



**Interoffice Memorandum**

January 25, 2023

**AGENDA ITEM**

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

FROM: Dr. Tracy Salem, Deputy Director  
Community and Family Services Department

A handwritten signature in black ink, appearing to read "Tracy Salem", written over the printed name of the sender.

CONTACT: **Lynnsey Hicks, Senior Contract Administrator**  
**Youth and Family Services Division**  
**(407) 836-6521**

SUBJECT: **Consent Agenda Item – February 7, 2023**  
Affiliation Agreement for Experiential Learning Placement Program  
between Orange County, Florida and the University of Kentucky

The University of Kentucky provides accredited programs within various fields of study, such as social work, and requires that students enrolled within those programs obtain "real world" experience. Orange County has served as a host agency for these interns, and the University of Kentucky wishes to secure experiential learning placements for their students in the Community and Family Services Department. The Agreement establishes an Experiential Learning Placement Program to facilitate the placement of the University's students in our Family Counseling Program to ensure that those placements are done in a manner that is beneficial to both the University's program of study and County operations. The term of the Agreement shall remain in effect from the date both parties execute the agreement through September 30, 2023. There is no cost to the County.

**ACTION REQUESTED: Approval and execution of Affiliation Agreement between Orange County, Florida and University of Kentucky, College of Social Work related to Experiential Learning Placement Program to facilitate the placement of students and authorization for the Mayor or designee to execute any amendments to this agreement. There is no cost to the County.**

DM/lh:jamh

Attachment

c: Yolanda S. Brown, Fiscal Manager, Community and Family Services  
Diana Mendez, Medical and Mental Health Services Administrator, Youth  
and Family Services Division

---

**AFFILIATION AGREEMENT**  
*between*  
**ORANGE COUNTY, FLORIDA**  
*and*  
**UNIVERSITY OF KENTUCKY, COLLEGE OF SOCIAL WORK**  
*related to*  
**EXPERIENTIAL LEARNING PLACEMENT PROGRAM**

---

**THIS AFFILIATION AGREEMENT** (“Agreement”) is entered into by and between **ORANGE COUNTY, FLORIDA** (the “County”), a charter county and political subdivision of the State of Florida located at 201 South Rosalind Avenue, Orlando, Florida 32801, for the benefit of certain County departments and divisions and **UNIVERSITY OF KENTUCKY, COLLEGE OF SOCIAL WORK** (the “University”), a Kentucky public university located at 900 South Limestone Street, Lexington, Kentucky 40536, for the benefit of certain University departments. The County and the University may be referred to herein individually as “party” or collectively as “parties.”

**WHEREAS**, the University provides accredited programs within various fields of study, a list of which is attached to this Agreement as **Exhibit “A”**, and desires that students enrolled within these programs are afforded the opportunity to obtain “real world” experience by securing experiential learning placements (also known as “internships” or “externships”) with third parties;

**WHEREAS**, the County has the appropriate placement departments and divisions, as well as the requisite supervisory personnel to provide the University’s students with experiential learning placements that are relevant to the University’s programs of study, a list of which is attached to this Agreement as **Exhibit “B”**; and

**WHEREAS**, the County and the University desire to establish and implement an Experiential Learning Placement Program (the “Program”) in order to facilitate the placement of the University’s students at the County’s participating placement departments and divisions in order to ensure that those placements are done in a manner that is beneficial to both the University’s programs of study and the County’s operations.

**NOW AND THEREFORE**, in consideration of the mutual promises herein, the University and the County agree as follows:

**Section 1. Recitals.** The above recitals are true and correct, and are hereby incorporated as a material part of this Agreement.

**Section 2. Documents.**

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

1. This Agreement;
2. **Exhibit A:** Participating University Departments;
3. **Exhibit B:** Participating County Placements Departments and Divisions; and
4. **Exhibit C:** Experiential Learning Placement Program Internship Application.

**Section 3. Definition of “Intern”.**

A. Under this Agreement, and the Program described in this Agreement, an “Intern” is an individual – whether paid, unpaid, or obtaining academic credit – that for the duration of their participation in this Program is:

1. Enrolled as an active student at the University; and
2. Is engaging in an experiential learning placement that is beneficial to both that student and to the County facility at which that placement is located.

