

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Rachel Honea, Administrative Bookkeeper
Through: Jeremy Thames, Cultural Services Director
Date: March 30, 2015
Subject: Senior Community Service Employment Program Contracts for City of Gautier
(Cultural Service Division)

REQUEST:

The Cultural Services Department requests City Council authorization to enter into a contract with the Southern Mississippi Planning & Development District to become a partner & host agency for the Senior Community Service Employment Program.

BACKGROUND:

The SCSEP is a financial Assistance/Job Training Program for older adults, in which participants provide community service up to 28 hours per week while training to increase skills and gain unsubsidized employment.

DISCUSSION:

As a host Agency the City of Gautier's responsibilities will be to provide training, job-related orientation, designation of an individual to supervise the enrollee, materials and equipment and staff development opportunities.

RECOMMENDATION:

The Cultural Services Department recommends that City Council authorize the acceptance of The SSAI SCSEP Host Agency Agreement as described above.

City Council may:

1. Authorize acceptance of the attached Host Agency Agreement, or
2. Authorize acceptance of the attached Host Agency Agreement with changes, or
3. Deny acceptance of the attached Host Agency Agreement.

ATTACHMENT(S):

Senior Service America, Inc. (SSAI) Senior Community Service Employment Program (SCSEP) Host Agency Agreement.

March 17, 2015

Ms. Samantha Abell, City Manager
City of Gautier
3330 Hwy. 90
Gautier, Mississippi 39553

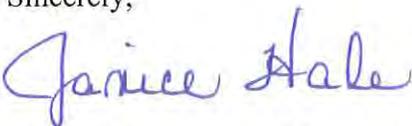
Re: **Senior Community Service Employment Program Contracts**

Dear Ms. Abell:

Thank you for your interest in a possible partnership, serving as a Host Agency in the Senior Community Service Employment Program (SCSEP). The SCSEP is a Financial Assistance/Job Training program for older adults, in which participants provide community service up to 28 hours per week while training to increase skills and gain unsubsidized employment. The SCSEP is authorized by Title V of the Older Americans Act, and funded by the U.S. Department of Labor.

Today, I am enclosing two brochures, along with a set of federal and state contracts, which briefly describe the benefits of the SCSEP program. I am passionate about this program because it “gives” nothing by entitlement. Participants receive minimum wage for ONLY those hours that they actually work at their assignments. Their only benefit is Workers Compensation coverage, which protects the participant and the host agency. In my opinion, the SCSEP program is that “rarest of situations.” It is a WIN-WIN-WIN situation for all involved. Participants who have been looking for employment, to the point of discouragement, find immediate financial relief along with vital training, and possible long term employment with their host agency. The Host Agency receives free labor that relieves their payroll and employee deficit; and, of course, we at SMPDD are paid to administer the program. If you have any questions, please don’t hesitate to phone me to discuss establishing your agency as a SCSEP Host Agency.

Sincerely,



Janice Hale, Program Manager
Southern Mississippi Planning and Development District
Phone: (228) 868-2311, ext. 1433
Fax: (228) 868-2550
Email: jhale@smpdd.com



JAN HALE
SCSEP Program Manager
Area Agency on Aging
SOUTHERN MISSISSIPPI PLANNING AND DEVELOPMENT DISTRICT
9229 HIGHWAY 49 • GULFPORT, MISSISSIPPI 39503
(228) 868-2311 • jhale@smpdd.com
www.smpdd.com

Enclosures: (2) Federally-Funded Contracts; (2) State of Mississippi-Funded Contracts;
(2) Community Service Assignment Descriptions



SSAI SCSEP Host Agency Agreement

To comply with the requirements of the Senior Service America, Inc. (SSAI), Senior Community Service Employment Program (SCSEP), operated under Title V of the Older Americans Act, this Agreement is voluntarily entered into by

The City of Gautier, Mississippi, hereinafter referred to as the Host Agency, and **Southern Mississippi Planning and Development District**, hereinafter referred to as the Sponsor Agency.

The Host Agency agrees to provide a safe and healthful work site for each participant, to provide the orientation and training necessary to perform assigned duties in accordance with a written community service assignment description, to provide additional training as opportunities occur, and, to the extent possible, treat each participant as a regular member of the Host Agency staff.

