



Interoffice Memorandum

August 24, 2018

AGENDA ITEM

TO: Mayor Teresa Jacobs
-AND-
Board of County Commissioners

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

FROM: Richard Tyson, Manager
Cooperative Extension Division

SUBJECT: **Consent Agenda Item – September 18, 2018**
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 Virgilia Zabala as the new Orange County Extension Agent II, Family and Consumer Sciences. Ms. Zabala 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. Zabala 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. Zabala will also work closely with other community organizations and government entities to provide more sustainable health and wellness practices to the citizens of Orange County, which will reduce long term health care costs.

Ms. Zabala has a bachelor of science degree in Food Science & Human Nutrition from the University of Florida and a master of science degree in Public Health from Bloomberg School of Public Health, Johns Hopkins University.

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A copy of the job description and Ms. Zabala's resume, along with the position letter from the University of Florida, are attached. Ms. Zabala's anticipated start date is September 24, 2018.

ACTION REQUESTED: Acceptance of recommendation of the University of Florida's appointment of Virgilia Zabala as Orange County Extension Agent II, Family and Consumer Sciences. All Districts. **(Cooperative Extension Division)**

RT:jam

Attachment(s)

c: Randy Singh, Assistant County Administrator
Yolanda Brown, Manager, Fiscal Division, Family Services Department



Position # 0001-4120

Requisition # 507225

Classification Title: Extension Agent I, II, or III – Family and Consumer Sciences and Food Systems

Application deadline: 24 May 2018

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 are seeking an Extension Agent to lead Family and Consumer Sciences (FCS) and Food Systems education through the design, implementation, and evaluation of extension programming that meets the needs of the county's diverse population.

As the Extension Agent, you will provide programming in nutrition, health, wellness, and FCS aspects of local food systems. "Food systems" in the context of this position includes sustainable production, harvesting, processing, packaging, marketing, and consumption of local foods. Food systems encompasses community food initiatives, community supported agriculture, farm to consumer efforts, consumer education of agricultural operations, farmers markets, and agri-tourism. You will train clientele on the Florida Cottage Food Law and the ServSafe food safety program for food managers and servers.

You will build an advisory committee composed of citizens and professionals that will assist you with program priorities and design to reach your audiences. You will obtain financial resources to support your programs and you will manage all components (e.g., policies, records, risk, communication, and accountability).

You will grow a volunteer base to expand program scope and collaborate with colleagues and local clientele on food system initiatives, nutrition, and wellness education. You will empower individuals, families and 4-H youth to adopt healthy eating habits and lifestyle behaviors that can prevent or delay the onset of chronic illnesses such as heart diseases, hypertension, diabetes, osteoporosis and cancer.

This role provides the opportunity to make a positive impact in Orange County as you serve as a role model to the community while helping shape future generations. You will also collaborate

with the County Extension Director and District Extension Director on other duties as assigned by them including multi-county projects.

Minimum requirements:

A successful candidate will have a bachelor's degree in family and consumer sciences, nutrition, dietetics, health and wellness, or a related field. A flexible schedule that allows for irregular hours is necessary. You must be able to provide food demonstrations and classes to the public or manage competent volunteers to provide this service. Proficiency with computer technology, software applications, and internet use is required.

If hired with solely a bachelor's degree, we want you to continue to grow in your career. As such, we expect you to make at least 50% of 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 valid driver's license as well as national background screening is a requirement of this position.

Preferred qualifications:

Highly desirable are a master's degree; professional experience in the field; Spanish/English bilingual ability; 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 crowds, 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 through the online UF application system at <http://explore.jobs.ufl.edu/cw/en-us/job/507225> , and attach your Resume or CV, as well as a cover letter that describes how your experience and qualifications have prepared you for this position. Applications must be submitted by 11:55 p.m. (Eastern) of the posting end date.

TO COMPLETE YOUR APPLICATION, PLEASE SUBMIT THE FOLLOWING:

You must submit unofficial copies of all transcripts and/or coursework of your academic

degrees. You may attach these as an "other" document, or you may submit to our office as directed below. An unofficial copy is acceptable for the application process, but before you can be hired, IFAS Human Resources must have the official transcript for your highest degree on file.

Also, all applicants must have at least three reference rating forms on file. Reference forms must be less than one year old. If you have not already done so, please contact your professional/academic references and ask that they complete a reference rating form on your behalf. The form is located at http://personnel.ifas.ufl.edu/ref_form.pdf.

