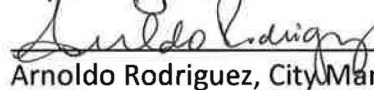


REPORT TO CITY COUNCIL

Approved by:



Department Director



Arnoldo Rodriguez, City Manager

Council Meeting of: March 6, 2019

Agenda Number: B-7

SUBJECT:

Consideration of a Resolution Approving a Host Agency Agreement between the Senior, Employment and Redevelopment (SER) Program and the City of Madera for Senior Employment Services, Authorizing the Mayor to Execute the Agreement on Behalf of the City, and Authorizing Impacted Department Directors to Execute Individual Worksite Agreements

RECOMMENDATION:

Staff recommends the City Council (Council) take the three actions below.

1. Adopt the resolution approving the Agreement with SER for their Senior Community Service Employment Program (SER-SCSEP) to provide paid work experience for Madera's qualifying seniors.
2. Authorize the Mayor to execute the Agreement on behalf of the City.
3. Authorize impacted department directors to execute individual Worksite Agreements for program participants as work opportunities are identified.

SUMMARY:

SER National is a private nonprofit corporation that helps underserved people achieve economic freedom and self-sufficiency through employment, education and empowerment. One of SER's programs is the SCSEP which focusses its efforts on the training and employment needs of senior workers. The program fosters and promotes useful part-time opportunities for individuals who are over 55 years old and who have the greatest economic need. All wages and workers compensation resources are paid by SER National. By renewing this Agreement, the City will continue to realize the benefits of seniors working at various City sites.

DISCUSSION:

Since July 2003, SER National has been funded by the U.S. Department of Labor to operate focusing on the training and employment needs of the mature worker. SER currently serves over

3,500 participants in over 250 counties in 6 states. SER-SCSEP, in its fourteenth year of operation, is administered in the following states: California, Colorado, Kansas, Missouri, Texas, and Wisconsin.

Participants in the SER-SCSEP come from all walks of life, have diverse work experiences, and possess various levels of education. SER partners with local non-profit organizations (host agencies) to provide participants with training opportunities to update their skills. SER-SCSEP has been successful in placing individuals in full and part-time jobs which benefit them both economically and socially.

SCSEP is a community service and work-based training program for older workers. Authorized by the Older Americans Act, the program provides subsidized, service-based training for low-income persons 55 or older who are unemployed and have poor employment prospects. The SER agency is a national network of employment and training organizations that formulates and advocates initiatives that result in the increased development and utilization of America's human resources. The SCSEP fosters and promotes useful employment opportunities for individuals. The goal is to develop job skills and contacts that the seniors might use to create work opportunities for themselves. SER pays all participants at the federal/state minimum wage as well as providing them coverage for workers' compensation. Through our ongoing partnership with SER-SCSEP, the City is obligated to provide meaningful work experience, supervision, training and a safe work environment to program participants.

The City has a long history of cooperative work with the SER agency and currently hosts SCSEP clients at sites where the City provides programming for seniors including the Frank Bergon Senior Center. SER-SCSEP clients have been stationed in the past at the John W. Wells Youth Center, Pan-Am Community Center, and in various departments at City Hall, including Planning, Building and Engineering. There are currently City facilities and departments that are awaiting workers to be assigned.

FINANCIAL IMPACT:

General Fund relief is a beneficial by-product of the work the SCSEP participants perform; the program is designed primarily for the benefit of the clients and not with the intent of replacing City workers. Any ancillary costs (safety equipment, aprons and gloves, occasional background checks/fingerprinting etc.) borne by the City are compensated by the value of the participants' work (estimated at \$34,000 based on the average annual Full-Time Equivalent (FTE) for the number of participants provided by the program). The value of work is proportional to the number of SER clients placed in City service.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

Strategy 215 - Ensure educational and occupational opportunities are available for all Maderans.

Strategy 342.3 - Collaborate with agencies to provide support and opportunities for Madera's seniors.

Strategy 113 - Promote greater accessibility to City facilities and services to meet the needs of various cultural, socio-economic and disabled groups.

ALTERNATIVES:

Should the Council choose not to enter this Agreement, no participants from SER-SCSEP will be placed in the City for work experience.

ATTACHMENTS:

There are two attachments to this report.

