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CITY OF DANBURY
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M E M O R A N D U M

DATE: 4/23/14
TO: HON. MARK D. BOUGHTON VIA THE CITY COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DSS*
RE: RESOLUTION- NRWIB- YOUTH EMPLOYMENT FUNDING

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 (NRWIB). This funding is available through them from the Department of Labor and is passed through to agencies coordinating employment for area youth.

The Mayor's Office desires to continue to work this year with Danbury Youth Services to facilitate this program. A funding request in an amount not to exceed \$88,000 will be submitted to NRWIB to fund a youth employment program from 7/1/14-8/30/14.

The City Council is respectfully requested to consider this resolution at its next meeting.

Attach.

DWS/sk



RESOLUTION

13-1

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A.D. 2014

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 is available to cover programs from July 1, 2014 through August 30, 2014 in an amount not to exceed \$88,000; and

WHEREAS, these funds will be 'passed-through' to Danbury Youth Services to oversee and administer employment programs for the participants.

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 and to sign any contracts or documents in connection therewith to effectuate the purposes of said grant.

1302

Preparations for Request for Qualifications

Programs shall begin no earlier than July 1, 2014 and end no later than August 22, 2014.

Dates for determining eligibility / intake April 14, 2014 to May 29, 2014

Program start date: July 7, 2014 Program end date: August 15, 2014

Proposed slots: 57

Contact person(s):

Name: Tom Thomassen

Title: Program Coordinator

Phone: 203-748-2936 ex 23

Email: tthomassen@danburyyouthservices.org

Fax: 203-797-8568

Hours of work for youth shall be 20 hours per week @ \$8.70 per hour

Please note that 70% of program funding must be dedicated to the wages of the youth

All contractors shall submit a copy of liability insurance to the Board prior to program start date.

All sections noted in this RFQ are required and must be addressed:

Program Abstract:

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

Danbury Youth Services, Inc. will provide the necessary supervision and payroll services to operate a 6-week summer youth employment program from July 7, 2014 – August 15, 2013.

As part of this contract, DYS will supervise established work-sites throughout the City of Danbury to provide 60 DYS youth workers with job sites to fulfill 120 hours of job related responsibilities. In addition, DYS will collect timesheets and track attendance as

part of this contract. DYS will also provide payroll checks every two – weeks for the length of the contract.

The staff person providing the coordination of these services is a trained community based life skills professional that has successfully directed DYS youth employment and positive development programs for over 10 years. In addition, two (2) site supervisors will also assist in the supervision of youth at select youth work sites. The Executive Director of DYS supervises the Program Coordinator and provides fiscal oversight together with the DYS Operations Director.

Danbury Youth Services, Inc. (DYS) is a non-profit youth organization designated as the Youth Services Bureau for the City of Danbury and a licensed psychiatric clinic. DYS has operated for over 40 years providing services to youth and their families. DYS mission is to strengthen youth and families by supporting and fostering hope and teaching the skills necessary to lead positive and productive lives.

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.

DYS, through a very thoughtful recruitment process, selects approximately 60 youth who meet the eligibility requirements of the workforce program. This includes interviewing each job candidate before selection takes place. In allowing for a interviewing process, not only are the student workers benefiting from an opportunity to go on an interview, DYS is also able to place the child at a worksite that best matches their interests and career paths (see attached Summer Youth Employment Applicant Interview Sheet).

Once the 60 youth are selected to enter the program and contacted about their acceptance, DYS holds a Job Readiness Workshop for student employees at the commencement of the program. The workshop begins at 8:30 A.M. and concludes at 12 Noon. DYS provides a healthy continental breakfast for the youth.

The workshop covers many important work related topics including reporting to work on – time, respect for supervisors, active listening, stress management, safety issues and reporting, resume tips, and job interviewing techniques (see 2013 DYS Orientation Agenda). DYS staff also covers the importance of personal appearance and having good communication skills. Also at this workshop, DYS collects important paperwork from student workers relating to payroll and reviews the agency's personnel policies and process for collecting timesheets and distributing paychecks (see attached Summer Youth Employment Program Personnel Policies dated 2012). At the conclusion of the workshop some students report directly to their first day at the job or commence work the next day.

