

A POSITIVE STEP OF MONROE COUNTY

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November 22, 2011

CITY MANAGER

Mayor Craig Cates, City of Key West
Commissioner Jimmy Weekley
Commissioner Mark Rossi
Commissioner Billy Wardlow

Commissioner Tony Yaniz
Commissioner Teri Johnston
Commissioner Clayton Lopez

“IDLE HANDS” JOB TRAINING PROGRAM

Dear Mayor and City Commissioners:

First let me thank you Mr. Mayor and City Commissioners for taking the time and interest in A Positive Step of Monroe County, Inc. (APSMC) and our efforts to operate a job training and placement program for the youth living in Key West. I would also like to thank Commissioner Weekley for sponsoring our request.

Due to the present political climate facing our Nation and the associated extensive cutbacks we're experiencing for potential funding from Federal and State Social Service Agencies and City and County municipalities, APSMC is presently appealing for support to further our agency's vision of providing social services and gaps in services to the youth of the Florida Keys.

MISSION STATEMENT

A Positive Step of Monroe County, Inc. is an organization dedicated to the health, education, welfare and recovery of youth that have substance abuse challenges, and to prevent future delinquency and promote desirable social patterns. The organization's treatment programs offer day treatment, aftercare, drug-free outpatient therapeutic counseling, community education and prevention services, crisis intervention, domestic violence assistance, and other services which provide a holistic approach to life.

Within the framework of our mission, APSMC is uniquely qualified to provide and assist the youth and families of Monroe County with:

1. Re-entry into the Monroe County School system
2. Tutorial services for clients in need of additional academic assistance.
3. Mental health and substance abuse counseling referral services for youth and their families.
4. Evidenced-Based Family Therapy.
5. Job counseling testing and placement.
6. All staff members have at least an undergraduate degree.
7. APSMC has excellent community ties and resources.

BACKGROUND / ACTION TAKEN

After June 1, 2011 the South Florida Workforce no longer will provided employment opportunities for youth under 18 years of age living in Monroe County. Needless to say, this is a major concern for our community and the continued development of youth throughout our community. To help provide an immediate solution, A Positive Step of Monroe County, Inc. took the lead in the solicitation of jobs for youth living in Key West.

The program objective was to prepare youth for adult work; provide youth with necessary pre-employment skills; empower youth for success in the workplace; and promote job safety. The eligible youth were those socially and economically deprived, 16 to 18 years old, living in the Lower Keys. The program will begin June 18, 2012 and operate through August 10, 2012. The first two weeks will be classroom training, followed by safety training and employment at worksites provided by APSMC's staff.

As of today, APSMC can report that we feel our first attempt at filling this much needed gap in services has been a success. We first learned that the South Florida Workforce would no longer provide services to youth under 18 years old around mid-May, 2011. APSMC immediately launched into action by first meeting with our Board members to discuss a plan of action. The next step was talking with possible donors to get an idea if and how much money we could generate. The third step in our process was to identify possible jobs. The final step was to get the word out to the Key West community.

After the Board and I agreed to move forward, I started the fundraising process. By July 5, 2011 Les Steele, owner of PoCo Pelo, collected \$3,400.00 from his client base; Chief Lee committed to \$1,000 from the Police Forfeiture Fund; Chief Rice committed to \$2,500 from the Sheriff's Forfeiture Fund; Officer Deglys donated \$600 from the Police Athletic League; and \$2,000 was donated from the Key West Sunrise Rotary Club. This gave APSMC a grand total of \$9,500. During the same time period I met with Dan Dumbrowski from the Boys and Girls Club because he too was negatively affected by the loss of services from the South Florida Workforce.

Dan expressed a great deal of interest in having our youth from the Idle Hands Program employed for the summer. Having these kids work would fill the slots he lost due to the funds cut from the budget of the South Florida Workforce. Additionally, we spoke to Stephanie Johnson with Human Resources at the City of Key West. The City also hired a youth from the Idle Hands Job Training Program. Further indication of the success of the program is that eight of the ten kids that started with Idle Hands on June 20, 2011 were still employed and did well in their jobs until the program ended.

WHAT WE NEED FROM YOU

As has been previously stated, social service organizations are suffering serious budget cutbacks and are forced to seek additional funding from charitable establishments and local government. APSMC is requesting financial support to provide job training and jobs for youth 16 to 18 year's old living in Key West. I think we are all fully aware of the negative impact the loss of the South Florida Workforce has had on our community. Therefore, we feel that as a community we should come together to plan how we can minimize this negative impact.

APSMC will make announcements at the Key West High School starting April 1, 2012 about the "Idle Hands Job Training Program." APSMC will start the interviewing process on April 15, 2012. The criteria is: youth lives in Key West; 16 to 18 years old; attending high school; and can commit to eight weeks of employment. By May 1, 2012 the selection will be completed. APSMC will select 35 youth for employment. The first 25 kids will start the two weeks of job readiness. The additional 10 kids will be placed on a wait list with the understanding that there are no guarantees for employment. The additional 10 youth will replace any of the first 25 kids that may drop out. Also, APSMC would understand that the kids on the wait list may find employment on their own elsewhere.

