

How We Spent Our Summer Vacation (And 1.6 Million Dollars)

The Story of the Greater Omaha Summer Youth Program


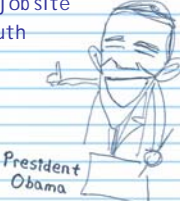


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Summer Youth Timeline

- February 13 – Stimulus bill passes
- March 6 – First meeting with Mayor's office and the state
- Apr 4 – First mass orientation for enrollment
- May 25 – Youth start on job site
- Sept 18 – Last day for youth on the worksite

Partners

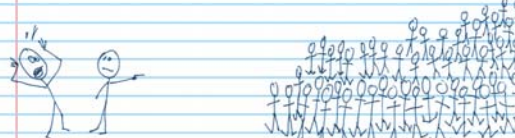
- Goodwill Industries
- Boys & Girls Clubs of the Midlands
- Omaha Housing Authority (OHA)
- Urban League of Nebraska






Chapter 1: You want us to enroll how many youth?!? By when?!?

Recruitment and Enrollment



Recruitment and Enrollment

- Goal of enrolling 450 youth ages 16 - 24
- Budget of \$1.6 million
- Omaha Local Area services three counties – Douglas, Sarpy and Washington Counties
- Guidance given was to have all funds expended by September 30th

Recruitment and Enrollment

- Challenges:
 - How to go about enrolling youth
 - Collecting documentation proving eligibility
 - Working from multiple sites
 - Not having the full picture from state and feds – work readiness indicator

Recruitment and Enrollment

- Recruitment sessions – mass orientations and intake sessions as well as office hours
- Partner agencies participated in enrollments
- Started small with marketing – ended up running radio ads and using billboards
- Paper system of tracking youth

Recruitment and Enrollment

- What we learned:
 - Try to obtain full picture from state and federal government
 - Have intakes entered into data system immediately
 - Have central clearing house for intakes
 - No shortcuts for the summer program
 - Ensure that youth know the enrollment process

Chapter 2: Other duties as assigned . . .

Hiring and Training Staff



Hiring and Training Staff

- Challenges:
 - Temporary staff
 - Short timeframe
 - Complex enrollment process
 - Four different employers

Hiring and Training Staff

- Staff Training
 - Summer Youth training manual
 - Covered job responsibilities, included forms, caseload information
 - CPR/First Aid
 - Training on professionalism in the human services field

Hiring and Training Staff

- What we learned:
 - Underestimated man power needed
 - Intake / Data Entry / Supervision / Compliance
 - Hire or transition staff who currently work for your organization

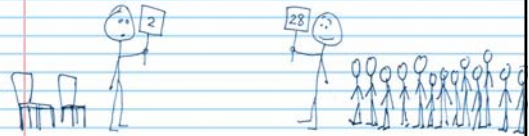
Hiring and Training Staff

- What we learned:
 - Communication is key
 - Hold weekly meetings with all staff
 - Refresher training as needed

Hiring and Training Staff

- What we learned:
 - It is what it is
 - Working with the resources given
 - Improvising and making the program work

Chapter 3: You'd like to participate as an employer – that's great. How many kids can you take? Summer Youth Employers



Summer Youth Employers

- Challenges:
 - Finding non- profit or public agencies willing to work with youth
 - How are we going to match youth to worksites?
 - How do we know a worksite is appropriate for the program?

Summer Youth Employers

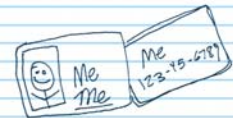
- Held orientation sessions for businesses interested in being a worksite
- 65 employers – initial placements and back- up
- Business outreach specialist used a form to match youth to worksite

Summer Youth Employers

- What we learned:
 - Once again, communication is key
 - Employer education
 - Have more job slots than youth to place and continuing through September
 - Some worksites are more youth friendly than others
 - Better job matching youth to worksites

Chapter 4: I'll need to see your Photo ID and Soc Card, again...

Human Resources



Human Resources

- Challenges:
 - Not only do we answer to WIA policy, but we also answer to our HR Department
 - Do we treat youth as employees or participants?
 - At what point do we have youth fill out HR paperwork

Human Resources

- Once a file was certified, then HR paperwork was completed
- Youth completed an I-9 and W-2
- Background checks
- Staff filled out PAF

Human Resources

- What we learned:
 - Incorporate HR documentation with intake process – at least the background check
 - Have HR department heavily involved in paperwork process

It begins...

