

HUMAN SERVICES DEPARTMENT - EMPLOYMENT SERVICES  
543 GARDEN HWY. SUITE B  
YUBA CITY, CA 95991

**GET A JOB. GET A BETTER JOB. GET A CAREER.**

December 8, 1997

Dear GINA

You are required to attend **Job Services (Work Readiness Workshops and Job Search)** starting on Monday, **01/12/1998**, from 8:30 to 5:00 **DAILY**, until you get a job. (You will have a half hour lunch and two breaks per day). Report to **Job Services at 543 Garden Highway, Suite B, Yuba City (Holly Oak Square)**.

In exchange for receiving money from CalWORKs, you are obligated to be engaged in a work activity. Depending on your family, your obligation may be for 32, 35, or 55 hours (in 2-parent families) per week. During Orientation and Appraisal on Monday, you will be informed of the number of hours you must participate.

The object of your participation is to **get a job so you can be SELF-SUFFICIENT**. **Job Services** will provide you with the tools you need to become employed. **Job Services** will last for 4 weeks, usually 8 hours per day. Between now and the beginning of **Job Services**, you will probably need to arrange child care and transportation. If you need help arranging for or paying for child care or transportation, call your Social Worker, **SHIRLEY HOAG**, at 822-7133.

Your participation in **Job Services** will help to determine which work activity you will begin next. Remember, **Job Services is your job until you get another one**. You are doing this job in exchange for your cash aid. It is expected that you will behave as you would on other jobs: **arrive on time, be attentive and positive, be willing to learn, contribute to the process, dress as though going to a job interview where you want to make a good impression. Your job performance is being evaluated from the time you are sent this letter.**

Refer to your Employment Services Information Notice for more information about the program, penalties for lack of participation, and the supportive services available to you.

We are looking forward to seeing you on the job! Employment Services is your opportunity to make life work for you.

**"LIFE WORKS IF YOU WORK!"**

**CalWORKs Curriculum Developed (to be included in plan)  
Marysville Campus**

October 27, 1997

**ECE**

|                           |          |          |
|---------------------------|----------|----------|
| Private Preschool Teacher | 12 weeks | 32 hours |
| Family Child Care         | 8 weeks  | 32 hours |

**Business**

Office Administration Program

|                                 |   |                  |
|---------------------------------|---|------------------|
| Coop. Ed 44/450                 | } |                  |
| Keyboarding (2 classes)         | } |                  |
| Formatting (2 classes)          | } |                  |
| Applied Punctuation             | } |                  |
| Applied Spelling and Vocabulary | } |                  |
| Applied Building English Skills | } |                  |
| Word Processing (3 classes)     | } | 8 weeks 32 hours |
| Records Management              | } |                  |
| Receptionist                    | } |                  |
| Telephone Skills                | } |                  |
| Calculator Operations           | } |                  |
| Business Office Math            | } |                  |

**Accounting Program**

|                                |         |         |
|--------------------------------|---------|---------|
| *Payroll Time Clerk Procedures | 8 weeks | 5 hours |
| *Record Keeping/Account Clerk  | 8 weeks | 5 hours |

\*Will blend with Office Administration Program for additional hours.

**Automotive**

|                        |          |          |
|------------------------|----------|----------|
| Auto Body Paint Helper | 16 weeks | 25 hours |
| Auto Body Repair       | 16 weeks | 25 hours |

|                                    |         |          |
|------------------------------------|---------|----------|
| Fundamentals of Engine Performance | 8 weeks | 20 hours |
| Fundamentals of Fuel Emissions     |         |          |
| Fundamentals of Auto Electrical    |         |          |

**Administration of Justice**

|                           |         |          |
|---------------------------|---------|----------|
| Peace Officer Orientation | 8 weeks | 25 hours |
| Correctional Officer Core | 8 weeks | 20 hours |

**Nursing**

|     |         |  |
|-----|---------|--|
| CNA | 6 weeks |  |
|-----|---------|--|



ATTACHMENT 3

December 4, 1997

Ed Smith, Director  
Human Services Department  
1445 Circle Drive  
Yuba City, CA 95993

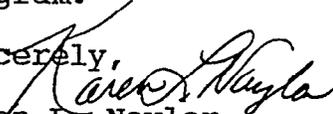
Dear Ed,

This letter is to advise you that the Yuba-Sutter Chamber of Commerce Board of Directors supports your proposal to locate an Employment Specialist in the Chamber office one day per week.

Our understanding is that this staff would be at the Chamber to discuss with employers apprenticeship programs and attempt to match participants to interested employers.

I look forward to hearing from you at your earliest convenience as to how you want to proceed with the organizing and planning of this program.

Sincerely,

  
Karen L. Naylor  
Executive Director

*Sutter and Yuba Counties* ATTACHMENT 4  
*Child Care Local Planning Council*

670 Joy Way • Yuba City, California 95993 • (916)673-7503

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December 10, 1997

Edmund C. Smith, Director  
Sutter County Human Services Department  
1445 Circle Drive  
Yuba City, CA 95992

Dear Mr. <sup>ED</sup>Smith,

The Child Care Planning Council of Yuba and Sutter Counties appreciates the opportunity to comment on Sutter County's proposed plan for the implementation of welfare reform. Welfare reform has the potential to change our communities dramatically. Child care plays a significant role in making this change a positive one that benefits individual CalWORKs families and the community at large.

Our comments on the proposed plan are attached. Please call me at 741-2995 if you want clarification or have questions about the information we are presenting. Members of the Child Care Planning Council are willing to make themselves available to your department for further discussion.

Sincerely,

  
JoAnne Aiello  
Chairperson

cc: Larry Combs, Sutter County Administrator  
Members of the Board of Supervisors  
Edward A. Fischer, Director, Welfare and Social Services  
Myrnice Valentine, Program Manger GAIN  
Jackie Stanfill, Social Worker Supervisor GAIN  
Child Care Planning Council Members

## CHILD CARE PLANNING COUNCIL OF YUBA AND SUTTER COUNTIES

### COMMENTS ON THE PROPOSED SUTTER COUNTY WELFARE REFORM PLAN DECEMBER 1997

#### W & I Code Section 10531 (a)

#### **COLLABORATION WITH PUBLIC AND PRIVATE AGENCIES TO PROVIDE TRAINING AND SUPPORTIVE SERVICES**

Child Care (page 5 of plan): The Child Care Planning Council encourages increased emphasis on collaboration among the County Human Services Department, the Council and other providers of child care. In order to meet the increased demand for child care caused by welfare reform and to maintain adequate supplies of child care for other members of the community it is important that information is shared about the various needs of families for child care services as well as the supply of such services in the community. The State recognized this need in passing legislation to increase funding and responsibility given to local child care planning councils. These councils create a forum for the sharing of information and planning of services to meet local needs. The Council recommends the County's continued participation on the Council. We further encourage the Department to have a representative attend Child Care Planning Council meetings who has a significant role in Department planning and decision making.

Health Screening (page 6): The Council is pleased to see that the Department is allowing for CalWORKS participants to receive health screenings. This is particularly important for those who might be working in child care settings as it is a requirement of Community Care Licensing (CCL). If not already included, we encourage the Department to include TB screenings as this is another requirement of CCL for employees, volunteers or others who are regularly in the presence of children in child care facilities.

Because the plan refers to child care as a potential employment or as community service sites, we also encourage the Department to provide for Criminal Justice and Child Abuse Index Clearances. Both of these are required by CCL and have fees attached. The costs for these clearances would be prohibitive for CalWORKS participants and for most child care providers.

#### W & I Code Section 1054 (g)

#### **CHILD CARE AND TRANSPORTATION SERVICES**

Child Care (page 12 of the plan): Members of the Child Care Planning Council have extensive and diverse experience related to child care and services for low-income families. We were therefore surprised and concerned to see that the Sutter County plan for welfare reform includes only "a verbal explanation of what provider options and payment methods are available in order for CalWORKs participant to make an informed choice regarding child care." It has been said that child care is the glue that will make or break welfare reform. Welfare reform will work only if there is a sufficient supply of child care and if CalWORKs participants are informed consumers of these services. It is therefore in the best interest of the County to have a solid education program on child care for CalWORKs participants. We suggest a one-to-two hour orientation that includes a description of the child care available to participants along with discussion of the pros and cons of each. Many materials are now available on choosing child care and we

encourage the County to use a multi-faceted approach to educating participants. Choosing child care will be something that CalWORKs participants will do throughout their employment as their children are growing-up. It is therefore important to give them written information as well as verbal information. Because participants will have varying learning styles and because some participants are quite comfortable with getting information through TV and videos, we recommend that a portion of the information on child care is presented through this media. Children's Home Society has access to information on choosing child care videos and other materials. Additionally, the Child Care Planning Council has discussed the possibility of using some of its funding to support or subsidize choosing child care materials to be used by the local welfare departments in training CalWORKs participants.

The Council encourages the County to inform participants of all the of child care available to them, including licensed family day care and center-based facilities as well as care that is exempt from licensing. Therefore, we recommend that the following sentence be deleted from the first paragraph on page 12: "Child care offered by the participant's family or friends are acceptable options and may qualify for reimbursement." This phrasing appears to favor exempt care over the other types of care available. Parents should be informed of the range of child care services available and select the type of care that best meets their needs.

To support quality and consistency of care, the Council recommends that the County provide training to providers of child care, especially those exempt providers who are not otherwise monitored. At a minimum, this training should include health and safety issues. Such training could be done in conjunction with the local child care resource and referral, Children's Home Society.

The plan calls for participants to be referred to one of the Department of Education Alternative Payment Providers prior to the end of eligibility for Stage I child care. The Council recommends that the written referral happen at the beginning of Stage I to maximize the chances that resources will be available at the time the participant is ready to transfer.

The plan states, "Every effort will be made to avoid disruption to the child care provider or the arrangement made during the Stage I payment period." The Council agrees that such efforts are important. To ensure that this happens we encourage further delineation in the plan about what steps will be taken to avoid disruption.

The plan as written does not include information about transition from Stage II to Stage III child care. We recommend that this information be added to the plan.

