



**INTEROFFICE MEMORANDUM**  
**Family Services Department**

October 5, 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: October 31, 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 Jenny Aviles Rodriguez as the new Orange County Extension Agent I, Family and Consumer Sciences. Ms. Rodriguez 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. Rodriguez will be responsible for providing leadership for the development, implementation and evaluation of Family and Consumer Sciences programs in Orange County in collaboration with a team of County Faculty, UF Specialists and local citizen advisors. Ms. Rodriguez will also work closely with other community organizations and government entities to provide more sustainable financial, housing and energy education practices to the citizens of Orange County.

Ms. Rodriguez has a Bachelor of Science degree in Criminal Justice and Legal Studies from the University of Central Florida and has been a nutrition educator since 2004. A copy of the job description and Ms. Rodriguez's resume, along with the position letter from the University of Florida are attached. Ms. Rodriguez's anticipated start date is November 6, 2017.

**ACTION REQUESTED:**      **Acceptance of University of Florida's appointment  
of Jenny Aviles Rodriguez as Orange County Extension  
Agent I, Family and Consumer Sciences. 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](mailto:tmomol@ufl.edu)

September 6, 2017

Ms. Jenny A. Rodriguez  
4415 Fairview Ave.  
Orlando, FL 32804

Dear Ms. Jenny A. Rodriguez,

I am pleased to offer you the positions of Orange County Extension Agent I, Family and Consumer Sciences, position #0001-4184, beginning Monday, November 6, 2017. The salary will be \$41,700.00 with a 40%/60% split in funding source between Orange County, \$16,680.00/40% and the University of Florida, \$25,020.00/60%. 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 I, Family and Consumer Science, 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.

September 6, 2017

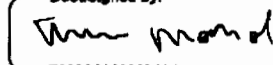
Jenny Rodriguez

Page Two

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,

DocuSigned by:  
  
7562C3908084A4...

Tim Momol, Ph.D.

Professor and

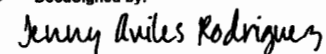
Central District Extension Director

TM/nw

cc: Melanie Edmondson

Richard Tyson

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

DocuSigned by:  
  
F276F00500A640B...

Signature

9/7/2017

Date

**Jenny Aviles Rodriguez**  
**4415 Fairview Avenue**  
**Orlando, FL 32804**  
**(407) 405 5432**

#### **UF/IFAS EXTENSION**

##### **Family and Nutrition Program Specialist 1/3/2017 to the Present**

Plan, prepare and teach nutrition educational lessons; Participate in on-going recruitment of audience for nutrition education classes for the Supplemental Nutrition Assistance Program Education; Teach nutrition education classes to low income participants at various community and government sites. Sites include schools, parks and recreation departments, churches, health departments, and other locations; Classes can be one-time, but most are in-depth, requiring a minimum of six lessons for each group of participants; Collect demographic data on clients served; Evaluate knowledge gained and behavioral changes through approved evaluation tools; Refer participants to government and local agencies for assistance, such as food stamps, commodities, etc.; Market the program through health fairs and other locations where a booth or display is appropriate; Work in coordination with appropriate agency staff to ensure the delivery of quality services to the FNP clients.

#### **UF/IFAS EXTENSION**

##### **4-H Youth Development Administrative Specialist 8/17/2015 to 12/30/2016**

Provide administrative support to 4H Youth Development Agents and the different Clubs they are assigned; First point of contact for the 4-H Program; Ensure marketing materials are readily available; Assist with bookkeeping of Club accounts and Association funds, Draft check requests, Quick Book entries; Maintain up to date 4-H online event registrations; Maintain and update Standards of Excellence Spreadsheet; County Club dues Spreadsheet; and attained the necessary documents for each club's Chartering; Create and send reports to clubs, Support and provide assistance to Club Leader requests; Assist volunteers with screening process, Maintain and update bi-weekly 4-H Hi -Lites Newsletter, 4-H Online website, Google Calendar of Events and enrollment process.

#### **GOLF CHANNEL, Orlando, FL**

##### **Studio Associate – 8/2012 to 8/2016**

##### **Production Department**

Job Description: – Manage and transcribe raw video footage into digitally formatted transcripts that have been uploaded into IPV Golf Logger and Curator.

Responsibilities Include but not limited to:

- Clip Reels and Media Logging
- Footage Finding
- Research and Legal Vendor Agreement Translations from English to Spanish.
- Media Logging Translations from English to Spanish and Spanish to English.

