

**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM**

**SUBJECT:** O-Force Prime Skills Program

**DEPARTMENT:** Economic Development      **DIVISION:** Economic Development

**AUTHORIZED BY:** Sally Sherman      **CONTACT:** William J. McDermott <sup>WJM</sup> **EXT.** 7132

<b>Agenda Date</b> 12/09/03 <b>Regular</b> <input type="checkbox"/> <b>Consent</b> <input checked="" type="checkbox"/> <b>Work Session</b> <input type="checkbox"/> <b>Briefing</b> <input type="checkbox"/> <b>Public Hearing – 1:30</b> <input type="checkbox"/> <b>Public Hearing – 7:00</b> <input type="checkbox"/>
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**MOTION/RECOMMENDATION:**

Staff requests the Board of County Commissioners to authorize the Chairman to sign the Letter of Understanding between O-Force and Seminole County for services provided through the Prime Skills Program and authorize a payment in the amount of \$30,500.

**BACKGROUND:**

The BCC transferred the responsibility of this project from Community Services to Economic Development on October 28, 2003.

Workforce development is a goal as stated in the Economic Development Strategy for building a strong business environment. This partnership/contribution to the O-Force Prime Skills Program is an opportunity for Seminole County to support our goal of workforce development and training in Seminole County. The payment of \$30,500 will be divided as follows:

- \$20,000 dedicated to continue pilot testing of the Prime Skills Program at Crooms Academy
- \$10,500 allocated to support general operations of O-Force.

Attachment: Letter of Agreement

<b>Reviewed by:</b> <b>Co Atty:</b> <u>[Signature]</u> <b>DFS:</b> <u>[Signature]</u> <b>Other:</b> _____ <b>DCM:</b> <u>SS</u> <b>CM:</b> <u>[Signature]</u>  <b>File No.</b> <u>ED01</u>
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# Letter of Agreement

Seminole County Government  
Orlando Regional Workforce Development Partnership, Inc.

At its regular meeting on October 28, 2003, the Board of County Commissioners of Seminole County approved a payment of \$30,500 to the Orlando Regional Workforce Development Partnership, Inc. (d.b.a. O-Force and henceforth referred to as herein) for the purpose of supporting the organization's Prime Skills project at the Crooms Academy of Information Technology and its operations overall in the fiscal year beginning Oct. 1, 2003. This letter states our mutual understanding regarding payment of the County's contribution.

It is understood that Prime Skills is a teaching, assessment and certification system developed by O-Force to upgrade the fundamental employment skills of the Central Florida workforce. It is further understood that \$20,000 of the Seminole County funds will be used to continue pilot testing of the Prime Skills system at Crooms Academy. The pilot test will include integration of the Prime Skills system into at least one multi-class student project in the 2003-4 school year, teacher training, assessments of student performance on key work skills, data collection and evaluation of the overall effectiveness of the system in improving students' work skills.

In addition, it is further understood that \$10,500 of the Seminole County contribution will be allocated to support general operations of O-Force. These include providing administrative support for the Orlando Regional Information Technology Consortium and the regional industry advisory board for Academy of Information Technology programs in Central Florida schools, including Crooms Academy, completion of a regional Hospitality & Tourism Workforce Education Study and development of a regional plan for Healthcare Workforce Education, and organizing a regional Education Summit planned for calendar year 2004.

Seminole County shall make payment of the \$30,500 to O-Force upon execution of this Letter of Agreement, upon receipt of an original invoice, and in accordance with Florida Statute 218, Florida Prompt Payment Act. O-Force will provide the County with a written report on the initial results of the Prime Skills pilot test at Crooms Academy by June 30, 2004.

It is further agreed that O-Force, in performing under this Agreement, shall not discriminate against any worker, employee, applicant, or any member of the public because of race, creed, color, sex, age or national origin, nor otherwise commit an unfair employment act on such basis. Further, O-Force will follow generally accepted accounting principles, and, during the course of this Agreement, will permit County staff and the Seminole County Comptroller to inspect its books and accounts. To the extent allowable by law, O-Force agrees to indemnify and save harmless the County from and against liability of any kind and nature arising from its performance under this Agreement.

**THE UNDERSIGNED DO HEREBY ATTEST TO THIS LETTER OF AGREEMENT  
AND AFFIX THEIR SIGNATURES:**

**ATTEST: Seminole County Government**

\_\_\_\_\_  
**Commissioner McLain** **DATE**  
**Chairman**

**Orlando Regional Workforce Development Partnership, Inc.**

\_\_\_\_\_  
**John Koenig** **DATE**  
**Executive Director**

2003-R-

**BUDGET AMENDMENT REQUEST**

TO: Seminole County Board of County Commissioners  
 FROM: Department of Fiscal Services  
 SUBJECT: **Budget Amendment Resolution**  
 Department: **Economic Development**  
 Fund(s): **General (00100) & Economic Development Fund (13100)**

DFS Recommendation	
<u>B. Hunter</u> Analyst	<u>12-1-03</u> Date
<u>[Signature]</u> Director	<u>12/1/03</u> Date

**PURPOSE:** Request to amend the budget in the amount of \$30,500 to transfer funds from Community Services to Economic Development for the O-Force project. The BCC transferred the responsibility of the O-Force Agreement from Community Services to Economic Development on October 28, 2003. This request will allow Economic Development to process the payment to O-Force in conjunction with the consent agenda item subject: O-Force Prime Skills Program on December 9, 2003.

**ACTION:** Approval and authorization for the Chairman to execute Budget Amendment Resolution.

In accordance with Section 129.06(2), Florida Statutes, it is recommended that the following accounts in the County budget be adjusted by the amounts set forth herein for the purpose described.

**Sources:**

Account Number	AS400 CIP#	PENT CIP#	Account Title	Amount
13100 38100100			Transfer from 00100	\$30,500
00100 066900 58083000			Grants and Aid	\$30,500
<b>Total Sources</b>				<b>\$61,000</b>

**Uses:**

Account Number	AS400 CIP#	PENT CIP#	Account Title	Amount
00100 014001 59091131			Transfer to Fund 131	\$30,500
13100 011101 53031000			Professional Services	\$30,500
<b>Total Uses</b>				<b>\$61,000</b>

**BUDGET AMENDMENT RESOLUTION**

This Resolution, 2003-R-\_\_\_\_\_ approving the above requested budget amendment, was adopted at the regular meeting of the Board of County Commissioners of Seminole County, Florida \_\_\_\_\_ as reflected in the minutes of said meeting.

Attest:

\_\_\_\_\_  
 Maryanne Morse, Clerk to the Board of County Commissioners

By: \_\_\_\_\_  
 Daryl G. McLain  
 Chairman

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Entered by County Finance Department

Date: \_\_\_\_\_