The Host Agency agrees to consider each participant for regular employment, either full-time or part-time, when vacancies occur in the Host Agency staff or when new positions are created. The Host Agency will also recommend suitable training for unsubsidized placement of the participant. A detailed training plan, which includes skills to be attained and timelines for achieving the goal, will be documented in the participant's Individual Employment Plan (IEP) and Community Service Assignment Description. The Community Service Assignment Description must specify the nature of the assignment, the hours each participant will train, specific duties and tasks to be performed.

The Host Agency understands that the length of time that a participant may remain in the same assignment will be determined in their IEP. The Host Agency understands that the Sponsor Agency may reassign any participant when that reassignment will increase the participant's opportunities for training or unsubsidized employment, or will otherwise serve the best interests of the participant.

While this agreement is in effect, the Host Agency agrees to not provide community service assignments for participants serving through another national Title V project sponsor.

The Host Agency agrees to abide by the hours and work schedules mutually agreed to for each participant and to provide: properly prepared time sheets (the supervisor will confirm that the participant worked the hours claimed on their time sheet, and will assure that both they and the participant sign the time sheet); periodic performance evaluations; and other required documents. The Host Agency agrees and understands that each participant will be required to attend periodic SCSEP meetings during regular working hours.

The Host Agency agrees that the community service assignments for any participant are to be similar to "in demand" or "growth industries" private sector jobs, such as health care; child day care; education; or green jobs. However, these assignments will not result in the displacement of currently employed workers; or in a reduction in non-overtime hours of work, wages, or benefits; will not impair any existing contract for service or result in the substitution of the wages of the participant for other funds in connection with work which otherwise would be performed; will not be a substitution for any existing federally-assisted job; and will not be a position which is the same as or substantially the same as that occupied by any other person who is on lay-off or absent due to labor disputes. Further, the Host Agency agrees that it will not discriminate against a participant on the grounds of race, color, age, religion, sex, national origin, age, or disability.

The Host Agency agrees to send a representative to a Host Agency supervisors' meeting. Host Agency supervisors' meetings will be held annually to acquaint all concerned with the SCSEP goals and objectives. The Host Agency agrees to participate in the DOL Customer Satisfaction Survey if solicited.

The Host Agency agrees to provide documentation of in-kind contributions. Further, it is understood by the Host Agency and the Sponsor Agency that any contribution, whether cash or in-kind, by the Host Agency is purely voluntary and is not a condition for the assignment of any participant.

The Host Agency certifies by this Agreement that it is a governmental agency or is a non-profit agency which is currently certified as a Section 501(c) (3) organization under the Internal Revenue Code. In addition, the Host Agency will provide its Federal Employer Identification Number (FEIN). Further, if the Host Agency is certified as a Section 501(c) (3) agency, a copy of that certification is attached or is on file with the Sponsor Agency and is still in effect. The Host Agency agrees to inform the Sponsor Agency immediately if the Section 501(c) (3) certification is revoked.

The Sponsor Agency agrees to recruit, enroll, and assign a participant to the Host Agency for the purpose of engaging in productive community service employment.

The Sponsor Agency agrees to be responsible for all administrative and fiscal controls of the SCSEP and for paying wages and providing fringe benefits to each participant. The Host Agency does not provide Workers' Compensation insurance for participants.

This Agreement may not be amended except upon written agreement between the parties.

This Agreement is in effect from April 7, 2015 - June 30, 2015

Signed — Host Agency

Host Agency: The City of Gautier, Mississippi

Representative's Name: Samantha Abell

Representative's Signature: _____

Host Agency Title: City Manager

Host Agency Supervisor: _____

Address: 3330 Hwy. 90, Gautier, Mississippi 39553

Phone: (228) 497-8000 ext. 305 Fax: (228) 497-8028

Email: sabell@gautier.ms.gov Date: _____

Signed — SCSEP Sponsor

SCSEP Sponsor: Southern Mississippi Planning and Development District

Representative's Name: Janice Hale

Representative's Signature: Janice Hale

Title: SCSEP Program Manager

Address: 9229 Hwy. 49, Gulfport, Mississippi 39503

Phone: (228) 868-2311 Fax: (228) 868-2550

Email: jhale@smpdd.com Date: April 7, 2015

Definition of Host Agency Status

(Check one)

This host agency is a government agency. FEIN: 64-0732369 (Required by USDOL).

