



REPORT TO CITY COUNCIL

Approved by:

Department Director

Arnuldo Rodriguez, City Manager

Council Meeting of: March 6, 2019

Agenda Number: B-8

SUBJECT:

Consideration of a Resolution Approving an Agreement with the Kings View Skills4Success Program to Provide Paid Work Experience for Madera Youth, 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 that the City Council (Council) take the three actions below.

1. Adopt the resolution approving the Agreement with the Kings View Skills4Success (KV/S4S) Program to provide paid work experience for Madera youth.
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:

Kings View provides a variety of services to the Madera community including mental health, drug treatment/prevention, services for the developmentally disabled, and job assistance. Their job assistance programming is tailored to provide young people (ages 16 to 24 years old) with paid work experience in different settings throughout the community. Kings View places participants in agencies with whom they have executed Agreements. It is our collective hope to enter into a two-year Agreement between the City and Kings View. The City has entered into similar Agreements with Kings View in past years, though they have been one year terms.

DISCUSSION:

The City is being asked to enter into an Agreement with Kings View to enhance vocational choices and increase opportunities for their participants. The Agreement also provides the City with labor and the opportunity to train and recruit local talent.

All salaries, Worker's Compensation Insurance, a safety orientation, and accident and emergency procedure training will be provided by Kings View. On-site training and supervision will be provided by City staff.

Kings View also provides participants with instruction on employment related topics such as: job shadowing, life skills, employment readiness skills, career counseling, supportive services, and work experience. Participants can utilize new skills learned in the classroom and in actual work situations. In the past, the City has utilized Kings View participants in senior services, after-school programming, parks maintenance, and office assistance in Parks, Public Works and Engineering. Though the work assignments are structured to be a training experience and not a substitution for permanent paid staff, the program has been mutually beneficial for the City and the program participants.

FINANCIAL IMPACT:

There is no General Fund impact from the recommended actions. The additional labor however, benefits the City by increasing staff support without negatively impacting City resources.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

The Agreement with Kings View services the following Vision Plan strategies:

- **Strategy 335.1:** Develop or strengthen alliances between City and other agencies to encourage internships or employment opportunities.
- **Strategy 111:** Promote greater alignment of local government agencies under a shared community vision.
- **Strategy 408:** Expand economic opportunities available to all Maderans by providing an avenue for youth employment.

ALTERNATIVES:

Should the Council choose not to execute this Agreement, participants from the KV/S4S would not be placed in the City for work experience.

ATTACHMENTS:

There are two attachments to this report.

1. A Resolution.
2. The Agreement between Kings View and the City

RESOLUTION NO. 19 - _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA, CALIFORNIA, APPROVING AN AGREEMENT WITH KINGS VIEW SKILLS4SUCCESS PROGRAM TO PROVIDE PAID WORK EXPERIENCE FOR MADERA YOUTH, AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY, AND AUTHORIZING IMPACTED DEPARTMENT DIRECTORS TO EXECUTE INDIVIDUAL WORKSITE AGREEMENTS FOR PROGRAM PARTICIPANTS

WHEREAS, the Kings View Corporation administers the Skills4Success job training program within Madera County; and

WHEREAS, Skills4Success provides training and job skills to Madera County youth, including a Paid Work Experience component; and

WHEREAS, the City of Madera (City) has opportunities available for paid employment that enhance job skills and provide valuable work experience for program participants; and

WHEREAS, Kings View and the City have prepared an Agreement that details the responsibilities of Kings View and the City for participation in the program; and

WHEREAS, the Agreement is in the best interests of the City, Kings View, and its program participants.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MADERA HEREBY finds, orders and resolves as follows:

1. The above recitals are true and correct.
2. The Agreement with Kings View, a copy of which is on file with the Office of the City Clerk and referred to for full particulars, is hereby approved.
3. The Mayor is authorized to execute the Agreement on behalf of the City of Madera.
4. The impacted City of Madera Department Directors are authorized to execute individual Worksite Agreements for program participants.
5. This resolution is effective immediately upon adoption.

CAREER EDUCATION AND EXPLORATION PROGRAM
WORKSITE AGREEMENT

This document constitutes a non-financial agreement between the Kings View Skills4Success, hereinafter KV/S4S and City of Madera, the C.E.E.P. Worksite Agency. The effective dates of this agreement are from 03/06/2019 to 07/31/2021, unless terminated sooner.