The plan proposes, "Parents of a newborn will be expected to begin or resume participation in the CalWORKs program at 12 weeks after the birth of the child." Care of infants and toddlers is very time intensive and quality care requires care and nurturing from a consistent provider. We know that infants and toddlers are more vulnerable to abuse and neglect in part because they cannot communicate such information to others. Care for infants is very costly due to space and staffing requirements. There are very few licensed care spaces available for infants in the Yuba/Sutter area, and even fewer that are designated for low-income families. This will change over the next

few months/years as child care providers have the time to develop resources and as funding is made available to support welfare reform. We recommend that the county change the timeline when the parent is expected to begin or resume participation to the maximum the State plan allows (12 months after the birth of the child) but allow individuals to participate earlier if they choose to do so.

**W & I Code Section 1054 (h)**

**COMMUNITY SERVICE PLAN**

The Council encourages the Department to work with public and private agencies to create meaningful community service jobs that will have positive outcomes for the both the CalWORKs participant and the community. This might involve orientations for personnel at community service sites about welfare reform and ongoing discussions about how placements are going.

The Council anticipates that some participants might be placed at child care centers administered through public or private/non-profit agencies. We encourage the Department to recognize the special skills and attitudes necessary for those working in child care centers and to place CalWORKs participants in such settings only when appropriate. As stated elsewhere in this document, we also encourage the Department to allow for necessary screenings required by Community Care Licensing (i.e., health, TB, Criminal Justice, Child Abuse Index) when placing participants at child care centers.

Some child development programs require or encourage parent participation (i.e., State Preschool and Head Start). We encourage the County to consider parents' participation/volunteer hours in these programs toward community service hours.

**W & I Code Section 1054 (n)**

**JOB CREATION**

The Council was pleased to hear that the Northern California Counties Private Industry Counsel (PIC) consortium was successful in applying for funds to be used to expand child care in Sutter and other counties. The expansion of child care services will eventually mean more jobs. Working with children in child care settings, no matter what the age, is work that is best done by people who choose this field as their career choice. We encourage the County to carefully counsel and screen people before directing them to training or jobs in the child care arena. During welfare reform and the related expansion of child care services, it is important to ensure the building of quality child care services. Many CalWORKs recipients will be excellent candidates for work in child care centers, but it is not a career for everyone.

**W & I Code Section 1054 (p)**

**COMPLIANCE WITH REQUIREMENTS OF CalWORKS**

The Council understands the County's desire to have CalWORKs participants involved in work activities the maximum number of hours allowed by the State (32 hours for single parent households and 55 hours for two parent households) as a way to encourage and prepare individuals for realistic work schedules. However, we recommend that the County reduce the required hours and allow for more flexibility among activities encouraging training and group activities that will build habits and skills that will support long term employment. Another

important reason for this recommendation is to minimize the impact of welfare reform on the current supply of child care. Existing services now serve families of various economic groups including recipients of welfare. The Yuba-Sutter community is like many others across the nation in that the child care services that will be most in demand are the services that are less available and more difficult to develop—care for infants, toddlers and school-age children as well as care that is offered in non-traditional hours. Reducing the hours required for CalWORKs participants will reduce the impact on already limited child care services and allow more participants to succeed in their transition from welfare to self-sufficiency.

December 1, 1997

Mr. Ed Smith, Director  
Sutter Co. Human Services Department  
P.O. Box 1510  
Yuba City, CA 95992

RE: Draft Sutter County Welfare Reform Plan

Dear Ed:

Thanks for the opportunity to comment on Sutter County's draft CalWORKS plan. While I am well aware that this plan was prepared primarily to meet the January submittal deadline and by necessity is very general in nature, I do have a few comments that I hope you will consider as the implementation phase of this effort is launched.

As you have correctly noted in previous communications with the Board of Supervisors during the development of the draft plan, the local public transit system is inadequate in its present scope and configuration to meet the anticipated transportation needs of those moving from welfare to work. In addition, the plan also correctly states that most participants will use private vehicles, either their own or by carpooling with others, to access training and job opportunities. Many of these vehicles, however, will be unreliable and many otherwise eligible participants will still not have access to a vehicle of any kind. For most CalWORKS participants, getting a job may be a lot easier than keeping a job due to the lack of adequate and reliable transportation, childcare or other essential support service. As a result, improving and further developing the local public transit system would seem to be necessary to provide a safety net for those with marginal vehicles as well as primary transportation for those without vehicles.

Because the transportation challenges of welfare reform are essentially the same in both Yuba and Sutter Counties, with both dependent on the same economic areas while sharing the same transit provider, it would seem appropriate to seek common solutions. Toward this end, Yuba-Sutter Transit stands ready to work in partnership with both counties to help identify specific transportation solutions whether through the operation of improved traditional public transit services or by other means. As you know, we are just now beginning to evaluate the cost and feasibility of a wide range of potential transit improvements with the 1998 update of the Yuba-Sutter Short Range Transit Plan (a five year planning document) and welfare reform issues will certainly figure prominently in this process. Since several of the possible service alternatives will be directly tied to the welfare-to-work efforts of both counties, we will be seeking your input into their development and your financial assistance in their future implementation.

Mr. Ed Smith  
December 1, 1997  
Page 2

Thanks again for the opportunity to review the draft plan and I look forward to working with you and your staff toward its successful implementation. Please give me a call if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "KEITH E. MARTIN". The signature is fluid and cursive, with a long horizontal stroke at the end.

KEITH E. MARTIN  
Transit Manager

P.S. Attached are my suggested corrections to the description of existing transit services in the draft plan for use in the final plan.

**SUGGESTED CORRECTIONS TO THE DRAFT SUTTER COUNTY CALWORKS  
PLAN  
PREPARED NOVEMBER 25, 1997**

Replace the Transportation Section on Page 5 with the Following:

Transportation:

Public transit service in Sutter County is provided by the Yuba-Sutter Transit Authority through a combination of urban fixed routes; urban area Dial-A-Ride service for seniors (age 62 and over) and persons with disabilities; Sacramento commuter and midday service; and, a limited rural route from Live Oak to Yuba City. Yuba-Sutter Transit is a Joint Powers Authority formed by Sutter and Yuba Counties and the Cities of Yuba City and Marysville that operates a fleet of 22 vehicles including a mix of 15 passenger mini-buses, 28 passenger fixed route buses and 45 passenger commuter buses.

Fixed route service in Yuba City linking with service to Marysville, Linda and Olivehurst operates every weekday from 6:30 a.m. to 6:30 p.m. Dial-A-Ride service is provided during the same weekday hours and from 9:00 a.m. to 3:00 p.m. each Saturday. No service is available on Sunday. The commuter service offers four early morning and late afternoon weekday schedules to downtown Sacramento. An additional midday roundtrip also serves downtown Sacramento along with the major medical facilities in East Sacramento. The Live Oak route offers one round trip every Monday, Wednesday and Friday to Yuba City and Marysville.

Yuba-Sutter Transit is in the process of completing an update of the Yuba-Sutter Short Range Transit Plan which will serve as a guide for the system's development over the next five years. In preparation for this plan, Yuba-Sutter Transit hosted a community workshop in September 1997 for the purpose of receiving input on what the transportation needs are in the two counties especially as they relate to welfare reform. Comments at the workshop focused on the need to increase the capacity, service frequency and scope of the existing system as well as the provision of night and weekend services. The cost and feasibility of these and other possible service improvements will be fully evaluated in the Short Range Transit Plan which is expected to be adopted by the Yuba-Sutter Transit Board of Directors in April 1998.



ATTACHMENT 6  
*Casa de Esperanza, Inc.*

- Shelter for Victims of Domestic Violence
- Sexual Assault Prevention Services
- Child Assault Prevention (C.A.P.) Project

Nov. 24, 1997

Myrnicé Valentine  
Program Manager, GAIN  
190 Garden Highway  
Yuba City, CA 95991

Dear Myrnicé,

Please find enclosed the operational agreement between Casa and Human Services regarding the new CalWORKS.

I am pleased with the agreement and can find nothing at this time that I feel needs to be added or deleted. It is a very thorough agreement and plan. I am looking forward to implementation. I'll be hearing from you then.

Please send me a copy when it is signed on your end. Thank you.

Sincerely,

*Marsha Krouse-Taylor*  
Marsha Krouse-Taylor  
Executive Director

*PLAN OF COOPERATION BETWEEN CASA DE ESPERANZA AND THE SUTTER COUNTY  
HUMAN SERVICES AGENCY - WELFARE DIVISION*

DEFINITION

Domestic violence is the use or attempted use of physical force, or the threatened use of a deadly weapon committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent or guardian of the victim.

I. PURPOSE

The following Plan of Cooperation is entered into between Casa de Esperanza and the Sutter County Human Services Agency - Welfare Division for the coordination of their respective efforts and delineation of agreement relating to services to public assistance applicants or recipients who are victims of domestic violence. The purpose of this Plan is to establish a protocol for an effective cooperative agreement to more accurately identify and provide assistance when necessary.

II. GOALS

To ensure that victims of domestic violence are not placed at further risk or unfairly penalized by CalWORKs requirements and procedures. In addition, to ensure that CalWORKs recipients who are or have been victims of domestic violence participate in welfare-to-work activities to the full extent of their abilities including, as appropriate, counseling and treatment to move toward self-sufficiency.

III. RESPONSIBILITIES

Casa de Esperanza will provide the following services:

1. Initial training to Eligibility, Clerical and Social Work staff regarding domestic violence, including but not limited to identification of domestic violence victims, assessment of current situations, types of assistance available and referral system. Ongoing training will be provided to staff at least once per year.
2. Informational written material regarding domestic violence, which will be available to the public in the Welfare Division waiting room and available to every Welfare Division employee.
3. Telephone consultation when necessary regarding specific cases.
4. When necessary, counseling to clients who are hesitant to go to Casa de Esperanza in the Welfare Division office.
5. Consultation with Welfare Division staff regarding the possible inability of a client to

participate in CalWORKs due to a domestic violence situation.

6. A full range of services to all CalWORKs applicants and recipients at Casa de Esperanza.

The County Welfare Department will have the following responsibilities:

1. Using training provided by Casa de Esperanza, look for and identify signs of domestic violence.
2. Explain to clients the services available and the CalWORKs regulations regarding victims of domestic violence.
3. Refer to Casa de Esperanza cases of known or suspected domestic violence.
4. Determine, with input from Casa de Esperanza, case-by-case waivers of program requirements for good cause where compliance would unfairly penalize or make it more difficult for individuals to escape domestic violence.
5. Assign deferred clients to receive counseling or other activity as agreed upon by the cooperating parties until the client's situation has stabilized.

