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CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

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DIRECTOR OF FINANCE

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MEMORANDUM

TO: MARK D. BOUGHTON VIA THE CITY COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DST*
SUBJECT: RESOLUTION-STATE YOUTH EMPLOYMENT PROGRAM
DATE: 3/22/2010

Attached for your review is a resolution that will allow the City of Danbury to apply for and accept funding from the Northwest Regional Workforce Investment Board for a youth employment program initiated by the State of Connecticut Department of Labor. This program is similar to the summer youth employment programs that the City has been involved in since 2006.

The amount of this request, not to exceed \$36,054, will be used employ up to 20 students and 3 supervisors for the duration of the program. The period covered is January 1, 2010 through June 30, 2010 and the participants will be placed at local worksites and engage in routine operations of their placement. There is no local match required.

The City Council is respectfully requested to consider this resolution at its next meeting. Please contact me should you require any additional information.

DWS/sk

Cc: R. Jowdy



RESOLUTION

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CITY OF DANBURY, STATE OF CONNECTICUT

_____ A.D. 2010

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, the Northwest Regional Workforce Investment Board has notified the City of Danbury of a funding opportunity through the State of Connecticut Department of Labor for a Youth Employment Program; and

WHEREAS, this funding will enable the City of Danbury to employ up to 20 student participants and 3 supervisors; and

WHEREAS, this program will engage the participants in work experience including learning daily operations of the assigned workplace, interaction with the public, effective communication and timely attendance at work; and

WHEREAS, this funding will not exceed \$36,054 and is available from January 1, 2010 through June 30, 2010.

NOW, THEREFORE, BE IT RESOLVED THAT Mark D. Boughton, Mayor of the City of Danbury, is hereby authorized to apply for and accept said funding to sign any contracts or documents in connection therewith to effectuate the purposes of said grant.

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**NORTHWEST REGIONAL WORKFORCE INVESTMENT BOARD
PROGRAM YEAR 2009- 2010**

Contracting Agency: Northwest Regional Workforce Investment Board, Inc. 249 Thomaston Avenue Waterbury, CT 06702	Grant/Contract Number: SYEP-09-001 Sub-Grant Name: City of Danbury 155 Deer Hill Avenue Danbury, CT 06810
NRWIB Contact Person: Name: Catherine N. Awwad Title: Executive Director Phone: (203) 574-6971 ext. 426 Email: catherine.awwad@po.state.ct.us	Primary Sub-Grant Contact Person: Name: Wayne Shepperd Title: Mayor's Office Phone: (203)797-4511 Email: w.shepperd@ci.danbury.ct.us
Type of Contract: <u>Reimbursement</u> Fund Source: <u>CT-DOL</u> Program Title: <u>Summer Youth Employment Program</u>	
<u>FINANCIAL OBLIGATION - EFFECTIVE DATES</u> The contracting party shall be financially obligated from Summer Youth Employment Program funds from the Connecticut Department of Labor for a maximum funding amount of \$36,054.00 for the period beginning on January 13, 2010 and continuing to the ending date of June 30, 2010 consistent with this contract.	
<u>CONTRACT AUTHORITY AND OBLIGATION</u> The parties named above hereby agree through signature below to conduct a year round Youth Employment Program according to all provisions stated within this contract and State and Federal laws, regulations and requirements as may relate to this program. The contractor hereby certifies that it is licensed to do business within the State of Connecticut.	
The Contracting Agency and the Contractor have entered into this agreement as of the 12th day of March, 2010 and do hereby recognize and agree to the provisions and stipulations contained and made hereof in the following pages and attachments.	
Contracting Authority (NRWIB) _____ Signature <u>Catherine N. Awwad, Executive Director</u> Printed Name & Title _____ Date	Contractor Authority (City of Danbury) _____ Signature _____ Printed Name & Title _____ Date
Notes:	

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**SUMMER YOUTH EMPLOYMENT PROGRAM
PROGRAM YEAR 2009 - 2010
PROGRAM NARRATIVE:**

1. Please describe your basic program design: Please respond to either the work experience or work based learning design.

The State Youth Employment Program will run relatively in the same manner as the Summer Youth Employment Programs we have conducted in previous years.

Students who are eligible and within the age bracket for the State Youth Employment Program will team up with their school liaisons and begin working at an approved job site within the Danbury community. The job sites listed below are catering towards the interests of the students, i.e. auto mechanics, clerical duties.

If your program design is work experience please detail in narrative form the manner in which you intend to provide this service. Also please list the worksites you intend to utilize for the work experience.

