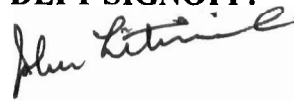
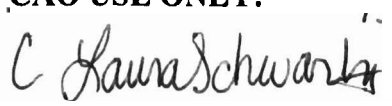


**EL DORADO COUNTY BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

**Meeting of
October 17, 2006**

AGENDA TITLE: Application for Community Services Block Grant (CSBG) Discretionary Funding Targeting the CSBG At Risk Youth Development Initiative		
DEPARTMENT: Human Services (CS)	DEPT SIGNOFF:	CAO USE ONLY:
CONTACT: John Litwinovich		
DATE: 10/3/2006 PHONE: 6163		
DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:		
Human Services, Community Services Division, recommends adoption of a Resolution authorizing Director of Human Services John Litwinovich to sign and submit an application to the California Department of Community Services for \$75,000 in CSBG Discretionary grant funds to help implement a comprehensive one-stop employment system addressed to at-risk youth in El Dorado County. The Resolution further authorizes Department Director John Litwinovich to execute subsequent documents relating to this application, including a grant contract if the application is funded and amendments thereto that do not affect the dollar amount or the term, upon approval by County Counsel and Risk Management, and required fiscal and programmatic reports.		
CAO RECOMMENDATIONS: <i>Recommend approval. Laura A. Hill 10/6/06</i>		
Financial impact? () Yes (X) No		Funding Source: () Gen Fund () Other
BUDGET SUMMARY:		Other:
Total Est. Cost	\$0.00	CAO Office Use Only:
Funding		4/5's Vote Required () Yes (X) No
Budgeted _____		Change in Policy () Yes (X) No
New Funding _____		New Personnel () Yes (X) No
Savings* _____		CONCURRENCES:
Other _____		Risk Management _____
Total Funding _____		County Counsel _____
Change in Net County Cost	\$0.00	Other _____
*Explain		
<u>BOARD ACTIONS:</u>		
Vote: Unanimous _____ Or		I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors Date: _____ Attest: Cindy Keck, Board of Supervisors Clerk By: _____
Ayes:		
Noes:		
Abstentions:		
Absent:		
Rev. 5/04 ISKW001 Agenda		



EL DORADO COUNTY
DEPARTMENT OF HUMAN SERVICES
John Litwinovich
Director

October 3, 2006

El Dorado County Board of Supervisors
330 Fair Lane
Placerville, California 95667

Members of the Board:

Title: Application for Community Services Block Grant (CSBG) Discretionary Funding Targeting the CSBG At Risk Youth Development Initiative

Recommendations:

Human Services, Community Services Division, recommends adoption of a Resolution authorizing Director of Human Services John Litwinovich to sign and submit an application to the California Department of Community Services for \$75,000 in CSBG Discretionary grant funds to help implement a comprehensive one-stop employment system addressed to at-risk youth in El Dorado County. The Resolution further authorizes Department Director John Litwinovich to execute subsequent documents relating to this application, including a grant contract if the application is funded and amendments thereto that do not affect the dollar amount or the term, upon approval by County Counsel and Risk Management, and required fiscal and programmatic reports.

Reasons for Recommendations:

The El Dorado County Department of Human Services, Community Services Division, has worked with the local one-stop service delivery system since 1999. On July 1, 2006, the Department accepted the responsibility of delivering the one-stop service delivery system with a local needs emphasis. This emphasis includes a focus on at-risk youth in our communities. Given the limited funding stream for implementation of the local workforce development system, the Department has been able to deliver very limited services to the at-risk youth population. With the CSBG discretionary funding, the department will have an opportunity to provide services to this extremely vulnerable population in our community by hiring a staff person dedicated to providing one-on-one interaction with at-risk youth and coordinating with community partners and local employers to develop an effective one-stop service delivery system for this vulnerable population. The services initiated by this one-time funding will be integrated into future one-stop programming.

Fiscal Impact:

Total Cost (or Savings)

The \$75,000 grant, if the application is funded, will cover all anticipated costs associated with the proposal.

Net County Cost: None.

Action to be Taken Following Approval:

Board Clerk to provide Human Services, Community Services Division, with two (2) certified resolutions authorizing submission of the application.

