

T. B. F. I.

## AGENDA COVER MEMO

AGENDA DATE: November 20, 2007

TO: Board of County Commissioners

DEPARTMENT: Department of Youth Services

PRESENTED BY: Lisa Smith, Director

AGENDA TITLE: IN THE MATTER OF authorizing the creation of 1.0 FTE Employment Specialist II position, 1.0 FTE Employment Specialist II bi-lingual Spanish speaking position, 1.0 FTE Professional/Technical Services Supervisor, and .5 Office Assistant I position to Youth Services

### I. MOTION

To approve the creation of 1.0 FTE Employment Specialist II position, 1.0 FTE Employment Specialist II bi-lingual Spanish speaking position, 1.0 FTE Professional/Technical Services Supervisor, and .5 Office Assistant I position to Youth Services.

### II. AGENDA ITEM SUMMARY

The Board is being asked to create 3.5 FTE positions to the existing Youth Services staff. Funding for these positions would come from a recently awarded grant from the U.S. Department of Labor.

### III. BACKGROUND/IMPLICATIONS OF ACTION

#### A. BOARD ACTION & OTHER HISTORY

On May 23, 2007, the Lane County Board of Commissioners authorized the Lane County Department of Youth Services to develop and submit a grant to the U.S. Department of Labor for alternative education services and job skill development training for delinquent youth for \$1,000,000. The grant was submitted on May 31, 2007 and included a request for funding of 2.0 FTE Employment Specialist II positions (one designated bi-lingual Spanish speaking), 1.0 FTE Professional/Technical Services Supervisor position and .5 Office Assistant I position.

On November 5, 2007, Youth Services received notification from the U.S. Department of Labor that the grant proposal was funded in full in the amount of \$995,108. The requested positions are necessary in order to fulfill the grant award obligations.

**B. POLICY ISSUES**

The applicable Administrative Procedure is found in Chapter 3, Section 4, Issue 2, V.A. Addition of FTE. The Department Director shall make a formal request via the County agenda process to add FTE. The formal request shall be accompanied by an organizational chart describing additional FTE in the work unit and future funding availability and why the responsibilities/workload cannot be handled by existing FTE.

*Shall Lane County approve the creation of 3.5 FTE positions to the existing Youth Services staff?*

**C. BOARD GOALS**

The creation of the requested positions is consistent with the Lane County and Youth Services Strategic Plans. The Lane County Strategic Plan places a high priority on services that benefit Lane County Youth. It would also increase services for Spanish speaking youth and families which would support the overall goals of the Lane County Diversity Action Plan. The grant will pay the full costs of the positions and this supports the efficient use of limited County resources. The additional services provided by the grant further supports the Lane County Department of Youth Services Strategic Plan and Evidence-Based Practice Systems Implementation Plan by increasing evidence-based practices in the job and life skills program at the Martin Luther King Jr. Education Center.

**D. FINANCIAL AND OTHER RESOURCE CONSIDERATIONS**

The costs of these positions are covered in their entirety by funds awarded through the U.S. Department of Labor Youthful Offender grant for a minimum of eighteen months. Alternative funding sources will be pursued by the Youth Services Program Sustainability Committee. If no additional funding is available when the grant funding concludes, the program will be subject to the Lane County Board of Commissioners policy prohibiting the "backfilling" of grant funded programming.

The programs focus on job-skill development and education enhancement for delinquent youth could also yield considerable long-term financial benefits for Lane County citizens. The prospect of helping youth transform from consumers of the public tax dollars to responsible tax paying citizens through the attainment of meaningful, family-wage employment could yield significant savings for the community.

**E. ANALYSIS**

The Board has previously approved the submission of a grant proposal to the U.S. Department of Labor for Youth Services to provide alternative education services and job skill development training to delinquent youth. The Youth Services proposal was one of sixteen in the nation that was awarded by the U.S. Department of Labor.

In order to provide the funded services as proposed in the grant application, the creation of the 3.5 FTE positions are necessary. Existing staff cannot handle the increased workload of implementing a new program that will serve approximately 150 to 300 youth annually.