#### IV. CONFIDENTIALITY

The use or disclosure of information concerning applicants and recipients will be limited to purposes directly connected with the administration of this Plan of Cooperation pursuant to Federal and State laws and regulations. The cooperating parties are responsible for safeguarding the confidentiality of all information.

#### V. TERMS

This plan will begin effective January 1, 1998 and will be renewed automatically for periods of one year. Amendments may be made at any time through mutual agreement of the cooperating parties.

Signed: *M. Krause-Jaybe*  
Executive Director  
Casa de Esperanza

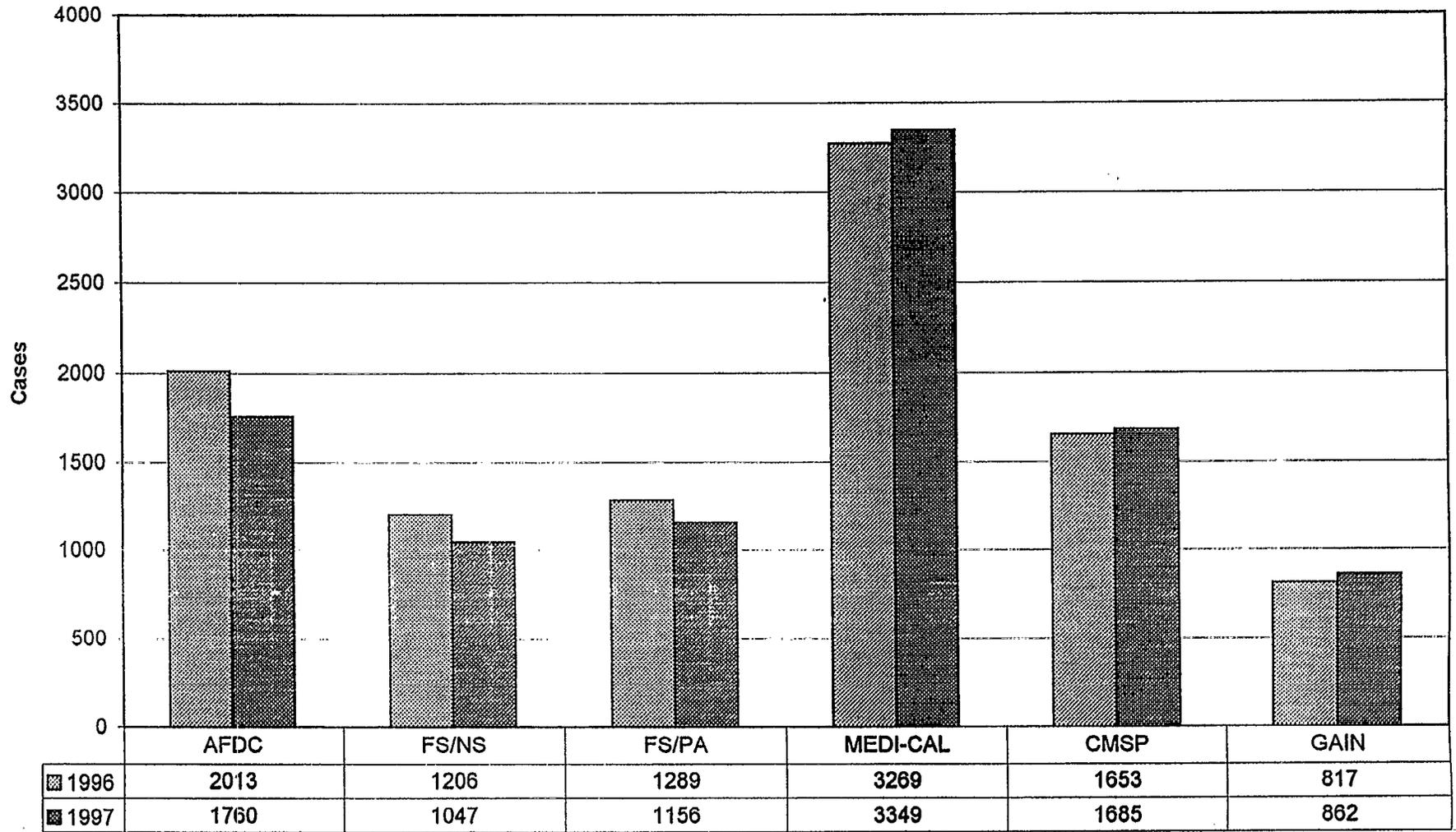
Signed: *E. A. Fischer*  
Human Services Assist. Director  
County of Sutter