B. For the purposes of this Agreement, and the Program described herein, an Intern is **not** a student, or any University faculty, staff, associate, or volunteer that is pursuing research or observational objectives.

**Section 4. Responsibilities of the County.**

A. The County shall:

1. Designate a person within each of the County’s participating departments and divisions to serve as liaison (“County Liaison”) and provide to the University, in writing, the name, contact information, and professional credentials of the County Liaison prior to the beginning of any Intern’s experiential learning placement;
2. Ensure that all Interns meet the County’s hiring standards and provide Interns with an appropriate orientation regarding the County’s policies and procedures;
3. Provide Interns with the opportunity to obtain “real world” experience under appropriate supervision;
4. Notify the University in writing, of any Intern whose work or conduct with the County’s clients, patients, students, or personnel is not, in the sole opinion of the County, in compliance with acceptable procedures or standards of performance, or could otherwise disrupt patient care or the County’s operations;
5. Retain ultimate responsibility for the work-place and its operations;

6. Endeavor to comply with all applicable requirements of any accreditation authority over the County or University and certify such compliance to the University upon request; and
7. Permit the authority responsible for accreditation of the University's curriculum to inspect the participating County department or division facilities, services, and other related items during the regular hours of operations of those facilities, services, and other related items.

**Section 5. Responsibilities of University.**

A. The University shall:

1. Designate a member of the University faculty ("University Liaison") within each participating University Department to coordinate the educational experience of participating students with the relevant County Liaison. The University shall provide to the County the name and applicable contact information of the University Liaison prior to the beginning of any Intern's experiential learning placement;
2. Assigns only those students to serve as Interns who have satisfactorily completed the portions of the University's curricula which are a prerequisite for participation in the Program;
3. Require all University staff and faculty associated with the Program to:
  - a. Comply with the confidentiality requirements of HIPAA and this Agreement; and
  - b. Report any and all suspected breaches of those requirements in the manner required by this Agreement.
4. Inform Interns participating in the Program that those Interns shall:
  - a. Complete the County's Experiential Learning Placement Program Internship Application ("Internship Application"), the current version of which is attached to this Agreement as **Exhibit "C"** and which may be revised and redistributed to the University by the County without need to amend this Agreement;
  - b. Wear appropriate attire or the assigned uniform while on duty;
  - c. Wear, at all times, a pictured name tag identifying his or her status with the University;

- d. Comply with the County's policies and procedures including, but not limited to, the County's policies on confidentiality and disclosure of information, as well as the requirements related to and responsibilities under HIPAA, in keeping with the requirements of the "HIPAA Privacy and Security Rules" Section of this Agreement;
- e. Comply with all applicable federal, State, and local laws, ordinances, rules and regulations; and
- f. Obtain **prior** written approval of both parties to this Agreement before publishing any material in any journals, books, periodicals or other similar outlets related to the learning experiential provided under the terms of this Agreement.

**Section 6. Health Insurance and Emergency Care.**

A. **Health Insurance.** The University shall require all Interns to carry health insurance and shall provide verification of that health insurance to the County upon request. Failure by the County to verify an Intern's health insurance does not in any way relieve the University of its responsibility under this provision.

B. **Emergency Care.** Should, while an Intern is participating in the Program or in the Program facility, emergency care becomes necessary for that Intern due to accidental injury, illness, or exposure to an infectious or environmental hazard, the County will arrange for immediate emergency care for the Intern, but will not be responsible for any associated costs including, but not limited to, any costs involving follow up care or hospitalization.

**Section 7. Hiring and Screening Procedures.**

A. No later than thirty (30) days prior to the beginning of the upcoming semester, the University Liaison for a participating University department shall provide the completed Intern Applications to the County Liaison of the relevant County departments or divisions with which its Interns wish to obtain an experiential learning placement. If an Intern's departmental supervision is not listed in **Exhibit "A"**, the University shall also provide the County, in writing, the name and contact information of that intern's departmental supervisor.

B. **All Interns.** The University acknowledges that all interns selected to participate in the Program by the County shall meet the County's hiring standards, regardless if they are paid or unpaid. The County reserves the right to deny participation to any Intern, including any who do not complete the County's Student Intern Employment Agreement or who refuse to provide all required documentation (such as photo identification or driver's license, social security card, official transcripts, etc.) prior to that Intern's placement with the County.