1. A Resolution.
2. The Agreement between the City and SER-SCSEP.

RESOLUTION NO. 19 - _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA,
CALIFORNIA APPROVING A HOST AGENCY AGREEMENT BETWEEN THE
SER SCSEP AND THE CITY OF MADERA FOR SENIOR EMPLOYMENT
SERVICES, AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT
ON BEHALF OF THE CITY, AND AUTHORIZING IMPACTED DEPARTMENT
DIRECTORS TO EXECUTE INDIVIDUAL WORKSITE AGREEMENTS**

WHEREAS, the City of Madera provides supportive services including employment opportunities to community seniors; and

WHEREAS, the Senior Employment Redevelopment (SER) Senior Community Service Employment Program (SCSEP) fosters and promotes useful part-time opportunities for individuals over 55 years old and with the greatest economic need; and

WHEREAS, SER is requesting the City enter into an Agreement for placing their clients in part-time paid job skills training at various City sites; and

WHEREAS, said Agreement is in the best interests of the program clients, SER and the City.

NOW THEREFORE, THE COUNCIL OF THE CITY OF MADERA does hereby resolve, find and order as follows:

1. The above recitals are true and correct.
2. The Host Agency Agreement between SER-SCSEP and the City of Madera, a copy of which is on file in the office of the City Clerk and is referred to for more particulars, is approved.
3. The Mayor is authorized to execute the Agreement with SER on behalf of the City of Madera.
4. Impacted Department Heads are authorized to execute individual worksite agreements and related documents.

5. This resolution is effective immediately upon adoption.

* * * * *



SER SCSEP

(This is a Training Program for SCSEP Participants)

61 - HOST AGENCY AGREEMENT

See Sections 11, 13, & 27 of the SOP

Agency/Organization: City of Madera

FEIN: 94-6000365

The Senior Community Service Employment Program (SCSEP) aids unemployed low income individuals, 55 years and older, in re-entering the workforce by providing subsidized community service training assignments with non-profit and government agencies to gain experience. **Thank You** for partnering with SER SCSEP to enhance employment opportunities for the participants that will be assigned with your agency/organization. Your agency will assist participants with meaningful training opportunities to update and/or develop job skills needed to obtain unsubsidized employment.

SER SCSEP responsibilities:

- ☛ Assessment of the participant's skills;
- ☛ Development of a customize employment plan;
- ☛ Assignment to a suitable training site;
- ☛ Create a list of training activities and appropriate schedule for each participant;
- ☛ Provide compensation (at the federal/state minimum wage) to participants for training;
- ☛ Provide job search guidance through employment referrals and job readiness workshops;
- ☛ Communicate to host agencies any changes in regards to training and/or SCSEP policies and procedures;
- ☛ Make available opportunities for participants to rotate to other host sites for additional training experience;
- ☛ Conduct annual/bi-annual informational Host Agency meetings; and
- ☛ Cover all SER participants under a worker's compensation insurance policy during training hours.

Agency/Organization responsibilities:

- ☛ Provide supervision, orientation, training, safe training site and adhere to all applicable state laws regarding meal/rest breaks;
- ☛ Abide by agreed-upon training schedule and submit properly prepared and signed timesheets.
- ☛ Adhere to the policies/procedures outlined in the SER SCSEP Handbook;
- ☛ Consider hiring the participant if appropriate openings occur [no special consideration is implied];
- ☛ Cover the cost for background checks, health screenings or drug testing required by the agency;
- ☛ Maintain open communication with the SCSEP staff regarding the participant's training and any issues/situations;
- ☛ Inform SCSEP staff when the participant gets a job.
- ☛ Agree not to use participants as substitutes for permanent employees; to displace currently employed or laid off employee [within 2 years]; or to reduce regular hours, wages or benefits.
- ☛ Agree not to compensate the participant in any form or manner;
- ☛ Attend SER SCSEP host agency meetings; and
- ☛ Provide a copy of the following upon request: General Liability Insurance, IRS 501(c)(3) letter [non-profits], an annual HA Assessment of SCSEP, and supervisor hours for In-kind services provided [if applicable].

This agreement will be in effect from the date signed until June 30 of following year [one program year]; a renewal of this partnership must be signed each program year [July – June].

The subsequent representative's signature on this agreement acknowledges that each supervisor will read and adhere to the above requirements. It further signifies your agency accepts and agrees to cooperate with SER SCSEP.

Please check each appropriate box:

Type of Agency/Organization: <input type="checkbox"/> Non-Profit Organization -- IRS code 501(c)(3)-- documentation attached <input checked="" type="checkbox"/> Public Organization - Government agency Including federal, state, county, or city	Participant Supervisor is Paid From: <input type="checkbox"/> Federal funds <input checked="" type="checkbox"/> Non-federal funds Supervisor Hourly Pay Rate: _____	Additional Sites: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes -- fill out Form# 62 (HAA- Additional Sites)
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City of Madera
 Agency/Organization – Main Office Location
205 West 4th Street Madera, CA 93637
 Address City, State, ZIP
(559) 661-5400 (559) 674-2972
 Telephone & Fax
mseay@cityofmadera.gov
 Email
Andrew J. Medellin
 Agency/Organization Representative Name (Print)