Sincerely,

John Litwinovich
Director of Human Services



RESOLUTION NO.
OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

AUTHORIZING SIGNING AND SUBMISSION OF AN APPLICATION TO THE STATE OF CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT FOR COMMUNITY SERVICES BLOCK GRANT (CSBG) DISCRETIONARY FUNDING UNDER THE AT RISK YOUTH DEVELOPMENT TARGETED INITIATIVE AND FURTHER AUTHORIZING EXECUTION OF A GRANT AGREEMENT IF FUNDED

WHEREAS, the California Department of Community Services and Development has announced the availability of CSBG Discretionary Funding opportunities that address targeted initiatives, including At Risk Youth Development, and

WHEREAS, the El Dorado County Board of Supervisors has determined that there is a need to implement a local workforce development system targeting at-risk youth, and

WHEREAS, the El Dorado County Department of Human Services, Community Services Division, accepted the responsibility of delivering the local one-stop employment service delivery system effective July 1, 2006 would use CSBG Discretionary Funding to help establish a comprehensive one-stop employment system for at-risk youth, and

WHEREAS, should El Dorado County be funded, El Dorado County will accept a contract from the California Department of Community Services and Development for provision of At Risk Youth Development activities and certifies that all uses of funds would be in compliance with Department of Community Services and Development regulations, guidelines and contract provisions, and

WHEREAS, the Chairman of the Board can act on behalf of the County of El Dorado and will sign all necessary documents required to complete the contract,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of El Dorado hereby authorizes John Litwinovich, Director of the El Dorado County Department of Human Services to sign and submit an application to the California Department of Community Services and Development for \$75,000 in CSBG Discretionary Funding to address the targeted initiative of At Risk Youth Development and further authorizes the Director of Human Services to execute further documents relating to this application, including a contract, if funded, and subsequent amendments thereto that do not alter the dollar amount or the term, upon approval by County Counsel and Risk Management, and to sign subsequent required fiscal and programmatic reports and to perform any and all administrative responsibilities in relationship to such contract.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the _____ day of _____, 2006, by the following vote of said Board

Attest:
Cindy Keck
Clerk of the Board of Supervisors

Ayes:
Noes:
Absent:

By: _____
Deputy Clerk

Chairman, Board of Supervisors

I CERTIFY THAT:
THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

DATE: _____

Attest: CINDY KECK, Clerk of the Board of Supervisors of the County of El Dorado, State of California.

By: _____



EL DORADO COUNTY
DEPARTMENT OF HUMAN SERVICES
John Litwinovich
Director

October 3, 2006

CSBG DISCRETIONARY INITIATIVES
Department of Community Services and Development
700 N. 10th Street
Sacramento, California 95814
Attn: Carol Forrest

RE: CSBG Discretionary Funding Proposal

Enclosed is El Dorado County's application for Community Services and Development discretionary grant funding under the At Risk Youth Development targeted initiative.

The El Dorado County Department of Human Services, Community Services Division, has worked with the local one-stop service delivery system since 1999. On July 1, 2006, the Department accepted the responsibility of administering the local one-stop service delivery system with a local needs emphasis. This emphasis includes a focus on at-risk youth in our communities. Given the limited funding stream for implementation of the local workforce development system, the Department has been able to deliver very limited services to the at-risk youth population. With the CSBG discretionary funding, the Department will have an opportunity to provide expanded services specific to this extremely vulnerable population in our community.

Due to their fall break, the next El Dorado County Board of Supervisors meeting is scheduled on October 17, 2006. As discussed with Jeannette Nelson, the resolution confirming authorization for me to sign and submit El Dorado County's proposal will be adopted on that date and will follow this application on October 18, 2006.

We look forward to working with CSBG in delivering a greatly needed program in El Dorado County. Thank you for providing this opportunity.

Sincerely,

John Litwinovich
Director of Human Services

Proposal Summary

Community Need:

El Dorado County, in partnership with the local Central Sierra Regional Occupational Program, County Office of Education, Independent Living Program, and Tribal TANF is dedicated to developing a comprehensive program for at-risk youth in our community. Upon award of this proposal, the Department of Human Services, Community Services Division, will strengthen its goals of advancing youth with multiple barriers to employment through comprehensive services and identifying strategies that also meet industry/employer needs. In addition, the Department, through a collaboration of community partnerships, will develop an infrastructure specific to the advancement of at-risk youth development.

