

Board of Supervisors

Patrick G. Call
Chairman
District 1



Michael J. Ortega
County Administrator

Ann English
Vice-Chairman
District 2

James E. Vlahovich
Deputy County Administrator

Richard R. Searle
Supervisor
District 3

Katie A. Howard
Clerk

AGENDA FOR REGULAR BOARD MEETING
Tuesday, November 1, 2011 at 10:00 AM
BOARD OF SUPERVISORS HEARING ROOM
1415 MELODY LANE, BUILDING G, BISBEE, AZ 85603

ANY ITEM ON THIS AGENDA IS OPEN FOR DISCUSSION AND POSSIBLE ACTION

PLEDGE OF ALLEGIANCE

THE ORDER OR DELETION OF ANY ITEM ON THIS AGENDA IS SUBJECT TO MODIFICATION AT THE MEETING

ROLL CALL

Members of the Cochise County Board of Supervisors will attend either in person or by telephone, video or internet conferencing.

Note that some attachments may be updated after the agenda is published. This means that some presentation materials displayed at the Board meeting may differ slightly from the attached version.

CONSENT

Board of Supervisors

1. Approve the Minutes of the regular meeting of the Board of Supervisors of October 25, 2011.

Finance

2. Approve demands and budget amendments for operating transfers.

PUBLIC HEARINGS

Community Development

3. Adopt Resolution 11-49, establishing one mile of Gleeson Road as a declared County Highway as described therein.

ACTION

Health

4. Approve the new contract Volunteer Southern Arizona/Youth Now Collaboration with AmeriCorps for a full time (1700 hours) AmeriCorps member to work in the Teen Pregnancy Prevention and Tobacco Prevention Programs from October 1, 2011 through September 30, 2012 at a cost of \$7,000 plus travel expenses (estimated total of \$1,500).

REPORT BY MICHAEL J. ORTEGA, COUNTY ADMINISTRATOR -- RECENT AND PENDING COUNTY MATTERS

CALL TO THE PUBLIC

This is the time for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda.

SUMMARY OF CURRENT EVENTS

Report by District 1 Supervisor, Patrick Call

Report by District 2 Supervisor, Ann English

Report by District 3 Supervisor, Richard Searle

Pursuant to the Americans with Disabilities Act (ADA), Cochise County does not, by reason of a disability, exclude from participation in or deny benefits or services, programs or activities or discriminate against any qualified person with a disability. Inquiries regarding compliance with ADA provisions, accessibility or accommodations can be directed to Chris Mullinax, Safety/Loss Control Analyst at (520) 432-9720, FAX (520) 432-9716, TDD (520) 432-8360, 1415 Melody Lane, Building F, Bisbee, Arizona 85603.

Cochise County - 1415 Melody Lane, Building G - Bisbee, Arizona 85603
(520) 432-9200 - Fax (520) 432-5016 - Email : board@cochise.az.gov
www.cochise.az.gov

"PUBLIC PROGRAMS, PERSONAL SERVICE"

Regular Board of Supervisors Meeting

Date: 11/01/2011

Minutes

Submitted By: Arlethe Rios, Board of Supervisors

Department: Board of Supervisors

Presentation: No A/V Presentation

Document Signatures:

NAME n/a
of PRESENTER:

Mandated Function?:

Recommendation:

of ORIGINALS
Submitted for Signature:

TITLE n/a
of PRESENTER:

Source of Mandate
or Basis for Support?:

Agenda Item Text:

Approve the Minutes of the regular meeting of the Board of Supervisors of October 25, 2011.

Background:

Minutes

Department's Next Steps (if approved):

Signed minutes routed for processing and posted on the internet.

Impact of NOT Approving/Alternatives:

n/a

To BOS Staff: Document Disposition/Follow-Up:

Send to the Recorder's Office for microfiche purposes.

Regular Board of Supervisors Meeting

Date: 11/01/2011

Demands & Operating Transfers

Submitted By: Arlethe Rios, Board of Supervisors

Department: Board of Supervisors

Presentation: No A/V Presentation

Document Signatures:

NAME n/a

of PRESENTER:

Mandated Function?:

Recommendation:

of ORIGINALS

Submitted for Signature:

TITLE n/a

of PRESENTER:

**Source of Mandate
or Basis for Support?:**

Agenda Item Text:

Approve demands and budget amendments for operating transfers.

Background:

Auditor-General's requirement for Board of Supervisors to approve.

Department's Next Steps (if approved):

Return to Finance after BOS approval.

Impact of NOT Approving/Alternatives:

Board of Supervisors will not be in compliance with State law.

To BOS Staff: Document Disposition/Follow-Up:

Return to Finance after BOS approval.

Regular Board of Supervisors Meeting

Date: 11/01/2011
 Establishing a one mile segment of Gleeson Road as a Declared County Highway
 Submitted By: Terry Couchenour, Community Development
 Department: Community Development

Division: Right of Way
 Recommendation: Approve
 # of ORIGINALS Submitted for Signature: 1
 TITLE of PRESENTER: Director
 Source of Mandate or Basis for Support?: ARS 28-6701 through 28-6703

Presentation: PowerPoint
 Document Signatures: BOS Signature Required
 NAME of PRESENTER: Carlos De La Torre
 Mandated Function?: Federal or State Mandate

Docket Number (if applicable):

Agenda Item Text:

Adopt Resolution 11-49, establishing one mile of Gleeson Road as a declared County Highway as described therein.

Background:

Per the approved 11/12 work plan and pursuant to a Board of Supervisor request, Gleeson Road will be improved from Mile Post 12.2 to Mile Post 13.2. The project is to include grading, leveling, placement of an aggregate base course (ABC), and chip sealing. Gleeson Road is in the County Maintenance System and the traffic volume has been estimated to be about 250 vehicles per day. The road is functionally classified as a Rural Minor Collector Road.

A 66 foot and 100 foot right-of-way is in place for this entire project. The 66 feet was formally recognized by the Arizona State Land Department through a RS 2477 claim and the 100 feet was dedicated by the adjacent property owners.

While Gleeson Road was declared a County Highway in 1905, the declaration was rescinded by Resolution 03-82 so that the road could be signed as a Primitive Road. In accordance with state statutes, this portion of Gleeson Road must be established as a Declared County Highway to facilitate the improvements.

Department's Next Steps (if approved):

N/a

Impact of NOT Approving/Alternatives:

That portion of Gleeson Road will not be established as a Declared County Highway and upgrading this road segment to a chip sealed surface will be in conflict with state statutes.

To BOS Staff: Document Disposition/Follow-Up:

Please insert resolution number on resolution map and record the resolution and map as one document. Please return a copy of the recorded document to H&F Right-of-way division.

Budget Information

Information about available funds

Budgeted: Funds Available: Adjustment: Amount Available: N/a

Unbudgeted: Funds NOT Available: Amendment:

Account Code(s) for Available Funds

1: 251-4010-9-421.000

Fund Transfers

Fiscal Year: 11/12

One-time Fixed Costs? (\$\$\$): \$90,000

Ongoing Costs? (\$\$\$): N/a

County Match Required? (\$\$\$): N/a

A-87 Overhead Amt? (Co. Cost Allocation \$\$\$): N/a

Source of Funding?: Board discretionary funds

Fiscal Impact & Funding Sources (if known):

This is a budget approved expenditure to improve one mile of Gleeson utilizing Supervisor English's discretionary funds.

Attachments

[Executive summary for Gleeson Road](#)

[Executive summary map for Gleeson Road](#)

[Location map for Gleeson Road](#)

[Resolution for Gleeson Road](#)

[484_PowerPointForGleesonRoad.pdf](#)



COCHISE COUNTY
HIGHWAY AND FLOODPLAIN DEPARTMENT
MEMORANDUM



MAKING IT BETTER

Your County Questions answered:
www.cochise.az.gov

DATE: October 20, 2011
TO: Board of Supervisors
THRU: Carlos De La Torre, Director
FROM: Terry Couchenour, Right-of-Way Agent II
SUBJECT: Resolution 11-__ Gleeson Road Declaration

Recommendation: This department recommends that the accompanying resolution be adopted establishing one mile of Gleeson Road, a County Maintained Road, as a Declared County Highway.

Background (Brief): Per the approved 11/12 work plan and pursuant to a Board of Supervisor request, Gleeson Road will be improved from Mile Post 12.2 to Mile Post 13.2. The project is to include grading, leveling, placement of an aggregate base course (ABC), and chip sealing. Gleeson Road is in the County Maintenance System and the traffic volume has been estimated to be about 250 vehicles per day. The road is functionally classified as a Rural Minor Collector Road.

A 66 foot and 100 foot right-of-way is in place for this entire project. The 66 feet was formally recognized by the Arizona State Land Department through a RS 2477 claim and the 100 feet was dedicated by the adjacent property owners.

While Gleeson Road was declared a County Highway in 1905, the declaration was rescinded by Resolution 03-82 so that the road could be signed as a Primitive Road. In accordance with state statutes, this portion of Gleeson Road must be established as a Declared County Highway to facilitate the improvements.

Fiscal Impact & Funding Sources: Approved expenditure by the Board of Supervisors for 11/12 work plan with a budget of \$90,000 utilizing Supervisor English's discretionary funds.