The C.E.E.P. Worksite Agency, agrees to do the following:

1. Provide work experience training for participants, based on the approved training outline (Exhibit A). If the worksite determines that a change of job duties is necessary, the Employment and Training Office must be contacted for approval.
2. Provide a safe, healthy work environment for all participants.
3. Follow all KV/S4S time and attendance policies (Exhibit B).
4. Clearly post Work Permits and Emergency Cards in the participants' work areas. Copies of the Emergency Cards must accompany the youth anytime they leave the worksite.
5. Provide sufficient work, equipment and materials.
6. Ensure that participants will not be placed at worksites dealing with the maintenance or upkeep of religious institutions or where religious activities are conducted at any time. Instruction and participation in religious activities are also prohibited.
7. Ensure that participants do not engage in political, union, religious or fundraising activities during work hours.
8. Provide each participant with an orientation to consist, at the minimum, of the topics listed in Exhibit C.
9. Release participants for workshops, counseling and related activities as scheduled by KV/S4S.
10. Notify KV/S4S of participant actions which require corrective measures, counseling, discipline or termination from the program.
11. Ensure that youth are supervised at all times.
12. Prohibit participants from being supervised by a member of their family.
13. Designate a qualified alternate supervisor who has received a Career Education and Exploration Program orientation to supervise the participant(s) if a regular supervisor is absent. The worksite must advise KV/S4S if a new supervisor is assigned to the participants.
14. Follow set procedures (Exhibit D) when handling work related injuries and illnesses.
15. Not exceed a ratio of one (1) supervisor for seven (7) participants.

16. Comply with the Fair Labor Standards Act, applicable Child Labor Laws (Exhibit E), California Education Code and WIA rules and regulations governing the Career Education and Exploration Program.
17. Make all worksite records and personnel available for monitoring by Federal, State and agency monitors.
18. Not hire any participants if the employer has terminated any regular employee or reduced the workforce with the intention of filling the vacancies with participants whose wages are subsidized under this Agreement.
19. Ensure that no currently employed workers are displaced by any participants. This includes partial displacements such as reductions in work hours, wages, benefits or overtime.
20. Provide and document all necessary and appropriate safety training, according to the provisions of Senate Bill 198.
21. Follow all KV/S4S policies (Exhibit F).
22. Provide a work environment free from harassment or discrimination of any kind.

KV /S4S will:

1. Provide orientation to supervisors and alternates. The orientation consisting of program goals regulations, policies and procedures, will be conducted at the discretion of KV/S4S.
2. Refer only those participants who are eligible in accordance with Federal Regulations. These participants will have their WIA rights and responsibilities reviewed.
3. Determine the maximum number of hours each participant may work per day and during the overall program (Exhibit A).
4. Provide payroll services and Workmen's Compensation Insurance for participants.
5. Monitor the worksites.
6. Initiate appropriate revisions to this agreement, as necessary.

Signature Date

Andrew J. Medellin - Mayor
Printed Name and Title

City of Madera
Agency Name

205 W 4th Street
Address

Madera CA 93637
City State Zip Code

(559) 661-5405
Area Code / Telephone No.

Signature Date

Eugene Bell Executive Director
Printed Name and Title

Kings View Skills4Success! Program
Agency Name

25916 Ave 17 Suite A
Address

Madera CA 93638
City State Zip Code

(559) 675-0105
Area Code / Telephone No.

EXHIBIT A

I. WORK EXPERIENCE JOB DESCRIPTION

a. Job Title: _____ b O-Net Code: _____

c. Hourly Wage: \$ _____ d. Work Day Hours: _____ e. Work Week Hours: _____

f. Job Description:

II. WORK EXPERIENCE TRAINING OUTLINE

Elements of Training

III. COST COMPUTATION

Item 1 Hourly Wage	Item 2 Total Work Experience Hours	Item 3 Total Cost for This Work Experience
\$ _____		\$ _____

EXHIBIT B: TIME AND ATTENDANCE POLICY

Timesheet and Evaluation Procedures

Timesheets must be filled out daily, in ink. No hours may be filled out in advance. It is the supervisor's responsibility to see that each youth signs in every morning, out at lunch, back in after lunch and out at the end of the workday. The supervisor must verify hours at the end of each day by initialing the appropriate area.

