



INTEROFFICE MEMORANDUM
Family Services Department

April 11, 2014

APPROVED
BY ORANGE COUNTY BOARD
OF COUNTY COMMISSIONERS
MAY 06 2014 NP/KH

To: Mayor Teresa Jacobs
and
Board of County Commissioners

Thru: Lonnie C. Bell, Jr., Director
Family Services Department

A handwritten signature in black ink, appearing to read "Lonnie C. Bell, Jr.", written over the printed name.

From: Richard Tyson, Manager
Cooperative Extension Division

SUBJECT: May 6, 2014 Consent Agenda Item
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 Jennifer Pelham as the new Orange County Extension Agent III, Residential Horticulture. Ms. Pelham 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. Pelham will be responsible for providing leadership for the development, implementation and evaluation of the Residential Horticulture programs in Orange County in collaboration with a team of County Faculty, UF Specialists and local citizen advisors. Ms. Pelham will also work closely with other community organizations and government entities to provide more sustainable landscapes for the citizens of Orange County.

Ms. Pelham earned her Master's degrees in Agribusiness (2000) and Pest Management (2008) from the University of Florida and has 13 years experience as a Residential Horticulture Extension Agent. A copy of the job description and Ms. Pelham's resume, along with the position letter from the University of Florida are attached. Ms. Pelham's anticipated start date is May 12, 2014.

ACTION REQUESTED: Acceptance of University of Florida's appointment of Ms. Jennifer Pelham as Orange County Extension Agent III, Residential Horticulture. All Districts.

RT/dw

cc: Linda Weinberg, Deputy County Administrator
Yolanda Brown, Manager, Fiscal Division, Family Services Department

Jennifer L. Pelham

2912 Jebidiah Loop
Saint Cloud, FL 34772
(407) 791-4527
jenwp22@gmail.com

OBJECTIVE: To develop quality educational programs in horticulture.

EDUCATION

Master of Pest Management	University of Florida 2008
Master of Agribusiness	University of Florida 2000
Bachelor of Science – Agricultural Business	Pennsylvania State University 1998
Minor in Horticulture	Pennsylvania State University 1998

CERTIFICATIONS

Certified Arborist, 2004 - present
International Society of Arboriculture

Certified Instructor, 2008 - present
Green Industries Best Management Practices for Protection of Water Resources in FL

EXPERIENCE

Extension Faculty – Horticulture Agent III, May 2001-Present
University of Florida IFAS, Osceola County Extension, Kissimmee, FL

- Planned, developed, promoted, and conducted educational programs in horticulture for homeowners, professional landscapers and youth in Osceola County
- Recruited, trained, and managed an organization of 75 volunteers
- Managed the “Plant Clinic”, a plant problem diagnostic clinic
- Wrote and published articles in local newspapers and newsletters
- Created PowerPoint presentations, marketing brochures, educational fact sheets, and community exhibits
- Maintained records and completed reports of accomplishments annually

Gardener, January 2001-May 2001
Walt Disney World – Horticulture
Lake Buena Vista, FL

- Installed and maintained the gardens and landscape at the Grand Floridian Resort

Graduate Research Assistant, December 1999-December 2000
University of Florida CALS
Gainesville, FL

- Researched and developed case studies for graduate advisor
- Assisted with undergraduate lectures

Plant Scientist Intern, December 1998-August 1999

Walt Disney World – Epcot Science
Lake Buena Vista, FL

- Propagated, planted, maintained, and harvested hydroponic fruit and vegetable crops at The Land Pavilion in Epcot
- Conducted the “Behind the Seeds” guided tours through the greenhouse exhibit

Gardener Intern, May 1998-August 1998

Walt Disney World – Horticulture
Lake Buena Vista, FL

- Installed and maintained the gardens and landscape at Epcot

Retail Garden Intern, May 1997-August 1997

Country Market Garden Center
Hummelstown, PA

- Customer service, retail sales in a retail garden center
- Designed and created annual container plantings for customers
- Maintained nursery stock

SKILLS

Computer: Microsoft Office (Word, Excel, Publisher, PowerPoint, Outlook)

AWARDS/ACTIVITIES

Member, National Association of County Agricultural Agents, 2001 – present

- Distinguished Service Award, 2012; National Finalist Communication Award (Learning Module), 2009; Achievement Award, 2008; National Winner Communication Award (Personal Column), 2007; National Finalist Communication Award (Computer Generated Slide Set), 2006

Member, Florida Association of County Agricultural Agents, 2001 – present

- Past President, 2012; President, 2011; Vice President, 2010; Secretary, 2009
- Master Gardener Distinguished Extension Professional Enhancement Award, 2008; Epsilon Sigma Phi Young Professional Award, 2007; UF/IFAS Grand Image Award (Exhibit), 2006; UF/IFAS Gold Image Award (Written Word), 2006; Florida Ag in the Classroom Volunteer Program of the Year, Marshall and Mildred Watkins Professional Improvement Award, 2005; University of Florida Golden Gator Award, 2004; UF/IFAS Grand Image Award (Program), 2004; State Communication Award (Best Fact Sheet), 2003; Marshall and Mildred Watkins Professional Improvement Award, 2003



UF/IFAS Extension
Office of the Central District Extension Director

1052 McCarty Hall D
PO Box 110220
Gainesville, FL 32611-0220
352-392-1781
352-392-5259 Fax

March 7, 2014

Ms. Jennifer Pelham
2912 Jebidiah Loop
Saint Cloud, FL 34772

Dear Ms. Pelham:

I am pleased to offer you the positions of Orange County Extension Agent III, Residential Horticulture position number 0001-5096 beginning May 12, 2014. The salary will be \$67,000.00 with a 40%/60% split in funding sources between Orange County \$26,800.00/40% and the University of Florida \$40,200.00/60%. 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 III, Residential Horticulture, you will work under the direction of Dr. Richard Tyson, Orange County, Extension Director, (CBD) 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.

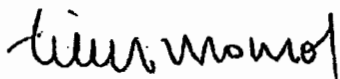
The Foundation for The Gator Nation
An Equal Opportunity Institution

Jennifer Pelham
March 7, 2014
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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,



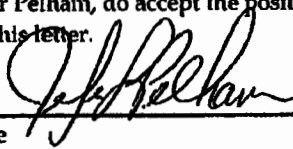
Tim Momol, Ph.D.
Professor and
Central District Extension Director

TM/nw

cc: Melanie Edmondson
Richard Tyson

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

Signature



3/12/14
Date