Next Steps/Action Items/Follow-up: No further action required

Impact of Not Approving: That portion of Gleeson Road will not be established as a Declared County Highway and upgrading this road segment to a chip sealed surface will be in conflict with state statutes.

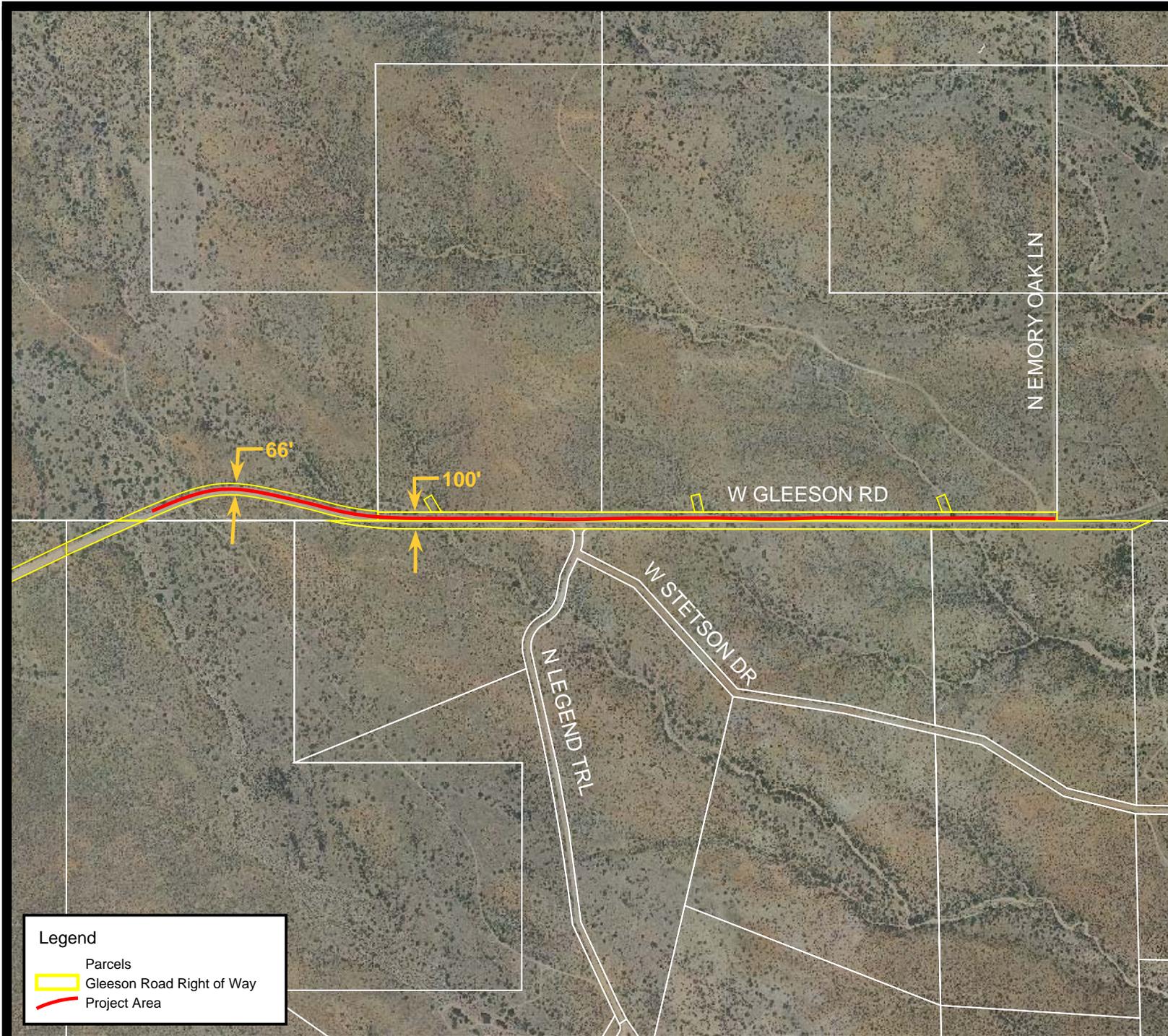


Map for Executive Summary

Proposed
establishment of
Gleeson Road
as a Declared
County Highway

Located within
Section 36
Township 19 South
Range 24 East
and
Section 31
Township 19 South
Range 25 East
and
Section 1
Township 20 South
Range 24 East
and
Section 6
Township 20 South
Range 25 East
G.&S.R.M.

This map is a product of the
Cochise County GIS



Legend

- Parcels
- Gleeson Road Right of Way
- Project Area



LOCATION MAP

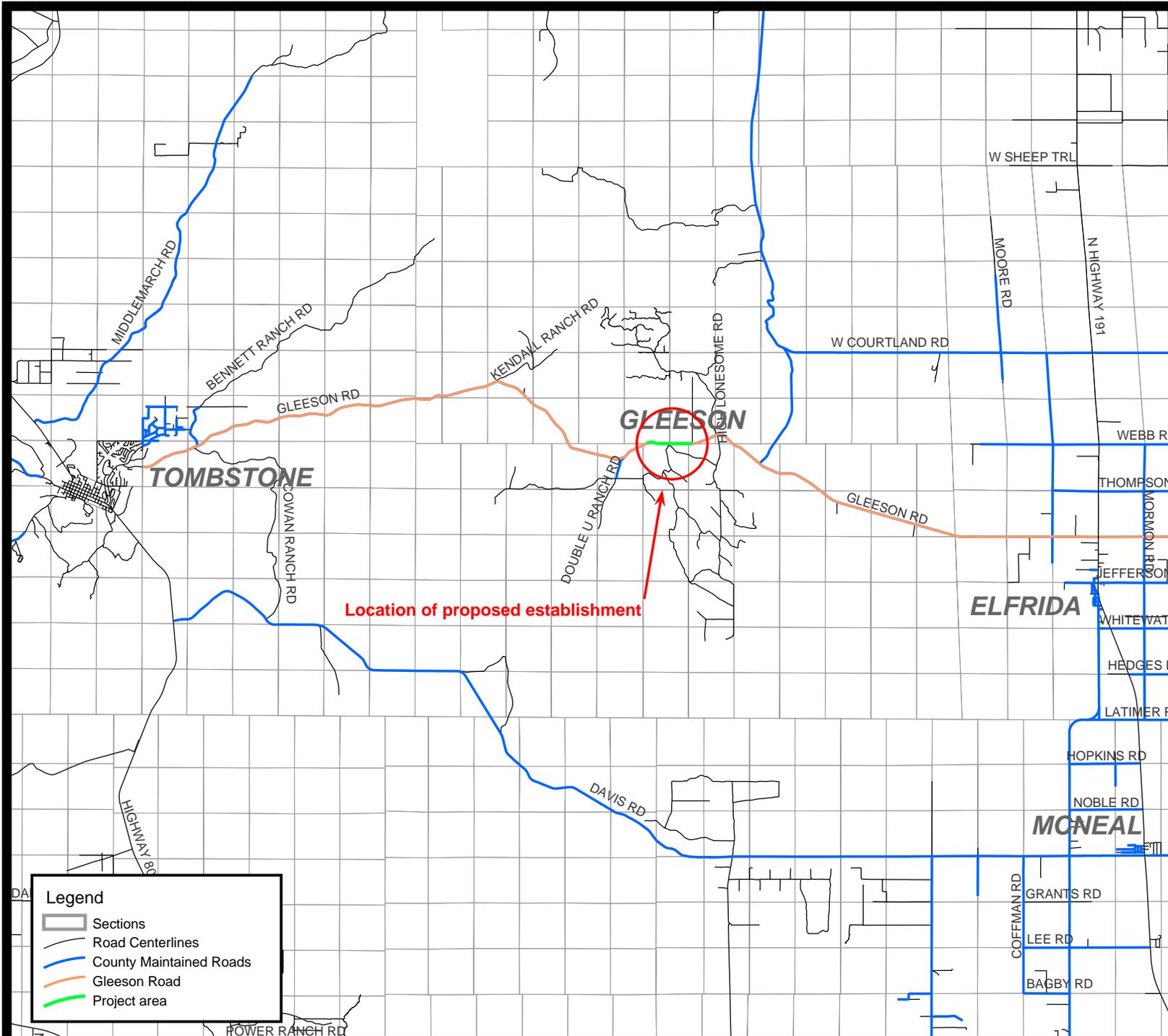
Proposed establishment of Gleeson Road as a Declared County Highway

Located within Section 36 Township 19 South Range 24 East and Section 31 Township 19 South Range 25 East and Section 1 Township 20 South Range 24 East and Section 6 Township 20 South Range 25 East G.&S.R.M.

This map is a product of the GIS



0' 1" = 16000'



RESOLUTION 11-___

**ESTABLISHING A PORTION OF GLEESON ROAD AS A
DECLARED COUNTY HIGHWAY**

WHEREAS, pursuant to A.R.S. § 28-6701, there has been presented to the Board of Supervisors of Cochise County, Arizona, a petition signed by ten or more resident taxpayers of said County, praying for the establishment of a County Highway to be known as Gleeson Road:

LEGAL DESCRIPTION

A portion of Gleeson Road, located in Section 36 of Township 19 South Range 24 East, Section 31 of Township 19 South Range 25 East, Section 1 of Township 20 South Range 24 East, and Section 6 of Township 20 South Range 25 East of the Gila and Salt River Meridian, Cochise County, Arizona, and more particularly described as follows:

Said Gleeson Road being 66 to 100 feet in width, as dedicated, beginning at milepost 12.2 and running Easterly one mile to the South quarter corner of said Section 31.