The identified population of youth at-risk consists of youth in foster care, youth offenders, and youth with disabilities. El Dorado County currently has _____ youth in foster care and _____ youth in the juvenile justice system. Our goal with this funding opportunity is to enhance the quality of services delivered to improve efficiency and improve the outcomes for all youth in our jurisdiction served by the one-stop system, with special attention directed toward the most at-risk youth. To accomplish this, we need a dedicated staff person to provide the one-on-one services necessary to reach out to those most vulnerable youth in our community and to work one-on-one with youth and prospective employers to ensure we are providing skill sets that meet the needs of the local employer demands. To accomplish this, El Dorado County will:

- Establish a comprehensive youth one-stop system to include a physical site and a virtual site that incorporate a youth and mentor run one-stop system.
- Provide Job Club services where youth can gain the soft skills necessary to seeking employment.
- Establish a Business Advisory Committee on behalf of youth.
- Develop a youth-friendly one-stop system promoting collaboration among the workforce system, educational establishment, human services, juvenile justice system, and other appropriate organizations and agencies to better serve at-risk youth.

Program Objectives:

In a collaborative effort to serve the public and private sectors in El Dorado County, the partner's of the one-stop system will provide a comprehensive, integrated approach to high-quality service delivery for both employers and at-risk youth seeking to gain skills necessary to be successful in the workplace.

To accomplish our mission, we will:

- Develop collaboration with education leaders in both K-12 and post-secondary education systems, ensuring that business needs are being met through training programs offered.

- Conduct monthly meetings with the Delivery of Services Team of partners, encouraging each to bring resources to the table along with unmet needs to strengthen the collaborative effort of improving the employer interaction and creating more jobs.
- Assist youth to access job search information and skills necessary to successfully find, retain, and succeed in employment by improving access to information both electronically and by referral.
- Develop a system that evaluates customer satisfaction and allows input of employers and youth seeking jobs to influence and improve service delivery.
- Respond to employer needs for qualified employees by identifying, brokering, and developing appropriate job training of youth so a qualified pool of applicants is available at all times.
- Assist employers and youth seeking jobs with resources such as occupational information, education, job training programs, and labor market information to enable them to make informed choices.
- Improve collaborative effort of youth workforce coalition to provide youth the opportunity to experience on-the-job training (OJT) with local employers.
- Establish training programs in high-schools and community colleges that will address needs of the most vulnerable and most at-risk youth population in order to provide job readiness skills.
- Develop a youth program for at-risk youth that provides youth/young adults with user-friendly one-stop resources.
- Develop a comprehensive and sustainable youth program that will meaningfully engage youth ages 14 to 21 years to be part of a skilled labor force as identified by current labor market demand and validated by the business community.

Challenges Facing the At-Risk Youth Development System

The current challenges facing the at-risk youth development program includes the reliance on partnerships to provide qualified staffing in support of the program and insufficient staff in the Community Action Agency to support the needs of both youth and employers. Additionally local businesses need to be educated relative to the opportunities and benefits to be accessed by working with the youth development program.

With the award of this funding, the at-risk youth program will have an opportunity to provide employers with a skilled workforce by enhancing the collaborative effort being developed by the partners. In addition it will provide comprehensive training

to prospective employees providing a skilled pool of labor on behalf of the businesses in our community.

Long term:

The future of the one-stop delivery system is dependent on the operator developing a system that is responsive to the demand-driven needs of the local community. Based on the unmet needs of the community for both youth and employers, the Department will develop a comprehensive and sustainable youth program that will meaningfully engage youth ages 14 to 21 to become part of a skilled labor force as identified by current labor market demand and validated by the business community. The Department and its partners will strive to provide a program that serves youth through new training opportunities to develop job-entry skills. The partner's will develop a seamless service that provides a qualified labor pool countywide. The partner's will work toward creating a Delivery of Services Team through partner and business participation.

Through development and enhancing at-risk youth programs, El Dorado County will contribute to the achievement of

- Low-income youth becoming more self-sufficient.
- At-risk youth achieving improved living conditions.
- Increased partnerships among supporters and providers of at-risk youth services
- Increased capacity to achieve results, and
- At-risk youth achieving their potential by strengthening support systems in the local workforce.

