



INTEROFFICE MEMORANDUM
Family Services Department

July 7, 2017

To: Mayor Teresa Jacobs
and
Board of County Commissioners

Thru: Lonnie C. Bell, Jr., Director *DC for LCB*
Family Services Department

From: Richard Tyson, Manager
Cooperative Extension Division

SUBJECT: August 1, 2017 Consent Agenda Item
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 of County Commissioners.

The University has conducted a search and recommends Melinda H. Souers as the new Orange County Extension Agent II, 4-H Youth Development. Ms. Souers will be filling an existing and budgeted vacant position. The funding for this is split between the County (40%) and the University of Florida (60%) in accordance with the existing agreement between the County and the University for this program.

Ms. Souers will be responsible for providing leadership for the development, implementation and evaluation of the 4-H Youth Development program in Orange County in collaboration with a team of County Faculty, UF Specialists and local citizen advisors. Ms. Souers has a Master of Education degree. A copy of the job description and Ms. Souers' resume, along with the position letter from the University of Florida are attached. Ms. Souers' anticipated start date is August 14, 2017.

ACTION REQUESTED: Acceptance of University of Florida's appointment of Melinda H. Souers as Orange County Extension Agent II, 4-H Youth Development. All Districts.

cc: Randy Singh, Assistant County Administrator
Yolanda Brown, Manager, Fiscal & Human Resources Division, Family Services Department



UF/IFAS Extension
Central District

1052 McCarty Hall D
PO Box 110220
Gainesville, FL 32611-0220
352-392-1781
352-392-5259 Fax
tmomol@ufl.edu

June 5, 2017

Ms. Melinda H. Souers
3619 Crosley Ave.
St. Cloud, FL 34772

Dear Ms. Melinda Souers,

I am pleased to offer you the positions of Orange County Extension Agent II, 4-H Youth Development, position #0001-4067, beginning Wednesday, June 28, 2017. The salary will be \$60,000.00 with a 40%/60% split in funding source between Orange County, \$24,000.00/40% and the University of Florida, \$36,000.00/60%. 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.

As an Extension Agent II, 4-H Youth Development, you will work under the direction of Dr. Richard Tyson, Orange County Extension Director, (CED) and Dr. Tim Momol, the Central District Extension Director (DED). As with all County Extension Faculty your plan of work, report of accomplishments, and annual performance reviews will be under the supervision of the Central District Extension Director.

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.

The Foundation for The Gator Nation

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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 the signed copy to me via email (scan) or fax (352)392-5259 as soon as you can.

Sincerely,

Tim Wonal

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

TM/nw

**cc: Melanie Edmondson
Richard Tyson**

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

DocuSigned by:
Melinda H. Sowers

6/5/2017

Signature

Date _____

Melinda H. Souers

3619 Crosley Ave.
St. Cloud, FL 34772
(407)-301-8402 (c)
mhsouers@gmail.com

Objective

Resume career path as UF/IFAS Extension 4-H Youth Development Agent

Education and Certification

University of Florida, Bachelor of Science: Animal Science	1985
University of California, Davis, Master of Education	1992
Florida Department of Education Professional Certificate in Agriculture	2009

Professional Skills and Qualifications

- Veterinary Assisting Teacher, Harmony High School 2009 to present.
- UF/IFAS Extension 4-H Agent, Lake County Extension 1993-2004.
- 18+ years teaching in both classroom and non-formal educational settings.
- Successful in building community partnerships and advisory groups.
- Proven track record of program growth and recognition.
- Excellent oral and written communication skills.
- Strong program management and organizational skills.
- Proven ability to motivate and develop both youth and volunteer leadership.

Employment Experience

School District of Osceola County: Teacher, Harmony High School 2009-present

Responsible for developing and delivering curriculum for Vet 1- 5 courses, fostering community partnerships including student internship sites, coordinating and facilitating student industry FVMA certification, sponsoring affiliated student organizations, and managing school veterinary clinic serving the public with on-campus veterinary services.