This host agency is a certified non-profit agency under Section 501(c) (3) of the United States Internal Revenue Code. FEIN: _____ (Required by USDOL).

___ 501(c) (3) documentation is attached.

___ 501(c) (3) documentation is already on file with the sponsor.

Host Agency Responsibilities

It is the Host Agency's responsibility to:

Provide training so that enrollees can improve existing skills and acquire new ones.

Provide job-related orientation to the enrollees.

Designate an individual to supervise the enrollee.

Provide the materials and equipment necessary for enrollees to perform job duties. **However, Enrollees are never to be given the keys to a Host Agency office for the purpose of opening or closing said office to the Public. Enrollees may not operate Host Agency vehicles. Enrollees are not allowed to handle cash transactions without direct Agency supervision.**

Include enrollees in staff development opportunities.

Give first consideration to employing enrollees when openings occur for which they are qualified or assist in facilitating entry into the competitive labor market.

Keep the Project Director informed of the enrollees' progress and any work-related problems, and complete evaluations as required.

Verify and sign timesheets and assure that they are completed correctly and forwarded to the Project Director by noon of each turn-in date.

Assure that enrollees do not work more than the hours per week, authorized by the Senior AIDES Program.

Permit enrollees to attend training sessions and job interviews during work hours when needed.

Assure that enrollees do not displace or replace paid employees.

Provide a safe and hazard free working environment for the enrollee and report all accidents immediately to the Project Director.



STATE OF MISSISSIPPI
DEWEY PHILLIP BRYANT, GOVERNOR
DEPARTMENT OF EMPLOYMENT SECURITY
MARK HENRY
EXECUTIVE DIRECTOR

SCSEP Host Agency Agreement

As part of the Senior Community Service Employment Program, operated under Title V of the Older Americans Act, this Agreement is voluntarily entered into by the:

The City of Gautier, Mississippi

a governmental agency or a non-profit agency designated under Section 501(c)(3) of the Internal Revenue Code, (hereinafter referred to as the Host Agency), and

Southern Mississippi Planning and Development District

Sponsor Agency.

The intent of this agreement is to furnish useful community service assignments for low-income mature workers who are 55 years of age or older, in order to increase their skills and assist transition to permanent employment.

The Host Agency agrees:

- To provide a safe and healthful environment, adequate orientation and training, additional training as needed to meet employment goals, and to treat each participant as a valued worker in the Host Agency.
- To assist the Sponsor agency in placing one or more participants per year in a job off of the program; and to consider participants for regular employment on its staff when vacancies occur or when new positions are created.
- To abide by mutually agreed to schedules, documented by properly prepared time sheets and periodic performance evaluations. Participants may be required to attend periodic meetings during regular working hours, and the Host Agency recognizes that they will be unavailable at the Host Agency during these times.
- To ensure that each participant's assignment does not displace currently employed or laid-off workers, replace others working in assisted programs, or reduce regular house work, wages or benefits.
- Not to discriminate against any participant because of race, color, religion, sex, national origin, or disability.
- To send a representative to a group meeting of host agency supervisors. Group meetings of host agency supervisor or designated representatives will be held annually to acquaint all concerned with the SCSEP goals and objectives.

- That no other national Title V SCSEP project sponsor will use this Host Agency site while this Agreement is in effect; and
- To inform the Sponsor Agency immediately if its Section 501(c)(3) certification is changed.

The Sponsor Agency Agrees:

- To recruit, enroll, assess and assign a SCSEP participant to the Host Agency for the purpose of engaging in a productive community service assignment with duties and tasks as specified in a written community service assignment description.
- To be responsible for all administrative and fiscal controls for the assignment and for paying wages and providing required fringe benefits to each participant.

