

Permission to Apply for Grant Funding Priority Checklist

Department Requesting Permission to Apply: Administration-Human Resources/Risk Management Division

Name of Grant: Spencer Educational Foundation

Please check all that apply:

- The grant funding will provide for new public facilities and/or improvements that eliminate public hazards.
- The grant funding will aid in the repair, remodeling, renovation or replacement of obsolete or worn-out facilities that contribute to achieving or maintaining standards for levels of service adopted in the Comprehensive Growth Management Plan in accordance with standards.
- The grant funding will fund new or expanded facilities that reduce or eliminate deficiencies in levels of service for existing demand.
- The grant funding will fund improvements to existing and new facilities that significantly reduce the operating cost of providing a service or facility or otherwise mitigate impacts of public facilities on future operating budgets.
- The grant funding will fund new or expanded facilities that provide the adopted levels of service for new development and redevelopment during the next 10 fiscal years.
- The grant funding will fund new or expanded public facilities that are contained in a Community Redevelopment Plan and scheduled in the next five years.
- The grant funding will fund new facilities that exceed the adopted levels of service for new growth during the next five fiscal years by either: (a) providing excess public facility capacity that is needed by future growth beyond the next five years; or (b) providing higher quality public facilities than are contemplated in the County's normal design criteria for such facilities. (Please circle one).
- The grant funding will provide funding for a facility not described above but that the County is obligated to complete, provided that such obligation is evidenced by a written agreement approved by the Board of County Commissioners.
- All facilities scheduled for construction or improvement in accordance with the above shall be evaluated to identify any plans of State agencies or the South Florida Water Management District that affect or will be affected by the proposed County capital improvement.
- Project evaluation may also involve additional criteria that are unique to each type of public facility, as described in other elements of the Comprehensive Growth Management Plan.

N/A - not applicable to any above



Martin County Board of County Commissioners Request for Intern

Department Contact: Tanyi Grimm	Department/Division: ADM - HR/Risk Management
Phone Number: 772-419-6968	Desired Length of Internship: 12 Weeks

Total Number of Interns Desired: 1

Check the level of student desired and additional information as it applies:	
<input type="checkbox"/> High School Intern _____ Number Desired Program area of study: _____ (HVAC, Electrical, Automotive, etc.)	Unpaid Internship: <input type="radio"/> Paid Internship: Rate of Pay _____ per hour. <input type="radio"/> Provide account information for the funding source: _____
<input checked="" type="checkbox"/> Undergraduate Student _____ Number Desired Major: <u>Risk Management</u>	Unpaid Internship: <input type="radio"/> Paid Internship: Rate of Pay <u>12.50</u> per hour. <input checked="" type="radio"/> Provide account information for the funding source: _____
<input checked="" type="checkbox"/> Graduate Student _____ Number Desired Major: <u>Risk Management</u>	Unpaid Internship: <input type="radio"/> Paid Internship: Rate of Pay <u>12.5</u> per hour. <input checked="" type="radio"/> Provide account information for the funding source: _____
<input type="checkbox"/> Vocational Student _____ Number Desired Trade (s) : _____	Unpaid Internship: <input type="radio"/> Paid Internship: Rate of Pay _____ per hour. <input type="radio"/> Provide account information for the funding source: _____
Is there a desired minimum GPA? (if so, please indicate)	2.7
Justification for Intern: Spencer Foundation (if provided grant to our organization) will provide a grant amount of \$7,500. Risk Management will introduce the public sector risk management to the student intern, giving them exposure to a public entity risk management program.	

Work Hours: (Indicate the primary work hours required schedule, or if flexible, note days/hours intern could work)	June 1, 2020 - August 21, 2020 (12 Weeks) Up to 40 hours a week RIMS Conference (anticipated - 07/28/2020 - 08/01/2020)
Physical work location address:	2401 SE Monterey Road. Stuart, FL 34996
Direct supervisor: name, email, phone number:	Tanyi Grimm / Carolyn Brada / Joshua Jenkins / Matt Graham
Internship Job Description – General Duties:	The Risk Management Intern will independently perform a variety of administrative, technical, and organizational tasks in support of the HR/Risk Management team. In addition, they will also work in a team environment collaborating with internal and external industry professionals, such as government employees, adjusters, and other representatives. Responsibilities of this position may include the following: <ul style="list-style-type: none"> •Assists in the claims management process for workers compensation claims and property damage claims •Identify and resolve data issues and discrepancies •Run and review audit reports •Develop and maintain business process documentation, including new processes and work-flows •Assist in preparing meeting materials and minutes •Participate in projects as assigned
Please provide the job assignment or project the intern will be assigned to. Define the length of time it would take to complete project/assignment.	Various projects as mentioned above in 12 weeks.

Tanyi Grimm

Employee Printed Name



Employee Signature

11/18/2019

Date

Matthew Graham

Department Director Printed Name



Department Director Signature

11/19/19

Date