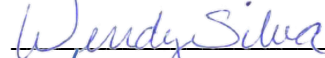
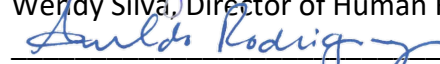


REPORT TO CITY COUNCIL

Approved by:



Wendy Silva, Director of Human Resources



Arnaldo Rodriguez, City Manager

Council Meeting of: May 19, 2021

Agenda Number: B-11

SUBJECT:

Host Agency Agreement with SER National for Senior Community Service Employment Program (SCSEP)

RECOMMENDATION:

Adopt a Minute Order:

- 1) Approving continued participation in the SER SCSEP program;
- 2) Authorizing the City Manager to execute the Host Agency Agreement for program participation and renew the agreement each year the program is offered; and
- 3) Authorizing the City Manager, or his designee, to execute individual worksite agreements and related documents for program participants.

SUMMARY:

SER National (SER) 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 focuses its efforts on the training and employment needs of senior workers. The program fosters and promotes useful full-time and 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. The Host Agency Agreement allows the City to contract with SER for senior participants from the SCSEP to work at various City sites. The program was on hiatus due to the COVID-19 pandemic and program participants were receiving emergency funding to replace lost wages. This funding is coming to an end and SER is looking to place participants from the SCSEP program once again in meaningful work assignments.

DISCUSSION:

SER was funded in 2003 by the U.S. Department of Labor. SER currently serves over 3,000 participants in over 225 counties. SER partners with local non-profit organizations and government agencies (Host Agencies) to provide SCSEP participants with training opportunities to update their employability skills. Participants in the SCSEP come from all walks of life, have diverse work experiences, and possess various levels of education. SCSEP has successfully placed individuals in full- and part-time jobs following their training assignments which benefits 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. SER 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 partnership with SER's 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 SER and hosts SCSEP participants in several departments. Over the years, SCSEP participants have been utilized at the John W. Wells Youth Center, Pan-Am Community Center, and in various Departments at City Hall, including Planning, Building, and Engineering. The program was suspended due to the COVID-19 pandemic and the risks associated with COVID exposure in older adults. At this time, the program is once again looking to find meaningful placements for participants to learn valuable job skills.

FINANCIAL IMPACT:

While there is no direct financial impact related to the SCSEP, the value of work performed by the participants comes at no cost to the City. The program is designed primarily for the benefit of the participants and not with the intent of replacing City workers.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

The recommended actions support the following Vision Madera 2025 strategies:

- 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:

Council may direct staff to cease program participation.

ATTACHMENTS:

1. Host Agency Agreement
2. Sample COVID-19 Host Agency Safety Checklist (Worksite Agreement)



SER SCSEP (This is a Training Program for SCSEP Participants)

See Sections 11, 13, & 27 of the SOP

FEIN: _____

Agency/Organization: _____

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 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].

- ✔ 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 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.

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:

<input type="checkbox"/> Non-Federal funds	Supervisor Hourly Pay Rate: _____	<input type="checkbox"/> Public Organization - Government agency including federal, state, county, or city
<input type="checkbox"/> Federal funds	Participant Supervisor is Paid From: _____	<input type="checkbox"/> Non-Profit Organization -- IRS code 501(c)(3)-- documentation attached
Additional Sites: _____		Type of Agency/Organization: _____

Agency/Organization – Main Office Location _____

Address _____ City, State, ZIP _____

Telephone & Fax _____

Email _____

Agency/Organization Representative Name (Print) _____

Agency/Organization Representative Signature _____ Date Signed _____

SER SCSEP Site _____

Address _____ City, State, ZIP _____

Telephone & Fax _____

Email _____

SER SCSEP Staff Name (Print) _____

SER SCSEP Staff Signature _____ Date Signed _____



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NATIONAL HEADQUARTERS

Print the below checklist on your local project office Letterhead. SER National HQ will notify staff when participants will return to training. After this notification, ETS will provide the below checklist to the HAs. Each HA site must complete and return this form **PRIOR** to participants being allowed to resume training.

COVID-19 HA SAFETY CHECKLIST

Thank you for your partnership as a Host Agency with the SER National SCSEP! Your agency's ongoing support and collaboration to support the seniors in our community is truly appreciated. As emergency protocols are being lifted and agencies are reopening, we are implementing procedures to protect our participants' safety. We are requiring all Host Agencies to follow CDC recommendations on social distancing and safety. Please review and implement the list of guidelines below. Upon your representative's signature, SER SCSEP will allow assigned participants to resume training.

Thank you! Please reach out to your local SCSEP office with questions.

Host Agency Name: _____

Host Agency Location: _____

Safety Requirements

<u>Place 'X' to verify</u>	<u>Safety Precaution</u>
	CDC guidelines on COVID-19 safety are posted in the workplace.
	Before reporting to work / training each day, all staff, volunteers, and trainees at the site are required to complete a self-health screening. Individuals are instructed not to report to site if they exhibit any of the following: <ol style="list-style-type: none"> 1. Elevated temperature 2. Cough 3. Shortness of breath 4. Feeling sick in any way 5. Having been exposed to a person known to be positive for COVID-19
	Staff must practice social distancing at all times as recommended by CDC.
	Prohibit gathering as groups in common areas, such as break rooms, conference rooms, etc...
	Post signs encouraging the frequent washing of hands with soap and water for at least 20 seconds or to use hand sanitizer with at least 60% alcohol.
	Disinfect and clean work / common spaces and all areas such as offices, bathrooms, common areas, handrails, doorknobs, shared electronic equipment routinely.
	When possible, establish physical barriers between employees who share cubicle or small office space.
	Open doors and windows whenever possible to increase ventilation and the percentage of outdoor air that circulates into the space.
	Ensure tissues, hand sanitizers, etc., are available including in common areas, conference rooms, nearby communal equipment, etc.



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NATIONAL HEADQUARTERS

	Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
	If team members are operating within 6 feet of one another, masks must be worn.
	Team members must disinfect their own workspace prior to leaving each day, and at regular intervals throughout the day.
	Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility, according to CDC cleaning and disinfection recommendations.
	Make available soap, hand sanitizers and disinfecting products.

Maintenance of Effort Requirements

A Host Agency for SCSEP is permissible only when specific "maintenance of effort" requirements are met. **They are described below. These requirements were in effect prior to the COVID-19 situation. They are not new requirements, and they have not changed.**

SCSEP assignments at this agency do not:

<u>Check to verify</u>	<u>Maintenance of Effort Requirement</u>
	Reduce the number of employment opportunities or vacancies that would otherwise be available to individuals not participating in the program.
	Displace currently employed workers (including partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits)
	Impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed.
	Perform the same work or substantially the same work as that performed by any other individual who is/has been on layoff.

Comments or additional information (optional):

SCSEP Host Agency Staff Signature: _____ Date: _____

SCSEP ETS/Staff Signature: _____ Date: _____