WHEREAS, the Board of Supervisors on November 1, 2011, at the hour of 10:00 a.m., held a public hearing on said petition, and notice having been given by publication thereof once a week for two (2) weeks in the Arizona Range News, the designated official newspaper for Cochise County notices, and said notice having directed all persons wishing to object to the action prayed for in the petition to file with Clerk of the Board of Supervisors, a statement in writing setting forth any objections or opposition and to show cause why said petition should not be granted; and

WHEREAS, at said hearing the Board of Supervisors considered the feasibility, advantages and necessity of the highway and determined that the establishment of said road as requested in said petition is a public necessity, and that no landowner would be adversely affected thereby; and

WHEREAS, pursuant to Resolution 03-82 a portion of said road segment was designated as a Primitive Road,

RESOLUTION 11-

Re: Establishing a Portion of Gleeson Road as a Declared County Highway

Page 2

NOW, THEREFORE, IT IS RESOLVED that the Cochise County Board of Supervisors hereby approves the establishment of the County Highway as above described.

IT IS FURTHER RESOLVED that the Clerk of the Board of Supervisors is authorized and directed to file in the office of the County Recorder of Cochise County, Arizona, a certified copy of this resolution and order, together with a map of said highway.

IT IS FINALLY RESOLVED that the designation of that portion of said road segment as a Primitive Road is hereby rescinded.

PASSED AND ADOPTED by the Board of Supervisors of Cochise County, Arizona, this _____ day of _____, 2011.

Patrick Call, Chairman
Cochise County Board of Supervisors

ATTEST:

Katie A. Howard,
Clerk of the Board

APPROVED AS TO FORM:



Britt W. Hanson,
Chief Civil Deputy County Attorney



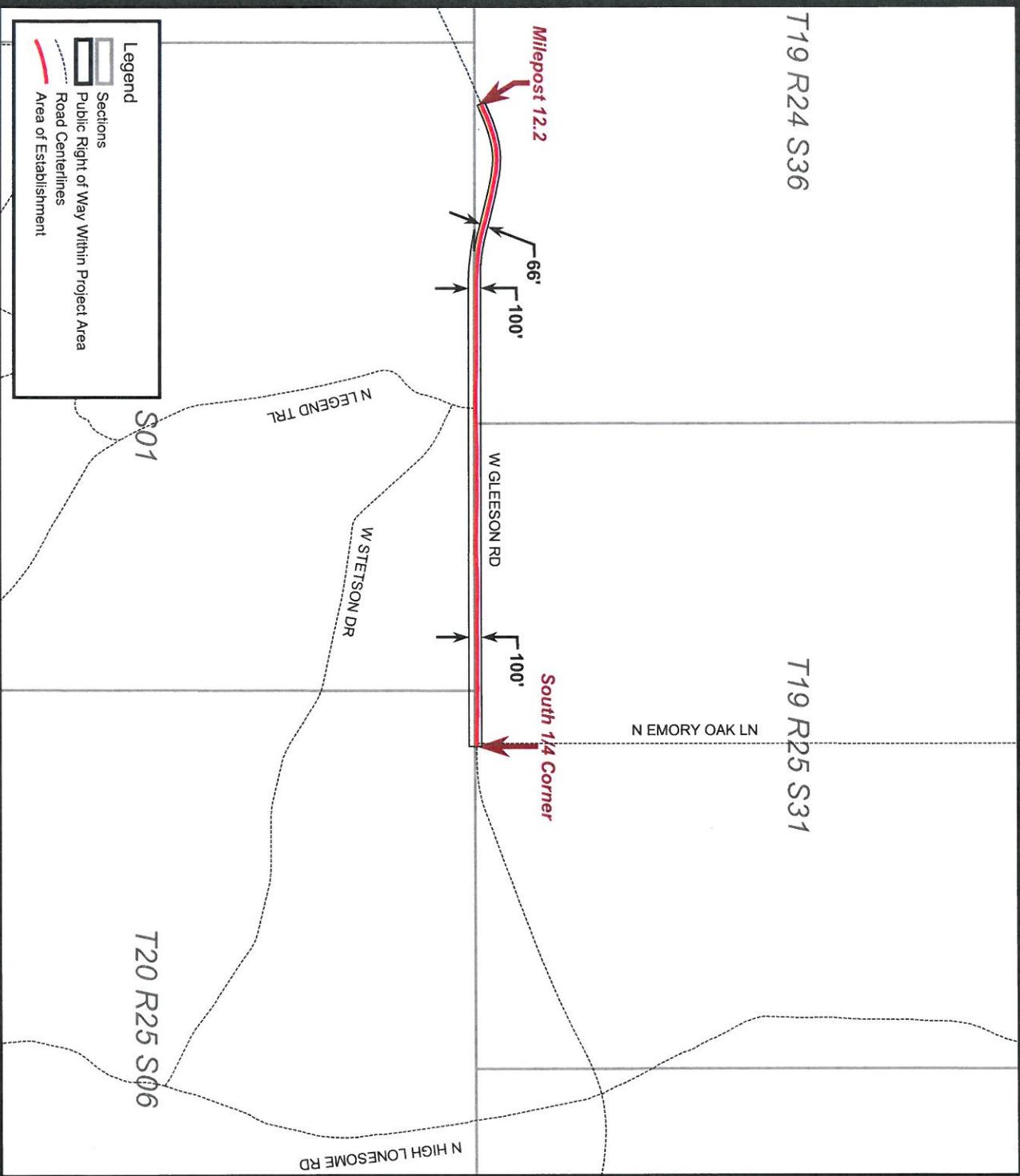
RESOLUTION MAP

Resolution 11-___

Establishment of
Gleeson Road
as a Declared
County Highway

Located within
S36 T19S R24E
S31 T19S R25E
S1 T20S R24E
S6 T20S R25E
G.&S.R.M.

This map is a product of the
Cochise County GIS



Legend

- Sections
- Public Right of Way Within Project Area
- Road Centerlines
- Area of Establishment



Establishing Gleeson Road as a Declared County Highway

November 1, 2011

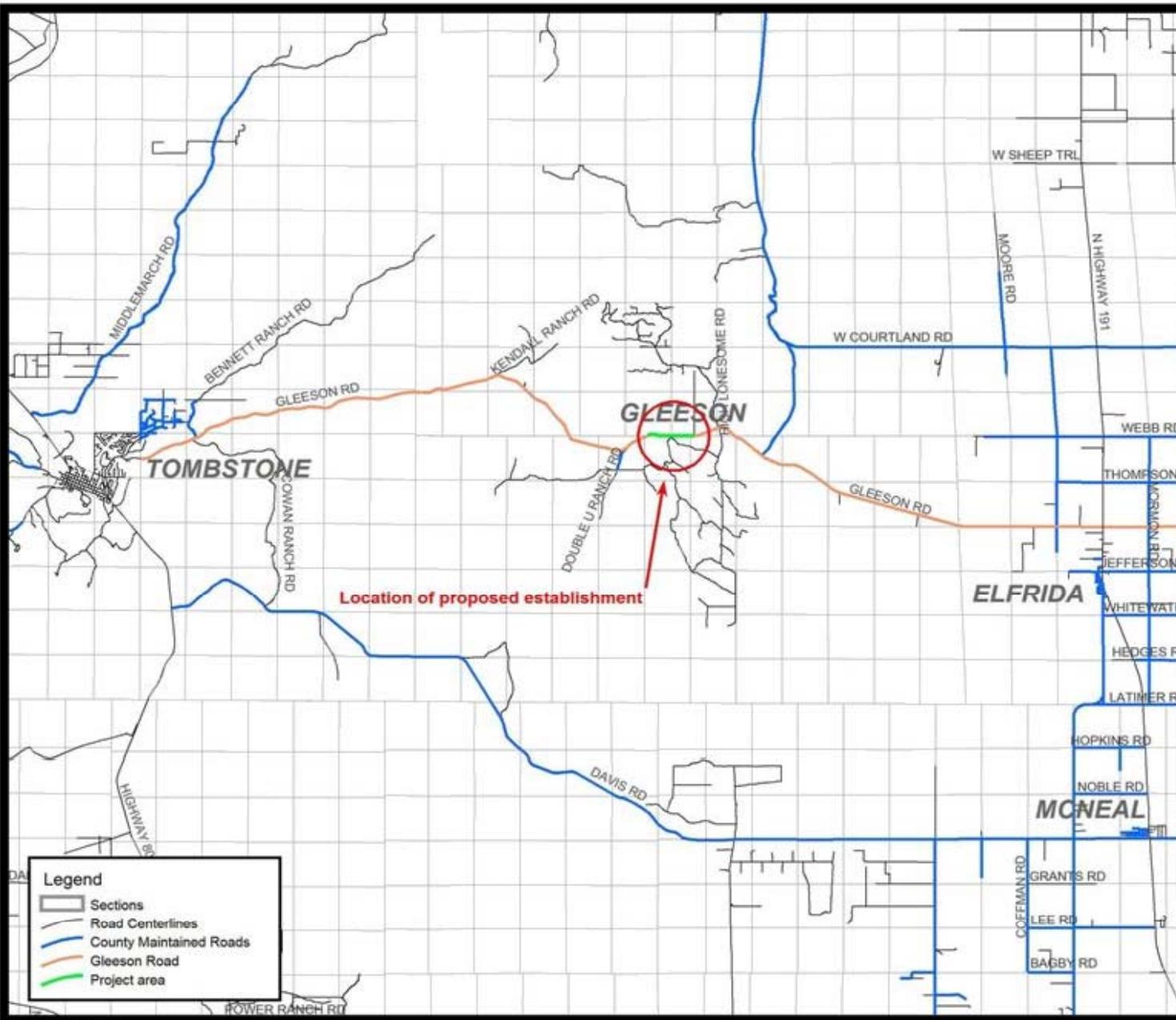


LOCATION MAP

Proposed establishment of Gleeson Road as a Declared County Highway

Located within Section 36 Township 19 South Range 24 East and Section 31 Township 19 South Range 25 East and Section 1 Township 20 South Range 24 East and Section 6 Township 20 South Range 25 East G.&S.R.M.

