

## Summer Youth Program

### New Directions To Do's – to be able to start program in early July

- **June 8<sup>th</sup>**: Complete majority of youth eligibility - @ 5/22/09 190 eligible, 600 total applications received so far.
- **June 9<sup>th</sup>**: Determine the age groups and towns of the eligible youth
- **June 9<sup>th</sup>**: Identify Youth areas of interest for appropriate placement

**Note: Cannot go beyond this point until the WIB completes the evaluations of RFR's and RFP's and provides a list of all approved and prioritized Employer job locations with number of jobs, ages, job descriptions, specific number of work weeks and hours per week. See below Notes.**

- **June 8-9**: Internally assign youth to employers
- **June 15 -19**: Conduct youth orientations – general workplace rules and protocol, safety, conduct policy, paydays, dress codes, etc.
- **June 23-26**: Conduct Employer Orientations – Supervision, safety, payroll, monitoring, labor laws, conflict resolution, etc. (WBLP training to be done by BCC?)
- **Ongoing beginning week of July 6<sup>th</sup>**: Collect timesheets weekly and process payroll
- **As needed**: Manage any workplace issues with employers and youth
- **Weekly**: Monitor worksites to ensure meaningful work and compliance with spirit of program.

### **NOTES:**

The youth department will need to facilitate regional orientation for all 500 ARRA youth and we cannot invite youth to orientation until we have an appropriate placement identified for each youth. If the procurement process is finalized by June 5<sup>th</sup>, we will coordinate placement on June 8<sup>th</sup> and 9<sup>th</sup> and mail orientation letters on June 10<sup>th</sup>. That will give youth 10 days notice for orientation and leaves us with 500 youth to complete orientation in two weeks. Due to the amount of paperwork to be completed, we cannot conduct orientation for more than 60 youth at a time so even this time frame is very tight.

All youth under age 18 need to secure work permits prior to starting work and anyone under 16 needs to have enough time to obtain a doctor's signature to get a work permit, again if placement letters go out on the 10<sup>th</sup>, that gives the youth very little time to do this.

Our projection now is that we are on an extremely tight time frame to start the ARRA program July 6<sup>th</sup>. Finalizing the procurement procedure is the hold-up. The following needs to happen within the next two weeks to launch this program:

- Selection criteria for RFR and RFP's needs to be established
- Readers need to evaluate programs and make recommendations
- All proposals need to be reviewed outside of readers to gage time frame and hours of programs and positions in order to have an accurate assessment of what the youth wages cost will be. Proposals need to be reviewed to see if any applicants mistakenly added wages into their total amount, (many of the RFR's that we saw had budgets attached and those budgets included youth wages). The wage total may actually be less than initially calculated based on the later start date and proposed number of hours to work. Also, many of the RFR's I received copies of need follow-up on how many hours the youth will be working.
- YC planning committee needs to review reader evaluations and make recommendations
- Youth council approval? WIB board approval?
- Contract (budget) negotiations

We can begin to invite youth to orientation before final contracts are signed but not before contract negotiations. We will assign all youth staff all day on 6/8 and 6/9 to coordinate placement for and prepare orientation letters for 500 youth to be mailed on 6/10. Regional orientations will be coordinated during the week of 6/15-6/19. Make up orientations will be scheduled for 6/22 and 6-23; that gives finance 10 -12 days to process their paperwork and enter all 500 youth into their system.

In addition we need to conduct Orientation for all the employers. We propose to do this during the week of June 22<sup>nd</sup> with the intent to schedule two sessions to ensure all are covered.