C. **Interns with Vulnerable Population Contact.** All Interns present on the County's premises and who, by nature of their experiential learning placement, will be engaged in the provision of services to "vulnerable persons" as defined in Section 435.02, Florida Statutes

(“Vulnerable Persons”), may be required to complete a background screening in compliance with Section 435.04 (Level 2 screening standards), Florida Statutes. **Such screening shall not be conducted at the County’s expense.**

1. All individuals in positions (whether paid or unpaid) requiring Level 2 screenings shall be subject to – and shall complete – such screenings prior to access, supervision, or direct care of any Vulnerable Person under the Agreement. Screenings shall include an initial Level 2 background screening with additional Level 2 background screening performed thereafter at five (5) year intervals.
2. Level 2 background screenings shall consist of an employment history check which shall include fingerprinting. Fingerprinting shall be used to process the following screenings:
  - a. Statewide Criminal and Juvenile Records Check through the Florida Department of Law Enforcement;
  - b. Federal Criminal Records Check through the FBI; and
  - c. May include Local Criminal Records Check through Local Law Enforcement.
3. The County shall identify the Interns who will need Level 2 background screening and inform the University.
4. The University shall:
  - a. Ensure that those identified Interns undergo a background screening that meets the requirements of Section 435.04, Florida Statutes; and
  - b. Review the results of the identified Interns background screenings and provide written assurance to the County that: (i) the background screenings for those Interns were adequately completed; and (ii) the Interns meet the criteria in Section 435.04, Florida Statutes, to work with Vulnerable Populations.
  - c. The County reserves the right to review the background screening results of any Intern whose background screening for whom the University has provided written assurance upon request.

**Section 8.** **No Guarantee of Placement.** Both the County and the University acknowledge that neither party guarantees placement, or the maintained placement, of any applicant to, or Intern within, the Program.

**Section 9.** **Removal from Premises.** The County may, in its sole and absolute discretion, remove any University faculty, employee, student or Intern from the County’s premises or Program at any time. In such event the removal is of an Intern, said Intern’s participation in all

assignments with the respective placement department or division shall immediately cease, and they shall only be permitted to resume such assignments upon mutual agreement by the County and the University. To assist UNIVERSITY in its due process obligations to a student removed from the program, the County agrees to provide a written statement of the reasons for the withdrawal or exclusion.

**Section 10. HIPAA Privacy and Security Rules.**

A. The County shall provide all Interns with compliance training in the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. §1320d through d-8 (“HIPAA”) and the requirements of any regulations promulgated thereunder including, without limitation, the federal privacy regulations as contained in 45 CFR Part 164 (the “Federal Security Regulations”), prior to any Intern’s participation in the Program.

B. By execution of this Agreement, the University hereby certifies that no Intern shall be expected to share or disclose to the University – including the Intern’s supervisory faculty or any other University employee – any information or data that:

1. Is protected health or personally identifiable information; or
2. Has not been “de-identified” in compliance with the HIPAA Safe Harbor Standard, 45 CFR §165.514.

C. Within forty-eight (48) hours of discovery, the University shall report to the County’s HIPAA Privacy Officer any use or disclosure in violation of this Agreement, HIPAA, the Federal Privacy Regulations, or the Federal Security Regulations of the patient’s Protected Health Information (“PHI”). The County’s HIPAA Privacy Officer shall be contacted at:

**Orange County HIPAA Privacy Officer**  
2002 A. East Michigan Street  
Orlando, FL 32806  
Privacy.Officer@ocfl.net

**Section 11. Term of Agreement.**

A. **Term.** This Agreement shall remain in effect from the date both parties execute the agreement through September 30, 2023.

B. **Automatic Renewal.** Unless terminated by one of the parties pursuant to the Termination provisions of this Agreement, this Agreement shall automatically renew on an annual basis beginning on September 30, 2023 for three (3) additional annual periods.

C. **Permitted Extension of Term.** The parties hereby agree that the terms of this Agreement shall be extended to permit Interns enrolled in the Program at the time of termination to complete their participation in the Program with the County, so long as they remain compliant with the requirements set forth in this Agreement. For the purposes of this section, “termination” covers

both a lack of timely renewal as well as termination with or without cause as provided for in this Agreement.