At the end of each pay period, the supervisor must complete an evaluation for each youth. The evaluations should be discussed with the youth, then signed by youth and supervisor. Timesheets and evaluations will be collected every two weeks by KV/S4S Case Manager. Unsigned or incomplete forms will be not be collected.

Absences and Holidays

Youth will be paid only for the actual hours they work, and any missed hours may not be made up. Holidays that are observed by the worksite will also be observed by the youth. However, if the worksite is open for business during a holiday, the youth may work, and be paid for those hours. Under no circumstances will the youth be paid for hours on days that he/she is absent from school.

Scheduled Workshops and Counseling Sessions

KV/S4S is mandated by Federal Regulations to provide workshops for all participants. These workshops may cover labor market information, resume writing, interviewing techniques or similar topics. The worksite and youth will receive five (5) day written notice, from KV/S4S, of scheduled workshops.

Workshop attendance is mandatory. KV/S4S Case Manager will also conduct counseling sessions to review and document participant's progress in the program. When participants attend workshops or counseling sessions, the worksite will submit timesheets covering the time at the worksite. KV/S4S Case Manager will complete timesheets for hours the participant spent at workshops or counseling.

Payroll Schedule

KV/S4S Case Manager will provide worksites and youth with payroll schedules. These schedules outline the pay period ending dates, timesheet pick-up dates and dates pay checks will be mailed. Supervisors are responsible for completing paperwork on time, according to dates on the pay schedules.

Work Permits

The local school districts will provide all youth under age 18 with Work Permits. It will be the worksite's responsibility to clearly post the work permits in the youth's work area.

EXHIBIT C: PARTICIPANT ORIENTATION

All worksite supervisors are required to provide orientation to each youth. The purpose of the orientation is to familiarize youth with their worksite and job duties; and the supervisor's expectations about their performance, attitude, conduct and appearance. The following list outlines the minimum topics which should be discussed with the youth. Discussing other relevant information is encouraged.

1. Introductions to Worksite Supervisor and Alternate Supervisor
2. Scheduled work hours
3. Rules and regulations
4. Breaks and lunch periods
5. Worksite telephone number
6. Job description and worksite duties
7. Payroll schedule, time sheets and evaluation procedures
8. Dress code and grooming standards
9. Safety and accident procedures
10. Job performance and behavior standards

EXHIBIT D: ACCIDENT AND EMERGENCY PROCEDURES

All Career Education and Exploration Program participants are covered by a Worker's Compensation policy carried by KV/S4S. Work related injuries and illnesses, which require medical treatment, are covered under this policy.

Worksite supervisors will receive an Emergency Procedure Card for each youth. This card specifies the actions to be taken if any youth require medical attention. If a youth is injured, or becomes ill on the job, the supervisor must follow these procedures:

1. Provide first aid or medical attention, according to instructions on the Emergency Procedures card.
2. Notify KV/S4S immediately, no matter how minor the injury seems.
3. File a Supervisor's Report of Accident after the injury or illness is reported, but no more than 24 hours later.

The youth will be given an "Employee Claim for Worker's Compensation Benefits" form by KV/S4S after their injury or illness is reported. This form must be completed by the youth and returned to KV/S4S within one (1) day of the incident.

These procedures are designed to ensure that any participant injured on the job receives all the benefits they are entitled to under the law. Please follow these procedures, and notify KV/S4S anytime a youth is injured.

"Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying worker's compensation benefits or payments is guilty of a felony." State Compensation Insurance Fund.

ANY WORKSITE WITHHOLDING INFORMATION ON ANY ACCIDENT WILL BE LIABLE FOR THAT ACCIDENT.

EXHIBIT E: CHILD LABOR LAWS

The Fair Labor Standards Act, California Labor Code and Education Code and require that worksites employing minors must adhere to child labor laws.

I. Work Permits

All minors under eighteen (18) must have a Permit to Work, prior to beginning employment.