Approach

Delivery Strategies:

It is imperative that the Department of Human Services, Community Services Division, maintain the necessary mix of partner programs and services that meet the needs of workers and businesses throughout the County. Improved coordination of partner programs is necessary to minimize local barriers to program coordination and integration, and to maximize the use of resources. Core Services are to be provided with CSBG discretionary funding to Youth aged 14 to 21 most at-risk in need of skills and training. Services will consist of actions:

- To provide youth with the training they need to find new or better jobs.
- To provide employers with an appropriately trained workforce to help them compete in the marketplace.
- To improve upon the One-Stop Center delivery system to ensure that it can respond quickly and effectively to the changing needs of employers and at-risk youth.
- To strengthen connections of the job training system with the private sector, with post-secondary education and training and economic development systems to

prepare the 21st century workforce for career opportunities and skills in high growth sectors, and

- To remove barriers that have discouraged business involvement in workforce training, while finding new mechanisms to increase and improve business and industry influence in job training decisions in our jurisdiction.

Needs of At-Risk Youth in the Local Workforce Area

Many youth do not know how to conduct an efficient job search, how to interview, how to complete a resume, where to find basic information relating to jobs and careers or how to meet minimum expectations of employers. In addition, many youth lack basic arithmetic and/or oral and written communication skills.

An increasing number of jobs, especially within our major growth sectors, require job seekers to possess the ability to work as a team member, possess problem-solving skills and basic communication skills, including customer service/people skills, active listening skills and observation skills and a familiarity with technological tools.

In order to maintain continuous participation in the workforce, job seekers must resolve a number of challenges facing them. These challenges can be related to alcohol or drug use. At-risk youth face the need to develop additional skills so that underemployment is no longer an issue and multiple jobs are no longer necessary for the average young adult.

Evaluation:

Under the workforce development activities, the Department is required to maintain records of each of the individuals coming into the one-stop delivery system for each type of service. In order to demonstrate the effectiveness of the collaboration of community partnerships to develop an infrastructure specific to the development of at-risk youth programs, the Department will maintain a database containing the number of youth entering the one-stop center, those seeking training to develop and/or improve skill sets and employers contacted that express a willingness to hire youth who are at-risk with special needs.

With this pilot program, it is the goal of the Department to serve upwards of 150 youth over the next 5 years, assisting youth who come into the one-stop system to obtain job search skills, job club readiness skill training, Regional Occupational Training Program services (ROP) and online services. Additionally, with a dedicated staff person, the goal of the Department is to meet and serve up to 20 new employers willing to work with at-risk youth who have special needs with on-the-job training opportunities. Employer contacts will be recorded in our database so reporting can be provided to CSD. The Department anticipates our pilot program will be a model to be emulated by other jurisdictions. Indeed, once fully operational, this program could be expanded to serve other jurisdictions.

Measures will consist of:

Measure	Outcome
1. Youth Outreach	Youth are visited in their environment - at schools, juvenile hall, Independent Living Program workshops
2. Job Club Participation	Youth enrolling in the one-stop Job Club opportunities, enhancing soft skills/tools necessary for entry to the workforce
3. Training Programs	Youth enrolled in the ROP programs with completion, therefore obtaining certificate in occupational program
4. Target Businesses	Collaborate with employers and develop system that addresses the needs of employers so successful job club and ROP program students become employed in local community

Method of Procedure

Initial Phase:

- The initial step in the development of this program will be to hire a staff person dedicated to providing services to the at-risk youth in our community.
- The dedicated staff person will meet with the ILP/Cal-Learn Social Worker, CASA Social Worker, and Vocational Rehabilitation Youth Counselor to gain an understanding of the number and unmet needs of the local at-risk youth.

Operational Phase:

Dedicated staff person will:

- Develop a relationship with the Office of Education and Regional Occupation Program so that access to programs will be available to the targeted population.
- Visit employers in community to gain an understanding of their unmet needs in terms of skill sets.
- Meet with at-risk youth in their environment so they develop a relationship with the dedicated staff person.

- Develop curriculum for Job Club based on needs of prospective students and employers needs, and
- Provide monthly Job Club meetings for targeted population.

Final Phase:

- Placement of students with employers once Job Club skill set training and/or ROP program is completed.
- Survey of students to obtain feedback about what needs to be changed/improved in Job Club so they gain all the skills necessary to be successful in obtaining and retaining employment.
- One-on-one interaction with students and employers to gain understanding of where we can improve curriculum.
- Work with community partners to improve and enhance the services offered in the one-stop system on behalf of at-risk youth in our community.
- Report outcomes to CSD and potential improvements to program.