This map is a product of the GIS



Legend

- Sections
- Road Centerlines
- County Maintained Roads
- Gleeson Road
- Project area



Map for Executive Summary

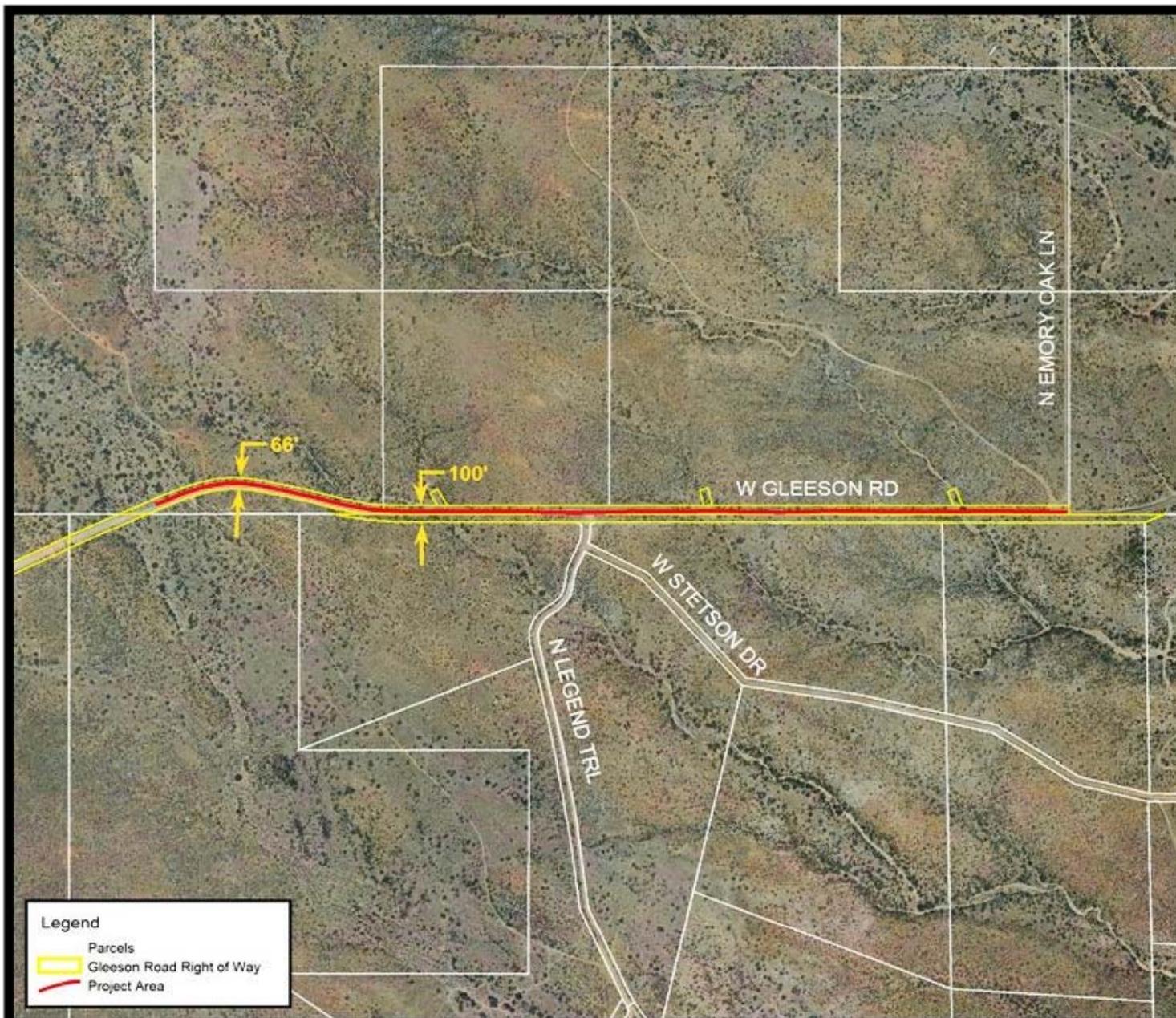
Proposed establishment of Gleeson Road as a Declared County Highway

Located within Section 36 Township 19 South Range 24 East and Section 31 Township 19 South Range 25 East and Section 1 Township 20 South Range 24 East and Section 6 Township 20 South Range 25 East G.&S.R.M.

This map is a product of the Cochise County GIS



0' 1" = 800'



Legend

- Parcels
- Gleeson Road Right of Way
- Project Area

Near West end looking East



Near East end looking West



Regular Board of Supervisors Meeting

Date: 11/01/2011

Volunteer Southern Arizona/Youth Now Collaboration - AmeriCorps

Submitted By: Jennifer Steiger, Health & Social Services

Department:

Presentation: PowerPoint

Recommendation: Approve

Document Signatures: BOS Signature NOT Required

of ORIGINALS Submitted for Signature: 0

NAME of PRESENTER: Mary Gomez/Judith Gilligan

TITLE of PRESENTER: Health Director/Prevention Services Director

Mandated Function?: Not Mandated

Source of Mandate or Basis for Support?:

REMINDER: You will use this Agenda Item template if your item involves a Grant (whether a new or renewal grant). You also must attach the Grant Approval Form to the item before Finance will approve it. Select the SPECIAL LINKS on your left-hand menu and Click on "Grant Approval Form". Then complete the form, save it and attach it to your item (on the Attachments tab).

Agenda Item Text:

Approve the new contract Volunteer Southern Arizona/Youth Now Collaboration with AmeriCorps for a full time (1700 hours) AmeriCorps member to work in the Teen Pregnancy Prevention and Tobacco Prevention Programs from October 1, 2011 through September 30, 2012 at a cost of \$7,000 plus travel expenses (estimated total of \$1,500).

Background:

The Prevention Services Division of the Health Department is expanding services in the Teen Pregnancy Prevention Program by creating a Youth Health Coalition. The proposed part time position to be filled by the AmeriCorps member will coordinate community service events provided by the Youth Health Coalition throughout the county. AmeriCorps members are stipend volunteers, partially funded through Volunteer Southern Arizona. It is approximately 50% less expensive to fund a part time position in this way than through direct employment by Cochise County.

Volunteer Southern Arizona sponsors the Youth Now Collaboration AmeriCorps State program. The Youth Now Collaboration places AmeriCorps members in nonprofit organizations and schools to engage youth in volunteer and service activities from October 2011 through September 2012 in Cochise, Pima, and/or Santa Cruz Counties.

For more information, please see the attached documents:

- Youth Now Collaboration AmeriCorps Host Site Information Sheet
- Youth Now Collaboration AmeriCorps Host Site Application

Department's Next Steps (if approved):

Your approvals are respectfully requested.

Impact of NOT Approving/Alternatives:

Cochise County will not be able to work with AmeriCorps in bringing in a temporary volunteer to work with the Teen Pregnancy Prevention Program, and coordination of some activities may suffer.

To BOS Staff: Document Disposition/Follow-Up:

A fully executed copy will be sent to the Clerk of the Board for filing purposes.

Fiscal Impact

Fiscal Year: 2011-2012

One-time Fixed Costs? (\$\$\$):

Ongoing Costs? (\$\$\$):

County Match Required? (\$\$\$):

A-87 Overhead Amt? (Co. Cost Allocation \$\$\$):

Source of Funding?: CCHD

Fiscal Impact & Funding Sources (if known):

To be paid for 100% out of the Teen Pregnancy Prevention FY 2011 budget, where the fiscal year ends 12/31/11, and will pay for the entire FY11/12 AmeriCorps Agreement. There is no change to the already-approved net county subsidy of \$12,581.

Attachments

AmeriCorps Agrmt 9-11v2

Agenda Number: ----- AMERICORPS/Volunteer Southern Arizona

Recommendation:

Approve the new contract Volunteer Southern Arizona/Youth Now Collaboration with AmeriCorps for a full time (1700 hours) AmeriCorps member to work in the Teen Pregnancy Prevention and Tobacco Prevention Programs from October 1, 2011 through September 30, 2012 at a cost of \$7,000 plus travel expenses (estimated total of \$1,500).