II. Hours

Minors under eighteen (18) are not permitted to work:

- * More than four (4) hours in one day, during school
- * More than twenty (20) hours in one week
- * Before 5:00 am, or after 10:00 pm. Minors age 14 and 15 may not work before 7:00 am or after 7:00 pm

III. Breaks and Lunch

A fifteen (15) minute break will be given for every four (4) hours worked. A minimum lunch break of thirty (30) minutes, and a maximum of one (1) hour will be taken by youth who work six (6) hours or more. Lunch breaks are mandatory.

IV. Prohibition against Sex Discrimination

State laws discriminating against minors on the basis of gender are invalid under a ruling by the Federal Equal Employment Opportunity Commission. Females and males ages 10 through 16 now compete equally for jobs legally open to their age group.

V. Employment Restrictions

No minor under the age of sixteen (16) years shall be employed or allowed to work in any capacity with the following:

- * Any occupation dangerous to the life, limb or health of a minor
- * In or around unguarded belts, machinery or gearing, including adjusting, oiling, wiping or cleaning Printing presses of any kinds; boring or drill presses; stamping machines used in sheet-metal and tinware, in paper and leather manufacturing or in washer and nut factories, metal or paper cutting machines or paper-lace machines
- * In, about or around any processing which uses dangerous or poisonous acids, dyes, dust or lye. Youth also may not work in the manufacture or preparation of paints, colors, white or red lead, soldering or dangerous gasses
- * All building or construction work of any kind
- * In any billiard or pool room
- * In or about any gasoline service station
- * Delivering goods, merchandise, commodities, papers or packages from any motor vehicle

EXHIBIT F: SPECIAL OFFICE POLICIES

KV/S4S'S SPECIAL YOUTH PROTECTION POLICY

KV/S4S'S Special Protection for Youth Policy requires that supervisors and worksites make special allowances for minor aged workers during the Career Education and Exploration Program. This special protection includes requiring the worksite to provide an adequate and acceptable water supply, allowing extra rest times when the temperature exceeds 95 degrees Fahrenheit and banning outdoor work when the temperature reaches or exceeds 105 degrees Fahrenheit.

WATER SUPPLEMENTATION POLICY

"During the hot season or when the worker is exposed to artificially generated heat, drinking water shall be made available to the workers in such a way that they are stimulated to frequently drink small amounts, i.e. amounts, i.e. one cup every 15-20 minutes (about 150 ml or 1/4 pint).

The water shall be kept reasonably cool (10-15 degrees Celsius or 50.0-60.0 degrees Fahrenheit) and shall be placed close to the workplace so that the worker can reach it without abandoning the work area."

* Reproduced from the American Conference of Governmental Industrial Hygienists.

The worksite will be required to furnish clean, safe drinking water, and to provide adequate drinking utensils. Youth shall have access to this water at all times throughout the work day. The availability, temperature and proximity of the water source will be inspected during monitoring visits. Any violation of this policy will be noted by the monitoring team, and immediately corrected by the worksite. Failure to adhere to this policy will result in immediate removal of the youth from the worksite.

HEAT AND TEMPERATURE POLICY

The worksite supervisor will be required to monitor the weather reports from qualified sources (i.e.: newspaper, television news or weather service). On those days that the qualified weather source reports an expected outdoor temperature of 95 degrees Fahrenheit or higher, the supervisor will be required to make special allowances for Youth workers. Any time the temperature reaches 95 degrees or higher, youth will be allotted fifteen (15) minutes per work hour for rest and relaxation. The rest site will be shaded and adequate water that meets previously stated criteria shall be provided. The Youth workers will be paid for this time; it does not need to be noted on the timesheet.

On the days when a qualified weather source reports a temperature over 105 degrees Fahrenheit, the youth shall be restricted from working in an outdoor setting. Supervisors shall provide adequate indoor work to occupy the youth for the remainder of the work period. Youth will still be required to have access to adequate and acceptable water supplies, and if the indoor temperature exceeds 95 degrees Fahrenheit, the fifteen (15) minute break every hour shall still be maintained. Failure to adhere to the heat policies will result in immediate removal of the youth from the worksite.

I have read the Worksite Agreement and all exhibits. I understand everything contained in this document, and agree to follow the rules and procedures that govern the Career Education and Exploration Program.

Department Head Signature

Date