**Section 12. Termination of Agreement.** Either party may cancel this Agreement at any time, either with or without cause. The terminating party shall give the other party thirty (30) days written notice of its intention to terminate this Agreement, with or without cause. If such notice is given, this Agreement shall terminate at the end of the thirty (30) days' notice.

**Section 13. Notices.** All notices under this Agreement shall be in writing and delivered by hand delivery, express courier, or United States Postal Service certified mail with return receipt requested, and shall be effective upon receipt of the same. Notices shall be delivered to the applicable University Liaison and County Liaison, as identified in **Exhibits "A" and "B"**, and to each of the parties at the following addresses or at such other addresses as specified by written notice in compliance with the terms of the paragraph.

**To the County:** Orange County, Florida  
Attn: Director of Human Resources Division  
P.O. Box 1393  
Orlando, FL 32082-1393

**Copy to:** Orange County Administrator  
P.O. Box 1393  
Orlando, FL 32802-1393

**To the University:** Provide notice to the Intern's University Liaison using the relevant contact information provided in **Exhibit "A"**.

**Copy to:** University of Kentucky  
Office of Strategic Healthcare Contracting  
317 Charles T. Wethington Building  
900 South Limestone Street  
Lexington, KY 40536-0200

**Section 14. Independent Contractor.** The relationship of the parties under this Agreement shall be an independent contractor relationship, and not an agency, employment, joint venture or partnership relationship. Neither party shall have the power to contract in the name of the other party. All persons employed by a party in connection with this Agreement shall be considered employees of that party and shall in no way, either directly or indirectly, be considered employees or agents of the other party. The University's students shall participate in the Program for the sole purpose of fulfilling specific requirements for clinical experiences as part of a degree requirement and, therefore, the University's students are not to be considered employees or agents of either the University or the County for any purpose, including Workers' Compensation, employee benefits programs, or other form of compensation.

**Section 15.** Intentionally omitted.



**Section 16.** **Insurance.** Each party shall procure and maintain a program of self-insurance or commercial insurance to protect itself and its officials and employees against any applicable exposure including but not limited to workers' compensation, commercial general liability and professional liability. Nothing contained herein shall constitute a waiver of sovereign immunity or any sovereign immunity provisions afforded by law.

**Section 17.** **Records Management.** The University shall retain copies of all records associated with this Agreement for a period of five (5) years from the date of termination. In the event of litigation, claim, or audit findings, the record retention period shall be five (5) years from the time of the resolution of the litigation, claim, or audit findings. Should the University dissolve or otherwise terminate this Agreement without the capability of retaining the records, as required by this Agreement, all such records shall be transferred to the County.

**Section 18.** **Public Records.**

A. All books, documents, records, and accounts related to this Agreement shall be subject to the applicable provisions of the Florida Public Records Act, Chapter 119, Florida Statutes. All records or documents created by, or provided to the County, the University, or Intern under the terms of this Agreement are public records or documents made in accordance with Section 119.07, Florida Statutes. If the record requested is in the possession of an Intern, the University agrees to assist the County in obtaining the record, if necessary.

B. The University shall make available copies of all records associated with this Agreement for examination or inspection, subject to applicable public records exemptions. The University shall comply with all requests for public records associated with this Agreement in accordance with Florida's Public Records Law and other applicable State law requirements. The County shall make available copies of all records associated with this Agreement for examination or inspection. The County shall comply with all requests for public records associated with this Agreement in accordance with Florida's Public Records Law and other applicable State law requirements.

C. If the University has questions regarding the application of Chapter 119, Florida Statutes, to the University's duty to provide Public Records relating to this Agreement, the University will contact the Procurement Records Liaison at 400 East South Street, 2<sup>nd</sup> Floor, Orlando, Florida 32801, ProcurementRecords@ocfl.net, (407) 836-5897. If the County has questions regarding the application of Chapter 119, Florida Statutes, to the County's duty to provide Public Records relating to this Agreement, the County will contact the University's Custodian of Public Records at Address: University of Kentucky, ATTN: Amy Spagnuolo, Director of Open Records, 301 Main Building, Lexington, KY 40506-0032; or as otherwise directed in writing.