Date: 11/21/97

Date: 12/4/97

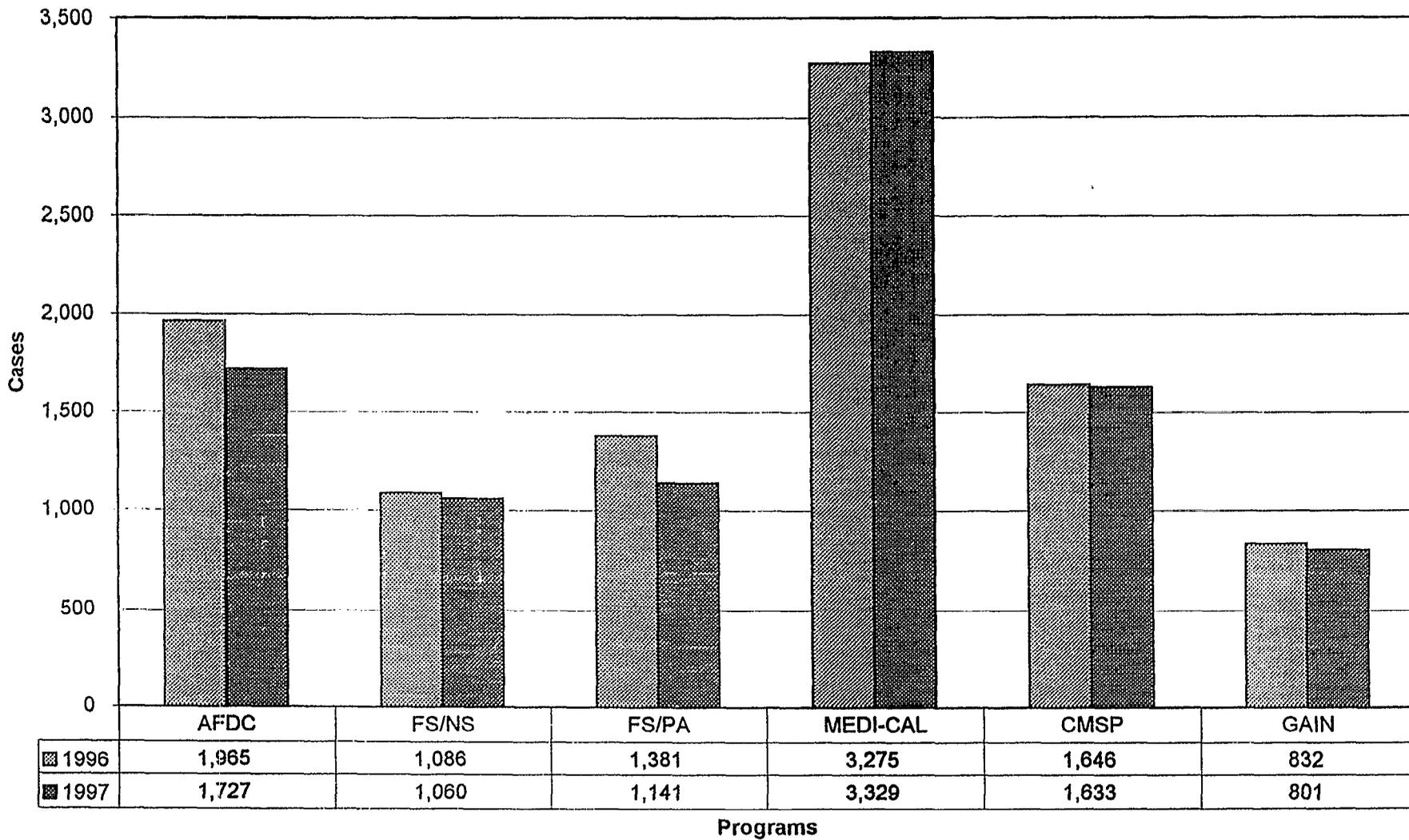
AGREE.CAS

July Caseload



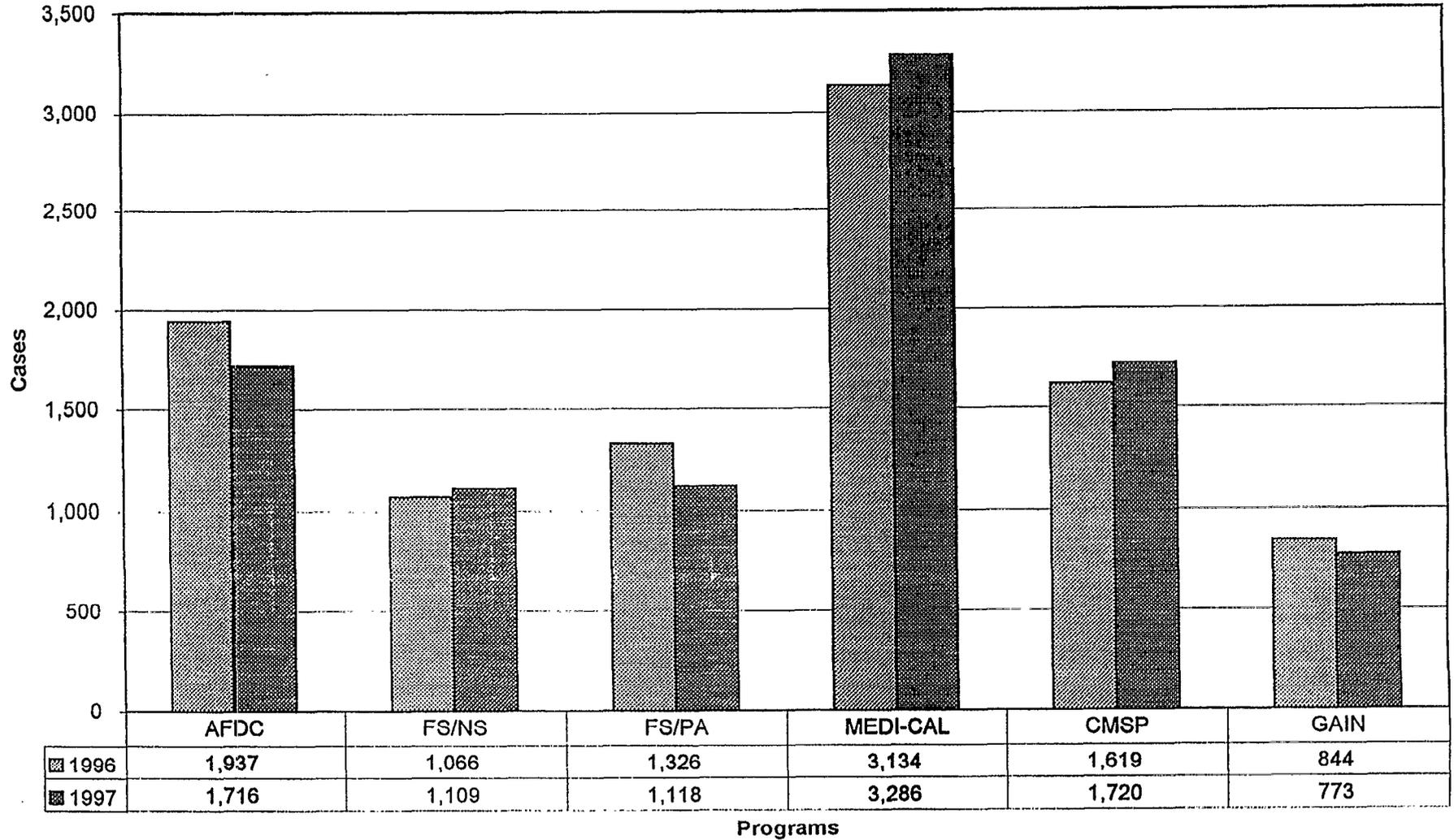
Programs

August Caseload



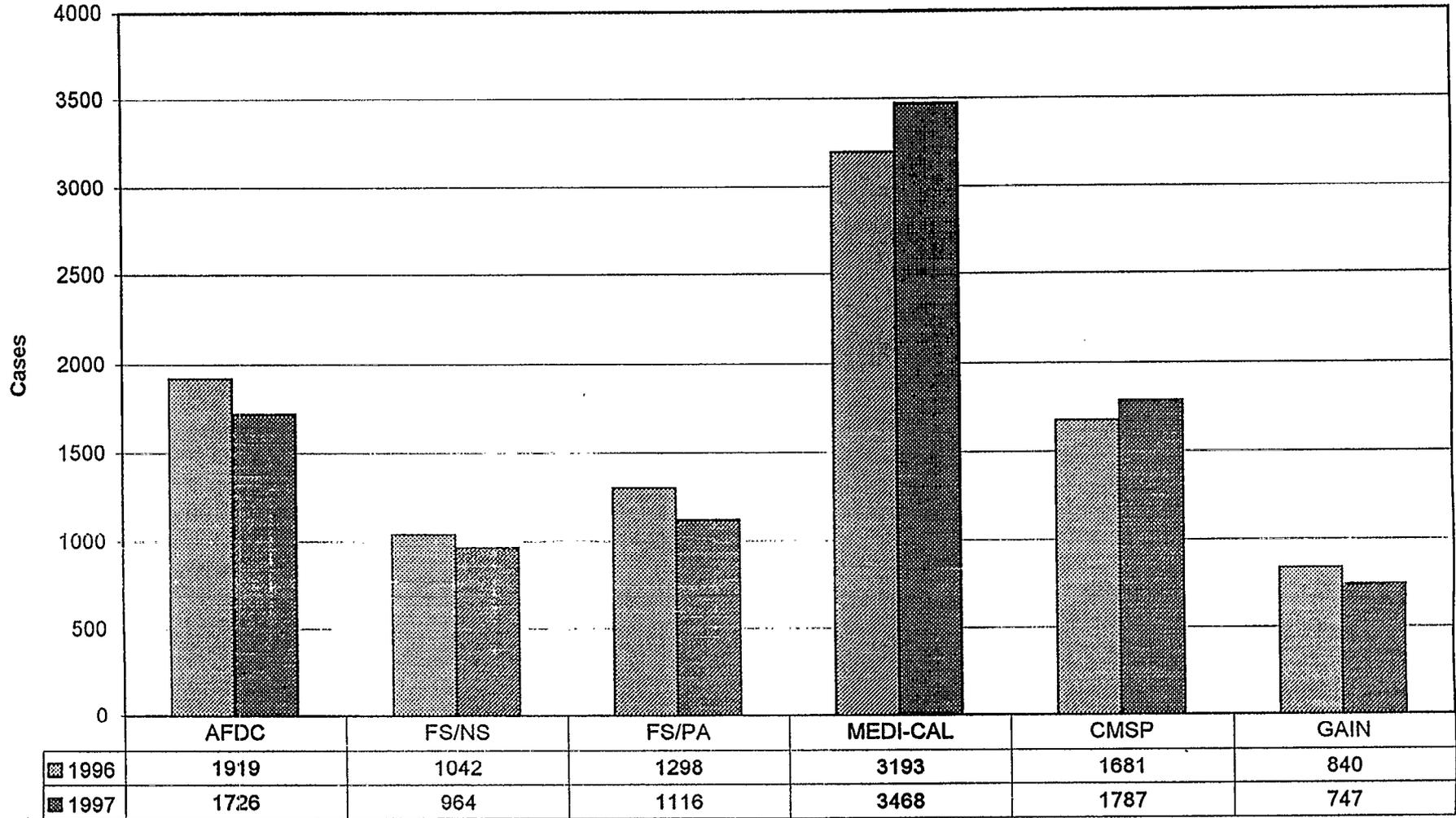
Programs

September Caseload



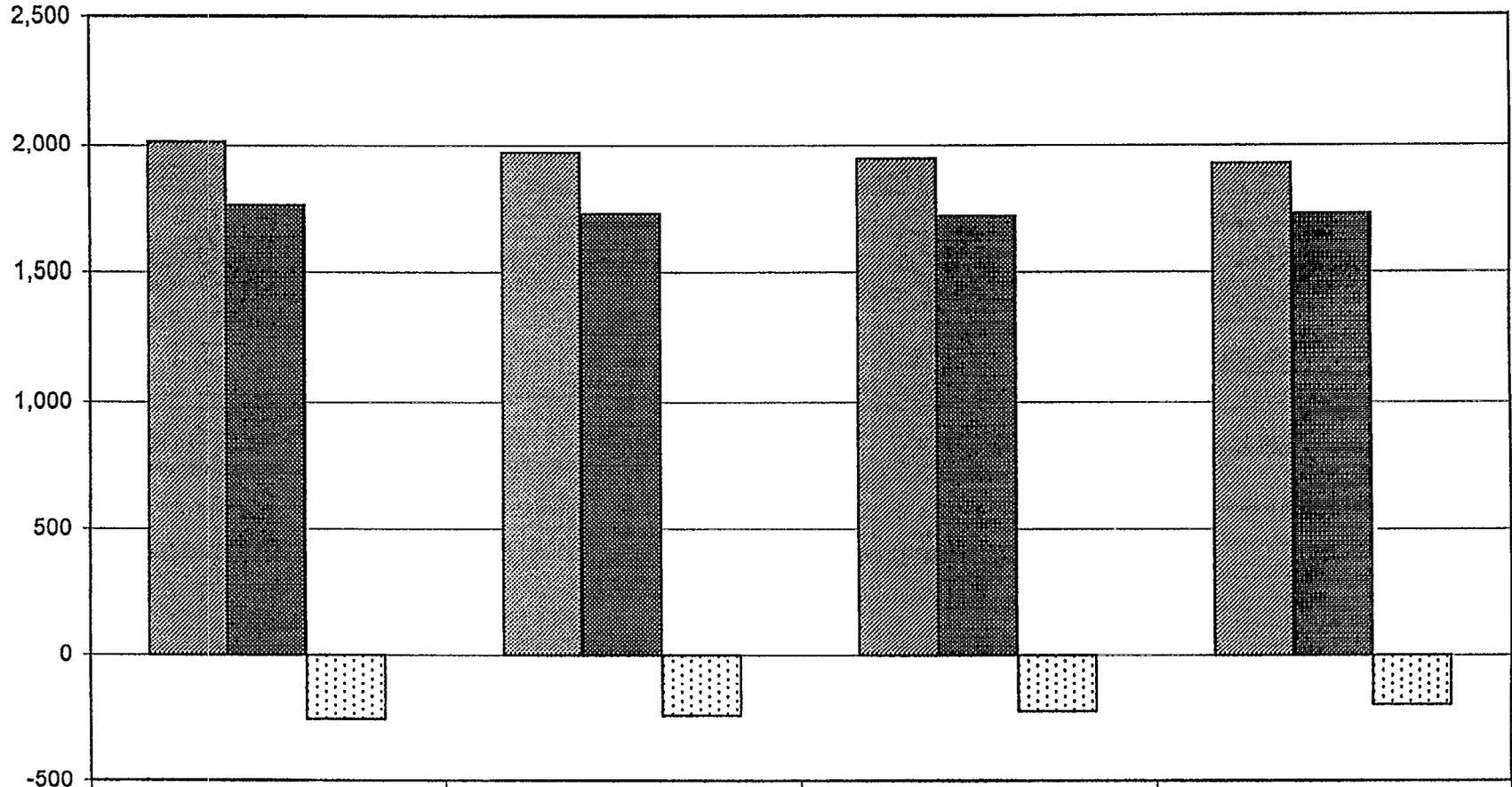
Programs

October Caseload



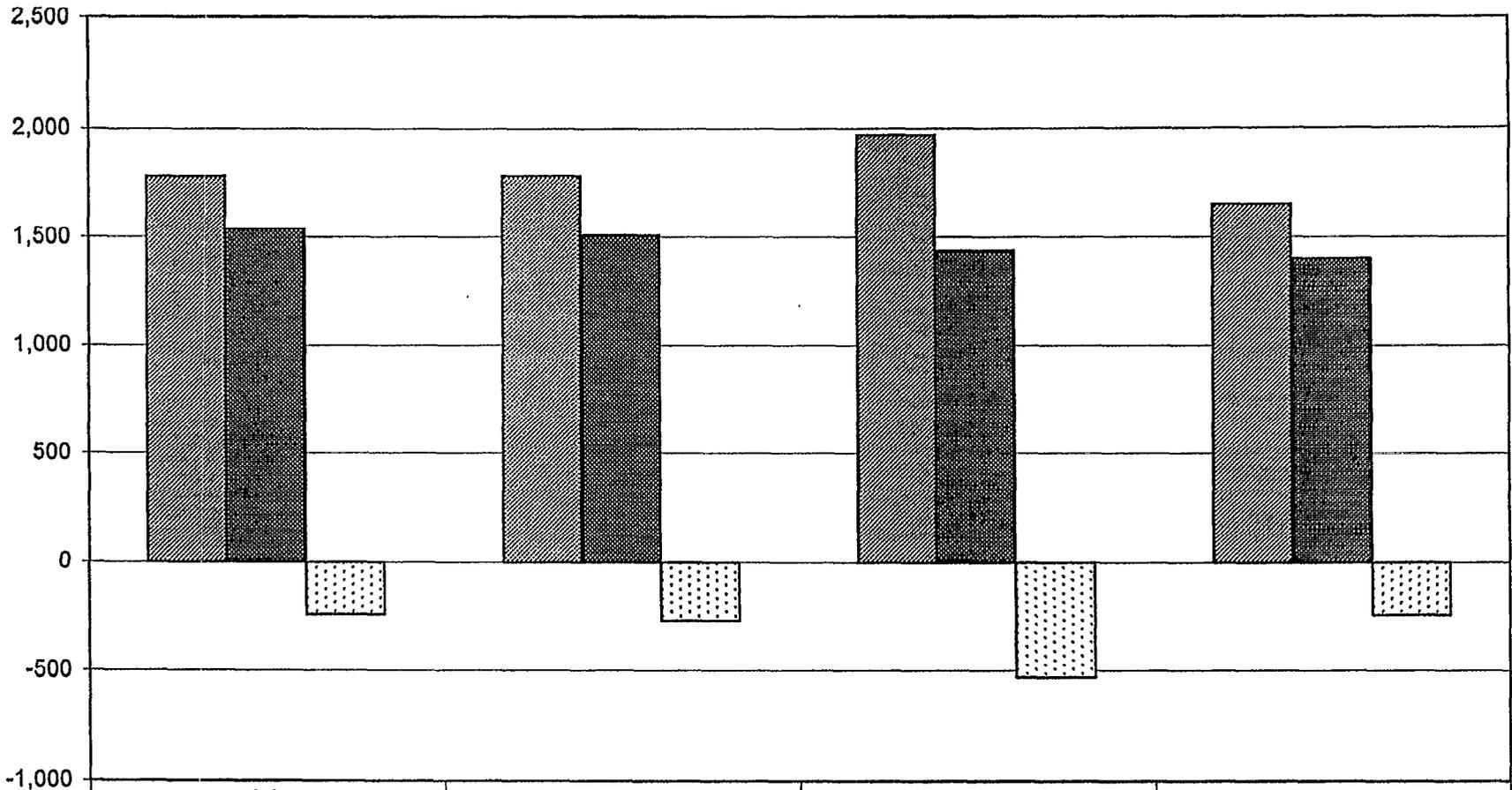
Programs

TANF Total Caseload



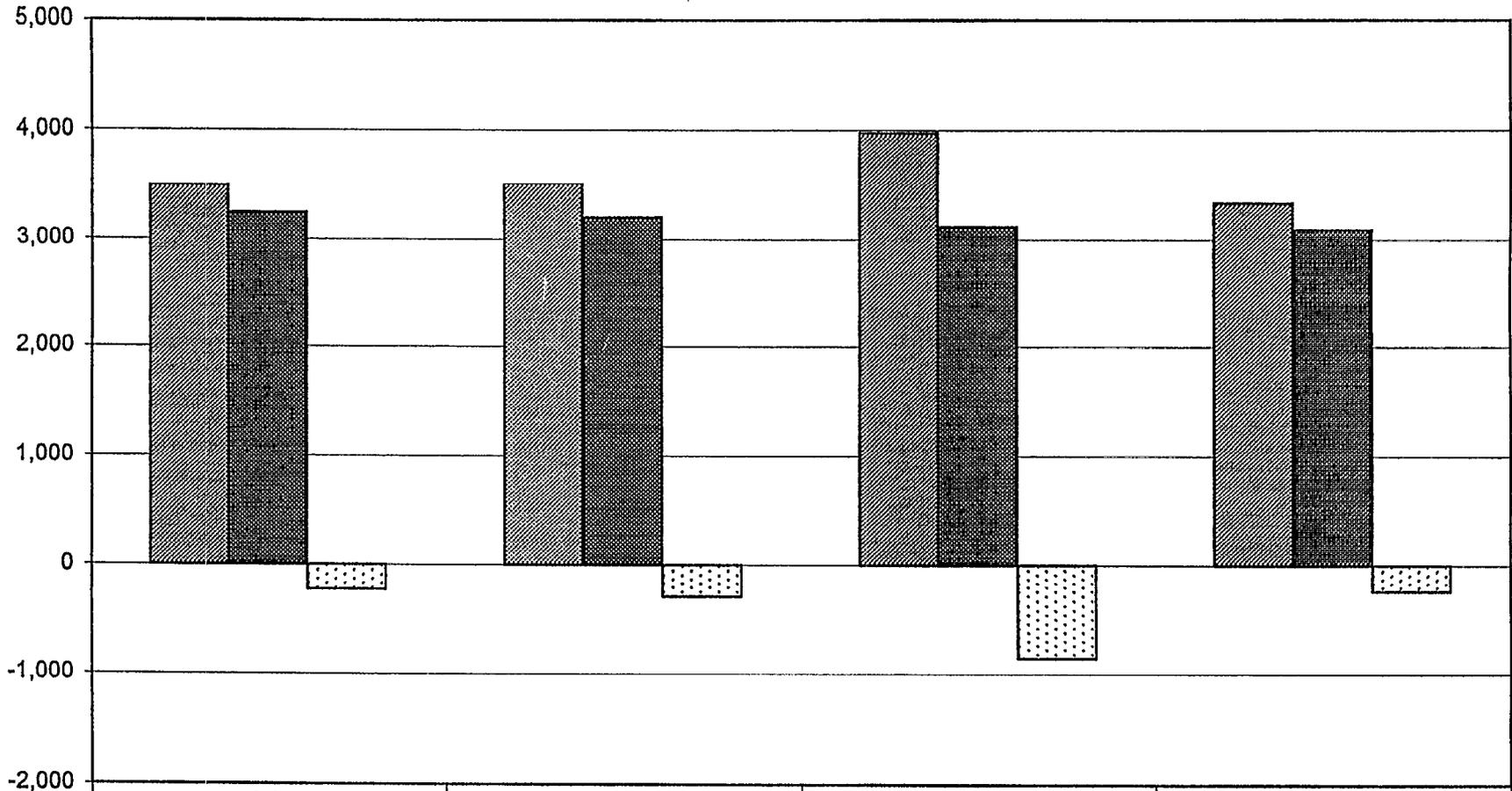
|            | July  | August | September | October |
|------------|-------|--------|-----------|---------|
