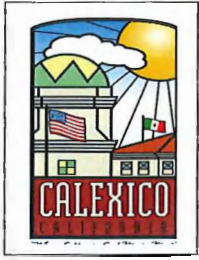


**AGENDA  
ITEM**

**12**



# CITY COUNCIL AGENDA STAFF REPORT

**DATE:** June 15, 2022

**TO:** Mayor and City Council

**APPROVED BY:** Diego Favila, Interim City Manager 

**PREPARED BY:** <sup>Denise Garcia</sup> Denise Garcia, HR/RM 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 years 2022-23.

**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 & 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.

**Attachments:**

SER SCSEP Host Agency Agreement.

<b>AGENDA ITEM</b>  <b>12</b>
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# 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:

<b>Type of Agency/Organization:</b> <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	<b>Participant Supervisor is Paid From:</b> <input type="checkbox"/> Federal funds <input checked="" type="checkbox"/> Non-federal funds Supervisor Hourly Pay Rate: _____	<b>Additional Sites:</b> <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) 768-2107**

Telephone & Fax  
 dgarcia@calexico.ca.gov

Email  
 CITY OF CALEXICO/DENISE GARCIA, HR MGR

Agency/Organization Representative Name (Print)  
*Denise Garcia*

Agency/Organization Representative Signature Date Signed  
 06/15/2022

**SER San Joaquin/Oceanside -Imperial**

SER SCSEP Site  
**155 W. MAIN ST # 2 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)

SER SCSEP Staff Signature Date Signed

Copy: Host Agency File, Host Agency, SER National-In-Kind

Effective 12/01/2021



**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) 768-2107

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) 768-2102

Email ggarcia@calexico.ca.gov

GABRIELA GARCIA

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 dcarrillo@calexico, ca.gov

NORMA GERARDO/DEBBIE FLORES

Contact Person Name (Print)

RECREATION MANAGER

Title

Name: KIKI CAMARENA MEMEORIAL 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 LEAGASPI

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) 768-1241

Email mgutierrez@calexico.ca.gov

MARTHA GUTIERREZ

Contact Person Name (Print)

EXECUTIVE ASSISTANT SECRETARY

Title



# 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) 768-2107

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]

CITY OF CALEXICO CARMEN DURAZO CULTURAL ART CENTER

Name:

Phone No. ( 760 ) 357-5575

707 DOOL AVE.

Address

CALEXICO, CA. 92231

City State ZIP

Telephone & Fax (760) 357-5575

Email jquinero@calexico.ca.gov

EDUARDO QUINTERO

Contact Person Name (Print)

SUPERVISOR

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 \_\_\_\_\_

\*\*\*\*\*

Name: \_\_\_\_\_

Phone No. ( \_\_\_\_\_ ) \_\_\_\_\_

Address \_\_\_\_\_

City State ZIP

Telephone & Fax \_\_\_\_\_

Email \_\_\_\_\_

Contact Person Name (Print) \_\_\_\_\_

Title \_\_\_\_\_