Background (Brief):

The Prevention Services Division of the Health Department is expanding services in the Teen Pregnancy Prevention Program by creating a Youth Health Coalition. The proposed part time position to be filled by the AmeriCorps member will coordinate community service events provided by the Youth Health Coalition throughout the county. AmeriCorps members are stipend volunteers, partially funded through Volunteer Southern Arizona. It is approximately 50% less expensive to fund a staff position in this way than through direct employment by Cochise County.

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For more information, please see the attached documents:

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Fiscal Impact & Funding Sources:

To be paid for 100% out of the Teen Pregnancy Prevention FY 2011 budget, where the fiscal year ends 12/31/11, and will pay for the entire FY11/12 AmeriCorps Agreement. There is no change to the already-approved net county subsidy of \$12,581.

Next Steps/Action Items/Follow-up:

Your approvals are respectfully requested.

Impact of Not Approving:

Cochise County will not be able to work with AmeriCorps in bringing in a temporary volunteer to work with the Teen Pregnancy Prevention and Tobacco Prevention Programs - coordination of some activities may suffer and this may affect the ability of both programs to meet state-funded deliverable outcomes.

COCHISE COUNTY GRANT APPROVAL FORM

Form Initiator: Jennifer Steiger Department/Division: Health/Prevention
 Date Prepared: 9/23/11 Telephone: 520-432-9402
 Grantor: AmeriCorps Grant Title: Volunteer Southern Arizona/Youth Now Collaboration
 Grant Term From: 10/1/11 To: 9/30/12
 Fund No/Dept. No: _____ Note: Fund No. will be assigned by the Finance Department if new.
 New Grant Yes No Amendment No. _____ Increase \$ _____ Decrease \$ _____

Briefly describe purpose of grant:

The Youth Now Collaboration AmeriCorps State Program places AmeriCorps members in nonprofit organizations and schools to engage youth in volunteer and service activities to provide youth with meaningful volunteer, service learning, and leadership opportunities during the school day as well as during out of school time.

If amendment, provide reason:

If this is a mandated service, cite source. If not mandated, cite indications of local customer support for this service:

Not mandated

Funding Sources	Federal Funds 332.100	State Funds 336.100	County Funds 391.000	Other	Total
Current Fiscal Year				\$8,500 expense	\$8,500 expense
Remaining Years					
Total Revenue				\$8,500 expense	\$8,500 expense

Is County match required? Yes No If yes, dollar amount \$ _____

Has this amount been budgeted? Yes No Identify Funding Source: Teen Pregnancy Program Grant

Federal Catalog of Federal Domestic Assistance (CFDA) No: _____

Method of collecting grant funds: Lump sum payment Quarterly payments Draw Reimbursement

Is reversion of unexpended funds required at end of grant period? Yes No

a) Total A-87 cost allocation n/a

b) Amount of overhead allowed by grant n/a County subsidy (a-b) n/a

Does Grantor accept indirect costs as an allowable expenditure? Yes No

If yes, dollar amount \$ _____ OR percentage allowed _____ %

Number of new positions that will be funded from grant: 1 Number of existing positions funded from grant: _____



Volunteer Southern Arizona
HANDS ON NETWORK



**Volunteer Southern Arizona
Youth Now Collaboration AmeriCorps Program
Host Site Agreement**

Host Site Agreement

The purpose of this agreement is to establish the basic parameters of AmeriCorps member participation at the AmeriCorps Host Site and the roles and responsibilities of Volunteer Southern Arizona and the Host Site.

Host Site: **Cochise County Health Department**
1415 Melody Lane, Building A
Bisbee, AZ 85603

Effective Dates: November 1, 2011 to September 30, 2012

Number of AmeriCorps members to be placed at host site:

 1 Full Time (1700 hours of service)

 Half Time (900 hours of service)

1. Definitions:

- 1) AmeriCorps member: A person who commits to a term of service in the nationally sponsored AmeriCorps Program. They should always be referred to as “members” and are not volunteers, staff, workers, participants or employees.
- 2) Host site: A community-based organization, school, or governmental entity that serves as the base of operations for the AmeriCorps member(s).
- 3) Host site Supervisor: The individual who will serve as the supervisor of the AmeriCorps member(s) at the host site and as the liaison to Volunteer Southern Arizona.
- 4) Position Description: A description of the goals/responsibilities of the AmeriCorps member(s) based on the goals and objectives of the Youth Now Collaboration and the host site.
- 5) Service Term: The length of time that an AmeriCorps member will serve is 6 to 12 months during which time a full-time member will serve a minimum of 1700 hours and a part-time member will serve a minimum of 900 hours. The term of service includes direct service activities, meetings, professional development trainings, and days of national service.

Host Site Initials

VSA Initials

- 6) Living Allowance: The amount paid to the AmeriCorps member throughout the service term. The living allowance will be dispersed on a biweekly basis by Volunteer Southern Arizona, provided that all timesheets and reports are submitted on time to Volunteer Southern Arizona.
- 7) Volunteer Southern Arizona, Inc.: Volunteer Southern Arizona, a 501(c)(3) nonprofit, is a grantee of AmeriCorps funds from the Governor's Office for Children, Youth, and Families and the Governor's Commission on Service and Volunteerism.
- 8) Governor's Office for Children, Youth, and Families: Houses support staff for the Governor's Commission on Service and Volunteerism. This office provides AmeriCorps programs with training, technical assistance, grant monitoring and support.
- 9) Corporation for National and Community Service (CNCS): Federally established corporation based in Washington, DC, which funds and administers AmeriCorps.

2. Volunteer Southern Arizona Responsibilities:

- 1) Initiate and manage the AmeriCorps member application process including recruitment, interviewing and screening/background checks of applicants. Volunteer Southern Arizona will retain the final authority for acceptance of AmeriCorps members.
- 2) Track AmeriCorps members' service hours through time sheets and manage member payroll and living allowance distribution to AmeriCorps members.
- 3) Provide eligible AmeriCorps members with health insurance.
- 4) Enroll the AmeriCorps member in AmeriCorps and assist with enrollment into the National Service Trust.
- 5) Administer grant funds for members' living allowance, insurance, training, and other member support costs.
- 6) Provide basic orientation and training to members and host sites regarding AmeriCorps and the Youth Now Collaboration.
- 7) Offer ongoing, systematic training for members to strengthen skills used in their direct service objectives and schedule regular meetings to support AmeriCorps members in professional development, and the planning and implementing of service activities.
- 8) Provide ongoing host site and member support including assistance with supervision and project guidance.
- 9) Provide AmeriCorps members and host sites with monthly program updates and other local and national information pertaining to the program.
- 10) Implement Volunteer Southern Arizona grievance procedure if need arises.
- 11) Provide documents relating to the Youth Now Collaboration AmeriCorps program including member evaluations, quarterly reports, timesheets, and a host site sign.
- 12) Complete required reports and evaluations for CNCS and the Governor's Office.
- 13) Exit the AmeriCorps member from service when appropriate.

3. Host site Responsibilities

- 1) Designate a supervisor. This individual will be directly responsible for the day to day guidance and support of the AmeriCorps members and shall be the contact person for Volunteer Southern Arizona.

Host Site Supervisor Name: Mary Gomez, Health Director
Host Site Supervisor Phone Number: 520-432-9609
Host Site Supervisor Email Address: mgomez@cochise.az.gov

Host Site Supervisor Name: Judith Gilligan, Prevention Director
Host Site Supervisor Phone Number: 520-432-9455
Host Site Supervisor Email Address: jjgilligan@cochise.az.gov

- 2) Create the AmeriCorps member's Position Description and submit it to the Director of Service Programs at Volunteer Southern Arizona for approval.
- 3) Provide AmeriCorps members with a review of host site policies and procedures and meet with AmeriCorps members on a regular basis to provide them with guidance and direction.
- 4) Ensure the AmeriCorps member attends all Volunteer Southern Arizona AmeriCorps member meetings, trainings, service projects and other National Service activities.
- 5) Ensure the host site supervisor(s) attends all Volunteer Southern Arizona meetings and trainings.
- 6) Approve and sign AmeriCorps members' time sheets every two weeks. Copies of every time sheet must be provided to Volunteer Southern Arizona Director of Service Programs. In order for members to receive their educational award at the end of their terms, they are required to complete a specified number of hours of service. In order for Volunteer Southern Arizona to keep track of their hours and to ensure they are meeting their monthly hour benchmark, it is imperative that the member's timesheet is turned in biweekly on the date due. The host site is responsible for ensuring that members assigned to the site complete their time sheets and turn them in when due. The host site supervisor signature on the timesheet is verification that the member has completed the hours listed.
- 7) Provide appropriate office space and desk/office equipment so that the tasks/functions in the position description can be completed. Each AmeriCorps member **must have access to a phone, fax and computer.**
- 8) Contact Volunteer Southern Arizona Director of Service Programs when the activities and/or behavior of the AmeriCorps members are of concern. Volunteer Southern Arizona will work with the host site supervisor and AmeriCorps member to agree upon a resolution for the area of concern. In the event that the host site determines, in its sole discretion, that the presence at the host site of an AmeriCorps member constitutes a possible health or safety risk or is otherwise not in the best interest of host site operations or functions, it should notify Volunteer Southern Arizona Director of Service Programs who will immediately have the member removed from the host site.
- 9) Contact Volunteer Southern Arizona Director of Service Programs if there are any questions about the appropriate or inappropriate service activities of AmeriCorps members. *Note: AmeriCorps members **must not engage in any of the "prohibited activities"** listed here and outlined in the "Host Site Manual."*
- 10) Review and sign the AmeriCorps members' quarterly reports, which are submitted to Volunteer Southern Arizona Director of Service Programs. The quarterly report will measure the direct and demonstrable results of the AmeriCorps members' service.
- 11) Complete a mid-year and post-service performance evaluation of the AmeriCorps member(s).
- 12) Submit brief reports to the Director of Service Programs as requested.