- May 25 – 80 youth start at Boys & Girls Club
- June 1 – 150 youth start with Urban League
 - 55 with OHA
- June 8 – 150 youth start with Goodwill
 - 30 with OHA
- June 22 – Backfill of youth at worksites
- August 14 – In school youth complete work experience
- Sept 18 – Out of school youth complete work experience

Chapter 5: Double your pleasure, double the fun

Accounting and Payroll



Accounting and Payroll

- Challenges:
 - How are we going to double our payroll?
 - How are timesheets going to be collected?
 - How are we going to effectively disperse paychecks to youth?

Accounting and Payroll

- Timesheet verification done by worksite supervisor
- Turned in bi-weekly on Fridays
- Summer Youth payroll was paid out on opposite weeks from our regular payroll
- Worksite supervisors delivered checks to worksites

Accounting and Payroll

- What we learned:
 - Have an accounting dept that is flexible
 - Have a checks and balances system in place for timesheets
 - Anticipate issues

Chapter 6: Things should slow down now . . . Or not.

Programmatic Issues



Orientations

- Summer Youth Handbook
- 3 focuses
 - attendance
 - conduct
 - safety
- First Aid classes
- Participant Worksite Questionnaire
- Participant Request for Time Off

What's up with this work readiness indicator?

- Pre- test and Post - test must be the same
- Five question assessment
- Negotiated with the state for a 70% increase rate

Programmatic Issues

Constantly Putting Out Fires

- Paperwork issues
- Timesheet/payroll issues
- Worksite issues

Corrective action counseling

- To fire or not to fire?
- Are you teaching skills?
- At what point are you enabling?

Incident/Accident Report

- Workers Compensation

Chapter 7: Your last day will be September 24th, unless . . .

Program Completion



Chapter 7: Program Completion

Total Youth Enrolled

518

Douglas County

483

Sarpy County

25

Washington County

10

Females

247 - 47.7%

Males

271 - 52.3%

Chapter 7: Program Completion

African American	Not in Labor Force
82.5%	95.9%
White	High School Dropout
15.2%	11.0%
Hispanic/Latino	Read Below 9 th Grade
3.6%	52.8%
American Indian	Math Below 9 th Grade
1.1%	65.8%
Asian	
0.6%	

Chapter 8: Mission Accomplished?

Performance Outcomes



Performance Outcomes

- Whew, no Common Measures
- State interested in:
 - Numbers Served
 - Work Readiness Performance
 - Budget

Performance Outcomes

- Numbers Served
 - Goal 450
 - Enrolled 518
- Work Readiness Performance
 - Goal 70%
 - Actual 78% - 404/518
- Budget
 - Expend 1.6 million
 - Expended 1.6 million +

Performance Outcomes

Did Summer Youth Employment Program meet your expectations?
Yes, The program exceeded my expectations because I got a job at the end of it.

Has the staff assisted you in reaching your goals in the Summer Youth Employment Program?
Yes I have reached my goal of getting a job with the Boys & Girls Club.

Do you feel you were provided with a positive environment and that information was clearly presented?
The Boys & Girls Club had a positive environment throughout the program.

Do you think what you have learned in the Summer Youth Employment program will help you find and keep a job?
The program has helped me find a job & I have the tools to keep it.

Performance Outcomes

What, if anything, would you change about the services that you received from the Summer Youth Employment Program?

I would change the extension to year round.

Comments: The program helped me do alot of things I thought I wasn't going to be able to do financially.

Performance Outcomes

Did Summer Youth Employment Program meet your expectations?
Yes! I enjoyed it! I will miss that job.

Has the staff assisted you in reaching your goals in the Summer Youth Employment Program?
Yes. My worksite supervisor taught me alot about chineese work.

Do you feel you were provided with a positive environment and that information was clearly presented?
I say did it was a great experience for me.

Comments: I definitely had a good time with the program. They worked with my debate activities as well as school and I worked alot. I wish the program lasted longer and I could stay on. I would change a thing I enjoyed every moment.

Chapter 9: If there's a sequel . . .

Plans for Summer Youth 2010



Plans for Summer Youth 2010

- Earlier planning and implementation
- This is a big project – break it down
 - Systems and policies
- Internal database system
- Intakes filtered through one office and entered into MIS system immediately
- Supervisor structure
- Work readiness curriculum

Thank you!

- Questions?
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