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243

Memorandum of Understanding

Between: GLOUCESTER COUNTY SENIOR CORPS
(part of the National Senior Service Corp)
Rowan College at Gloucester County
1400 Tanyard Road, Sewell, New Jersey 08080

And: VOLUNTEER AGENCY - COUNTY OF GLOUCESTER,
Through the GLOUCESTER COUNTY DIVISION OF HEALTH
(a body politic and corporate)

Address: 204 East Holly Avenue

City: Sewell State: NJ Zip: 08080

Telephone: (856) 218-4130 Fax: (856) 218-4109 E-Mail: tjones@co.gloucester.nj.us

501c3 Verification: N/A Non-Profit Status: Government Entity

Period Covered: October 1, 2016 to September 30, 2019

This Memorandum of Understanding (hereinafter "MOU") contains basic provisions which will guide the working relationship between both parties. This MOU may be amended, in writing, at any time with concurrence of both parties, and must be renegotiated at least every three (3) years.

RE: HEALTHY BONES PROGRAM: The Volunteer Agency, Gloucester County Division of Health will serve as Lead Instructor to train the trainer. The Lead will follow-up with Peer Leaders to ensure the program is documented and taking place pursuant to program requirements. All training will be documented and the program monitored throughout the year to assure understanding of instructional methods. The Lead will assure safety and address any questions or concerns regarding the exercise program. The Lead will also ensure that volunteers are trained properly to become Peer Leaders at the Pfeiffer Center in Monroe Township with the basic provisions and responsibilities set forth as follows:

A. GLOUCESTER COUNTY SENIOR CORPS RESPONSIBILITIES:

1. Recruit, interview, and enroll GLOUCESTER COUNTY SENIOR CORPS volunteers and refer volunteers to the volunteer agency.
2. Instruct GLOUCESTER COUNTY SENIOR CORPS volunteers in proper use of monthly reports, and program procedures.
3. Provide GLOUCESTER COUNTY SENIOR CORPS orientation to Volunteer Agency staff prior to placement of volunteers, and at other times, as the need arises.
4. Develop publicity for GLOUCESTER COUNTY SENIOR CORPS such as radio, TV, print or verbal presentations highlighting volunteers' service, accomplishments, and impact on the community.

5. Furnish accident, personal liability, and excess automobile insurance coverage as required by program policies. Insurance is secondary coverage and is not primary insurance.
6. Periodically monitor volunteer activities at volunteer agency to assess and/or discuss needs of volunteers and volunteer agency.
7. Annually assess volunteer placements to ensure the safety of volunteers as follows:
Throughout the three-year duration of this MOU an annual safety assessment will be conducted, including a required email assurance of safety from each Volunteer Agency covered by this agreement.

B. VOLUNTEER AGENCY RESPONSIBILITIES:

1. Implement orientation, in-service instruction, or special training of volunteers.
2. Interview and make final decision on assignment of volunteers.
3. Provide supervision of volunteers on assignments.
4. Provide for adequate safety of volunteers and submit an annual assurance email upon request by the project sponsor.
5. Collect and validate appropriate volunteer reports for submission to GLOUCESTER COUNTY SENIOR CORPS office on a monthly basis.
6. Investigate and report any accidents and injuries involving GLOUCESTER COUNTY SENIOR CORPS volunteers immediately to the GLOUCESTER COUNTY SENIOR CORPS office. All reports will be submitted in writing.

C. Other Provisions:

1. Separation from Volunteer Service: The Volunteer Agency may request the removal of a GLOUCESTER COUNTY SENIOR CORPS volunteer at any time. The GLOUCESTER COUNTY SENIOR CORPS volunteer may withdraw from service at the Volunteer Agency or from GLOUCESTER COUNTY SENIOR CORPS at any time. Discussion of individual separations will occur among GLOUCESTER COUNTY SENIOR CORPS staff, Volunteer Agency staff, and the volunteer to clarify the reasons, resolve conflicts, or take remedial action, including placement with another Volunteer Agency.
2. Letters of Agreement: When in-home assignments of volunteers are made, a letter of agreement will be signed by the parties involved. The document will authorize volunteer service in the home and identify specific volunteer activities, periods, and conditions of service.
3. Religious Activities: The Volunteer Agency will not request or assign GLOUCESTER COUNTY SENIOR CORPS volunteers to conduct or engage in religious, sectarian, or political activities.
4. Displacement of Employees: The Volunteer Agency will not assign GLOUCESTER COUNTY SENIOR CORPS volunteers to any assignment which would displace employed workers or impair existing contracts for services.
5. Accessibility and Reasonable Accommodation: The Volunteer Agency will maintain the programs and activities to which GLOUCESTER COUNTY SENIOR CORPS volunteers are assigned accessible to persons with disabilities (including but not limited to mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
6. Discrimination. During the performance of this MOU, it is hereby agreed as follows:

The parties will not discriminate against any volunteer or applicant because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the Parties will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Parties agree to post in conspicuous places, available to volunteers and applicants, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause. The parties will, in all solicitations or advertisements placed by or on behalf of the Parties, state that all qualified applicants will receive consideration for selection without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. The Parties agree to comply with all regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. as amended and supplemented from time to time, and the Americans with Disabilities Act.

7. Specify, either by written information or verbally, that GLOUCESTER COUNTY SENIOR CORPS volunteers are participants in the Volunteer Agency's program in all publicity featuring such volunteers, whether it be radio, TV, print or verbal presentation. Display a GLOUCESTER COUNTY SENIOR CORPS placard where it may be viewed by the public.
8. For impact-based assignments, supply data measuring volunteer impact on community needs to GLOUCESTER COUNTY SENIOR CORPS.
9. Conditions of this MOU may be amended or terminated in writing with a 30-day notice at any time at the request of either party. It will be reviewed every three (3) years to permit needed changes.
10. This MOU contains all the terms and conditions agreed upon by the contracting parties. No other understanding, oral or otherwise, shall be deemed to exist or to bind any of the parties hereto. This MOU will be in effect upon dated signature of the Volunteer Agency's Representative and the GLOUCESTER COUNTY SENIOR CORPS' Director, for the period October 1, 2016 to September 30, 2019.
11. The total number of GLOUCESTER COUNTY SENIOR CORPS volunteer assignments projected to be available with the Volunteer Agency on an annual basis is 2-6. It is projected that these assignments will be at the following locations, in approximately the following numbers:

1. Pfeiffer Center (2-6)

Monroe Township

Please use the attached Volunteer Job Description for each assignment listed.

The Volunteer Agency representative who will serve as liaison with GLOUCESTER COUNTY SENIOR CORPS and who will be responsible for volunteer orientation and supervision is:

Name: Carla Kephart Title: Health Educator
(Please Print) (Please Print)

Phone: 856-218-4106

By signing this Memorandum of Understanding, the Volunteer Agency Representative certifies that the Volunteer Agency is a public or non-profit private organization, or a proprietary health care agency.

By: *Helen Antonucci*
HELEN ANTONUCCI

Title: Director

GLOUCESTER COUNTY
SENIOR CORPS
c/o Rowan College at Gloucester County
1400 Tanyard Road
Sewell, NJ 08080

By: *[Signature]*
GERALD A. WHITE

Title: Deputy County Administrator

Agency Name: COUNTY OF GLOUCESTER

Address: 2 S. Broad Street
Woodbury, NJ 08092

Date: 11-21-16

Date: _____

* For more information on federal requirements please refer to:
RSVP Regulations 45 CFR § 2553.52 & § 2553.91

Attached: Volunteer Job Description

/MOU Sr Corps Gloucester County 4.16.2013