The State Youth Employment Program as well as previous Summer Youth Employment Programs are mainly work experiences for Danbury's participants. Participants will be engaged and expected to learn day to day operations of their workplace. They will track attendance by filling out a time sheet everyday they come to work and timesheets have to be signed by their supervisor. Many of our job sites deal with the public sector. Participants are expected to communicate effectively with customers and act in appropriate ways.

Worksites:

Danbury Hospital
C & C Salon – Danbury Fair Mall
Two Steps Restaurant
Housing Authority of the City of Danbury
The Hispanic Center of the City of Danbury
Car Land Autobody
F & M Electric
Maxwell's Restaurant
Dawns Pizzaz, Salon & Spa
Tarrywile Park & Mansion

2. Identify the target group(s) who will be provided services:

The target group(s) who will be provided services are WIA eligible, in school students, students with special needs between the ages of 14-21.

In the previous summer programs, we've focused our outreach efforts to recruit participants from a diverse population of our community through, churches, social services agencies as well as communicating with past participants.

For the 2010 State Youth Program, we are communicating with the teachers/social workers/aids within the Danbury School System, and receiving their input and direction regarding interested/eligible applicants.

4. Describe the selection and process utilized to assign participants to projects/worksites:

School administrators, liaisons, teachers, social etc., have communicated with local businesses as well as non profits to find a position to which the student shows an interest in.

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We will communicate with each individual assigned to an agency, city department or private business in efforts to ease the issue of transportation. A majority of our job locations for the participants are located in and around City Center Danbury. Our goal is to match each participant with a job site relating to their individual career interest. The participant chose a career that he/she would potentially like to work at as an adult, when completing the SYEP application. We will acknowledge the interests of all and provide them with a job site in relation to what they chose.

5. Identify your agency's procedures for program monitoring:

The employees stationed at various agencies, city departments and private businesses will have a supervisor. Rebecca Jowdy from the Mayor's Office as well as Jacqeem Council from Young Life, will be in contact with all supervisors throughout the 23 week program and will assist with daily employee management issues and act as a liaison to the Danbury Board of Education. Rebecca & Jacqeem will frequently visit the job sites, interact with participants, and communicate with supervisors.

6. Time and Attendance procedure

Describe your attendance policy addressing the following areas:

Note Each individual job site will provide their employee(s) with a work schedule, following the Child Labor Laws

Days and Hours of Work:

Mon-Fri - 2:30 pm – 5:30 pm

Absences:

Note Each individual job site will provide their employee(s) with a work schedule, following the Child Labor Laws, as well as proper rules and regulations regarding absences, tardiness, make up time, and code of conduct.

Describe your process for recording and tracking attendance, provide copy of sample time sheet that you will be using.

Participants are expected to fill out a time sheet at the arrival and departure from their job. Supervisors as well as employees will sign the time sheet at the end of each work week; approving the hours worked by the employee.

The time sheet is then faxed over to be approved by Rebecca Jowdy in the Mayor's Office at the very end of the work week, and is then delivered and a paycheck is processed at the Danbury Board of Education.
(See time sheet attached).

6. Describe the process you will be using for payroll and Check payment procedure.

Payroll will be completed at the Danbury Board of Education building. Timesheets for each employee will be submitted and paychecks processed. The paychecks will be available to students at the beginning of the following week and can only be picked up from Mr. Shaun Ratchford at Danbury High School. Participants must sign for their paychecks. Any checks that are not picked up by the applicant and applicant ONLY will be sent out to them in the mail that very day.

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**SUMMER YOUTH EMPLOYMENT PROGRAM
PROGRAM YEAR 2009 - 2010
BUDGET: CITY OF DANBURY**

Agency: City of Danbury
 Contract Number: SYEP-09-001
 SYEP Funds: \$36,054.00

SYEP Expenses	Line Item Narrative	Total
1. Participant Wages		
a. Wages	10 Students – 12hrs wk x 15 wks @ 8.25 hr	\$ 14,850.00
	10 Students – 12hrs wk x 12 wks @ 8.25 hr	\$ 11,880.00
b. FICA (7.65%)		\$ 2,044.85
c. Worker's Comp		\$
d. Incentives/Stipends		\$
Sub-Total		\$ 28,774.85
2. Program Costs		
a. Tuitions		\$
b. Support Services		\$
c. Other (specify below):		\$
		\$
Sub-Total		\$
3. Administrative Costs		
a. Wages	3 Supervisors – 6 hrs wk x 15 wks x 24.75 hr	\$ 6,682.50
b. FICA (7.65%)		\$ 511.21
c. CT Unemployment Insurance		\$
d. Worker's Comp		\$
e. Fringe Benefits		\$
f. Supplies		\$
g. Other (specify below):	Employee Supplies	\$ 85.44
		\$
		\$
Sub-Total		\$ 7,279.15
GRAND TOTAL		\$ 36,054.00