The Sponsor Agency reserves the right to reassign any participant whenever reassignment will increase opportunities for training or unsubsidized employment, will serve the best interest of the participant, or will better support the goals and objectives of the SCSEP program.

This agreement may be amended by mutual agreement.

This Agreement is in effect from: April 7, 2015 to June 30, 2015.

SIGNED - HOST AGENCY

Name of Agency: The City of Gautier, Mississippi

Address: 3330 Highway 90, Gautier, Mississippi 39553
(Please submit physical address to include street, city/town & ZIP)

Mailing Address if different from above: P. O. Box 670, Gautier, Mississippi 39553
(Include street and/or P.O. Box, city/town & ZIP)

Telephone Number: (228) 497-8000 ext. 305 FAX Number: (601) 497-8028
(Including area code)

Federal Employer Identification Number: 64-0732369 State: 1093-6128

Representative's Name: Samantha Abell Title: City Manager

Signature: _____ Date: _____

Supervisor's Email address (if applicable): sabell@gautier.ms.gov

SIGNED - SCSEP PROJECT SPONSOR

Project Sponsor: Southern Mississippi Planning and Development District

Name & Title: Janice Hale, Program Manager Phone: (228) 868-2311 Fax: (228) 868-2550

Signature: Janice Hale Date: April 7, 2015

Program Manager's Email Address: jhale@smpdd.com

DEFINITION OF HOST AGENCY STATUS

This host agency is a government agency. FEIN: 64-0732369 (Required by USDOL).

or

This host agency is a certified non-profit agency under Section 501(c) (3) of the United States Internal Revenue Code. FEIN: _____ (Required by USDOL).

501(c) (3) documentation is attached.

501(c) (3) documentation is already on file with the sponsor.

Host Agency Responsibilities

It is the Host Agency's responsibility to:

Provide training so that enrollees can improve existing skills and acquire new ones.

Provide job-related orientation to the enrollees.

Designate an individual to supervise the enrollee.

Provide the materials and equipment necessary for enrollees to perform job duties.

However, Enrollees are never to be given the keys to a Host Agency office for the purpose of opening or closing said office to the Public. Enrollees may not operate Host Agency vehicles. Enrollees are not allowed to handle cash transactions without direct Agency supervision.

Include enrollees in staff development opportunities.

Give first consideration to employing enrollees when openings occur for which they are qualified or assist in facilitating entry into the competitive labor market.

Keep the Project Director informed of the enrollees' progress and any work-related problems, and complete evaluations as required.

Verify and sign timesheets and assure that they are completed correctly and forwarded to the Project Director.

Assure that enrollees do not work more than the twenty hours per week authorized by the Senior AIDES Program.

Permit enrollees to attend training sessions and job interviews during work hours when needed.

Assure that enrollees do not displace or replace paid employees.

Provide a safe and hazard free working environment for the enrollee and report all accidents immediately to the Project Director.

Southern Mississippi Planning & Development District
Senior Community Service Employment Program

COMMUNITY SERVICE ASSIGNMENT (CSA) DESCRIPTION

DATE: _____
Check one: Original Assignment Date Revised Assignment Date

CSA TITLE: _____
(I.E. Clerical Assistant, Custodial Assistant, Nutrition Assistant)

TRAINING OBJECTIVE FOR PARTICIPANT: To learn the Host Agency policies and procedures, conducive to helping participants find permanent positions in their chosen field.

RATE OF PAY: \$7.25/hr.

HOST AGENCY: City of Gautier

CSA LOCATION: City Manager's Office
3330 Hwy. 90
Gautier, Mississippi 39553

OFFICE PHONE: (228) 497-8000 FAX: (228) 497-8028

NATURE OF SERVICES PROVIDED BY HOST AGENCY: (Please describe.)

NAME OF SUPERVISOR(S): _____

CSA WEEKLY SCHEDULE: This schedule allows for 28 hrs./week with 30-minute or 1-hr. lunch breaks, as selected by the participant.

PARTICIPANT DUTIES AND RESPONSIBILITIES: (Please describe in detail. Secretarial duties cannot be combined with kitchen or custodial-type duties.)

