horticulture you will work under the direction of the Orange County Extension Director (CED) and the Central District Extension Director (DED), Dr. Tim Momol. As with all County Extension faculty, your plan of work, report of accomplishments, and annual performance reviews will be under the supervision of the CED & DED. The assigned duties and responsibilities for this position are 100% Extension. Your assignments may be subject to change at the discretion of the CED/DED based on the needs of the department.

Your appointment is subject to the constitution and laws of the State of Florida and the rules and regulations of the Board of Trustees of the University of Florida.

Special conditions of your employment:

1. If you propose to engage in any outside activity or have a potential conflict of interest, you shall notify your supervisor in writing (using the proper University of Florida forms) prior to engaging in these activities. Such notification must be done annually (effective July 1 for future academic years) for as long as you continue to engage in such activity or have such conflict of interest.
2. There is also considerable travel with evening and weekend meetings, which may or may not be by personal vehicle.

Hannah Wooten
November 18, 2019
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We are impressed with your skills and believe you will find your new position to be challenging, interesting, and rewarding.

Please sign below and return original to me.

Sincerely,


Tim Momol

Tim Momol, Ph.D.
Professor and
Central District Extension Director

TM/nw

cc: Becky Redmond
Ed Thralls

I, Hannah Wooten, do accept the position as described above and agree to the salary and all conditions set forth in this letter.


Signature

11/20/2019 | 1:06 PM EST

Date