Please also complete and submit the Previous Employment Form (located at http://personnel.ifas.ufl.edu/prev_employment.pdf).

With the exception of official transcripts, all items submitted by mail must be postmarked no later than the next business day after the position closing date. All documents submitted by fax or email must be received no later than the next business day. If your official transcripts will arrive after the closing date, you must also submit unofficial transcripts by the deadline.

Requested reference forms and transcripts should 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

Final candidate will be required to provide 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), which can be found at <http://www.naces.org/>.

The University of Florida is an Equal Opportunity Institution dedicated to building a broadly diverse and inclusive faculty and staff. The selection process will be conducted in accord with the provisions of Florida's 'Government in the Sunshine' and Public Records Laws. Persons with disabilities have the right to request and receive reasonable accommodation.

Virgilia Zabala
4623 Foster Ave
Baltimore, MD 21224

May 6, 2018

UF IFAS Human Resources
Faculty Recruitment and Hiring
Gainesville, FL 32611-0281

Dear Ms. Dana LeCuyer, and the UF/IFAS team:

For the past 6 years, I have been working to various degrees with the University of Maryland Extension (UME) – Food Supplement Nutrition Education (FSNE) program, and while it has been a rewarding and worthwhile endeavor, I am excited for the possibility of bringing my skills, knowledge, and passion for health and nutrition back to my home state and alma mater. During my time with FSNE I have provided direct education to all age groups regarding nutrition, health, wellness and food systems. Every lesson I have taught has included a food demonstration or tasting, and they have ranged from groups of 4-6 people to groups of 50. Through my role as nutrition educator, I have learned how to manage a budget and secure grants for gardening and nutrition programs. I have received great insight into how collaborations work with community centers, schools, and local food policy/food security organizations; I have also learned how to work with diverse community stakeholders, and have rallied principals, title I specialists, teachers, and cafeteria managers to promote healthy eating and nutrition at various schools.

My training in public health has taught me the importance of building community programs from the grassroots level, and engaging the community to determine the most culturally appropriate methods to deliver relevant information. In addition, as part of the Harford County Extension Advisory Committee for the past 3 years I have discovered the importance of this type of committee to help determine priorities in programming, as well as to build a network throughout the county that aims to support nutrition education for the county residents. Further, while the FSNE model does not utilize volunteers, I led and organized volunteer efforts during my time at the University of Florida as the Food Science and Human Nutrition Club's Community Liaison and President during 2009-2010 and 2010-2011 academic years, respectively.

As project leader and nutrition educator for FSNE in Harford County, Maryland, I have had the pleasure of establishing new collaborations as well as building on existing ones. I am constantly preparing for events weeks or months in advance, and managing competing priorities regarding program planning, program execution, evaluation, budget tracking/reporting, and staying abreast of community events. No two days are alike, and flexibility has been key in maintaining successful programs.

I believe my undergraduate degree in Food Science and Human Nutrition, Master of Public Health, Master of Business Administration, Spanish/English bilingual abilities, Extension experience and my title as Registered Dietitian have prepared me well to lead Family and Consumer Sciences and Food Systems education with the UF/IFAS Extension program. I would be happy to discuss my qualifications further, and can be reached via e-mail (Virgilia.zabala@rhsmith.umd.edu) or phone, at (305) 586-8293.

Thank you for your consideration, and go gators!

Sincerely,

Virgilia D Zabala

Virgilia Zabala, MSPH, RD, CPH

4623 Foster Avenue, Baltimore MD 21224 | (305) 586-8293 | virgilia.zabala@rhsmith.umd.edu

EDUCATION

Robert H. Smith School of Business, University of Maryland, College Park, MD 2017

Master of Business Administration, Focus Area: Marketing and Organizational Management, GPA: 3.725

- Re-launched Vikara Village, a nonprofit organization, by developing a marketing plan during a semester-long extra-curricular consultant engagement through the Center for Social Value Creation "ChangeTheWorld" program
- Distinguished as the sole Forté fellow for the Fall of 2015 admitted class

Bloomberg School of Public Health, Johns Hopkins University, Baltimore, MD 2013

Master of Science in Public Health, Registered Dietitian, GPA: 3.91

- Honors: Delta Omega National Public Health Honor Society

University of Florida, Gainesville, FL 2011

Bachelor of Science, Food Science & Human Nutrition, GPA: 3.82

PROFESSIONAL EXPERIENCE

University of Maryland Extension, College Park, MD 2012-Present

Project Leader and Nutrition Educator, Food Supplement Nutrition Education Program (FSNE) (2015-Present)

