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Office of County Board
Kane County Government Center



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DOCUMENT VET SHEET
for
Karen McConnaughay
Chairman, Kane County Board

Name of Document: Illinois Public Health Association
AmeriCorps Program Partner Agency Agreement

Submitted by: Michael Isaacson

Date Submitted: August 8, 2012

Examined by: Joseph Lulvey
(Print name)

[Signature]
(Signature)

8-20-12
(Date)

Post on Web: Yes No Atty. Initials [Initials]

Comments:
This agreement outlines program expectations for KCHD to
host an AmeriCorps member. We have hosted members for the
past four years.

Chairman signed: Yes No SEPTEMBER 5, 2012
(Date)

Document returned to: Ben Lopez, KCHD-1240 N.
Highland, Stab
Aurora



ILLINOIS PUBLIC HEALTH ASSOCIATION AMERICORPS PROGRAM Partner Agency Agreement



This agreement between the Illinois Public Health Association (IPHA) and **Kane County Health Department** (hereinafter referred to as a Partner Agency) will serve as a mutual agreement for the provision of service opportunities for an AmeriCorps member. The AmeriCorps member selected and jointly approved by IPHA and the Partner Agency will serve on site in a position outlined in a job description produced by the program.

The AmeriCorps member will be contracted by the Illinois Public Health Association to work with the Partner Agency on various results driven, direct service projects.

This agreement will be used to outline the expectation and responsibilities of the Partner Agency and the Illinois Public Health Association.

Purposes of the Grant:

The general purpose of the IPHA AmeriCorps program is "Getting Things Done" in communities, strengthening the ties that bind communities together, developing the citizenship and skills of AmeriCorps members, and supporting public health workforce development. It is the mission of the Illinois Public Health AmeriCorps program to strengthen the field of public health through the development of skilled and committed leaders by supporting public health activities, promoting community activities and engaging volunteers. Activities are intended to help engage Americans of all backgrounds as members in community-based service that provides a direct and demonstrable benefit that is valued by the community. Service activities must result in a specific documented service or improvement that otherwise would not be provided with existing funds or volunteers and that does not duplicate the routine functions of workers or displaced paid employees.

The Partner Agency Agrees to:

RECRUITMENT & ORIENTATION

- Assist in the recruitment process of the AmeriCorps member for the site.
- In coordination with IPHA, develop a direct service position description with clear outcomes for the AmeriCorps member. Notify IPHA program staff before changing the position description for the AmeriCorps member.
- Attend the Site Supervisor Training/Orientation and other required meetings for designated site supervisors.
- **Complete background check paperwork for each site supervisor**
- **Provide IPHA with a letter of accompaniment stating that the IPHA AmeriCorps Member "will not have reoccurring contact with vulnerable populations"**.
- Provide the AmeriCorps member with appropriate orientation to the agency and community, including the policies and procedures, chain of command, and expectations of the worksite.
- Assist in identifying a local public health professional in the AmeriCorps member's field of interest to serve as their mentor.

WORKSITE

- Provide a safe, sanitary and handicap accessible work environment.
- Comply with objectives, policies and procedures of the AmeriCorps program.
- Provide meaningful service work (for up to 40 hours per week) and performance criteria that are appropriate to the skill level of the AmeriCorps member.
- Determine an appropriate daily work schedule for the member, in accordance with AmeriCorps policies.
- Provide daily supervision for the AmeriCorps member.
- Interact with the member in the same respectful and professional manner as they would with any other employee.
- Provide appropriate office space, clear instructions, equipment and/or materials for use by the AmeriCorps member to complete work tasks.

- Provide the AmeriCorps member access to a phone, computer, e-mail and the Internet within one week of the member's start date – September 14, 2012
- Support the AmeriCorps member's participation in ongoing program meetings, conference calls, member trainings and other required program events.
- Ensure that the AmeriCorps member is not being asked to participate in any Prohibited Activity during AmeriCorps service hours.

REPORTS

- Review and approve the AmeriCorps member's time sheets, service documents and quarterly reports prepared by the AmeriCorps member in a timely manner.
- Prepare a 12-week, mid-term and end-of-term AmeriCorps member performance review that is shared with and signed by the AmeriCorps member. Forward the evaluation to the IPHA office by the due dates listed on the Service Calendar.
- Prepare monthly in-kind supervisory hours in ONCORPS system **and enter monthly in-kind supervisory hours that will total at least \$3,200.00 per member by the end of the service term.**
- Maintain host site supervisor timesheets (outside of the AmeriCorps Program) for at least 7 years. If audited by Corporation for National and Community Service, IPHA will not be responsible for supervisor document time outside of the AmeriCorps program.
- Report immediately to IPHA program staff any problems or work-related accidents.
- Report immediately to IPHA and document any concerns regarding unsatisfactory performance of the member. Disciplinary and/or termination process is determined by the AmeriCorps program provisions.
- Report immediately to the IPHA program staff if the AmeriCorps member is convicted of any drug violation occurring in the workplace or during performance of any program project, in accordance with the Drug Free Workplace Act.