#### **GUESS PHOTOGRAPHY & DESIGN, LLC Orlando, FL**

##### **Manager – 11/2006 to 11/2016**

##### **Events Photography**

Job Description: Handle all the contracts and bookings for large corporate and wedding events and gatherings for local venues and destinations outside Florida as well. Arranged flights and logistics for each photographer traveling to events in Puerto Rico, Mexico and Costa Rica;

Specific Job Tasks: handle all communication with potential and current clients; Formulated and prepared Wedding Photography contracts; evaluate scope of services and contract terms with all parties; collected payments and maintained calendar with scheduled events for different photographers and different venues; developed and maintained database with each client's Profile and contact information. Organized presentations, closely monitored photo shoot schedule and billing services; Maintained up to date correspondence with current and potential Brides or corporate contacts and events;

#### **SOUTHSTAR FUNDING Orlando, FL**

**Paralegal/Closing Agent 11/2003 to 11/2006**

**Mortgage Industry:** (English and Spanish speaking Clients)

Job Description: Handled Closings from the initial preparation of the Legal Documents to its final phase of funding and warehousing of loan. Served as Notary and worked closely with Title Agents, Brokers, Underwriters and Loan Officers.

Specific Job Tasks: Preparation of documents using Destiny software, appraisal review for accuracy land uses; identified neighborhood boundaries; and verified neighborhood characteristics, parcel numbers, taxes and 1004 match loan documents; worked closely with Underwriters to identify and address adverse conditions; faulty property descriptions in a deed; other details appraiser has disclosed in comments; reviewed zoning compliance accuracy to meet the Lenders requirements for the type of property; Verified comparable sales support marketability in situations where the subject property was not within the neighborhood price and age; Verified and calculated Hazard Insurance policy; Reviewed and verified flood zone policies. In cases where there have been improvements or renovations to the property that would indicate lack of structural integrity; then I would research if there is such evidence, and conclude whether or not loan file supports inspections and any needed remedy; Reviewed lending laws for each state to assure loan documents met with RESPA laws, company and investment legal regulations; provided approval of the Settlement Statement; Reviewed and verified parties on Title, Verified funding conditions for final funding approval; Managed wire and check transactions for funding.

Other Positions held: Training for new incoming Closers/Auditor: How to use Destiny, How to Prepare a closing package, How to manage your desk to accomplish the maximum level of productivity in your day. Provided training in the following: Understanding Section 32, New Arm products, and Lending Laws of each State. Assisted Fraud Personnel in reviewing possible Fraud cases (specifically, documents originated from Latin America).

#### **JOHNSON, GILBERT & CAMPS Orlando, FL**

**Paralegal 11/1998 to 2003**

**Workers Compensation:**

Job Description: Managed a case load of 60 to 100, Spanish speaking Workers Compensation claims.

Specific Job Tasks : Paralegal for 2 attorneys; drafted and prepared pleadings, maintained up to date correspondence with each client, and Insurance Adjustors with regards to possible Settlements; Maintained up to date narratives of each claim in preparation for upcoming Depositions and Mediations.

#### **CO-COUNSEL Orlando, FL**

**Interpreter / Paralegal 3/1997 to 11/1998–** for various law firms and in several venues in the Florida area. Drafted correspondence, training manuals, applications & other types of forms into Spanish; Assisted with Trial Preparation, Mediations and Settlements; Served as interpreter, transcribed medical reports in preparation for trial.

**MORGAN, COLLING AND GILBERT Orlando, FL**

**Legal Assistant 4/1995 to 3/1997**

**Medical Malpractice**

Managed the Investigation Phase; Prepared medical records & exhibits for trial & physicians review. Kept a time line of Discovery items and kept up to date and organized for trial purposes.

**UNITED NATIONS INTERPRETING Orlando, FL**

**Interpreter / Translator 4/1995 to 3/1997** for various law firms and in several venues in the Florida area. Drafted correspondence, training manuals, applications and other types of forms into Spanish.

**EDUCATION**

1997 UNIVERSITY OF CENTRAL FLORIDA Orlando, FL - Bachelor's Degree in Criminal Justice;

1997 UNIVERSITY OF CENTRAL FLORIDA Orlando, FL – Bachelor's Degree in Legal Studies.

**COMPUTER SKILLS**

- |                         |                              |
|-------------------------|------------------------------|
| * Client Profiles       | * Lexis Nexis Legal Research |
| * Microsoft Office 2013 | * Excel Spreadsheets         |
| * Destiny               | * Golflogger                 |
| * Curator               | * Transcription              |

**PROFICIENT IN:**

Spanish language: (Speak, Read and Write) all dialects and including but not limited to, legal terms.