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**Title:** Approval of a Host Agency Agreement with the Senior Community Service Employment Program (SEP) National Council on Aging to provide Community Service Training Opportunities for mature adult participants.

**Sponsors:** Parks, After School, Recreation and Community Serv

**Indexes:**

**Code sections:**

**Attachments:** 1. NCOA Host Agency Agreement 2017-2018.pdf

Date	Ver.	Action By	Action	Result
2/8/2018	1	City Council	approved	

**REPORT TO THE CITY COUNCIL**

**February 8, 2018**

**FROM:** PARVIN J. NELOMS, JR., Director  
Parks, After School, Recreation and Community Services Department

**BY:** SHAUN SCHAEFER, Community Services Manager  
Parks, After School, Recreation and Community Services Department

**SUBJECT**

Approval of a Host Agency Agreement with the Senior Community Service Employment Program (SEP) National Council on Aging to provide Community Service Training Opportunities for mature adult participants.

**RECOMMENDATION**

PARCS staff recommends that the City Council approve the Host Agency Agreement with the Senior Community Service Employment Program (SER SCSEP) National Council on Aging (NCOA) and authorize the PARCS Department to execute the agreement on behalf of the City.

**EXECUTIVE SUMMARY**

The National Council on Aging (NCOA) Senior Community Service Employment Program (SCSEP)

Host Agency Agreement will allow the PARCS Department to continue its community service partnership by providing administrative support training opportunities for mature adults. The Agreement utilizes local area mature adults as a supplemental labor force providing services such as information/greeter, clerical support and serving senior hot meals. NCOA program participants currently staff the Information Desk and contribute clerical support at the PARCS Alfonso Hernandez Jr. Building at the Dickey Youth Center Monday thru Friday from 8 a.m. - 5 p.m. In addition, program participants assist the Senior Hot Meals program by serving meals at six (6) meal sites. This partnership provides NCOA participants with a hands-on learning experience and skill development while augmenting the PARCS department labor work force and enhancing administrative operations of services and programs.

## **BACKGROUND**

The purpose of the NCOA SCSEP Host Agency Agreement is to provide community service through its participants while they strive to acquire unsubsidized employment. The SCSEP is a short term, work-training program that will provide work place experience and learning opportunities during the tenure of the participant. SCSEP participants are considered to be in training status, preparing for another opportunity within their desired field of interest. It is not an entitlement program nor is it designed to provide income maintenance.

The host agency training sites agrees to provide supervision, training, and a safe environment for each assigned participant. The SCSEP is federally funded and is solely responsible to provide payment to participants. The SCSEP provides Workers Compensation for all participants in accordance with appropriate state laws.

## **ENVIRONMENTAL FINDINGS**

By the definition in the California Environmental Quality Act (CEAQ) pursuant to Guideline Section 15378, the acceptance of funded mature adult work experience participants does not qualify as a project as defined by CEQA.

## **LOCAL PREFERENCE**

Local preference is not applicable to this item because this item does not include the award of a construction or consultant contract.

## **FISCAL IMPACT**

PARCS will fingerprint NCOA SCSEP program participants at no cost to the participant or PARCS Department. NCOA SCSEP participants work up to 60 hours a month at a value of approximately \$660 in labor per participant. Participants are paid employees of the NCOA SCSEP who also carry Workers Compensation Insurance for each participant. NCOA SCSEP participants are not eligible for unemployment compensation or accrued sick leave. There is no fiscal impact to the General Fund.

**Attachment:** Senior Community Service Employment Program Host Agency Agreement  
National Council on Aging