D. If both parties to this Agreement are subject to the requirements of Chapter 119, Florida Statutes, then each party will comply with its obligations under Chapter 119, Florida Statutes, and each party will cooperate with the other in the handling of public records created under this Agreement. Notwithstanding anything set forth in any provision of this Agreement to the contrary, neither party will be required to modify records kept in the normal course of business by that party in order to provide copies of those records to the other party, and neither party will be required to destroy any records in its custody in violation of Chapter 119, Florida Statutes.

**Section 19. General Provisions.**

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 either party's sovereign immunity or the protections and provisions of Section 768. 28, Florida Statutes.

C. **Tobacco Free Campus.** All County operations under the Board of County Commissioners shall be tobacco free. This policy shall apply to parking lots, parks, break areas and worksites. It is also applicable to the Interns and any of the University's personnel for the duration of their participation in the Program. Tobacco is defined as tobacco products, including, but not limited to, cigars, cigarettes, e-cigarettes, pipes, chewing tobacco, and snuff. Failure to abide by this policy may result in any individual on the County's premises pursuant to this Agreement to have their experimental learning placement terminated.

D. **No 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.

E. **Non-Exclusive Agreement.** This Agreement shall be non-exclusive to both parties providing both the University and the County the right to enter into agreements regarding the same or similar subject matter with other parties.

F. **Assignment.** 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. Subject to the foregoing, each party 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.

G. **Performance.** A delay in or failure of performance of either party that is caused by occurrences beyond the control of either party shall not constitute a default under this Agreement, nor shall any such delay give rise to any claim for damages.

H. **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 thereof, or preclude such party from the

exercise thereof 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.

I. **Remedies.** No remedy conferred at law or in this Agreement upon any party 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 given under this Agreement or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any rights, powers, or remedies under this Agreement shall preclude any other or further exercise that party's available rights, powers, or remedies.

J. **Counterparts.** This Agreement may be executed in one or more counterpart copies. Each counterpart copy shall constitute an agreement and all of the counterpart copies shall constitute one fully executed agreement.

K. **Applicable Law and Venue.** The parties agree to remain silent on governing law and venue.

L. **Attorney's Fees and Costs.** Unless explicitly otherwise stated in this Agreement, the parties shall each bear their own costs, expert fees, attorney's fees, and other fees incurred in connection with this Agreement and any dispute or litigation that arises either directly or indirectly from this Agreement.

M. **No Representative 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. This Agreement is not to be construed against any party as if it were the drafter of this Agreement.

N. **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 term, provision, covenant or condition of 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 the holding.

O. **Equal Opportunity and Nondiscrimination.** Pursuant to Section 17-288, Orange County Code, the County shall not extend public funds or resources in a manner as would encourage, perpetuate or foster discrimination. As such, any and all person(s) doing business with the County shall recognize and comply with the County's "Equal Opportunity and Nondiscrimination Policy", which is intended to ensure equal opportunities to every person, regardless of race, religion, sex, color, age, disability or national origin, in securing or holding employment in a field of work or labor for which the person is qualified. This policy is enforced by Section 17-314, Orange County Code, and the County's relevant Administrative Regulations, Section 17-290, Orange County

Code, memorializes the County's commitment to its Equal Opportunity and Nondiscrimination Policy, by requiring the following provisions in all County contracts:

1. The University represents that the University has adopted and shall maintain a policy of nondiscrimination as defined by applicable County ordinance through the term of this Agreement.
2. The University agrees that, on written request, the University shall permit reasonable access to all business records or employment, employment advertisement, application forms, and other pertinent data and records, by the county, for the purpose of investigating to ascertain compliance with the nondiscrimination provisions of this Agreement, provided, that the University shall not be required to produce for inspection records covering periods of time more than one year prior to the date of this Agreement.

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

**Q. Headings.** The headings or captions of articles, sections, or subsections used in this Agreement are for convenience of reference only and are not intended to define or limit their contents, nor are they to affect the construction of or to be taken into consideration in interpreting this Agreement.

**R. Authority of Signatory.** Each signatory below represents and warrants that he or she has full power and is duly authorized by their respective party to enter into and perform this Agreement. Such signatory also represents that he or she has fully reviewed and understands the above conditions and intends to fully abide by the conditions and terms of this Agreement as stated.