- Promoted from within to the role of project leader of Harford County FSNE after one year as a nutrition educator.
- Positively impacted the lives of over 1,300 low-income youth, yearly, in Baltimore City and Harford County by providing nutrition education during school, after school, and during the summer.
- Expanded the reach of FSNE in Baltimore City and Harford County by developing collaborative relationships with schools, subsidized housing centers, Boys and Girls clubs, and after-school centers.
- Improved existing nutrition education program collaborations by incorporating multi-level interventions as depicted in the Socio-Ecological Model; Presented a poster on this topic at the National Childhood Obesity Conf.

Spanish Translator and Nutrition Reviewer (2012-Present)

- Increased the organization's outreach by reviewing and translating all available FSNE-developed materials such as parent newsletters, blog posts, text messages, recipes, calendars, and surveys.
- Ensured representation of the Spanish-speaking community in the development stages of our innovative text messaging program by interpreting and translating for Spanish-speaking focus group participants.

Johns Hopkins University, Baltimore, MD 2013-2015

Nutritionist, Special Supplemental Nutrition Program for Women, Infants and Children (WIC)

- Sustained consistently high levels of enrollment at the Eastern Ave. WIC clinic by efficiently and effectively determining applicant eligibility, despite facing challenges such as clients' language and literacy barriers.
- Used my fluency in Spanish to provide high-risk nutrition counseling in a multi-cultural, multi-lingual setting, oftentimes partnering efforts with local healthcare providers (doctors, physician assistants and nurse practitioners).
- Collaborated with colleagues and program heads to determine solutions to local agency employee complaints regarding staffing, and developed a plan to ensure each office could meet their case load.
- Standardized educational materials by designing and editing bilingual materials at the local agency and state levels.

ADDITIONAL INFORMATION

- Native Spanish speaker, conversational in Italian
- Registered Dietitian- Commission on Dietetic Registration, CDR# 1079531
- Certified in Public Health- National Board of Public Health Examiners, NBPHE# 9664
- National Restaurant Association - ServSafe Food Protection Manager Certification #16318875



UF/IFAS Extension
Central District

1040 McCarty Hall D
PO Box 110220
Gainesville, FL 32611-0220
352-392-1781
352-392-5259 Fax
tmomol@ufl.edu

July 19, 2018

Ms. Virgilia Zabala
4623 Foster Ave.
Baltimore, MD 21224

AMENDMENT TO LETTER OF OFFER DATED – July 12, 2018

Dear Ms. Zabala,

This is an amendment to your original offer letter, dated July 12, 2018, with regards to your start date. Originally your start date was Monday, August 27, 2018, it has been changed to Monday, September 24, 2018.

Your salary will remain \$59,000.00 with a 40%/60% split in funding source between Orange County, \$23,600.00/40%, and the University of Florida, \$35,400.00/60%. This letter does not modify any other agreements with regards to your employment and position responsibilities. It only changes your start date.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Momol".

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

TM/nw

cc: Melanie Edmondson
Dr. Richard Tyson

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

A handwritten signature in black ink, appearing to read "Virgilia Zabala".

7/20/2018 | 10:05 AM EDT

Signature

Date



UF/IFAS Extension
Central District

1040 McCarty Hall D
PO Box 110220
Gainesville, FL 32611-0220
352-392-1781
352-392-5259 Fax
tmomol@ufl.edu

July 12, 2018

Ms. Virgilia Zabala
4623 Foster Ave.
Baltimore, MD 21224

Dear Ms. Zabala,

I am pleased to offer you the positions of Orange County Extension Agent II, Family and Consumer Sciences and Food Systems, position #0001-4120 beginning Monday, August 27, 2018. The salary will be \$59,000.00 with a 40%/60% split in funding source between Orange County, \$23,600.00/40%, and the University of Florida, \$35,400.00/60%. 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, Family and Consumer Sciences and Food Systems 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
An Equal Opportunity Institution

Virgilia Zabala
July 12, 2018
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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 Momol

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

TM/nw

cc: Melanie Edmondson
Dr. Richard Tyson

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

Virgilia Zabala

Signature

7/12/18

Date