| 1996       | 2,013 | 1,965  | 1,937     | 1,919   |
| 1997       | 1,760 | 1,727  | 1,716     | 1,726   |
| Difference | -253  | -238   | -221      | -193    |

TANF Adult Caseload



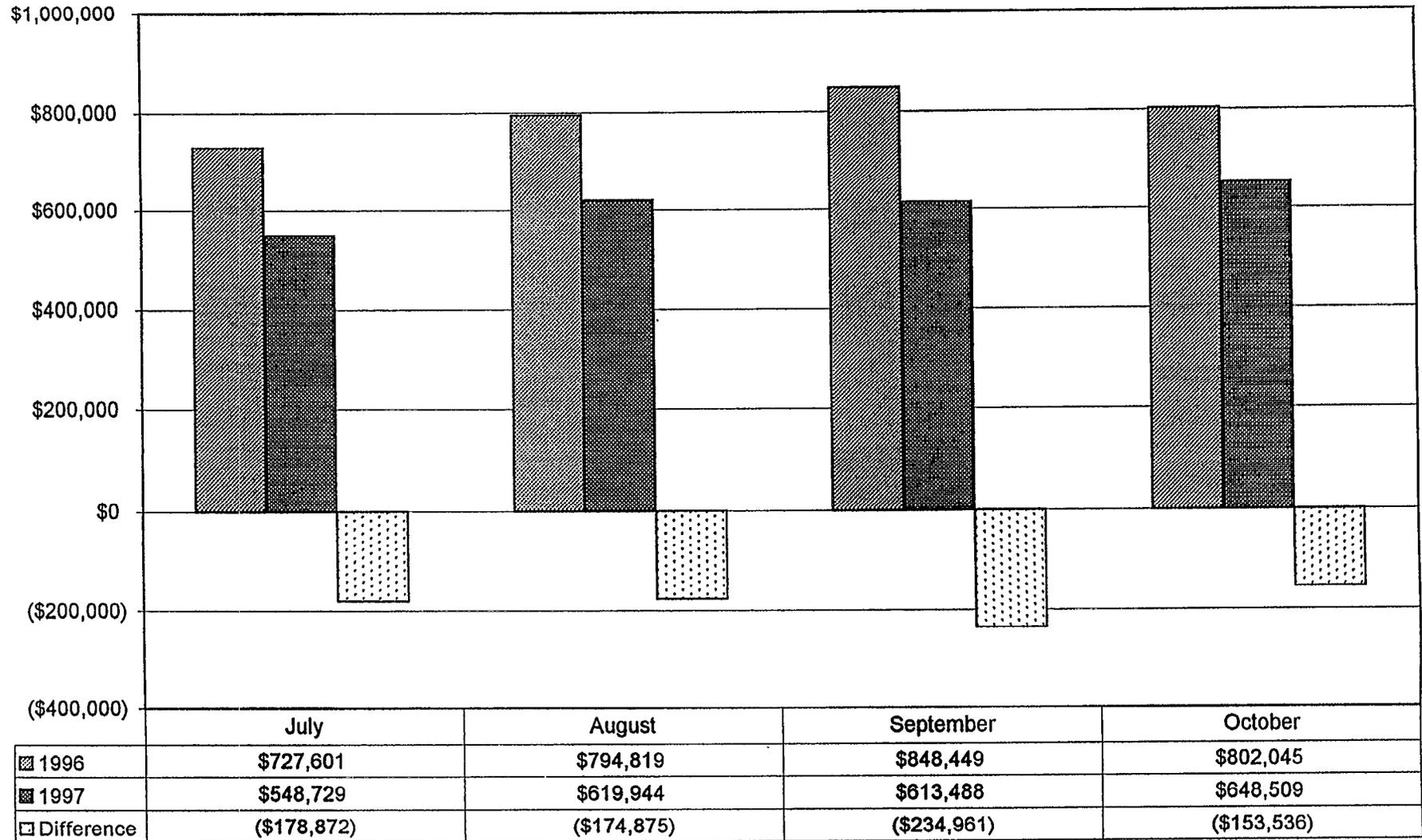
|              | July  | August | September | October |
|--------------|-------|--------|-----------|---------|
| ■ 1996       | 1,778 | 1,780  | 1,970     | 1,649   |
| ■ 1997       | 1,536 | 1,509  | 1,441     | 1,404   |
| □ Difference | -242  | -271   | -529      | -245    |