UF/IFAS Lake County Extension: 4-H Youth Development Agent I/II 1993-2004

Responsible for the management, recruitment, training, marketing, resource development and programming for county 4-H program including both community clubs and school enrichment programs. Supervised full-time 4-H Secretary and Program Assistant. Program growth during tenure from 400 to 1200 community club members. Promotion to Agent II status September 1999.

University of California, Davis:

1990-1993

Graduate Research Assistant supported development of grant-funded high-school Agriscience curriculum. Graduate Teaching Assistant providing student support and grading of tests and essays.

Related Volunteer Experience

UF/IFAS Osceola County Extension

2004-2008

4-H Livestock/Horse Program Volunteer serving on the livestock advisory committee, as a record book judge, fair exhibit judge, workshop presenter, and 2008 Area D Horse Show committee hiring show judges.

Kissimmee Valley Livestock Show Volunteer

2006-2016

Auction committee for fair market animal sales

4-H/FFA Horse Show chair (2007)

4-H/FFA Horse Show co-chair (2006)

Teaching Awards and Recognition

Trailblazer Award, Osceola Animal Services

2015-2016

Harmony High School, Teacher of the Year

2012-2013

FACTE, Community Service Award

2010-2011

Harmony High School, First Year Teacher of the Year

2009-2010

Extension Awards and Professional Association Service

FAE4-HA and NAE4-HA Achievement in Service Award

2000

FAE4-HA Vice-President for Membership

2000

FAE4-HA Treasurer

1997-1999

FAE4-HA Teamwork Award for Citrus Program

1997

Lake County Toastmasters Communicator of the Year

1996

FAE4-HA Rookie of the Year Award

1996

FAE4-HA Communicator Award for Periodical

1996

FAE4-HA District Director

1995-1997

3619 Crosley Ave.
Saint Cloud, Florida 34772
(407)-301-8402 (c)

Melinda H. Souers

Dana LeCuyer, IFAS HR Faculty Recruitment
University of Florida
2044 McCarty Hall D
Gainesville, Florida 32611

March 13, 2017

Dear Ms. LeCuyer:

I am very pleased with the opportunity to be considered for the 4-H Youth Development Agent position in Orange County (position # 00014067). From 1993 to 2004, I served as the 4-H Youth Development Agent in Lake County before leaving to take time from my career to be a full-time parent to my two children. My time in Lake County was professionally fulfilling as reflected in program growth in both traditional club membership (300%) and school enrichment participants. The number of active volunteers increased as well to match the increased youth enrollment. For 10 years, I partnered with the Lake County Citrus Agent to create and facilitate the 4H Citrus Tree Project Contest at the Central Florida Fair, so I am familiar with the many of the activities and events that are a tradition with Orange County 4-H.

In 2009, I returned to work in education with the School District of Osceola County as a High School Agriculture/Veterinary Assisting teacher. During my eight-year tenure as the Veterinary Assisting teacher at Harmony High School, the program has made great progress in quality, rigor, and student opportunities as well as popularity with students and parents. When I began, I inherited a quality facility and supportive administration, but little in the way of established curriculum. Today there is a turn-key program with detailed unit studies, lesson plans and support materials in place to fully support the state framework, mandated testing, and the FVMA CVA certification exam. The on-site veterinary clinic has become a model of hands-on learning and a very positive community relations vehicle. This element of the program would not be possible without the support of local veterinarians, community and business partners and key volunteers whose collaboration has been built during my time there.

Although I have gained professional satisfaction in my seven years at Harmony High School, I would welcome a return to Extension where I can better utilize my administrative and management skills while staying closely connected to youth and education. My long-term goal would be to remain with Extension for the balance of my career, providing me with greater opportunities for professional growth and satisfaction than are available through the school system.

Thank you so much for your consideration, and I look forward to discussing how I might provide program leadership and support for the Volunteers and 4-H members of Orange County.

Best Regards,

Melinda H. Souers