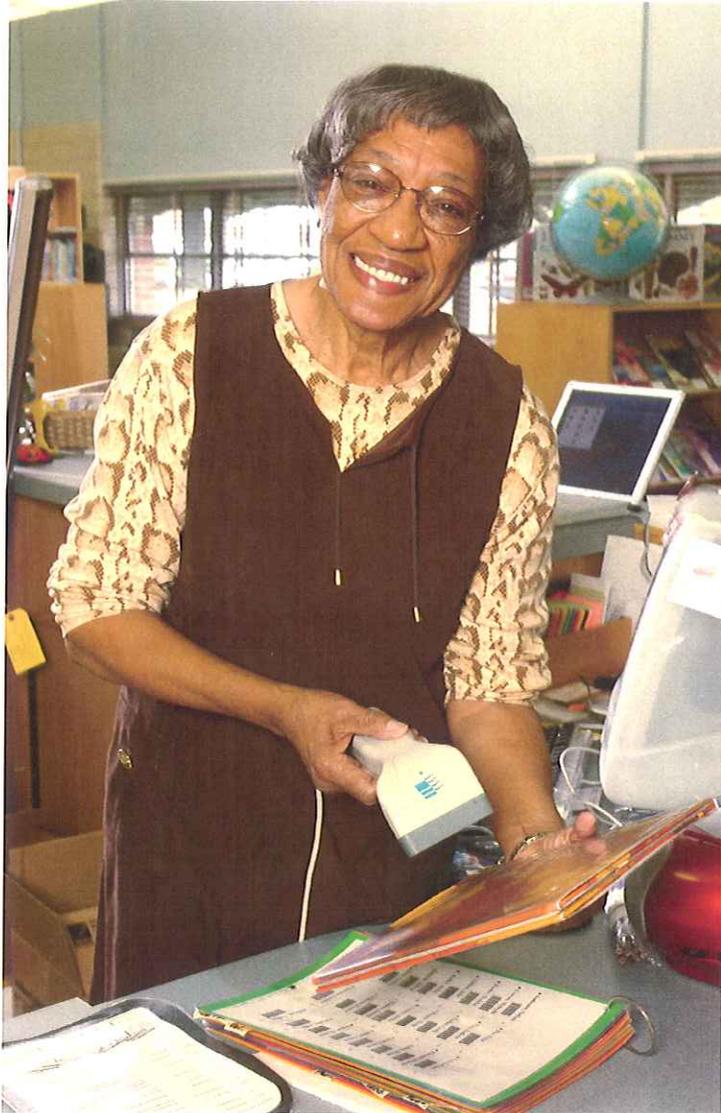
CRITERIA FOR SELECTION *(minimum skills needed for consideration of this assignment):* _____

TRAINING TO BE PROVIDED: Proper procedures in accomplishing all tasks, according to this host agency's policies and procedures.

START DATE: _____

PARTICIPANT SIGNATURE: _____

<p>FOR OFFICE USE ONLY:</p> <p>Does the overall CSA Description match the IEP Goals of the Participant? Yes <u> X </u> No _____</p>
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**Gain
job skills
and
earn money
while working
for your
community!**

