



# Baldwin County Commission

## Legislation Text

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**File #:** 20-0228, **Version:** 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 11/19/2019

**Item Status:** New

**From:** Wayne Dyess, County Administrator; Sherry-Lea Botoy, PIO/Community Engagement Mgr.

**Submitted by:** Sherry-Lea Botoy, PIO/Community Engagement Mgr.

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### ITEM TITLE

Alabama Department of Senior Services/Senior Community Service Employment Program Host Agency Agreement

### STAFF RECOMMENDATION

Take the following actions:

- 1) Approve and authorize the Chairman to execute Alabama Department of Senior Services (ADSS), Senior Community Service Employment Program (SCSEP) Agreement between the Baldwin County Commission and South Alabama Regional Planning Commission (SARPC) for the provision of two Information Attendant (IA) positions to the Baldwin County Commission. The Commission's contribution for the program will be \$1,150.00 per Senior Aide per contract year. The term of this agreement shall commence on November 19, 2019 and shall terminate on November 18, 2020; and
- 2) Authorize the purchase of one reception desk and two desktop computers for a cost not to exceed \$3,407.47 and the establishment of two phone systems for a cost of \$58.00 per month.

### BACKGROUND INFORMATION

**Previous Commission action/date:** 07/03/2018

**Background:** The Senior Community Service Employment Program (SCSEP) provides training and experience for older workers. SCSEP pays wages and places qualified seniors in positions with government or non-profit agencies.

The Alabama Department of Senior Services/Senior Community Service Employment Program Host Agency Agreement will provide two Information Attendant (IA) positions to the Baldwin County Commission. The IAs will play a key role as ambassadors and disseminators of information for Baldwin County.

One IA will be based in the lobby of the Fairhope Satellite Courthouse and one IA will be based in the lobby of the Central Annex. Primarily, the IA serves to welcome, greet, direct, and attend to visitors' basic inquiries related to the location and hours of offices in Baldwin County is to provide information

to the public about services.

SARPC asks host agencies to contribute \$1,150.00 per Senior Aide per contract year to be used as a match for this Department of Labor grant through the SCSEP program.

### **FINANCIAL IMPACT**

**Total cost of recommendation:**

\$1,150.00 per senior aide per year for a total of \$2,300.00

\$736.75 for one reception desk

\$2,670.72 for two desktop computers

\$58.00 a month for two telephone systems

**Budget line item(s) to be used:** 5419

**If this is not a budgeted expenditure, does the recommendation create a need for funding?** Yes -  
Monthly cost for telephone.

### **LEGAL IMPACT**

**Is legal review necessary for this staff recommendation and related documents?**  
N/A

**Reviewed/approved by:** Brad Hicks, County Attorney, mnm 11/13/2019

**Additional comments:** N/A

### **ADVERTISING REQUIREMENTS**

**Is advertising required for this recommendation?** N/A

**If the proof of publication affidavit is not attached, list the reason:** N/A

### **FOLLOW UP IMPLEMENTATION**

**For time-sensitive follow up, select deadline date for follow up:** N/A

**Individual(s) responsible for follow up:** Administration - Send agreement for signatures and oversee office furniture details; CIS/Brian Peacock for equipment;

**Action required (list contact persons/addresses if documents are to be mailed or emailed):** Mail  
agreement to:

Terri L. Pringle, Director  
Employment and Economic Development Services  
Post Office Box 1665

Mobile, Alabama 36602

cc:  
Sherry-Lea Bloodworth Botop  
Brian Peacock

**Additional instructions/notes:** N/A