

AGENDA
ITEM

11



CITY COUNCIL
AGENDA STAFF REPORT

DATE: June 5, 2024
TO: Mayor and City Council
APPROVED BY: Esperanza Colio Warren, City Manager
PREPARED BY: Denise Garcia, H.R./R.M. Manager
SUBJECT: Authorize the City Manager to Sign a One Year Agreement with SER Senior Community Service Employment Program (SCSEP)

Recommendation:

Authorize the City Manager to sign a one-year agreement with SER Senior Community Service Employment Program (SCSEP) for fiscal year 2024-25.

Background:

SER Senior Community Service Employment Program (SCSEP) through partnerships with non-profit organizations and public agencies provide on the job training/work experience for individuals 55 years of age and over having an economic need.

The program provides a monetary stipend to the participant with no cost to the City. The partnership with SCSEP program allows the City to provide work experience to the participant while the participant provides assistance to the City.

Training agreements are renewed annually for a one-year period ending June 30 each year.

Discussion and Analysis:

In partnering with the SER SCSEP, the City will provide training and supervision to participants in areas such as clerical, customer service, filing, copying, answering telephones, scanning documents, etc.

Participants must be supervised at all times by a full-time City employee and are provided training to learn new skills.

Fiscal Impact: None

Attachment(s):

- 1. SER SCSEP Host Agency Agreement



SER SCSEP
 (This is a Training Program for SCSEP Participants)
61 - HOST AGENCY AGREEMENT
 See Sections 10, 11, & 25 of the SOP

Agency/Organization: City of Calexico FEIN: 95-6000684

The Senior Community Service Employment Program (SCSEP) aids unemployed low income individuals, 55 years and older, in re-entering the workforce by providing subsidized community service training assignments with non-profit and government agencies to gain experience. **Thank You** for partnering with SER SCSEP to enhance employment opportunities for the participants that will be assigned with your agency/organization. Your agency will assist participants with meaningful training opportunities to update and/or develop job skills needed to obtain unsubsidized employment.

SER SCSEP responsibilities:

- ☛ Assessment of the participant's skills;
- ☛ Development of a customize employment plan;
- ☛ Assignment to a suitable training site;
- ☛ Create a list of training activities and appropriate schedule for each participant;
- ☛ Provide compensation (at the federal/state minimum wage) to participants for training;
- ☛ Provide job search guidance through employment referrals and job readiness workshops;
- ☛ Communicate to host agencies any changes in regards to training and/or SCSEP policies and procedures;
- ☛ Make available opportunities for participants to rotate to other host sites for additional training experience;
- ☛ Conduct annual/bi-annual informational Host Agency meetings; and
- ☛ Cover all SER participants under a worker's compensation insurance policy during training hours.

Agency/Organization responsibilities:

- ☛ Provide supervision, orientation, training, safe training site and adhere to all applicable state laws regarding meal/rest breaks;
- ☛ Abide by agreed-upon training schedule and submit properly prepared and signed timesheets.
- ☛ Adhere to the policies/procedures outlined in the SER SCSEP Handbook;
- ☛ Consider hiring the participant if appropriate openings occur [no special consideration is implied];
- ☛ Cover the cost for background checks, health screenings or drug testing required by the agency;
- ☛ Maintain open communication with the SCSEP staff regarding the participant's training and any issues/situations;
- ☛ Inform SCSEP staff when the participant gets a job.
- ☛ Agree not to use participants as substitutes for permanent employees; to displace currently employed or laid off employee [within 2 years]; or to reduce regular hours, wages or benefits.
- ☛ Agree not to compensate the participant in any form or manner;
- ☛ Attend SER SCSEP host agency meetings; and
- ☛ Provide a copy of the following upon request: General Liability Insurance, IRS 501(c)(3) letter [non-profits], an annual HA Assessment of SCSEP, and supervisor hours for In-kind services provided [if applicable].

This agreement will be in effect from the date signed until June 30 of following year [one program year]; a renewal of this partnership must be signed each program year [July – June].

The subsequent representative's signature on this agreement acknowledges that each supervisor will read and adhere to the above requirements. It further signifies your agency accepts and agrees to cooperate with SER SCSEP.