How the CSBG Discretionary Funding Opportunities can help the At-Risk Youth Program be Successful

By obtaining \$75,000.00 in funding to staff the at-risk youth program, the CSBG program will enhance and promote effective service delivery through integration of additional partnerships in the local schools which is consistent with the Governor's goals for California's workforce system. Local workforce partners recognize the increasing demand to educate and train youth with the skills necessary to obtain and retain employment, especially in the industries essential for California's economic growth.

CSD 425.S (Rev. 1/06)

ATTACHMENT I Please indicate Reporting Option:

Monthly

Bimonthly

2006 CSBG FISCAL DATA -- CSBG CONTRACT BUDGET (SUMMARY)

Contractor Name: El Dorado County Dept of Human Services	Contract Number:	Contract Amount: \$75,000
Prepared By: Maki Ganno	Contract Term: 11/1/2006-12/31/2007	Amendment #:
Telephone #: (530) 621-6249	E-mail Address: <u>maki.ganno@co.el-dorado.ca.us</u>	Fax Number: (530) 642-9233
Date: 10/4/2006		

SECTION A: ADMINISTRATIVE COSTS

Line Item	Description	CSBG Funds
1.1	Salaries and Wages	
1.2	Fringe Benefits	
1.3	Operating Expenses and Equipment	
1.4	Out-of State Travel	
1.5	Subcontractor Services	
1.6	Other Costs:	
1.7	Subtotal Section A: Administrative Costs (cannot exceed 12% of Section E)	\$0.00

SECTION B: PROGRAM COSTS

2.1	Salaries and Wages	\$44,518.00
2.2	Fringe Benefits	\$26,132.00
2.3	Operating Expenses and Equipment	\$4,350.00
2.4	Out-of State Travel	
2.5	Subcontractor Services	
2.6	Other Costs:	
2.7	Subtotal Section B: Program Costs	\$75,000.00

SECTION C: Total CSBG Budget Amount (Sum of Subtotals A and B)	\$75,000.00
SECTION D: Enter "Other Agency Operating Funds"	\$14,857,909.08
SECTION E: Agency Total Operating Budget (Sections C and D)	\$14,932,909.08
SECTION F: CSBG Funds Administrative Percent (Section A divided by Section E)	0%

ATTACHMENT I -- BUDGET SUPPORT -- PERSONNEL COSTS

Contractor Name: El Dorado County Dept of Human Services	Contract Number:	Contract Amount: \$75,000
Prepared By: Maki Ganno	Contract Term: 11/1/2006-12/31/2007	Amendment No 0
Telephone #: (530) 621-6249	E-mail Address: <u>maki.ganno@co.el-dorado.ca.us</u>	Fax Number: (530) 642-9233
Date: 10/4/2006		

ADMINISTRATIVE COSTS -- SALARIES AND WAGES

No. of Positions	Position Title	Total Salary and Wages	% to CSBG Administration	% to CSBG Programs	% to Other Administration and Programs	List Total CSBG Funds Budgeted for Each Position
1	Employment & Training Worker II	\$66,257.86	0%	100%	0%	\$66,257.86
Total						\$66,257.86

ATTACHMENT I -- BUDGET SUPPORT -- NON PERSONNEL COSTS

Contractor Name: El Dorado County Dept of Human Services	Contract Number:	Contract Amount:
Prepared By: Maki Ganno	Contract Term: 11/1/2006-12/31/2007	Amendmer 0
Telephone #: (530) 621-6249	E-mail Address: <u>maki.ganno@co.el-dorado.ca.us</u>	Fax Number: (530) 642-9233
Date: 10/4/2006		

Hit Alt & Enter at the same time to begin a new line or paragraph within the cell.