**S. Effective Date.** This Agreement shall become effective on the date upon which it has been fully executed by the parties.

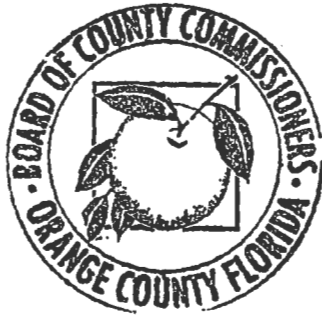
**T. Written Modification.**

1. No change in, modification of, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the full execution of this by authorized representatives of the County and University.
2. Notwithstanding the above provision, through its execution of this Agreement, the Board of County Commissioners of Orange County delegates the authority to the Director of the Human Resources Department to execute amendments to **Exhibits "A", "B", and "C"**, as needed for the efficient and effective administration of this Agreement.

*Affiliation Agreement*  
*Orange County, Florida and University of Kentucky, College of Social Work*

**Section 20. Entire Agreement.** This Agreement and any documents incorporated or attached to this Agreement sets forth and constitutes the entire agreement and understanding of the parties with respect to the subject about which this Agreement was drafted. This Agreement supersedes any and all prior agreements, negotiations, correspondence, undertakings, promises, covenants, arrangements, communications, representations, and warranties, whether oral or written, of any party to this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates set forth below.



**ORANGE COUNTY, FLORIDA**

By: Orange County Board of County Commissioners

By: *Jerry L. Demings*  
for Jerry L. Demings  
Orange County Mayor

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

By: *Katie Smith*  
Deputy Clerk

Date: February 7, 2023

**UNIVERSITY OF KENTUCKY**

By: *Robert S. DiPaola*  
Robert S. DiPaola, MD  
Provost

Date: 01/04/2023

By: *J. Jay Miller*  
J. Jay Miller, PhD  
Dean  
College of Social Work

Date: 01/04/2023



**Experiential Learning Placement Program  
Participating University Departments**

**EXHIBIT A**

**University Departments**

University of Kentucky  
College of Social Work

University Liaison: J. Jay Miller, PhD  
618B Patterson Office Tower  
Lexington, KY 40506  
(859) 257-6767  
Coswfield@uky.edu



**Community and Family Services Department**

**Youth and Family Services**

County Liaison: Tracy Salem, Manager  
1758 E. Michigan Street  
Orlando, FL 32806  
Phone (407) 836-7682  
Fax (407) 836-8929

**Citizens' Commission for Children**

County Liaison: Angela Chestang, Manager  
2100 E. Michigan Street  
Orlando, FL 32806  
Phone(407)836-6541  
Fax (407) 836-7629

**Community Action**

County Liaison: Lavon Williams, Manager  
2100 E. Michigan Street  
Orlando, FL 32806  
Phone: (407) 836-5614  
Fax: 407-836-7510

**Head Start Division**

County Liaison: Sonya Hill, Manager  
2100 E. Michigan Street  
Orlando, FL 32806  
Phone (407) 836-7409  
Fax (407) 836-7420  
(See attached list of participating locations.)

**Orange County Regional History Center**

County Liaison: Diane Masciale, Museum Services Coordinator  
65 East Central Boulevard  
Orlando, FL 32801  
Phone: (407) 836-8523  
Fax: (407) 245-0412