The work – sites that are identified and used for this project include the following, but are not limited to:

Danbury Youth Services
Classified Guys

Morris Street Pre-School
 TJ Max
 Matrix Corporate Center
 Hispanic Center
 Music Guild
 Harambee Center
 Bishop Curtis Home
 Housing Authority Offices
 Community Action Committee of Danbury
 Tarrywile Park
 WJ Knight Foundation
 RPMS Camp
 Ellsworth Camp
 South St. Camp
 Student Conservation Association
 City of Danbury Building Department – Fire Inspection
 Urgent Care of Connecticut

If your program design is a work based learning project(s) please provide a narrative of your project(s) and your strategy for integrating work and academic learning.

Not Applicable

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

DYS staff targets youth, ages 14–21, residing in the City of Danbury and in surrounding towns. The surrounding towns include Bethel, New Fairfield, Brookfield, Ridgefield, Newtown, and New Milford. However, youth that reside in the City of Danbury are the focus of DYS recruitment efforts.

The job candidates must meet eligibility requirements through the North West Regional Workforce Investment Board via the poverty income guidelines, age requirements, and proper identification for US citizenship. Through its recruitment efforts, summer youth employment applications are disseminated throughout the middle schools and high school as well as the alternative schools and Abbott Tech in Danbury. DYS also provides the applications to area organizations for display and to the Department of Labor. DYS makes an effort to recruit youth with learning disabilities/special needs, youth that reside in the City of Danbury housing communities, and also Department of Children and Family involved youth.

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

DYS, through a very thoughtful recruitment process, selects 60 youth who meet the eligibility requirements of the workforce program. This includes interviewing each job candidate before selection takes place. In allowing for a interviewing process, not only

are the student workers benefiting from an opportunity to go on an interview, DYS is also able to place the child at a worksite that best matches their interests and career paths.

The DYS Summer Youth Employment Program Coordinator meets with each candidate and completes the "Applicant Interview Sheet" to better match the youth with an appropriate job – site. Shortly after the application intake closure date, the Program Coordinator facilitates a meeting with teachers, counselors and worksite supervisors to review all the youths' applications. This team selects the winning candidates based on school attendance, grades, teacher remarks, and the interview results. In the past two years, DYS has seen high attendance rates in the program – over 90% and nearly 100% completion rates for its students. DYS staff believe this screening process is essential in getting "to know" the child and placing them at a job site that best fits their skills and interests. Applicants are notified of acceptance into the program by a letter with an attached packet of job related information a few weeks before the program commences. Additionally, a letter notifies the applicants not selected for the program.

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

As part of this contract, DYS will supervise established work-sites throughout the City of Danbury to provide 60 DYS youth workers with job sites to fulfill 120 hours of job related responsibilities. In addition, DYS will collect timesheets and track attendance as part of this contract. DYS will also provide payroll checks every two – weeks for the length of the contract.

The staff person providing the coordination of these services is a trained community based life skills professional that has successfully directed DYS youth employment and positive development programs for over 10 years. In addition, two (2) site supervisors will also assist in the supervision of youth at select youth work sites. The Executive Director of DYS supervises the Program Coordinator and provides fiscal oversight together with the DYS Operations Director.

The Program Coordinator visits each site regularly and addresses any issues that may arise on an as-needed basis. For sites that require more one – on – one attention and have a greater number of youth (6 or more) such as the Housing Community Offices and Tarrywile Park, DYS assigns a site supervisor to work with the youth workers 22 hours a week.