- 13) Be available for site visits from Volunteer Southern Arizona and/or Governor's Office staff.
- 14) Identify themselves as an AmeriCorps host site by displaying a sign in a public space.
- 15) Other requirements may be added as an amendment to this agreement at a later date if contract requirements change with the Governor's Office or CNCS.

4. Cost Share

- 1) The host site will provide the following cash cost share:
 $\$7,000$ for each full time member x _____ members = \$ 7,000
 $\$3,500$ for each half time member x _____ members = \$ _____
- 2) Payment will be made in full upon selection of AmeriCorps members.
- 3) If for any reason the AmeriCorps member cannot complete the entire term of service, the cost share provided by the host site may be refunded on a prorated basis, less administrative costs, relative to time served.
- 4) Volunteer Southern Arizona's ability to provide the AmeriCorps program is contingent on federal funding. If funding for the program is eliminated prior to the end of the project term, Volunteer Southern Arizona will notify host sites and work with them to facilitate the closeout of the member(s). Due to the administrative costs associated with such a contingency, host site fees will not be refundable.
- 5) The host site must reimburse travel and other expenses incurred as a direct result of position duties and expectations according to the same policies held for staff members.
- 6) The host site will provide a non-refundable deposit of \$250 per member upon receipt of the host site agreement.
- 7) The host site will submit quarterly in-kind contribution reports detailing any expenses accrued by the site as a result of hosting the member. This includes supervisory time, space costs, supplies, training, and any other expenses for which the member is being reimbursed.

Finance Director Name: Ray Falkenberg, ASM
 Finance Director Phone Number: 520-432-9414
 Finance Director Email Address: rfalkenberg@cochise.az.gov

5. Prohibited Activities

- 1) AmeriCorps member/s will not be engaged in a way that will displace an employee or position or infringe on an employee's promotional opportunities.
- 2) AmeriCorps members may not perform services or duties that have been performed by or were assigned to any:
 - Presently employed worker
 - Employee who recently resigned or was discharged
 - Employee who is subject to a reduction in force or who has recall right pursuant to a collective bargaining agreement or applicable personnel procedures
 - Employee who is on leave (terminal, temporary, vacation, emergency, or sick)
 - Employee who is on strike or is being locked out.
- 3) Any person employed by the host site within the preceding six months may not be placed as an AmeriCorps member in that host site.
- 4) Members may not be temporarily or permanently reassigned tasks that are not related to the approved position description.
- 5) The host site may not hire an AmeriCorps member for a regular staff position until the completion of the service term and the required hours.

- 6) AmeriCorps members are prohibited from engaging in lobbying activities or partisan political activities in the course of their duties, at the request of agency staff, or in a manner that would associate their activities with the host site, Volunteer Southern Arizona, or AmeriCorps. AmeriCorps members may engage in these activities only on their own time, at their own expense, and by their own initiative, and understand that sites found to be in violation of this policy risk termination of Corporation funding. If there is any question about whether an activity is permissible, please consult with Volunteer Southern Arizona.
- 7) At no time may the member, during the performance of service activities:
- Engage in any activity that is illegal under local, state or federal law.
 - Engage in activities that pose a significant safety risk to others.
 - Prepare any part of a grant proposal or perform fundraising functions to help the sponsor achieve matching requirements, or to fund general operating expenses, or provide fundraising assistance to other community-based organizations.
 - Engage in any AmeriCorps prohibited activities that include:
 - a) Attempting to influence legislation;
 - b) Organizing or engaging in protests, petitions, boycotts, or strikes;
 - c) Assisting, promoting, or deterring union organizing;
 - d) Impairing existing contracts for services or collective bargaining agreements;
 - e) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
 - f) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
 - g) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or workshop, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
 - h) Providing a direct benefit to-
 - 5.7..h.1.A business organized for profit;
 - 5.7..h.2.A labor union;
 - 5.7..h.3.A partisan political organization;
 - 5.7..h.4.A nonprofit organization that fails to comply with the restrictions contained in section 501 (c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - 5.7..h.5.An organization engaged in religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities;
 - i) Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
 - j) Providing abortion services or referrals for receipt of such services; and
 - k) Such other activities as the Corporation may prohibit.
 - Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and while using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

6. Insurance:

The host site must carry general liability insurance that is endorsed to add Volunteer Southern Arizona as an additional insured. A certificate of insurance must be provided to Volunteer Southern Arizona with this signed agreement. **Note:** *This certificate must clearly state that Volunteer Southern Arizona is an additional insured and include effective dates of coverage and limits of liability and list a general liability coverage amount of no less than \$1,000,000.*

7. Agreement Non-Compliance:

Volunteer Southern Arizona, upon determination made at its sole discretion, shall give written notice to the host site of any specific area of non-compliance. The host site will be given fifteen (15) days from notification to come into compliance. Volunteer Southern Arizona at its sole discretion may extend the number of days within which the host site shall come into compliance. Such an extension would be made upon evidence of good faith efforts by the host site to come into compliance, including development and implementation of a written plan of action acceptable to Volunteer Southern Arizona. The plan of action, developed by the host site, must state the specific actions the host site will take to come into compliance and timelines for completion of such actions.

8. Agreement Termination:

This Agreement may be terminated under the following conditions:

- 1) Termination for Non-Compliance: If the host site is unwilling or unable to come into complete compliance within fifteen (15) days from the notice of non-compliance or within an agreed upon period of time pursuant to Section 7 of this Agreement, Volunteer Southern Arizona may terminate the Agreement and the host site shall have no further rights hereunder. In the event of termination for non-compliance, the host site agrees that Volunteer Southern Arizona may contract with other persons to perform the host site duties and responsibilities described in this Agreement.
- 2) Termination for Convenience: Upon giving thirty (30) calendar days written notice, either party may terminate this Agreement, in whole or in part, for convenience and without penalty or further obligation.

9. Non-Discrimination:

Neither party shall discriminate against any employee, or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability, national origin, sexual orientation, gender identity, life-threatening illness or non-job-related factors in the course of carrying out duties pursuant to this agreement. The parties shall comply with applicable provisions of Executive Orders 75-5, and amended by Executive Order 99-4, which are incorporated into this Agreement by reference as if set forth in full herein.

10. Compliance with Americans with Disability Act:

The parties shall comply with applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 2101-12213) and all applicable federal regulations under the Act, including 28CFR Parts 35 and 36.

11. Homeland Security and Responding to Disasters:

The Corporation for National and Community Service, which includes AmeriCorps Members, will support homeland security in three major areas: public safety; public health; and disaster

mitigation, preparedness and response. As part of their commitment to the AmeriCorps program, members can be mobilized for service by Volunteer Southern Arizona, the Governor's Office, or the Corporation to participate in one of the three areas mentioned above. This mobilization would only occur in a serious community emergency and every effort would be made to expedite the member back to his/her duties with the host site.

The signatures of the parties hereunder will confirm agreement to the terms and requirements set forth herein for participation as host site in Volunteer Southern Arizona Youth Now AmeriCorps Program.

Host Site:

Cochise County Health Department

Mary Gomez
Authorized Signature

MARY GOMEZ
Printed Name

DIRECTOR
Title

10/18/11
Date

Volunteer Southern Arizona

Lisa Humenik, President and CEO

Date

COLLABORATION AGREEMENT DETERMINATION

Re: Collaboration Agreement in which the Youth Now Collaboration AmeriCorps State Program places AmeriCorps members in nonprofit organizations and schools to engage youth in volunteer and service activities to provide youth with meaningful volunteer, service learning, and leadership opportunities during the school day as well as during out of school time.

The attached agreement, which is an agreement between public agencies, has been reviewed pursuant to A.R.S. §11-952 on behalf of the Cochise County Health Department by the undersigned Deputy County Attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona.

Approved as to form this 19th day of September, 2011.

EDWARD G. RHEINHEIMER
Cochise County Attorney

By: Terry Bannon
Terry Bannon
Deputy County Attorney



Youth Now Collaboration AmeriCorps Host Site Application

Section One: Organization/School Information

Organization/School Name: Cochise County Health Department

Street Address: 1415 Melody Lane, Building A

City: Bisbee

State: AZ

Zip: 85603

Organization/School Authorized Signer: Mary Gomez

Authorized Signer Title: Health Director

Contact Person: Judith Gilligan

Contact Person Title: Prevention Services Director

Phone: 520-432-9455

Fax: 520-432-9480

Email: jgilligan@cochise.az.gov

Website: www.cochise.az.gov

Organization/School Hours of Operation: 8-5

What is the area served by your organization/school? (Check all that apply)

Tucson Metro

Marana/Oro Valley

Vail

Sierra Vista

Nogales

Sahuarita/Green Valley

Cochise County

Pima County

Santa Cruz County

Other: _____

What is your organization or school's mission statement? The mission of the Cochise County Health Department is to promote health and quality of life for all Cochise County residents through education, service and leadership.