**Experiential Learning Placement Program  
Participating County Placement Departments and Divisions**



<p><b>ALOMA ELEMENTARY</b> 2949 Scarlet Road Winter Park, FL 32792 407-672-3100 x 3002278 Fax 836-2981 <b>Ctr Spr: Isis Alameda</b> <b>FSW Patrice Milton X 3002288</b></p>	<p><b>FRONTLINE OUTREACH</b> 3000 C. R. Smith Street Orlando, FL 32805 407-293-3000 <b>Ctr Spr: Tiffany Brown</b> <b>FSW Jamie Harrold 407-254-9458</b></p>	<p><b>SOUTHWOOD</b> 6225 Brookgreen Ave. Orlando, FL 32809 407 254-6768 Fax: 836-1934 <b>Ctr Spr: Dina Mathews</b> <b>FSW Laura Baumgartner 407-254-6764</b> <b>FSW Antonio Wright 407-254-6769</b></p>
<p><b>BITHLO</b> 18501 Washington Avenue Orlando, FL 32820 407 254-1928 Fax: 836-2982 <b>Ctr Spr: Isis Alameda</b> <b>FSW Patrice Milton 407 254-1907</b></p>	<p><b>HAL P. MARSTON</b> 3933 W.D. Judge Drive Orlando, FL 32808 407-836-8455 Fax: 836-8440 <b>Ctr Spr: Wilna Francois</b> <b>FSW Jessica Campbell 407-836-8433</b> <b>FSW Dwayne Horne 407-836-8462</b></p>	<p><b>TAFT</b> 9504 South Orange Ave Orlando, FL 32824 407-254-9274 Fax: 836-1940 <b>Ctr Spr: Mercedes Grullon</b> <b>FSW Tyrza Benitez 407-254-9270</b> <b>FSW Shayla Brown 407-254-9275</b></p>
<p><b>CALLAHAN</b> 101 N. Parramore Street Orlando, FL 32805 407 245-0910/0281 Fax: 836-2877 <b>Ctr Spr: Toinette Stenson</b> <b>FSW Dany Vincent 407 245-0910</b></p>	<p><b>JOHN H. BRIDGES</b> 445 W. 13<sup>th</sup> Street Apopka, FL 32703 407 254-9421 Fax: 836-1929 <b>Ctr Spr: Marcia Cotton</b> <b>FSW Maria Rivera 407-254-9422</b> <b>FSW Toja Burton 407-254-9423</b></p>	<p><b>THREE POINTS ELEMENTARY</b> 4001 South Goldenrod Road Orlando, FL 32822 407-207-3800 <b>Ctr Spr: Yira Rodriguez x 3982302</b> <b>FSW Arelys Vega x 3982288</b></p>
<p><b>DENTON JOHNSON</b> 400 Ruffel Street Eatonville, FL 32751 407 975-7422/7423 Fax: 836-2984 <b>Ctr Spr: Tonya Hale</b> <b>FSW Kathy Millsap 407 975-7422</b></p>	<p><b>LILA MITCHELL</b> 5151 Raleigh Street Orlando, FL 32811 407-254-9494 Fax: 836-1930 <b>Ctr Spr: John Holmes</b> <b>FSW Regina Melccio: 407-254-9484</b></p>	<p><b>VENTURA ELEMENTARY</b> 4400 Woodgate Blvd. Orlando, FL 32822 407-249-6400 X 4002283 Fax: 836-7486 <b>Ctr Spr: Tonya Hale Johnson</b> <b>FSW Jose Selles Torres 321-388-7031</b></p>
<p><b>DOVER SHORES ELEMENTARY</b> 900 Engel Drive Orlando, FL 32807 Fax: 836-7472 <b>Ctr Spr: Jaqueline Lopez 321-388-7294</b> <b>FSW Corey Johnson</b> 407-249-6330 x 3262279 or (c) 321-666-3015</p>	<p><b>MAXEY ELEMENTARY</b> 1100 E. Maple Street Winter Garden, FL 34787 877-5020 X 3612257 Fax: 836-1931 <b>Ctr Spr: Vivian Jones Burton</b> <b>FSW Kathy Millsap X 3612262</b></p>	<p><b>WS ELC – ANNEX</b> 2500 Bruton Blvd. Orlando, FL. 32811 407-250-6260 X 6352257 Fax: 836-1926 <b>Ctr Spr: Bethany Mortenson</b> <b>FSW Cordella Pearcey / Zackey Dancy</b> X 6352259 or X 6352270</p>
<p><b>EAST ORANGE</b> 12050 East Colonial Drive Orlando, FL 32826 407-254-9713 Fax: 836-2987 <b>Ctr Spr: Anabel Sepulveda</b> <b>FSW Luis Simonetti 407-254-9298</b> <b>Yanesty Garay 407-254-9297</b></p>	<p><b>McCOY ELEMENTARY</b> 5225 South Semoran Blvd. Orlando, FL 32822 407-249-6370 X 3624311 <b>Ctr Spr: Yira Rodriguez</b> <b>FSW Arelys Vega 407-249-6370 X 3622225</b></p>	<p><b>WS-ELEMENTARY</b> 944 West Lake Mann Drive. Orlando, FL. 32805 407-296-6540 X 4012242 <b>Ctr Spr: Tiffany Brown</b> <b>FSW Jessica Campbell</b></p>
<p><b>ENGELWOOD ELEMENTARY</b> 5985 La Costa Drive Orlando, FL 32807 Fax: 836-1927 <b>Ctr Spr: Jacqueline Lopez 321-388-7294</b> <b>FSW Jose Selles Torres</b> 407-249-6340 X 3347247 or (c) 321-388-7031</p>	<p><b>PINE HILLS COMM CTR</b> 6408 Jennings Road Orlando, FL 32818 407-254-9112 FAX : 836-8513 <b>Ctr Spr: Tambra Jackson</b> <b>FSW Syretta Brown 407-254-9110</b> <b>FSW Tiffany Jones 407-254-9193</b> <b>FSW Delrose Forbes 407 -254-9185</b></p>	<p><b>Main Office</b> 2100 East Michigan Street Orlando, Florida 32806 407-836-6590  <b>MOTORPOOL RESOURCE CENTER</b> 2010 E. Michigan St. 407-836-7401</p>
<p><b>EVANS COMMUNITY SCHOOL HEAD START</b> 4949 Silver Star Road Orlando, FL 32808 407-522-3400 X 6232626 Fax: 836-1928 <b>Ctr Spr: Vivian Jones Burton</b> <b>FSW Delrose Forbes</b></p>	<p><b>SOUTH ORLANDO YMCA</b> 810 W. Oak Ridge Road Orlando, FL 32809 407 254-1011 Fax: 836-1933 <b>Ctr Spr: Aturia Hall</b> <b>FSW Latasha Douglas 407-254-1017</b></p>	<p><b>WAREHOUSE</b> 6136 Hanging Moss Road Suite #260 Orlando, FL 32807 Pedro Berrios/Julio Grullon 407-636-9456</p>