TANF Child Caseload

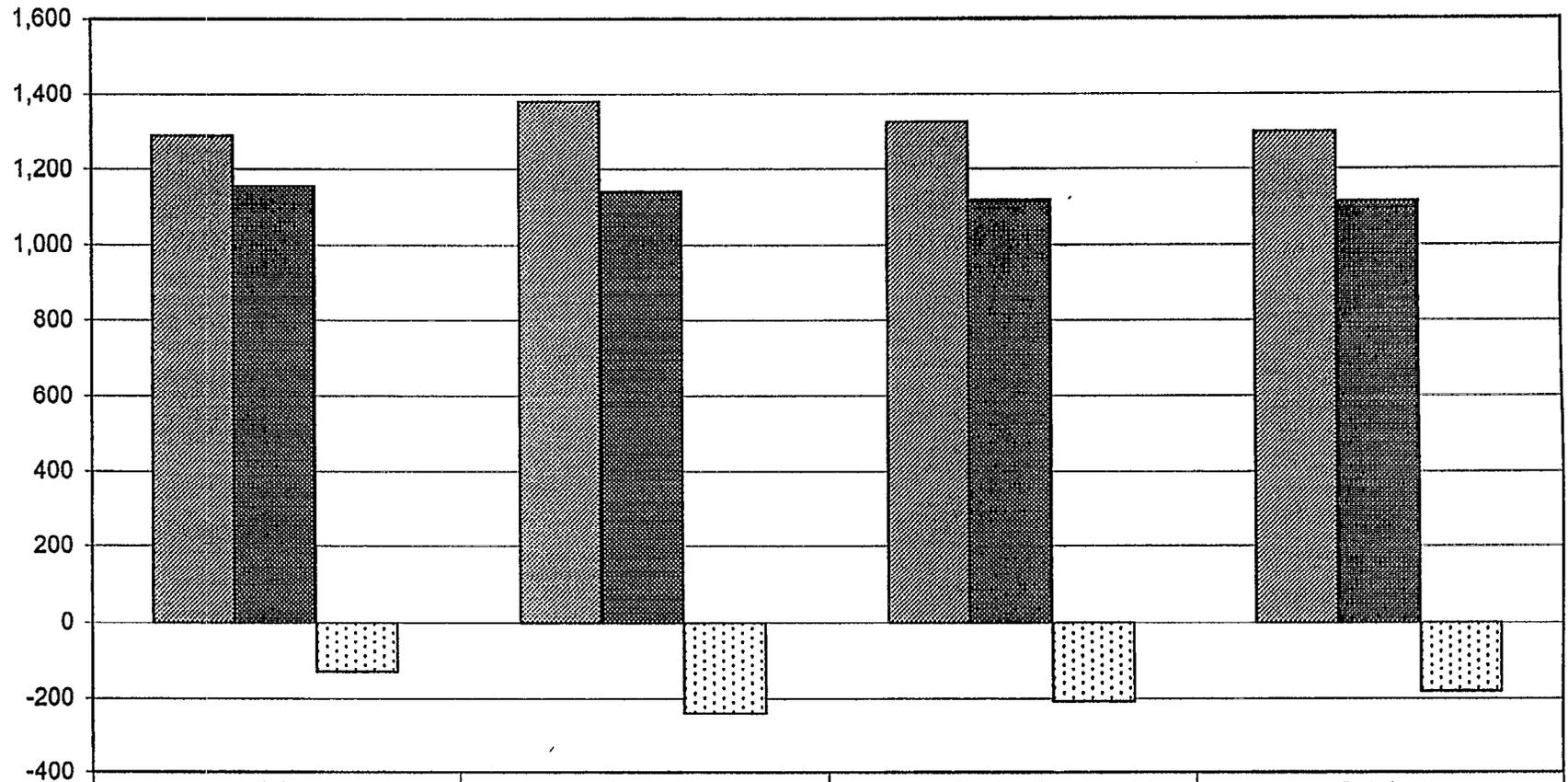


|            | July  | August | September | October |
|------------|-------|--------|-----------|---------|
| 1996       | 3,484 | 3,498  | 3,975     | 3,336   |
| 1997       | 3,246 | 3,202  | 3,119     | 3,090   |
| Difference | -238  | -296   | -856      | -246    |