The mission of the Cochise County Health Department Prevention Services Division is to promote, with community involvement, a healthy lifestyle and to prevent disease and injury through culturally respectful programs of education, outreach and intervention.

Primary Impact Area:(Check only one)

Adult Education

Animals

Arts & Culture

Children & Youth Education

Civic & Community

Disaster & Emergency

Services

Faith-Based Service

Health & Wellness

Family Services

Hunger & Homelessness

International Service

Internships & Employment

Justice & Legal Services

Immigrant & Refugee Services

Schools

Senior Services

Sports & Recreation

Technology

Environment

Economy

Other _____

Please provide a brief description of the services and/or programs that your organization or school provides:

The Teen Pregnancy Prevention Program offers several services which are provided upon request at middle and high schools in the five major school districts in Cochise County:

- The evidenced-based curriculum 'Love U2' offers guidance on navigating the world of teen relationships. Learning is focused on self-awareness and future orientation and planning - including maturity, values clarification and peer pressure - before addressing romantic relationships. Then young people engage in activities that foster personal development and positive decision-making about choices regarding their sexual health.

- "The Teen Maze'© is a teen health fair focusing on promoting healthy lifestyles by providing teens with the knowledge to make informed decisions. Students participate in a life-size interactive fair which promotes healthy choices by placing participants in hypothetical situations that cause them to address the multiple consequences

associated with issues such as sexual activity, substance use, behavioral health issues, breaking the law, and finding a career.

- 'Sexplanations' workshops are designed to support parents as they teach their children about sexuality by offering the most up-to-date information, statistics, and communication suggestions for effectively discussing sexuality with their children, such as tips on how and when to get started and communication techniques to keep the dialogue going. By sharing accurate information, as well as values and beliefs about sexuality, parents help foster self-confidence, good decision-making, and a healthy future for their teenagers.

The Tobacco & Chronic Disease Prevention Program has two separate components:

- Tobacco Prevention delivers presentations to all grade levels about the harmful effects of tobacco, reinforcing that tobacco use is no longer the norm. At the elementary school level a trained Health Educator implements SPARK (Sport, Play & Active Recreation for Kids) classes in schools that do not provide physical education classes for their students. SPARK classes are designed to promote physical activity for children to help improve their health-related fitness movement skills and add to their success, enjoyment, and positive socialization. At the high school level we are working on forming partnerships to implement youth coalitions countywide. The intention is that youth coalition members will promote tobacco prevention messaging to their peers as well as assist at school and community events.

- Chronic Disease Prevention and Management is intended to enhance the existing wellness services for Cochise County employees who have risk factors for chronic disease, including heart disease, stroke, diabetes and cancer. Two Certified Exercise Specialists and one Registered Dietician provide individual assessments and personalized fitness and/or nutrition plans and Healthy Living Classes which are designed to help individuals or their care givers manage their chronic illnesses.

What is your organization or school's non-discrimination policy? SEE ATTACHED DOCUMENT

Section Two: Organizational Intent

Describe how hosting an AmeriCorps member will further your organization or school's mission. A youth coalition will provide valuable youth input and activity in the mission driven areas of promoting healthy lifestyles and preventing disease and injury through community involvement in education, service and leadership.

Please briefly highlight how your organization works in collaboration with other nonprofit organizations, schools, businesses, coalitions, local government, etc. The Cochise County Health Department, being responsible for public health throughout the county, works in collaboration with a wide range of schools, nonprofit organizations, businesses, local coalitions, and other branches of local government. Just a few of these include:

- MOUs with the Unified School Districts of Bisbee, Douglas, Sierra Vista, Benson, Willcox, Tombstone & St. David for the purposes of collaborative programming and emergency/disaster preparedness.

- MOUs with other health care facilities including Copper Queen Community Hospital, Chiricahua Community Health Center, Douglas Hospital, Sierra Vista Regional Health Care Center, Benson Hospital and Northern Cochise Community Hospital for the purposes of collaborative programming and emergency/disaster preparedness.

- Partner with Cochise College in providing employee wellness programming for their employees and educational opportunities in healthcare for their students; partner with University of Arizona on several community health projects.

- Active membership in local coalitions and collaborations including: First Things First Regional Council; BiNational Health Coalition; WASA (Willcox Against Substance Abuse); Infection Control Practitioners Network; Cochise County Behavioral Health Network (Cenpatico); Douglas Community Advisory Group; Sierra Vista Community Advisory Group; Bisbee Boys and Girls Club; Cochise County Binational Health Council; Arizona Rural Health Association;

- Working relationships with other branches of local/federal government including: Sheriff's Department, Adult & Youth Detention and Probation and Fort Huachuca.

Please check the box if you will be able to demonstrate that the AmeriCorps position does not supplant an existing staff position or require that the AmeriCorps member does work that would be more suitable for a staff position.

Does your organization or school currently engage AmeriCorps, AmeriCorps VISTA, Senior Corps members?

Yes No, but we have in the past through this sponsoring organization: _____ No

If you answered "yes", please describe how you engage those National Service members: _____

Please describe the programs and projects in which the AmeriCorps member(s) will serve. Be sure to include whether the programs and projects are existing or are new and will be developed by the AmeriCorps member(s):

The AmeriCorps member will serve the Teen Pregnancy Prevention and Tobacco & Chronic Disease Prevention Programs as Youth Coalition Coordinator. These prevention programs have been in existence at the Health Department for over 10 years.

Development of a Youth Coalition, to support implementation of the state mandates for both programs to increase youth involvement in programming, is a new project and will be developed by the AmeriCorps member.

The Health Department Youth Coalition will provide a variety of services for the Health Department Prevention programs:

- represent the youth health perspective at community events
- provide youth input for grant applications and Board of Supervisors decisions
- address youth issues – teen pregnancy and tobacco prevention, chronic disease management and healthy living – by providing prevention and healthy lifestyle messages to teens in the community
- assist in the provision of TOP (Teen Outreach Program) curriculum lessons in academics and service learning
- assist in the supervision and mentoring of youth volunteer service projects

Section Four: AmeriCorps Performance Measures

The Youth Now Collaboration demonstrates AmeriCorps member impact in a variety of ways. Host sites will engage members in impacting one common performance measure (as marked below) and a minimum of three additional performance measures that will further your mission. School based sites are required to select the education performance measure.

Please select the performance measures the AmeriCorps member(s) will impact at the host site and provide estimated outputs and outcomes from October 2011 to September 2012.

Youth will be engaged in volunteer and service learning activities designed by AmeriCorps members placed in community and school based host sites with the dual purpose of impacting community needs and inspiring youth to increase their sense of civic responsibility, community awareness, and empowerment to enact change. (Required performance measure.)

20 Anticipated number of youth participating in volunteer and service learning activities both in and out of school time

100 Anticipated number of hours of service to be completed by youth volunteers

We will measure the number of youth that will increase their sense of civic responsibility, community awareness, and empowerment to enact change

Please describe how you will measure the above change*: Measurement processes are part of the TOP (Teen Outreach Program) curriculum. We will also review and consider the optional pre/post survey provided by Youth Now Collaboration (listed below) to determine if this will be the best measure for this outcome.

***An optional pre/post survey will be provided**

AmeriCorps members will build the capacity of their host site to recruit, train, and place adult volunteers to support youth service learning and volunteer activities by developing or strengthening volunteer management policies and procedures as well as recruiting, training, and placing volunteers.

_____ Anticipated number of adult volunteers that will be engaged in service to support youth service learning and volunteer activities

We will measure the number of adult volunteers satisfied with their volunteer experience

We will report how capacity was or was not built by the AmeriCorps member(s) to engage and manage adult volunteers

Youth will be engaged in leadership development activities through programs, projects, workshops, conferences, and classes that will focus on service leader skill development. Youth will have the opportunity to learn leadership skills that will be applicable to and will lead to active leadership roles in their community and school.

6 Anticipated number of youth that participate in productive, meaningful leadership development activities and training opportunities

We will measure the number of youth that increase skills and confidence in personal leadership abilities

Please describe how you will measure the above change: _____

We will measure the number of youth that demonstrate a commitment to service and leadership by signing up for, participating in, or leading community or school projects

Students will show marked improvement in school attendance, engagement, and behavior over the course of the AmeriCorps program's involvement with the student. (school based host sites are required to select this performance measure)

We will measure the number of students that improve school attendance, engagement, and behavior over the course of the AmeriCorps program's involvement with the student

Youth will be educated about environmentally conscious and energy efficient practices, including but not limited to sustainable energy and other natural resources, and sustainable agriculture.

_____ Anticipated number of youth who will be educated about environmentally conscious and energy efficient practices

_____ Anticipated number of community partnerships that will lead to the education of future students and youth in energy efficient and environmentally conscious practices

Youth will be educated about health, nutrition, and wellness to increase their own knowledge and improve decision making around their own health, nutrition, and wellness.

300 Anticipated number of youth who will be educated about health, nutrition, and wellness

We will measure the number of youth who increase their knowledge about health, nutrition, and wellness

We will measure the number of youth who demonstrate improved decision making skills to benefit their own health, nutrition, and wellness

Please describe how you will measure the above change: For all activities and events in this project we will conduct pre and post testing to measure youth's increase in knowledge about health, nutrition and wellness.