Experiential Learning Placement Program Internship Application

EXHIBIT C

Form with fields for Last Name, First Name, Middle, Date, Address, City, State, Zip Code, Home Phone, Mobile Phone, Email, Emergency Contact Name, Relation, Phone, Current Occupation/Employer, Supervisor, Phone, University or University, Department/Program, Contact Person, Phone

Degree Currently Seeking: [ ] Bachelors [ ] Masters [ ] Doctoral [ ] Other \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Certifications/Licenses: \_\_\_\_\_ Computer/Language Skills: \_\_\_\_\_

Desired Internship Focus: [ ] Counseling/Psychology [ ] Community Relations [ ] Criminal Justice/Law [ ] Medical/Nursing [ ] Social Work [ ] Public Administration [ ] Finance/Accounting [ ] Other: \_\_\_\_\_

Desired County Placement\*: [ ] Citizens Comm. for Children [ ] Community Action [ ] Corrections Health [ ] Fire Rescue Headquarters [ ] Head Start Program [ ] Health Services Admin. [ ] Medical Clinic [ ] Medical Examiner [ ] Regional History Center [ ] Youth and Family Services [ ] Other: \_\_\_\_\_

Desired Semester: [ ] Fall [ ] Spr. [ ] Sum. Desired Start Date: \_\_\_/\_\_\_/\_\_\_ Desired End Date: \_\_\_/\_\_\_/\_\_\_ Hours Per Week: \_\_\_\_\_

INTERNSHIP AVAILABILITY

Table with 7 columns: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday. Rows for Mornings, Afternoons, Evenings.

Supervisory Requirements (if contract is required, please attach): \_\_\_\_\_

By submitting this application, I understand that: (1) I may be required to undergo a background check meets the requirements of Section 435.04, Florida Statutes; (2) the specific County departments/divisions to which I am applying for placement may require additional information from applicants; (3) if I am selected for a placement, I will be required to participate in training/orientation sessions; and (4) submitting an application does not guarantee that I will be selected for an internship placement with the County.

Intern Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

\*PLEASE BE SURE THAT THIS APPLICATION IS SUBMITTED TO THE CORRECT COUNTY LIAISON.

- FOR INTERNAL OFFICE USE ONLY -

Form with fields for Start Date, End Date, Work Location, Program, Supervisor, Background Checks (Local, Prelim, Final)