



# Agenda Report

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## New Business - Community Services Group

J.2.

9/13/2022

### Subject:

Staff Direction: Regarding the Payment of Background Investigation Screenings for Parks and Recreation Department Recreation Partners and their associated Volunteers and Recreation Instructors

### Fiscal Impact:

\$36,000 - \$56,000 in Fiscal Year 2022 / 2023 if Parks and Recreation were to continue to pay for one-half of the Background Investigation Screening costs.

### Dept/Office:

Parks and Recreation

### Requested Action:

It is requested that the Board of County Commissioners provide direction to staff regarding the payment of Background Investigation Screening Costs for Recreation Partners and their associated Volunteers and Recreation Instructors.

### Summary Explanation and Background:

The Board of County Commissioners, in regular session on July 20, 2021, approved that Recreation Partners, Recreation Instructors and Volunteers pay for one-half of the cost of a High-Level Background Investigation Screening. High level background screening includes fingerprints submitted to the Florida Department of Law Enforcement, the National FBI for a criminal background check and a background investigation sent to the Brevard Electronic Court Application. The Parks and Recreation Department staff was directed to continue using Brevard County Administrative Order-05 as the basis for determining whether a Recreation Partner, Recreation Instructor or Volunteer successfully passes the Background Investigation Screening.

It is anticipated that Brevard County Parks and Recreation Department will spend approximately \$36,000 in Fiscal Year 2021 / 2022 for the one-half cost of the Background Investigation Screenings.

It is contemplated that on October 1, 2022 the Recreation Partners, Recreation Instructors and their associated Volunteers would pay, in full, the cost of their Background Investigation Screenings.

During Board Reports at the August 30, 2022 Board of County Commission meeting, concerns were expressed regarding the Recreation Partners having to assume 100% of the cost of the Background Screening.

The following options are presented for the Board's consideration:

**Option 1.** The Parks and Recreation Department pay for one-half the cost of the Recreation Partner and their associated volunteers and the Recreation Instructor Background Investigation

Screening costs for an additional period of one year.

**Option 2.** The Parks and Recreation Department pay for one-half the cost of the Recreation Partner and their associated volunteers and the Recreation Instructor Background Investigation Screening costs until otherwise directed by the Board of County Commissioners.

**Option 3.** Effective October 1, 2022 the total cost of the Background Investigation Screening be paid by the Recreation Partners and their associated volunteers and the Recreation Instructors.

### **Clerk to the Board Instructions:**

Please provide a copy of the Clerk's memorandum to MaryEllen.Donner@BrevardFL.gov or telephone 321-633-2046 for memorandum pick up.



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

Telephone: (321) 637-2001  
Fax: (321) 264-6972  
Kimberly.Powell@brevardclerk.us

September 14, 2022

**M E M O R A N D U M**

**TO:** Mary Ellen Donner, Parks and Recreation Director

**RE:** Item J.2., Staff Direction Regarding the Payment of Background Investigation Screenings for Parks and Recreation Department Recreation Partners and their Associated Volunteers and Recreation Instructors

The Board of County Commissioners, in regular session on September 13, 2022, granted approval for the Parks and Recreation Department to pay \$22.13 towards a one-year or five-year Background Investigation Screening cost for Recreation Partners and their associated volunteers and recreation instructors for one additional year.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
RACHEL M. SADOFF, CLERK

A handwritten signature in cursive script, reading "Kimberly Powell".

Kimberly Powell, Clerk to the Board

/sm

cc: Finance  
Budget