

REPORT OF GENERAL MANAGER

NO. 04-338

DATE November 3, 2004

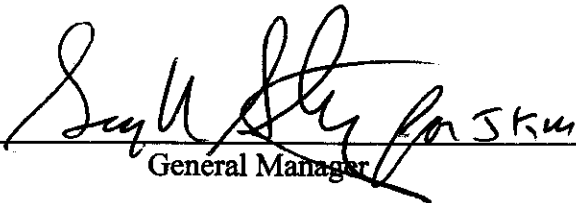
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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AUTHORIZATION TO ACCEPT AT-RISK YOUTH EMPLOYMENT SERVICES (YES) PROGRAM FUNDING FROM THE LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT AND ESTABLISH A NEW CLASS PARKS YES PROGRAM

K. Chan _____
J. Combs _____
H. Fujita _____

J. Kolb _____
F. Mok _____
*G. Stigile AA



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve the proposed Youth Employment Services (YES) project scope of work and plan for expenditure of the \$252,920.68 Los Angeles County Regional Park and Open Space District (District) funds as outlined in this report;
2. Accept the District At-Risk YES funds in the amount of \$252,920.68;
3. Direct Staff to forward the recommendation to the City Council for approval and final acceptance of the District's YES funds; and
4. Authorize the General Manager, after necessary approvals, to represent the City and execute any resulting District funds agreements and any subsequent amendments, thereto, pursuant to Administrative Code Section 14.8, et seq., as may be amended, on behalf of the City, subject to approval as to form by the City Attorney.

SUMMARY:

The City of Los Angeles, CLASS Parks Division, has been offered \$252,920.68 in District funding to develop and implement a work/training program for at-risk youth, where participants will receive a bi-weekly wage throughout the 23-week program. All monies from the fund will be used solely for

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the purpose of paying participants for wages for hours worked. The program will facilitate placing at-risk youth into regular paying jobs and serve as an extension of the CLASS Parks Youth Employment Internship Program (YEIP), an existing, successful collaboration with the County of Los Angeles. The YEIP has effectively provided job and interpersonal skills training to over 1,400 youth ages 13 through 18 years. Those youth who have completed 64 hours in YEIP will be placed in a pool where they may be selected to advance to the Youth Employment Services (YES) Program.

YES will build on the strengths and proven success of the CLASS Parks program with work/training extension courses that will capitalize on the unique job and service opportunities of recreation centers and parks. Each youth will participate in a specific discipline, in both of two phases consisting of:

- Phase I (6 weeks) - Four (4) hours per day of paid work experience; 80 hours of unpaid classroom instruction/training throughout this phase.
- Phase II (17 weeks) - Six (6) hours per day of paid work experience and a total of 40 unpaid classroom hours of training/instruction throughout this phase.

Three distinct extension courses will offer disciplines that will accommodate approximately 40 youth and young adults ages 14 through 24 years recruited through YEIP and CLASS Parks Teen Clubs. Work/training will take place at the five YEIP sites: Lincoln Park, Normandale, Panorama, Hubert Humphrey, and Rancho Cienega Recreation Centers, as well as various other sites throughout the City.

The three work/training disciplines will include:

- Junior Arborist - Participants will gain work experience and receive classroom instruction regarding the care and revitalization of the urban forest. Skills in this field will be taught in an effort to foster the formation of environmental stewards and raise environmental awareness.
- Golf Maintenance Worker - Participants will work and receive training in golf course maintenance practices, as well as landscape and golf facility maintenance.
- Grounds Maintenance and Landscaping Worker - Participants will work in this discipline, as well as receive instruction in the basic skills and safety procedures involved with grounds maintenance and landscaping of parks and recreation centers.

These intensive work/training programs are geared toward producing young adults capable of acquiring entry level jobs upon completion of the program. Various front-line supervisors will conduct classroom training and supervise the work performed by participants. Principal Recreation Supervisors will oversee each training component (arborist, golf maintenance, grounds maintenance).

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To implement this program, the CLASS Parks staff will establish application procedures that include an extensive written application, an oral interview, and verification of the participant's eligibility. Participants will be recruited from the YEIP service centers located regionally throughout the City of Los Angeles. The Department will strive to ensure that youth recruited for this program represent all fifteen City Council Districts. Additionally, participants will be screened to determine the training discipline that best suits their interests and their future potential employment as City of Los Angeles Special Program Assistant II employees.

Registration and screening prerequisites include:

- Completion of participation in YEIP
- Completed YES Application
- Completed YES Program Questionnaire
- Completed W-9 Form
- Most current final school report card
- Youth Employment participant agreement

The work experience which will be offered features:

- Performing work in a specific discipline while also receiving on-the-job training,
- Receiving instruction in understanding and adhering to a clear set of job standards and expectations,
- Receiving uniforms, supplies, and equipment as needed to handle the job for which the youth will be trained,
- Learning team building, tolerance awareness, and job-ready skills, and
- Practicing interaction with a supervisor, co-workers, and the public; learning how to deal diplomatically with park and golf patrons

Upon completion of the work/training, the following job searching assistance will be offered:

- Training on how to search for job opportunities for participants who successfully complete the program, and
- Informing participants of the many job referral agencies available to assist them

Wage Reimbursement per One (1) Participant

Session	Cost per Week	Phase I Cost per 6 Weeks	Phase II Cost per 17 Weeks	Program Total Cost
Phase I @ \$10.06/hr.	\$201.20	\$1,207.20	N/A	--
Phase II @\$10.03/hr.	\$300.90	N/A	\$5,115.30	--
Total	--	\$1,207.20	\$5,115.30	\$6,322.50

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Wage Reimbursement per Forty (40) Participants

Session	Cost per Week	Phase I Cost per 6 Weeks	Phase II Cost per 17 Weeks	Program Total Cost
Phase I @ \$10.06/hr.	\$8,048	\$48,288	N/A	--
Phase II @ \$10.03/hr.	\$12,036	N/A	\$204,612	--
Total	--	\$48,288	\$204,612	\$252,900

The general fund is not directly impacted, as all wages are reimbursed by the special funds. CLASS Parks is handling this new program as an extension of the existing, larger YEIP.

Wherever possible, parameters that are already in place for the YEIP will be utilized for the new YES program. Upon receiving approval of the program guidelines, the District will provide the full special funds amount to the Department of Recreation and Parks.

Report prepared by Judy Ung, CLASS Parks Division