EXPLAIN AND JUSTIFY EACH LINE ITEM Totals must match Budget Summary - Attach additional sheets(s) if necessary Missing description shall result in delay of the contract execution.	Section A Administrative Costs		Section B Program Costs	
Out-of State Travel Only:	1.4	\$0.00	2.4	\$0.00
List all Equipment Purchases in Excess of \$5,000 per item:	1.3	\$0.00	2.3	\$0.00
List all Contract and Consultant Services in excess of \$5,000:		\$0.00		\$0.00
List all Subcontractor Services in excess of \$5,000:	1.5	\$0.00	2.5	\$0.00
Other Costs - Explain and justify costs greater than \$10,000:		\$0.00		\$0.00
i. IT Development:		\$0.00		\$0.00
ii. Direct Client Purchases:		\$0.00		\$0.00
iii. Indirect Costs:		\$0.00		\$0.00
iv. Any additional Other Costs (attach additional Sheet if necessary):		\$2,500.00		\$0.00
Total Other Costs (Total I, II, III, IV):	1.6	\$2,500.00	2.6	\$0.00

Budget Summary

Through a collaboration of partnerships, the proposed matching funds worksheet below demonstrates the community commitment to developing a local workforce development program that meets the needs of the Adults, Dislocated Workers and Youth in our jurisdiction. With additional funding sources, we will target the most at-risk youth population in an effort to decrease the number of youth in our community that are deficient in skill sets necessary to obtain and retain successful employment.

Proposed Matching Funds Worksheet

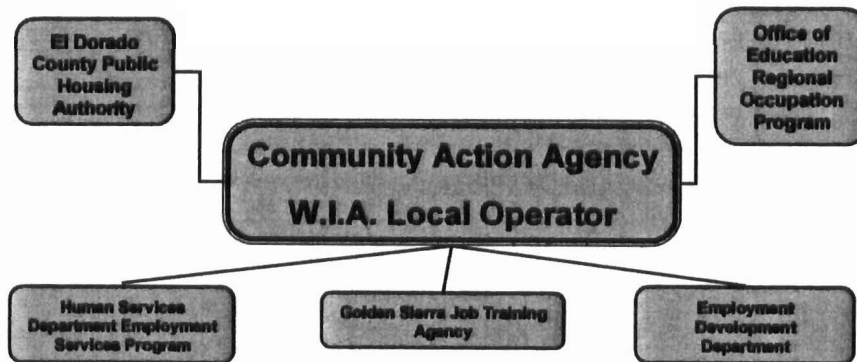
Organization	Type of Organization	Cash Match	In-Kind Value per Year	Description of In-Kind
Department of Human Services (DHS) Workforce Investment Activities	Public	-----	\$66,900	Administration of local workforce development activities for Adults, Dislocated workers, and youth through one-stop delivery systems
DHS Public Housing Authority	Public	-----	\$32,960	PHA staff work in the development of one-stop delivery system at the local one-stops 2 half days a month
DHS Employment Services	Public	-----	\$28,915	Co-location of staff at One Stops providing services to Adults and at-risk youth in the ILP and Cal-Learn programs
County Office of Education	Public	-----	-----	ROP offers practical hands-on training in a lab setting or in a local business. The programs help students to obtain entry-level job skills, upgrade existing skills, or to prepare for advanced training. ROP programs reinforce basic skills. They teach interviewing techniques, and how to locate and retain a job. Youth and adult programs benefit through ROP services.

Organizational Chart

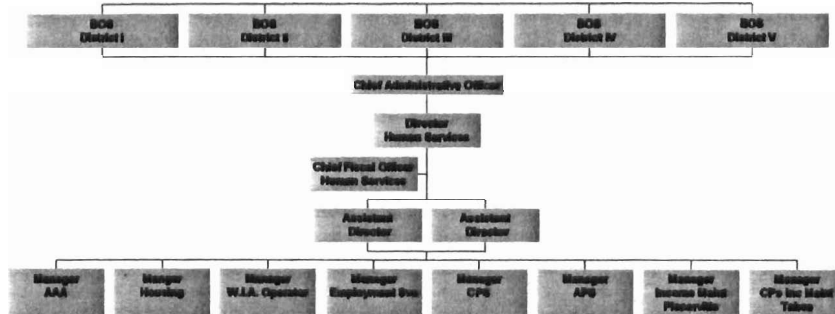
VII. MANAGEMENT AND STAFFING

The following pages demonstrate the County functional organization chart and how it relates to the workforce development functions. The first chart demonstrates the Partner Agencies including CSBG, the second chart represents the Human Services as lead operator effective July 1, 2006, and the third chart demonstrates the internal organizational staffing that administers the Workforce Investment activities.

Partner Agencies Organizational Chart



Lead Operator Organizational Chart



Functional Organizational Chart W.I.A. Operator

