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| Meeting Date |
| 8/23/2016 |



| AGENDA | |
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| Section | CONSENT |
| Item No. | II.C.3. |

AGENDA REPORT
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

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| SUBJECT: | Policy BCC76 - Caretakers |
| DEPT/OFFICE: | Central Services - Facilities |

Requested Action:
 It is requested that the Board of County Commissioners approve Policy BCC-76, Caretakers.

Summary Explanation & Background:

The objective of Policy BCC-76 is to establish a method for providing caretakers at County facilities. Staff has reviewed the referenced Policy and recommends one change.

III. Directives, Paragraph C. The departmental supervisor responsible for the facility requiring a caretaker shall interview ~~at least three (3)~~ applicants and recommend selection by requesting Board action to execute a contract with the best qualified applicant.

The Public Works and Parks and Recreation Departments sometimes receive only one response to caretaker solicitations, not three (3) as required by the Policy. Regardless of the number of responses, applicants go through the same interview process prior to selection, and the caretaker's contract is presented to the Board for approval. The contract requires criminal background checks for all adults living in the caretaker's residence, and occupants are subject to drug screening.

Contact: Teresa.camarata@brevardfl.gov

Clerk to the Board instruction:

Exhibits Attached: BCC-76 Caretakers

Contract /Agreement (If attached): Reviewed by County Attorney Yes No PR

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| County Manager | Department Director / Extension |
| Stockton Whitten | Teresa Camarata, Central Services Director X52543 |

(Signatures: Frank Abbate, Teresa Camarata)



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972
Tammy.Rowe@brevardclerk.us

August 24, 2016

M E M O R A N D U M

TO: Stockton Whitten, County Manager

RE: Item II.C.3., Board Policy BCC-76, Caretakers

The Board of County Commissioners, in regular session on August 23, 2016, approved changes to Board Policy BCC-76, Caretakers. Enclosed is a fully-executed Policy.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

/cm

Encl. (1)

cc: Central Services Director
Finance
Budget

POLICY

TITLE: Caretakers

NUMBER: BCC – 76
CANCELS: 9/17/2013
APPROVED: 8/23/2016
ORIGINATOR: Central Services
REVIEW: 08/23/2019

I. Objective

To establish a method for providing caretakers at County facilities.

II. Definitions and References

- A. Caretaker – Person(s) contracted by the Board of County Commissioners to reside and provide security and other services at a County facility.
- B. Facility – Any building, property and equipment that is owned, leased or operated under the authority of the Board of County Commissioners.

III. Directives

- A. When the Board of County Commissioners determines that a need exists to provide for the security and safety of a facility, a qualified person or persons shall be obtained to serve as caretaker for the facility.
- B. Caretaker duties, qualifications and selection criteria shall be determined by the particular needs and requirements of the facility for which the caretaker is being selected.
- C. The departmental supervisor responsible for the facility requiring a caretaker shall interview applicants and recommend selection by requesting Board action to execute a contract with the best qualified applicant.

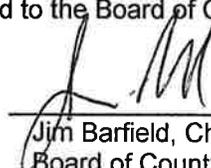
IV. Reservation of Authority

The authority to issue and/or revise Policies is reserved to the Board of County Commissioners.

Attest:



Scott Ellis, Clerk



Jim Barfield, Chairman
Board of County Commissioners
Brevard County, Florida

As approved by the Board on 08/23/2016