TANF Dollars Expended

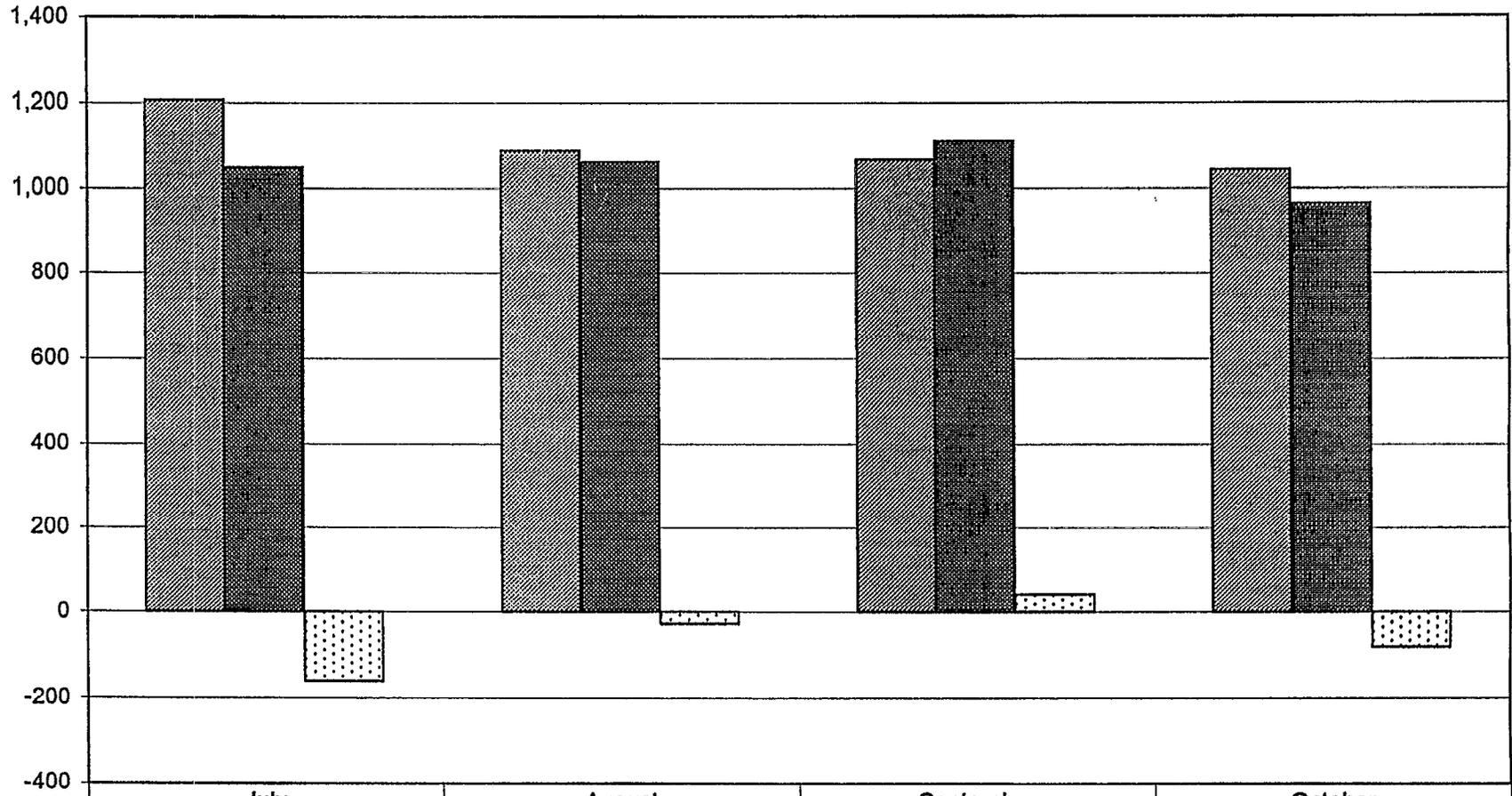


**Food Stamps Public Assistance Caseload  
(Also Receiving TANF)**



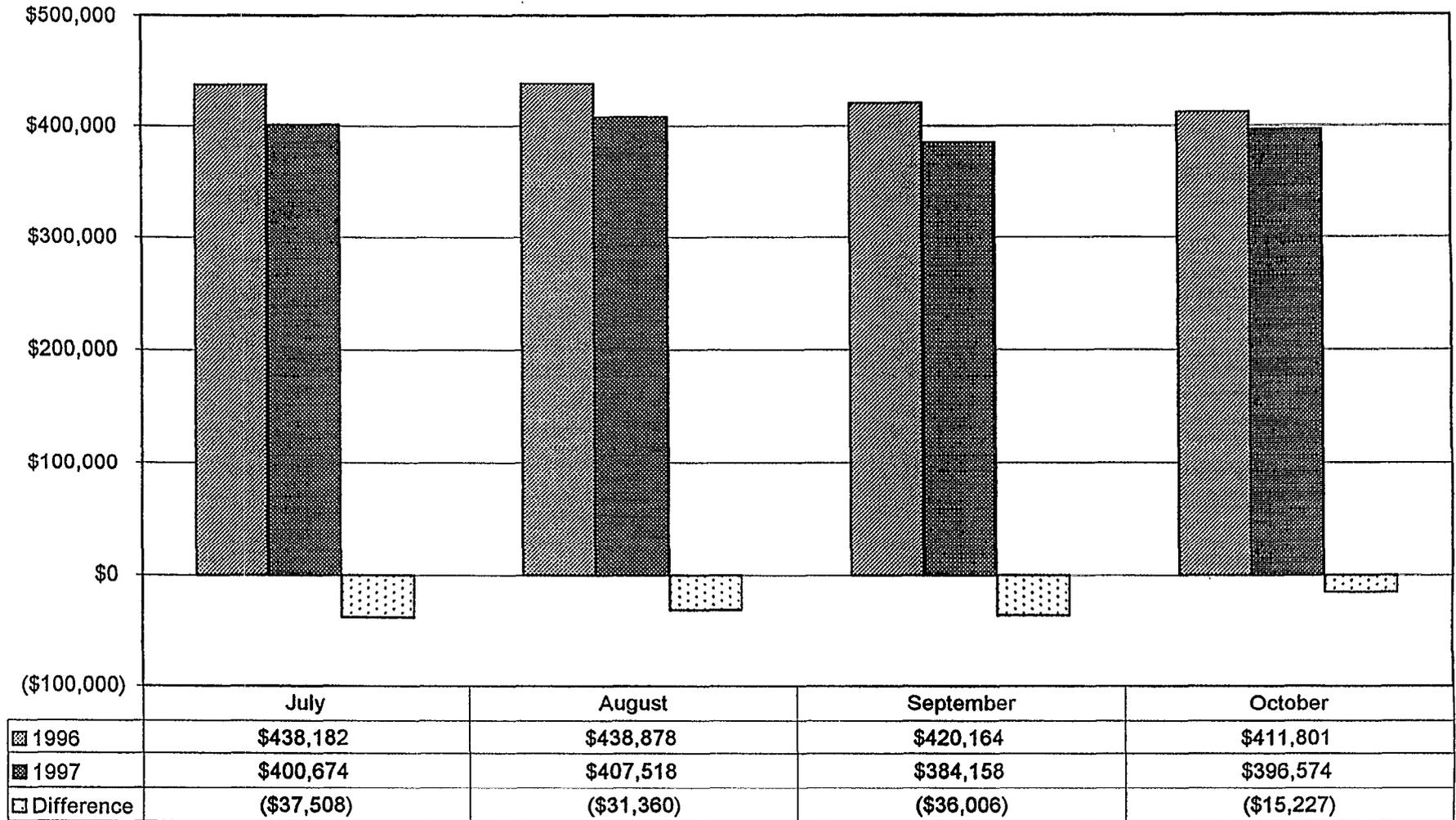
|            | July  | August | September | October |
|------------|-------|--------|-----------|---------|
| 1996       | 1,289 | 1,381  | 1,326     | 1,298   |
| 1997       | 1,156 | 1,141  | 1,118     | 1,116   |
| Difference | -133  | -240   | -208      | -182    |

Food Stamps Non Assisted Caseload

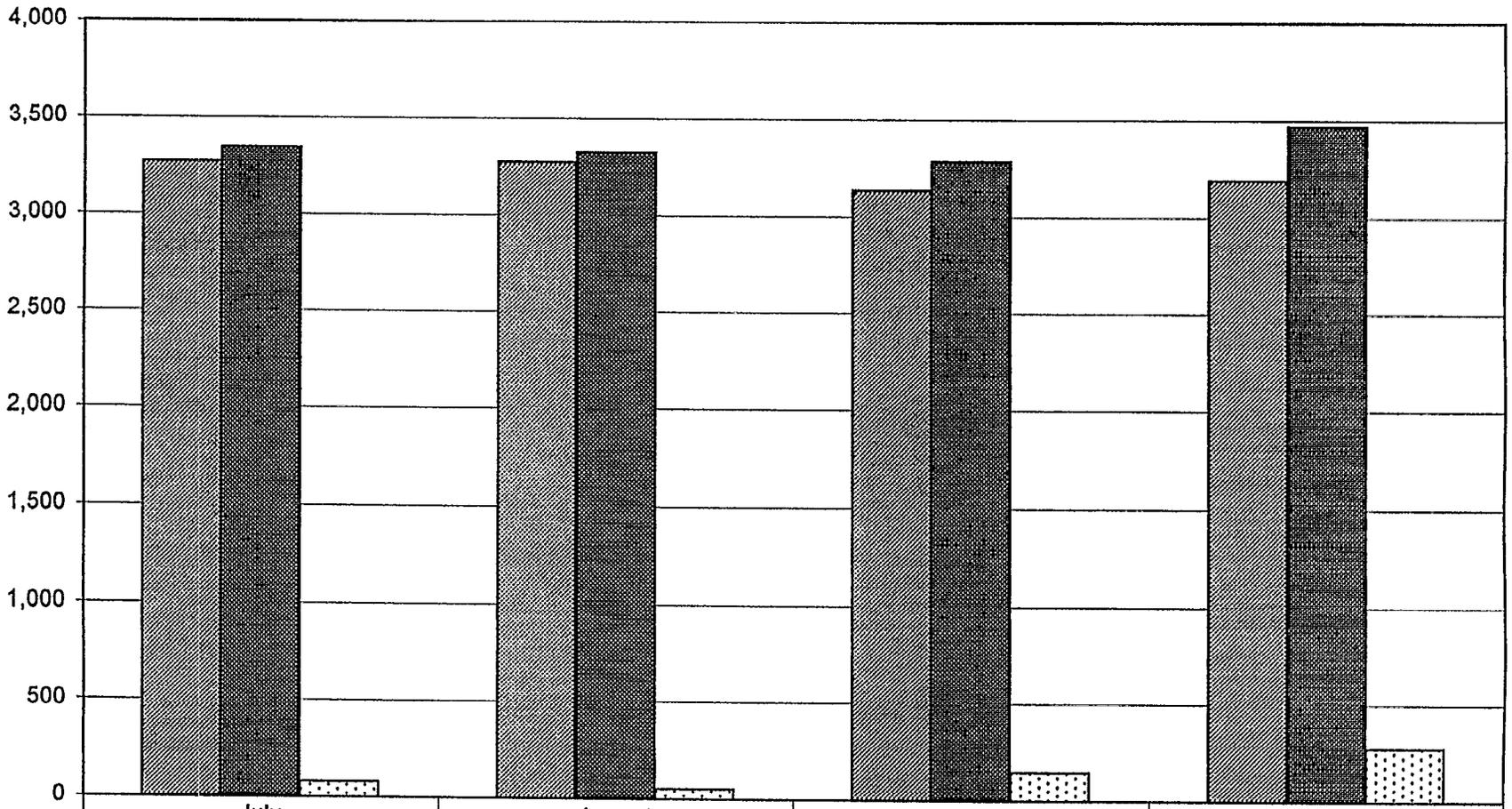


|            | July  | August | September | October |
|------------|-------|--------|-----------|---------|
| 1996       | 1,206 | 1,086  | 1,066     | 1,042   |
| 1997       | 1,047 | 1,060  | 1,109     | 964     |
| Difference | -159  | -26    | 43        | -78     |