Please check each appropriate box:

Type of Agency/Organization: <input type="checkbox"/> Non-Profit Organization -- IRS code 501(c)(3)-- documentation attached <input checked="" type="checkbox"/> Public Organization - Government agency Including federal, state, county, or city	Participant Supervisor is Paid From: <input type="checkbox"/> Federal funds <input checked="" type="checkbox"/> Non-federal funds Supervisor Hourly Pay Rate: _____	Additional Sites: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes -- fill out Form# 62 (HAA- Additional Sites)
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City of Calexico
 Agency/Organization – Main Office Location
608 Heber Ave Calexico, Ca 92231
 Address City, State, ZIP
 (760) 768-2110 (760) 357-3831
 Telephone & Fax
 ecolio@calexico.ca.gov
 Email
Esperanza Colio Warren
 Agency/Organization Representative Name (Print)

SER San Joaquin/Oceanside -Imperial
 SER SCSEP Site
145 W Main Street Ste. A El Centro, Ca 92243
 Address City, State, ZIP
 (760) 592-4281 (760) 592-4345
 Telephone & Fax
 ibobadilla@sercalifornia.org
 Email
Irma Bobadilla
 SER SCSEP Staff Name (Print)

Agency/Organization Representative Signature Date Signed

SER SCSEP Staff Signature Date Signed



SER SCSEP

(This is a Training Program for SCSEP Participants)

62 - HOST AGENCY AGREEMENT-ADDITIONAL SITES

Please attach to the Host Agency Agreement
See Sections 10, 11, & 25 of the SOP

Host Agency Name: City of Calexico

608 Heber Ave
Mailing Address

Calexico Ca 92231
City State ZIP

608 Heber Ave
Physical Address

Calexico Ca 92231
City State ZIP

Telephone & Fax (760) 768-2110 (760) 357-3831

Email dgarcia@calexico.ca.gov

Denise Garcia
Contact Person Name (Print)

Human Resources Manager
Title

Other Host Agency Authorized Sites [each site listed below must have a separate Host Agency File]

Name: City of Calexico

Phone No. (760) 768-2107

608 Heber Ave
Address

Calexico Ca 92231
City State ZIP

Telephone & Fax (760) 357-7973

Email rluna@calexico.ca.gov

Rony Luna
Contact Person Name (Print)

Department City Clerk
Title

Name: Calexico Community Center

Phone No. (760) 768-2176

707 Dool Ave
Address

Calexico Ca 92231
City State ZIP

Telephone & Fax (760) 768-2194

Email ngerardo@calexico.ca.gov

Norma Gerardo
Contact Person Name (Print)

Recreation Manager
Title

Name: Kiki Camarena Memorial Library

Phone No. (760) 768-2170

850 Encinas Ave
Address

Calexico Ca 92231
City State ZIP

Telephone & Fax (760) 357-0404

Email llegaspi@calexico.ca.gov

Lizeth Legaspi
Contact Person Name (Print)

Library Manager
Title

Name: Calexico Police Department

Phone No. (760) 768-4046

420 E 5th Street
Address

Calexico Ca 92231
City State ZIP

Telephone & Fax (760) 357-1241

Email gutierrezm@calexico.gov

Martha Gutierrez
Contact Person Name (Print)

Executive Assistant Secretary
Title



SER SCSEP

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Host Agency Name: City of Calexico

<u>608 Heber Ave</u> Mailing Address	<u>Calexico</u> City	<u>Ca</u> State	<u>92231</u> ZIP
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<u>608 Heber Ave</u> Physical Address	<u>Calexico</u> City	<u>Ca</u> State	<u>92231</u> ZIP
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Telephone & Fax (760) 768-2110 (760) 357-3831 Email dgarcia@calexico.ca.gov

<u>Denise Garcia</u> Contact Person Name (Print)	<u>Human Resources Manager</u> Title
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Other Host Agency Authorized Sites [each site listed below must have a separate Host Agency File]

Name: Carmen Durazo Cultural Art Center Phone No. (760) 357-5575

<u>421 Heffernan Ave</u> Address	<u>Calexico</u> City	<u>Ca</u> State	<u>92231</u> ZIP
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Telephone & Fax (760) 357-5575 (760) 352-2194 Email jquintero@calexico.ca.gov

<u>Eduardo Quintero</u> Contact Person Name (Print)	<u>Cultural Arts Assistant</u> Title
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Name: _____ Phone No. (_____) _____

_____	_____	_____	_____
Address	City	State	ZIP

Telephone & Fax _____ Email _____

_____	_____
Contact Person Name (Print)	Title

Name: _____ Phone No. (_____) _____

_____	_____	_____	_____
Address	City	State	ZIP

Telephone & Fax _____ Email _____

_____	_____
Contact Person Name (Print)	Title

Name: _____ Phone No. (_____) _____

_____	_____	_____	_____
Address	City	State	ZIP

Telephone & Fax _____ Email _____

_____	_____
Contact Person Name (Print)	Title