 Agency/Organization Representative Signature Date Signed

Select Office Name Ser - Fresno
 SER SCSEP Site
255 N. Fulton St. #106 Fresno, CA 93706
 Address City, State, ZIP
559-452-0881 559-803-6154
 Telephone & Fax
peggy@sercalifornia.org
 Email
Peggy Mondibles
 SER SCSEP Staff Name (Print)

 SER SCSEP Staff Signature Date Signed

Indemnity Language – Mutual Indemnification/Partner Agency

Now, therefore, Other Entity and Agency agree to the following:

Other Entity shall indemnify and save harmless the Agency, its officers, agents, employees, and servants from all claims, suits or actions of every name, kind, description, brought for, or on account of, injuries to or death of any person or damage to property resulting from the fault or negligence of Other Entity, its officers, agents, employees and/or servants in connection with the Activity.

Agency shall indemnify and save harmless Other Entity, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, description, brought for, or on account of, injuries to or death of any person or damage to property resulting from the fault or negligence of the Agency, its officers, agents, employees, and/or servants in connection with the Activity.



SER SCSEP

(This is a Training Program for SCSEP Participants)

62 - HOST AGENCY AGREEMENT-ADDITIONAL SITES

Please attach to the Host Agency Agreement
See Sections 11, 13, & 27 of the SOP

Host Agency Name: City of Madera

205 West 4th Street
Mailing Address

Madera, California 93638
City State ZIP

205 West 4th Street
Physical Address

Madera, California 93638
City State ZIP

Telephone & Fax (559) 661-5495 (559) 675-3629

Email mseay@cityofmadera.gov

Mary Anne Seay
Contact Person Name (Print)

Director of Parks & Community Serv.
Title

Other Host Agency Authorized Sites [each site listed below must have a separate Host Agency File]

Name: John W. Wells Youth Center

Phone No. (559) 661-5495

701 East 5th Street
Address

Madera, California 93637
City State ZIP

Telephone & Fax (559) 661-5495 (559) 675-3629

Email eruiz@cityofmadera.gov

Elizabeth Ruiz
Contact Person Name (Print)

Administrative Assistant
Title

Name: Frank Bergon Senior Center

Phone No. (559) 673-4293

238 South D Street
Address

Madera, California 93638
City State ZIP

Telephone & Fax (559) 673-4293 (559) 673-7848

Email cfolk@cityofmadera.gov

Corinne Long-Folk
Contact Person Name (Print)

Senior Program Coordinator
Title

Name: Pan American Community Center

Phone No. (559) 675-2095

703 Sherwood Way
Address

Madera, California 93638
City State ZIP

Telephone & Fax (559) 675-2095 (559) 673-0568

Email cfolk@cityofmadera.gov

Corinne Long-Folk
Contact Person Name (Print)

Senior Program Coordinator
Title

Name: City of Madera. Public Works

Phone No. (559) 675-2095

1030 South Gateway Drive
Address

Madera, California 93637
City State ZIP

Telephone & Fax (559) 661-5466

Email mchurch@cityofmadera.gov

Mary Church
Contact Person Name (Print)

Administrative Analyst
Title



SER SCSEP

(This is a Training Program for SCSEP Participants)

64 - HOST AGENCY ORIENTATION

See Sections 11, 13, & 28 of the SOP

Host Agency Name: City of Madera

List host agency staff attending this SCSEP Orientation: (Include in these orientations any HA employee who will oversee participants)

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Orientation conducted by: _____

Name	Title
------	-------

Instructions: Conduct the orientation along the following guidelines. Place a check mark next to the topic as it is discussed.

- | | |
|---|--------------------------|
| 1. SER SCSEP Handbook (HB) Number of copies of the handbook provided | _____ |
| 2. SCSEP Orientation Explain the agreement and goals and mission of SCSEP | <input type="checkbox"/> |
| 3. Participant Training Plan Discuss the development of the training plan | <input type="checkbox"/> |
| 4. Assignments/Rotations/Community Service Assignment (CSA)
Discuss length of assignments, and CSA purpose | <input type="checkbox"/> |
| 5. In-Kind Contributions
Discuss importance of federal funds in relation to in-kind and its purpose | <input type="checkbox"/> |
| 6. Evaluation of Participants Discuss how feedback is used to benefit the participant | <input type="checkbox"/> |
| 7. Participant Meetings Discuss frequency, length and purpose | <input type="checkbox"/> |
| 8. Safety and Accident Reporting
Explain SER injury reporting and the importance of <u>immediate</u> reporting | <input type="checkbox"/> |
| 9. Payroll and Timesheets
Explain the periods, procedures for completing the <i>Time and Attendance Report</i> , & schedule | <input type="checkbox"/> |
| 10. Host Agency Meetings Discuss the importance of the HA attending | <input type="checkbox"/> |