5. Time and Attendance procedure

Youth participants are expected to report promptly to work on scheduled works days – Monday thru Friday. Excessive tardiness and absenteeism is cause for suspension and dismissal and is dealt with on a case-by-case basis. DYS student workers are required to sign a commitment letter at the start of the program that states they will participate in the entire 6 – week program (see attached commitment form). An employee is provided with a timesheet that is completed on a daily basis and signed off by his/her supervisor at the end of the week. These timesheets must be dropped off or faxed to DYS by Monday at 9 A.M. (please see attached time sheet and attendance tracking form).

Describe your attendance policy addressing the following areas:

Days and Hours of Work: DYS student workers are required to work Monday – Friday, 20 hours a week. This is approximately 4 hours a day but may differ based on worksites.

Absences: DYS student workers are only paid for the hours that they work. Excessive absenteeism (more than three (3) days by practice) is not tolerated and will be addressed immediately by the Program Coordinator on a case-by-case basis in collaboration with the Executive Director. In some cases a youth worker will be moved to another worksite or DYS staff will try to work with the student (s) to address any issues that he/she may be having. However, there are instances where the student worker will be asked to leave the program.

Tardiness: DYS does not tolerate tardiness. Excessive tardiness (more than three (3) days by practice) is not tolerated and will be addressed immediately by the Program Coordinator on a case-by-case basis in collaboration with the Executive Director. In some cases a youth worker will be moved to another worksite or DYS staff will try to work with the student (s) to address any issues that he/she may be having. However, there are instances where the student worker will be asked to leave the program.

Make up Time (if applicable): Student Workers can make up missed hours of work lost due to being absent but it must be made up in the same work week.

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

The student workers are provided with a timesheet that is completed on a daily basis and signed off by their supervisors at the end of the week. These timesheets must be dropped off or faxed to DYS by Monday at 9 A.M. (please see attached time sheet and attendance tracking form).

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

DYS student workers get paid every two weeks through the agency’s Advantage payroll processing company supervised by the Operations Director at DYS. The student workers are employees of DYS and follow the same policies and procedures for employment. The Program Coordinator distributes checks at student workers worksites (see attached 2013 check distribution form). It is required that the student workers sign for their checks and appropriately date the form.

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**CYEP YOUTH PROGRAM
Summer Program 2014
BUDGET: Danbury Youth Services**

Agency: Danbury Youth Services
 Contract Number:
 Funds: \$

CYEP Expenses	Line Item Narrative	NRW/B
1. Participant Wages		20 hours
a. Wages	57 youth x 6 weeks x 20 hours x 8.70	59508.00
b. Fringes Rate		
CT Unemployment		
FICA/Medicare	7.65%	4552.36
Workers Comp	5.15%	3064.66
c. Worker's Comp		
d. Incentives/Stipends		
Sub-Total		67125.02
2. Program Costs		
a. Tuitions		
b. Support Services		
c. Other (specify below):		
Materials and Supplies	supplies	
Sub-Total		
3. Administrative Costs		
a. Wages	Executive Director 40.71 x 4 hours x 8 weeks	1302.72
	Operations Director (Fiscal Officer) <i>Diane Doling</i> 32.45 x 6 hours x 8 weeks	1557.60
	Program Coordinator <i>Tom Thomassen</i> 34.00 x 20 hours x 8 weeks	5440.00
	one (1) Site Supervisors <i>Maureen Simalchik</i> 20.00 x 22 hours x 6 weeks	2640.00
	one (1) Site Supervisors 20.00 x 22 hours x 6 weeks	2640.00
b. FICA	7.65%	1038.89
c. CT Unemployment Ins.	6.80%	923.46
d. Worker's Comp	5.15%	699.39
e. Fringe Benefits		
f. Supplies		100.00
g. Other (specify below): Mileage	50@0.51/miles 8 weeks	204.00
Administrative	Facility costs (Mortgage, Utilities, Ins, telephone, etc)	1245.46
Payroll	New Employee \$4.50 each x 57	256.50
	Payroll Cost per pay period 2.65 x 4 x 57	604.20
	W-2 cost \$5.75 x 57	327.75
Annual audit		1000.00
GRAND TOTAL		87105.00