Section Three: AmeriCorps Member Request and Position Description(s)

Please indicate the number and type of AmeriCorps member(s) that your organization or school is requesting.

1 - 1700 hour (full -time) AmeriCorps member(s) at \$7,000 per member = \$7,000

 900 hour (half-time) AmeriCorps member(s) at \$3,500 per member = \$

Total host site fee: \$7,000

AmeriCorps member position descriptions will be used to recruit the AmeriCorps member(s) for your site, posted to www.americorps.gov, and part of the AmeriCorps member(s) contract. If you would like to request more than two unique position descriptions, please contact Danielle Flink at dflink@volunteersoaz.org.

1. Position Title (should include the word "AmeriCorps"): AmeriCorps Youth Coalition Coordinator

Where will the member serve? Please include the organization or school name, and physical address. Cochise County Health Department 1415 Melody Lane, Bisbee, AZ 85603 (Note: this address is the main Health Department office site however program activities will take place at school and community locations, to be determined, and at other Health Department sites in the county, as needed by youth coalition activities and events in different communities.)

Position Summary (200 characters or less): The AmeriCorps Youth Coalition Coordinator will support the implementation of the state mandates for the Teen Pregnancy and Tobacco Prevention Programs to increase youth involvement in programming by development of a Youth Coalition, which will provide valuable youth program input and prevention activity through messaging, mentoring and community service.

Program Summary (1000 characters or less): The Health Department Youth Coalition will provide valuable youth input and activity in the areas of prevention, health risk management and healthy living. Initially, youth will be recruited and trained as peer counselors to include mentoring, community service project supervision, curriculum coaching & assistance and youth prevention messaging. The AmeriCorps Youth Coalition Coordinator and Youth Coalition Peer Leaders will then recruit more youth to participate in the evidenced-based TOP (Teen Outreach Program) to improve academics and decisionmaking about participation in risky behavior. All Youth Coalition members (peer leaders and participants) will provide community service in the areas of teen pregnancy and tobacco prevention, health risk management and healthy living.

Terms and Conditions of Member Service: (Select all that apply)

Permits attendance at school during off hours

Car recommended

Permits working at another job during off hours Uniforms provided and required

Desired Minimum Education Level:

High School Graduate GED Some College Associate Degree
 Bachelor Degree Graduate Study Graduate Degree

Do you have a requirement that the AmeriCorps member speak another language(s)? Yes No

If yes, what language(s)? Spanish would be very useful, but not required

What skills would you like the ideal AmeriCorps member to possess? (Select all that apply)

Counseling Architectural Planning Business Communications
 Community Organization Computers Conflict Resolution Education
 Fine Arts/Crafts First Aid Fund Raising Law
 Leadership Public Health Public Speaking Recruitment
 Teaching/Tutoring Trade/Construction Writing/Editing Youth Development

What will your AmeriCorps member be responsible for doing? (This should include tasks and duties in 1000 characters or less)

JOB TASKS: (see attached Job Description)

- Contact agencies, organizations & schools in order to:
 - elicit referrals of youth for coalition participation as peer counselors
 - elicit referrals of youth for participation in the TOP Program
 - elicit locations to hold youth coalition meetings
- Follow up on all youth referrals to register youth for the Youth Coalition
- Contact community businesses and organizations to solicit funding for program activities and events (food, transportation, incentives, etc)
- Participate in all youth training sessions (conducted by health department staff)
- Contact community businesses and organizations to arrange community service projects and events related to health prevention issues and topics
- Supervise all community service projects and events
- Conduct weekly youth coalition group meetings at negotiated sites
- Co-lead TOP (Teen Outreach Program) curriculum lessons (with health department staff)

- Compile and maintain records and reports of attendance, training, community service projects, output and outcome measurement and any other records and reports needed to describe and justify program progress and outcomes.

Are there any additional expectations or information you would like to be included in the AmeriCorps member position description?

This position will require late afternoon and early evening hours, and some Saturday hours, conducting training & curriculum sessions, community service projects and coalition meetings with youth. Suggested work schedule is 3-7pm, 4 days per week. Schedule will need to be flexible to accommodate youth schedules and times/dates needed for community service projects and events. If AC member has a car, mileage reimbursement will be available through program budget. If AC member does not have a car, a County car may be available. In either circumstance, AC member will be required to obtain/maintain a valid AZ driver's license for this position.

2. Position Title (should include the word "AmeriCorps"): _____

Where will the member serve? Please include the organization or school name, and physical address. _____

Position Summary (200 characters or less): _____

Program Summary (1000 characters or less): _____

Terms and Conditions of Member Service: (Select all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Permits attendance at school during off hours | <input type="checkbox"/> Car recommended |
| <input type="checkbox"/> Permits working at another job during off hours | <input type="checkbox"/> Uniforms provided and required |

Desired Minimum Education Level:

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> High School Graduate | <input type="checkbox"/> GED | <input type="checkbox"/> Some College | <input type="checkbox"/> Associate Degree |
| <input type="checkbox"/> Bachelor Degree | <input type="checkbox"/> Graduate Study | <input type="checkbox"/> Graduate Degree | |

Do you have a requirement that the AmeriCorps member speak another language(s)? Yes No

If yes, what language(s)? _____

What skills would you like the ideal AmeriCorps member to possess? (Select all that apply)

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Architectural Planning | <input type="checkbox"/> Business | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Community Organization | <input type="checkbox"/> Computers | <input type="checkbox"/> Conflict Resolution | <input type="checkbox"/> Education |
| <input type="checkbox"/> Fine Arts/Crafts | <input type="checkbox"/> First Aid | <input type="checkbox"/> Fund Raising | <input type="checkbox"/> Law |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Public Health | <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Recruitment |
| <input type="checkbox"/> Teaching/Tutoring | <input type="checkbox"/> Trade/Construction | <input type="checkbox"/> Writing/Editing | <input type="checkbox"/> Youth Development |

What will your AmeriCorps member be responsible for doing? (This should include tasks and duties in 1000 characters or less)

Are there any additional expectations or information you would like to be included in the AmeriCorps member position description?

Section Four: Organization/School Infrastructure

Host sites must comply with certain requirements and duties to host an AmeriCorps member. If selected as a site, the organization is required to sign a host site agreement and provide necessary documentation. Below is a check list of many of the requirements listed in the contract. Please check each item to indicate the organization's willingness to comply with these requirements.

Our organization agrees to provide AmeriCorps member(s) with:

- A supervisor working at the location where the AmeriCorps member(s) will serve that will:
 - Screen, interview, and select the AmeriCorps member(s) in collaboration with Volunteer Southern Arizona staff,
 - Provide day to day supervision, coaching, and support of the AmeriCorps member(s),
 - Review and sign biweekly AmeriCorps member timesheets,
 - Review the AmeriCorps member(s) quarterly reports for accuracy,
 - Serve as a direct contact with Volunteer Southern Arizona staff,
 - and complete mid-term and final evaluations for the AmeriCorps member(s)
- Tasks and duties appropriate to the position description approved by Volunteer Southern Arizona
- Extensive orientation and training appropriate to complete assigned tasks and duties as outlined in the position description
- Access to a computer with Microsoft Word, Excel, and PowerPoint
- Access to a phone and fax machine
- An email address
- Appropriate work space
- A positive service experience that directly and positively impacts the community
- Support and appropriate transportation or travel reimbursement to attend monthly trainings and meetings scheduled by Volunteer Southern Arizona
- Mileage reimbursement according to the personnel policies of your organization or school
- The same respect, accountability, policies, and procedures for staff and volunteers

Our organization agrees to provide Volunteer Southern Arizona with:

- A signed host site agreement upon selection of being a Youth Now Collaboration host site
- A certificate of general liability insurance naming Volunteer Southern Arizona as an additional insured for no less than \$1,000,000
- Attendance at the mandatory host site orientation to be scheduled in mid-August and up to three additional meetings
- Availability to host site visits from Volunteer Southern Arizona representatives
- A non-refundable deposit of \$250 upon selection of being a Youth Now Collaboration host site
- The host site fee in full upon the selection of an AmeriCorps member
- Quarterly in-kind contribution reports

Section Five: Organization/School Authorization

I am aware of the application to host AmeriCorps members through the Youth Now Collaboration AmeriCorps program sponsored by Volunteer Southern Arizona for the 2011-2012 program year. I confirm that The Cochise County Health Department (name of organization) is financially capable of hosting the AmeriCorps member(s) for the duration of the program year from October 2011-September 2012. I have read and agree to uphold the requirements of being a host site. I am also aware that the potential direct supervisor from my organization will be expected to conduct interviews

with possible AmeriCorps members in a timely manner. I understand that completing this application and conducting AmeriCorps member interviews does not guarantee that my organization will receive an AmeriCorps member.

Mary Gomez, Health Director Mary Gomez 10/18/11
Printed Name of Executive Director/Principal Signature Date

Ray Falkenberg, ASM [Signature] 10/18/11
Printed Name of Finance Director Signature Date

Judith Gilligan, Prevention Director [Signature] [Date]
Printed Name of Host Site Supervisor Signature Date

[Signature] [Signature] 10/20/11
Printed Name of Host Site Supervisor Signature Date