



**CITY OF MONROVIA
COMMUNITY SERVICES COMMISSION
AGENDA REPORT**

DEPARTMENT: Community Services

MEETING DATE: September 10, 2019

PREPARED BY: Katie Distelrath,
Recreation Manager

AGENDA LOCATION: CC-5

TITLE: 2019 Youth Employment Services (YES) Program Overview

OBJECTIVE: To provide the Community Services Commission with an overview of the 2019 Youth Employment Services Program.

BACKGROUND: The Youth Employment Services (YES) Program was established in 2007. The intent of the program was to provide work experience for “at risk youth” who needed extra support and guidance. During the program’s infancy, the City and School District officials worked to identify youth that would most benefit from the program. Over the years, the program has evolved and now is available to all high school aged youth who live in Monrovia or attend Monrovia schools. Shifting the program away from youth identified as “at risk” to all youth, acknowledges the reality that all youth can be consider “at risk” in high school.

Currently, the nine (9) week YES Program provides real work experience in city departments and local businesses; weekly Professional Growth Workshops; and each intern has an opportunity to work with their mentor on a capstone project. The capstone projects consist of a community challenge the YES Intern works to solve throughout the nine (9) week program.

ANALYSIS: This year the City hired 31 YES Interns, an increase from 28 interns in 2018. The interns participated in a rigorous recruitment process; inclusive of an interview and background check. At the start of the program, Interns participated in an orientation and attended the Community Services Department annual training day complete with a comprehensive look at City policies and procedures.

YES Interns were paired with program mentors from City departments including Administrative Services, City Clerk’s Office, City Manager’s Office, Community Development, Community Services, Public Works, Fire Department, and the Police Department. Additionally, Interns were also paired with mentors from four (4) community partners; Oak Crest Institute of Science, the Monrovia Chamber of Commerce, Boys and Girls Club of the Foothills, and Centre Stage. In 2019, the YES Interns contributed 4,552 hour to the betterment of our community.

As part of the program, the Interns were provided weekly learning-pathway experiences through Professional Growth Workshops focused on financial literacy, customer service, public speaking, and resume building. In addition, interns heard from a College Panel and Civic Leaders Panel

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where they explored educational pathways and learned from the experiences of our seasoned leaders. At the conclusion of the program, each Intern presented their capstone project and shared their individual experience in front of their peers, mentors, family members, and dignitaries.

This year, all 31 YES Interns completed the program and provided positive feedback. Community partners and staff stated that this was the best group of YES Interns to date, that they were extremely impressed with the work produced, and the professionalism displayed during each interaction with the Interns. During the capstone presentations, the Interns shared that this experience provided them with professional growth opportunities, increased their confidence, improved their customer service skills, and prepared them for their next job and/or college.

An opportunity to enhance the program could come with an increase of the diversity of job opportunities. Staff will work to identify additional Monrovia based businesses and partners for intern placement next year. This year, the four (4) community partners received more Interns than in 2018. Although the experience was positive for the Interns, adding more partners and spreading out the Interns would allow for more one on one supervision and mentorship. Potential community partners for 2020 could include Sauté Academy, bio-tech companies and other Old Town businesses. As the program continues to grow, staff will ensure that the community partners selected provide an enriching experience, good mentorship and are a good fit for potential Interns.

Staff will also evaluate and make changes, as needed, to the topics offered during the weekly Professional Growth Workshops. A topic that was not presented on this year was Image Management. Image Management focuses on appropriate attire in the work place and how to manage your image on social media, an important topic for a generation who have built a presence online.

In an effort to track the success of the program, staff will remain in contact with the YES Interns and their future endeavors in the workforce. Surveys will be conducted every six (6) months to check in with the Interns to evaluate current employment, how the skills they learned during the summer apply to high school or college and if they Interns plan on applying for jobs in the future.

FISCAL IMPACT: Majority of the funding for this program is included in the Community Services Part Time staffing budget. The nine (9) week program, consisting of 31 interns, who worked a total of 4,552 hours at a rate of \$12.00 per hour cost a total of \$54,624. A budget of \$1,800 from the General Fund is also set aside for supplies and YES Intern uniforms. This year, LA County Supervisor Kathryn Barger contributed \$5,000 to offset the cost of the YES Intern Program.

RECOMMENDATION: Staff recommends the Community Services Commission move to receive and file CC-5, 2019 Youth Employment Services Program Overview.

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COMMISSION ACTION REQUIRED: If the Community Services Commission concurs, the appropriate action would be a motion to: Receive and file CC-5, 2019 Youth Employment Services Program Overview.

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