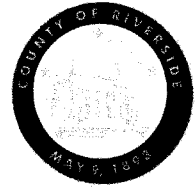


**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

143



FROM: Economic Development Agency

SUBMITTAL DATE:
July 30, 2009

SUBJECT: WIA Title I American Recovery and Reinvestment Act (ARRA) funding recommendation for job readiness and skill development services in Program Year 2009/10.

RECOMMENDED MOTION: That the Riverside County Board of Supervisors:

1. Approves \$540,000 in WIA/ARRA funds to Graceland Center for Professional Development and Lifelong Learning, Inc. (Graceland) for job readiness and skill development services in Program Year 2009/10, and
2. Authorize the Director of Workforce Development to negotiate and execute an agreement with Graceland College Center for Professional Development and Lifelong Learning, Inc. for these services within 10% of the recommended amount. All contracts will be approved by County Counsel prior to execution.

BACKGROUND: Prior to the recent economic downturn, the County's Workforce Development Centers (WDC's) saw the hardest to serve – residents who were in need of basic skills or who had limited employment history. Today, the WDC's are faced with a changed unemployment population and are seeing clients from all socioeconomic backgrounds.

Robert Field

Robert Field
Assistant County Executive Officer/EDA

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 540,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2009/10

COMPANION ITEM ON BOARD OF DIRECTORS AGENDA: No

SOURCE OF FUNDS: U.S. Department of Labor American Recovery and Reinvestment Act of 2009 funds	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

BY: *Jennifer K. Sargent*
Jennifer K. Sargent

County Executive Office Signature

FORM APPROVED COUNTY COUNSEL

DATE: _____
BY: NEAL R. KIPNIS
Departmental Concurrence

Dep't Recomm.: Consent Policy
 Per Exec. Ofc.: Consent Policy

2009 8 6 AM 1:53

Prev. Agn. Ref.: N/A **District:** ALL **Agenda Number:**

3.16
EDA-09-F11
Form 11 (Rev 06/2003)

BACKGROUND: (continued)

The WDC's are serving job seekers with significant skills and long employment histories. The challenges of these clients are in re-entering the job market. The skills required revolve around accessing the jobs available, marketing oneself in an extremely competitive job market, and determining whether they will be able to return to their prior professions or require retraining. In addition, many re-entrants are returning to school or entering training programs with limited computer and/or study skills.

Graceland will provide job seekers with a series of weekly four-day instructor led Job Readiness courses that will address various aspects of the job search and training process. Courses will also deal with the major impact of increased life and family related stress caused by unemployment.

Four day "Boot Camp" sessions include:

"Stress Solutions"

- Understanding your body's response to stress
- Special stressors: self-esteem
- Identifying life's stressors
- How to balance multiple roles and responsibilities
- Stress recovery tools and techniques

"Step by Step Action Plan for Finding and Getting a Great Job"

- Develop a systematic plan for finding a great job
- Use the internet to network, find great jobs and market themselves to potential employers
- Find resources and developing skills – from the library, community colleges and internet
- Interpersonal skills and networking

"Resume Writing"

- The goal and purpose of a resume
- Writing multiple versions of your resume and using words that most screening software applications
- Use of current technology to build online resumes and job searches
- Resume compatibility for emailing and scanning
- Developing a cover letter tailored to the position for which you are applying

"Interviewing Skills for Interviewee"

- Gathering information about prospective employer
- Selecting an appropriate wardrobe for the interview
- Anticipating and preparing for challenging questions
- Developing pertinent questions to ask during the interview

BACKGROUND: (continued)

“Personal Accountability” (Job Retention)

- Why setting goals can help you increase your accountability
- Why it’s critical to understand the goals of your supervisor and why you need to work toward accomplishing those goals
- Understanding the importance of follow-up written documentation so nothing slips through the cracks
- How to distinguish between the merely important and the truly urgent priorities and tasks
- Time and task management versus self-management: Is there a difference?

“Coaching”

- Review the week courses
- Address specific issues
- Q&A

Additional 1-day Courses offered:

“Computer Basics”

- Operate the basic functions of computers comfortably
- The fundamentals of computers – turning them on and off, pointing and clicking and using the keyboard
- Using basic applications to write documents, send and receive emails and keep track of appointments
- Exploring computer files—what the different types of files are and how to organize them so you can find them later
- How to access and use the internet to get a wide-range of news and information

“Study Skills”

- Study, take notes and learn what they need to know about business and other important topics
- Plan how they use their time so they can learn more, do more and enjoy life more
- Proven methods for studying that make learning easier and more fun

In addition to gaining general computer skills, participants will be equipped with tools that will allow for improved self-marketing and resume building through the application of modern technology and on-line resources. During the 90-day period, Graceland will provide Train-the-Trainer certification to equip and prepare WDC staff to present job readiness and development course content on an on-going basis. Perpetual licenses and Spanish translations of all course materials will be available as specified and requested by WDC management.

The knowledge gained from the six courses will provide job seekers with a solid foundation and preparation for long-term success in training and employment opportunities.