Lunches will be provided for each youth during the two weeks in class; a bus pass will also be issued for kids to get to and from the job readiness training. Class will begin daily at 10:00 a.m., lunch will be served from 12:15 to 1:00 p.m.; class will end at 4:15 p.m. All youth will have to attend the entire two weeks in order to be placed in a job sitting.

Each youth that successfully completes the first week of job readiness will be given a \$50 bank gift card. Each youth successfully completing the second week of job training will get a \$75 bank gift card.

During the job readiness class youth will also meet human resource representatives and visit work sites. Work schedules will be arranged.

Once the two week training is complete each youth will report to their assigned work sites beginning July 5, 2012. All site supervisors will meet the APSMC Job Coach and be given a contact number. The Job Coach will be the same person who taught the training class. The Job Coach will visit the work sites to support both the employer and the youth as needed.

Each job site will have sign-in/out sheets that each youth will have to use in order to get paid. The Job Coach will pick up the sign-in/out sheets every week. The youth will be paid \$8.00 per hour for five hours per day, and the youth will be paid every two weeks with no hold back pay. The work period will end the second Friday in August.

PLACEMENT

Students employed through the Idle Hands Job Training Program would be employed at the Key West High School, Boy's & Girl's Club, and with the City of Key West.

JOB READINESS TRAINING

June 18, 2012 is the starting date for the classroom job readiness training. A curriculum has been developed which includes, but not limited to:

WEEK 1

Day 1: Workforce preparation skills

- What a new employee needs to know
- Your attitude
- Developing a good work ethic
- Understanding employer's expectations

Day 2: Interpersonal/Life Management Skills

- Working with others on the team
- Developing and maintaining good working relationships
- Coping with change and other challenges
- Managing time effectively
- Managing resources

Day 3: Decision-making Skills

- Using good judgment
- Solving problems effectively
- Making good decisions
- Being assertive not aggressive
- Managing anger

Day 4: Communication Skills/Job Safety

- Listening essentials
- Body language
- Conflict resolution
- Safety on the job site

Day 5: Review, questions, answers and role play.

WEEK 2 – Will be spent expanding on safety in the workplace and training.

WEEK 3 – Through week eight the Key West High School, Boys' and Girls' Club, and the City of Key West will provide the jobs, and an APSMC staff member will function as the job coach.

REIMBURSEMENT PROCEDURES

APSMC will provide the City with the following:

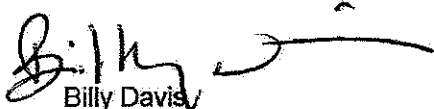
- copies of the youth sign-in/out sheets.
- Copies of cancelled checks (youth/Job Coach)
- Proof of administrative cost to Ward & Meyers Accounting Firm.

SUMMARY

APSMC has identified a problem in our community with the loss of the South Florida Workforce for youth under 18 year's old. APSMC has also, in a very short time frame, put together a plan that in a small way helped a few kids in Key West work this summer. By doing this APSMC has demonstrated its willingness to address gaps in services and, finally, we have also demonstrated our ability to pull together resources to complete an important task.

Thank you in advance for your consideration.

Sincerely,



Billy Davis
Executive Director

cc: Mark Finigan

BUDGET
June 1, 2012 – August 31, 2012

<u>Position</u>	<u>Hourly Rate</u>	<u>Weekly Hours</u>
Job Coach/Instructor	\$15.00	40
<u>Total Weekly</u>	<u>Project Cost</u>	
\$600.00	\$7,200.00	
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<u>Youth Enrolled In Job Readiness</u>	<u>Week 1 Per Youth</u>	<u>Weekly Hours</u>
25	\$50 Gift Card	25
Project Cost for 25Youth:	\$1,250.00	
<u>Youth Enrolled In Job Readiness</u>	<u>Week 2 Per Youth</u>	<u>Weekly Hours</u>
25	\$75 Gift Card	25
Project Cost for 25Youth:	\$1,875.00	
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<u>Youth Employed</u>	<u>Hourly Rate</u>	<u>Weekly Hours Per Youth</u>
25	\$8.00	25
<u>Total Weekly Per Youth</u>	<u>Project Cost Per Youth</u>	<u>Total Project Cost for 25 Youth</u>
\$200.00	\$1,200.00	\$30,000.00
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\$7,200.00	—	Coach
30,000.00	—	Pay for 25 Youth
\$1,250.00	—	25 Youth \$50 / Gift Card
\$1,875.00	—	25 Youth \$75 / Gift Card
\$1,000.00	—	Ward & Meyers Accounting
\$ 375.00	—	Bus Passes (25)
- 0 -	—	Lunches
- 0 -	—	Snacks
- 0 -	—	Insurance
- 0 -	—	Learning Materials
- 0 -	—	Learning Supplies
- 0 -	—	Rent
\$41,700.00	—	TOTAL