EXPENSES

- Provide reimbursement for the member's travel expenses related to direct service activities being performed for the Partner Agency.
- **Provide payment in the amount of \$10,100.00 for each member to the Illinois Public Health Association, by October 29, 2012**

Prohibited Program Activities:

While charging time to the AmeriCorps Program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program, AmeriCorps members may not engage in the following activities. The Partner Agency agrees to ensure that the AmeriCorps member does not engage in:

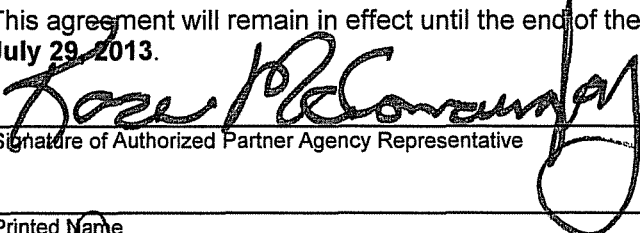
- Activities that pose a significant risk to others.
- Activities that pose a significant liability such as clinical procedures; i.e. HIV testing, dental procedures etc.
- Attempting to influence legislation.
- Organizing or engaging in protests, petitions, boycotts, or strikes.
- Assisting, promoting or deterring union organizing.
- Impairing existing contracts for services or collective bargaining agreements.
- Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- 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.
- 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 worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization. Acknowledging that religious and political activities play a positive role in healthy communities, it is important that AmeriCorps members do not appear to be taking sides religiously or politically. AmeriCorps members are free to pursue these activities on their own initiative, on non-AmeriCorps time, and using non-AmeriCorps funds. The AmeriCorps logo should not be worn while doing so.

- Providing a direct benefit to a for-profit entity; a labor union; a partisan political organization; an organization engaged in the religious activities described in the preceding clause; or a nonprofit entity that fails to comply with the restrictions contained in section 501(c)(3) of the U.S. Code Title 26.
- Voter registration activities.
- Raising funds for his/her living allowance; raising funds for an organization's operating expenses or endowment; or writing a grant application for funding provided by a federal agency.
- Other activities that the Corporation for National and Community Service or the Illinois Public Health Association determine to be prohibited, upon notice to the Partner Agency.

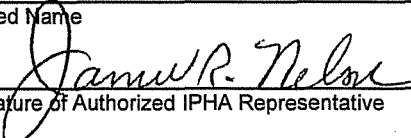
The Illinois Public Health Association Agrees to:

- Pay the AmeriCorps members their living allowance twice a month with checks being direct deposited, unless other arrangements are made.
- Provide health insurance for the AmeriCorps member.
- Provide worker's compensation for the AmeriCorps member in the event of a job-related injury.
- Provide liability coverage for the AmeriCorps member placed in the Partner Agency.
- Provide travel stipends to the members for expenses related to required trainings and meetings of the IPHA AmeriCorps program.
- Support recruitment efforts of the Partner Agency.
- Conduct criminal record checks on the AmeriCorps member.
- Provide a "Program Manual" with detailed information on program operations.
- Provide a calendar for the AmeriCorps member and supervisor with important dates and deadlines.
- Establish regular lines of communication with the AmeriCorps member and supervisor that includes the use of teleconferences, meetings, e-mail, fax, and the Internet.
- Provide ongoing training opportunities for the AmeriCorps member.
- Provide site supervisor training opportunities related to the AmeriCorps program.
- Provide a reimbursement process for a pro-rated amount of the local match paid by the Partner Agency in the event that the AmeriCorps member exits the program before the end of the term of service; Reimbursement will not be given, however, if the AmeriCorps member accepts an employment offer by the host site prior to the member finishing his/her term of service.
- Provide a mid-year and end-of year progress report to the Partner Agency on the status of completing program objectives and member service hours.
- Conduct an annual evaluation and site visit of the Partner Agency to determine the progress made toward meeting program objectives. The results will be used for planning purposes for the next program year.
- Provide all other administrative functions and support as necessary for the management of the AmeriCorps program.

This agreement will remain in effect until the end of the current program year, which is ~~July 29, 2013.~~


 Signature of Authorized Partner Agency Representative

SEPTEMBER 5, 2012
 Date

Printed Name

 Signature of Authorized IPHA Representative

7/16/12
 Date

James R. Nelson
 Printed Name