SER SCSEP Staff Conducting Orientation Signature

Date Signed

Host Agency Representative Name (Print)

Host Agency Representative Signature

Date Signed



SER SCSEP

(This is a Training Program for SCSEP Participants)

65 - HOST AGENCY SAFETY INSPECTION CHECKLIST

See Sections 11, 13, & 27 of the SOP

Host Agency: City of Madera

Location: _____

Date of last safety inspection by SER SCSEP: _____				
	YES	NO	N/A	Follow-up
Outside the Facility				
1. Grounds Clean and Free of Debris	<input type="checkbox"/>	<input type="checkbox"/>		
2. Free of Tripping Hazards (uneven walkway, pot holes, etc.)	<input type="checkbox"/>	<input type="checkbox"/>		
3. Walkways Safe and Well Lit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Stairs/Steps Marked With Bright Paint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Construction, Ditches, Manholes Covered or Marked Properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. External Doors/Windows in Good Condition	<input type="checkbox"/>	<input type="checkbox"/>		
7. Rock Salt/Shovel Available for Clearing Ice/Snow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inside the Facility				
8. Internal Doors in Good Condition	<input type="checkbox"/>	<input type="checkbox"/>		
9. Windows/Window Coverings in Good Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. All Lights Working Properly	<input type="checkbox"/>	<input type="checkbox"/>		
11. Each Emergency Exit Marked Properly, Illuminated, and Unobstructed	<input type="checkbox"/>	<input type="checkbox"/>		
12. Floors Clean and Free of Tripping Hazards (Cords, Rugs)	<input type="checkbox"/>	<input type="checkbox"/>		
13. Yellow Lines on Steps Marked Properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Heating and/or Air Conditioning Working Properly	<input type="checkbox"/>	<input type="checkbox"/>		
15. Exhaust Fans, Dust Collectors Working Properly	<input type="checkbox"/>	<input type="checkbox"/>		
16. Ceiling in Good Condition (Any Signs of Water Damage)	<input type="checkbox"/>	<input type="checkbox"/>		
17. All Electrical Boxes/Cabinets Covered	<input type="checkbox"/>	<input type="checkbox"/>		
18. Flammable Liquids Stored Properly and Secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Fire Extinguishers are visible and accessible	<input type="checkbox"/>	<input type="checkbox"/>		
20. Fire Drills/Evacuation Procedures in Place	<input type="checkbox"/>	<input type="checkbox"/>		
21. Training Area Clear and with Easy Access to Exits	<input type="checkbox"/>	<input type="checkbox"/>		
22. First Aid Kit easily accessible	<input type="checkbox"/>	<input type="checkbox"/>		

Name of staff conducting inspection (Print)

Signature of staff conducting inspection

Date of Inspection: _____

Copy provided to agency? Yes No



SER SCSEP

(This is a Training Program for SCSEP Participants)

9 - PARTICIPANT TRAINING: TIME AND ATTENDANCE REPORT – CSA

PARTICIPANT NAME: _____

PAY ID (See Pay Stub): _____

PAY PERIOD #: (559) From: _____ To: _____

Instructions:

Submit timesheet by noon Thursday after the pay period ends:

Select Office Name

Fax:

Email:

1. Minutes must be in increments of 15 (i.e. 00-15 mins = .25; 16-30 mins = .50, 31-45 mins = .75, > 45 mins = 1.0).

2. Maximum training hours per day is eight (8); and minimum is three (3).

3. **BREAKS:** The **TOTAL HOURS** per training day is inclusive of all mandatory compensated or uncompensated meal and/or rest break per appropriate state law.

HA SUPERVISOR HOURS: The hours the supervisor spends providing guidance and supervision to the participant. **This applies only to supervisors paid with Non-Federal funds.** Insert the number of supervisor hours in the box: *[Not to exceed 20]*.

First Week Day	Date	CSA Hours	CRT Hours
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
WEEK 1 TOTAL		0	
Second Week Day	Date	CSA Hours	CRT Hours
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
WEEK 2 TOTAL		0	
GRAND TOTAL HOURS		0	

SER LOCAL OFFICE USE ONLY

SER LOCAL OFFICE USE ONLY

I, the participant & HA supervisor, hereby certify the hours reported are true, correct and complete to the best of my knowledge and belief.

SCSEP Staff's Printed Name

HA Name & Location (City & State)

HA Supervisor's Printed Name

SCSEP Participant Signature Date Signed

SCSEP Authorized Signature Date Signed

HA Supervisor's Signature Date Signed