**Paid employment training is available
to low-income seniors age 55 and older.**

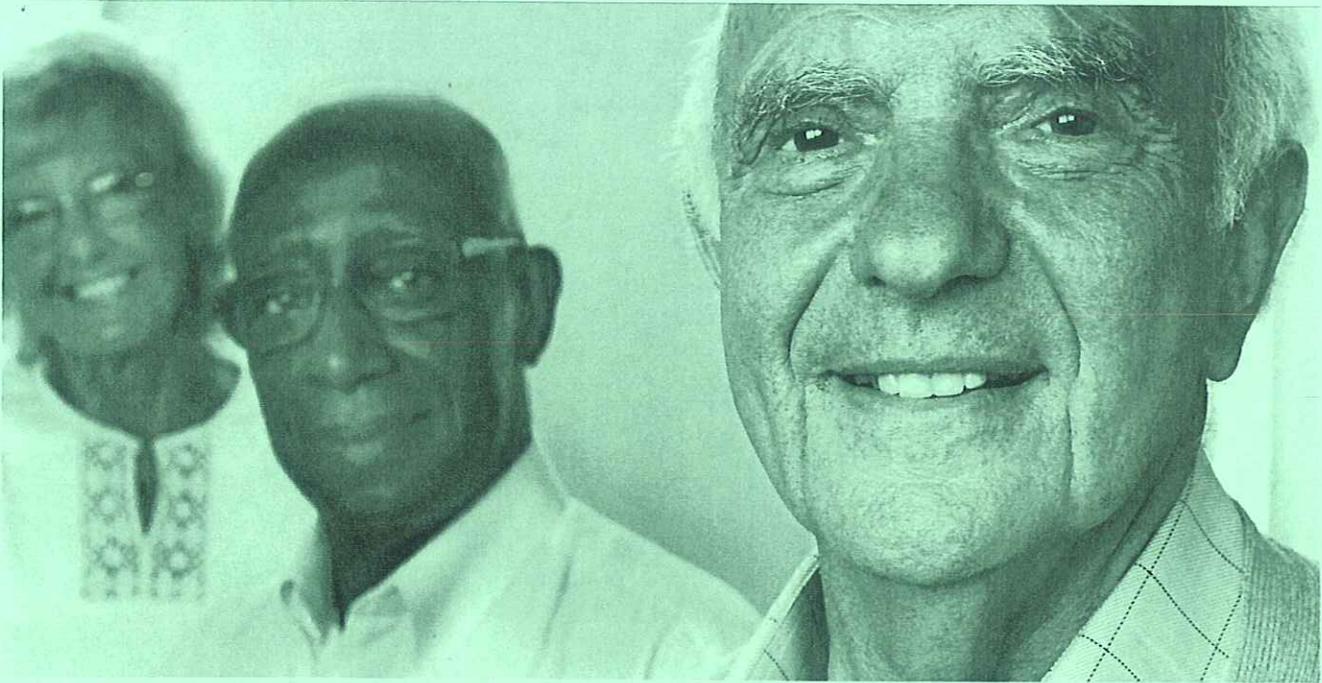
**Learn more by calling:
(228) 868-2311**



*Community
Service
Leading to
Independence*

**Senior Community Service Employment Program
Southern Mississippi Planning and Development District**

Senior Service America's Senior Community Service Employment Program (SCSEP) is funded by a grant from the U.S. Department of Labor Employment and Training Administration. SCSEP is an equal opportunity program. Auxiliary aides and services are available upon request to individuals with disabilities.



We pay them. You train them. They help you. Now, that's a good deal.

With budgets cut, programs curtailed, and staffs reduced, many community organizations could use some help.

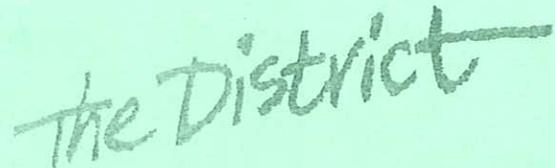
That's where the Senior Community Senior Employment Program – SCSEP – comes in.

We match low-income seniors aged 55 and over with community organizations and public agencies, like yours. SCSEP pays them while you train them with the skills they need to help you.

For more information, contact us at the number below.



The Senior Community Service Program (SCSEP) is funded by a grant from the U.S. Department of Labor Employment and Training Administration. SCSEP is an equal opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities.



Southern Mississippi Planning & Development District
Area Agency on Aging
9229 Highway 49
Gulfport, MS 39503

1-228-868-2311 www.smpdd.com

ADULTS 55+, MINIMUM WAGE, 20 HOURS PER WEEK

Older Americans Work!



Employ Older Workers

Older workers are the fastest-growing sector of the American workforce. Employers who leverage the skills, work ethic and maturity of this talent pool will reap big benefits.



The District

JAN HALE
SCSEP Project Director
Area Agency on Aging

SOUTHERN MISSISSIPPI PLANNING AND DEVELOPMENT DISTRICT
9229 HIGHWAY 49 • GULFPORT, MISSISSIPPI 39503
(228) 868-2311 • jhale@smpdd.com
www.smpdd.com



SCSEP is a federal agency project program. Activities and services are also subject to approval by the U.S. Dept. of Labor.

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