**F. ALTERNATIVES/OPTION**

1. Option 1 – Approve the creation of one FTE Employment Specialist position, one FTE Employment Specialist II bi-lingual Spanish speaking position, one FTE Professional/Technical Services Supervisor, and .5 Office Assistant I position. The costs of the positions are paid for in-full by U.S. Department of Labor grant funding.

2. Option 2 – Don't approve the motion. This option would result in Youth Services re-negotiating the original grant proposal with the U.S. Department of Labor in order to meet the proposed grant objectives. A possible outcome could be that the grant award would be withdrawn because the proposal would have to change significantly from the original.

**IV. RECOMMENDATION**

The Lane County Department of Youth Services Director recommends the approval of Option 1.

**V. TIMING/IMPLEMENTATION**

If approved, the positions could be posted within four weeks with offers of employment occurring within the next two months.

**VI. ATTACHMENTS**

Board Order  
Organizational Chart  
Board Order dated May 23, 2007

**THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON**

**RESOLUTION AND ORDER**

**IN THE MATTER OF AUTHORIZING THE  
CREATION OF 1.0 FTE EMPLOYMENT  
SPECIALIST II POSITION, 1.0 FTE  
EMPLOYMENT SPECIALIST II BI-LINGUAL  
SPANISH SPEAKING POSITION, 1.0 FTE  
PROFESSIONAL/TECHNICAL SUPERVISOR,  
AND .5 FTE OFFICE ASSISTANT I POSITION  
TO YOUTH SERVICES**

**WHEREAS**, Lane County Department of Youth Services has been awarded a \$995,108 grant through the U.S. Department of Labor to provide alternative education and job skill development training to delinquent youth; and

**WHEREAS**, the approved grant proposal requires two employment specialists positions, one program manager and a .5 FTE office assistant in order to implement the program in the most efficient and effective manner; and

**WHEREAS**, there are not sufficient existing staff to execute the additional job responsibilities required by the grant; and

**WHEREAS**, the grant award fully covers the expense of the additional positions and will allow the Lane County Department of Youth Services to provide education and job skill opportunities to delinquent youth in order to obtain and maintain family-wage employment; now therefore it is hereby

**RESOLVED and ORDERED** that the Board of County Commissioners authorize the creation 1.0 FTE Employment Specialist II position, 1.0 FTE Employment Specialist II bi-lingual Spanish speaking position, 1.0 FTE Professional/Technical Services Supervisor, and .5 Office Assistant I position to Youth Services.

DATED this \_\_\_\_ day of November, 2007.

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Faye Sterwart, Chair  
Board of County Commissioners

RECEIVED BY BOARD  
DATE 11/13/07  
ALL  
OFFICE OF LEGAL COUNSEL

PASSED

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

RESOLUTION AND ORDER: IN THE MATTER OF AUTHORIZING YOUTH SERVICES TO DEVELOP AND SUBMIT A GRANT APPLICATION TO THE UNITED STATES DEPARTMENT OF LABOR FOR YOUTHFUL OFFENDER REGISTERED APPRENTICESHIP, ALTERNATIVE EDUCATION, AND PROJECT EXPANSION GRANTS  
07-5-23-5

WHEREAS, Lane County Department of Youth Services provides education and vocational training to high-risk, delinquent youth through the Martin Luther King Jr. Education Center; and


WHEREAS, the U.S. Department of Labor is soliciting grant proposals for apprenticeship and alternative education services for youthful offenders in the amount of \$1,000,000 for 18 months; and

WHEREAS, Youth Services is currently offering limited education and employment training to high-risk, delinquent offenders and this grant opportunity could provide much more meaningful services to youth in high-growth industries and post secondary education; now therefore it is hereby

RESOLVED and ORDERED that the Board of County Commissioners authorize Youth Services to develop and submit an application to the U.S. Department of Labor for Youthful Offender Registered Apprenticeship, Alternative Education and Project Expansion Grants and delegate's authority to the County Administrator to sign the application.

DATED this 23rd day of May, 2007.

  
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Faye Stewart, Chair  
Board of County Commissioners

APPROVED AS TO FORM  
Date 5/22/07 Lane County  
  
OFFICE OF LEGAL COUNSEL

# LANE COUNTY DEPARTMENT OF YOUTH SERVICES