Food Stamps Non Assisted Dollars Expended

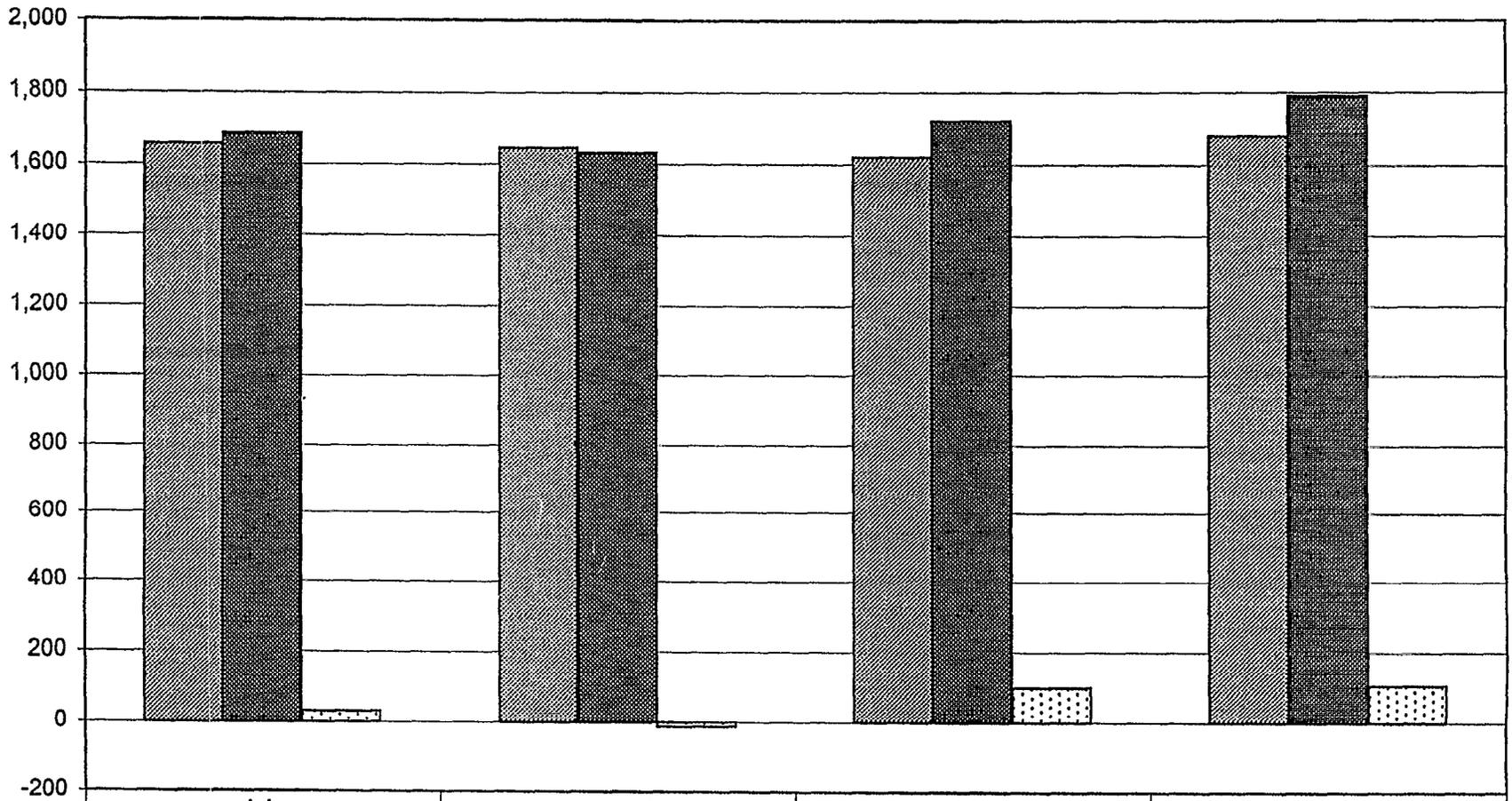


Medi-Cal Caseload



|            | July  | August | September | October |
|------------|-------|--------|-----------|---------|
| 1996       | 3,269 | 3,275  | 3,134     | 3,193   |
| 1997       | 3,349 | 3,329  | 3,286     | 3,468   |
| Difference | 80    | 54     | 152       | 275     |

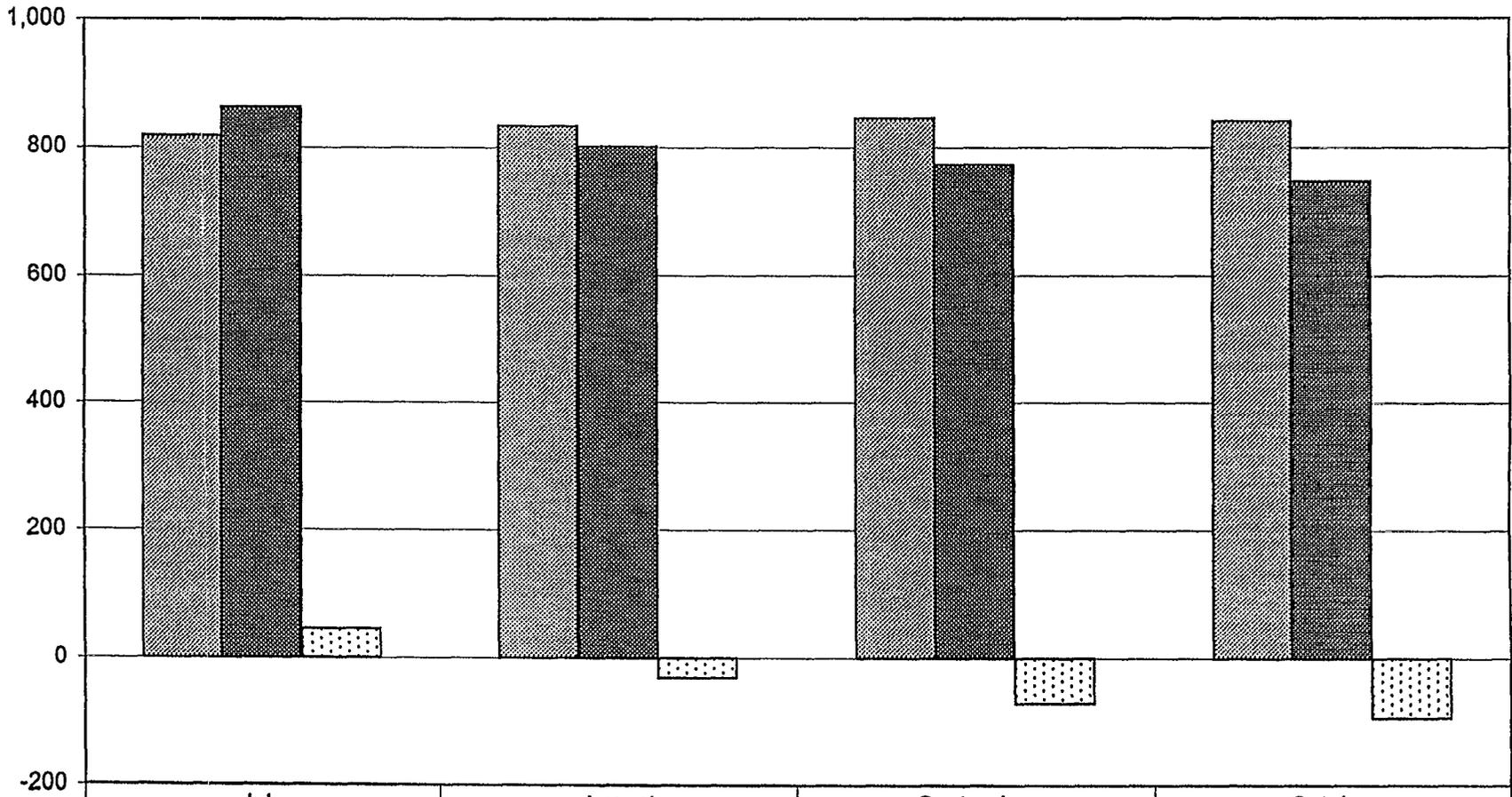
**CMSP Caseload**



|            | July  | August | September | October |
|------------|-------|--------|-----------|---------|
| 1996       | 1,653 | 1,646  | 1,619     | 1,681   |
| 1997       | 1,685 | 1,633  | 1,720     | 1,787   |
| Difference | 32    | -13    | 101       | 106     |

11/15/97

GAIN Caseload



|            | July | August | September | October |
|------------|------|--------|-----------|---------|
| 1996       | 817  | 832    | 844       | 840     |
| 1997       | 862  | 801    | 773       | 747     |
| Difference | 45   | -31    | -71       | -93     |



## HUMAN SERVICES DEPARTMENT

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Edmund C. Smith, Director  
Administrative Office  
1445 Circle Drive  
P.O. Box 1510  
Yuba City, California 95992

(916) 822-7327  
FAX 822-7223

MEMO TO: SUTTER COUNTY BOARD OF SUPERVISORS  
MEMO FROM: EDMUND C. SMITH DIRECTOR OF HUMAN SERVICE  
SUBJECT: CAL-WORKS AGENDA ITEM FOR DECEMBER 16, 1997  
DATE: DECEMBER 15, 1997

The attached comments on the Cal-Work's Plan, which is on your December 16, 1997 agenda, were received after the agenda was distributed.

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|                         |   |                |   |                 |   |                |   |                |   |                   |
|-------------------------|---|----------------|---|-----------------|---|----------------|---|----------------|---|-------------------|
| Bi-County Mental Health | * | Welfare        | * | Social Services | * | GAIN           | * | Public Health  | * | Outpatient Clinic |
| (916) 822-7200          |   | (916) 822-7230 |   | (916) 822-7155  |   | (916) 822-7133 |   | (916) 822-7215 |   | (916) 822-7240    |
| FAX 822-7108            |   | FAX 822-7212   |   | FAX 822-7213    |   | FAX 822-7213   |   | FAX 822-7223   |   | FAX 822-7105      |

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# Sutter County Superintendent of Schools Office

*John Boyd, Superintendent*



463 Second Street, Yuba City, CA 95991-5594 (916) 822-5110 FAX (916) 671-3422

December 11, 1997

Edmund C. Smith, Director  
Human Services Department  
County of Sutter County  
1445 Circle Drive  
P.O. Box 1510  
Yuba City, CA 95992

Dear Ed,

We have read the Sutter County CalWORKs plan and commend you on the work that you and your staff have put into creating strategies to address a very complex challenge. Your plan design recognizes many of the resources available to leverage positive outcomes for the client and the County of Sutter.

Our current contractual arrangement to provide Job Club, Job Search and Prep services has contributed significantly to Sutter County CalWORKs being ahead of the curve in respect to other counties in California. The program performance has been outstanding and will contribute significantly to the plan you have set forth. It would make sense to look at the current demands and anticipated demands under CalWORKs, to determine if additional resources would be needed to maintain the flow of clients into jobs.

The Career Training and Education Center (CTEC) is mentioned numerous times under the heading of education and training, but primarily in relation to adult education classes and Regional Occupational Classes (ROP). The Job Training Partnership Act (JTPA) program is able to provide services to CalWORKs clients under Titles IIA and III. Included in this service package are the following: assessment, career counseling, training, OJT, Work Experience, job development/placement assistance, transportation assistance, childcare, and other work related needs. Programs are designed to meet the circumstances of the individual. JTPA could be a source of support for clients who are looking at combined programs to meet the thirty two-hour requirement. One example was a special Certified Nursing Assistant (CNA) program that was put together with GAIN last Spring. Participants were able to work once they enrolled in the program. The training period was less than eight weeks and offered employment in a high demand field, along with certification that is recognized throughout the country. Models similar to the CNA program would be possible under JTPA.

In addition to the resources connected with the JTPA Titles IIA and III, we are scheduled to receive funds to work with CalWORKs clients who have significant barriers to employment. The funding amount has been estimated between \$450,000 and \$600,000. The guidelines are just becoming available, but the target group is identified as persons with two out of three barriers they have cited: 1. Lack of work history, 2. Lack of education, 3. Substance abuse.

The scope of services will be described in the regulations and should offer Sutter County resources to work with those CalWORKs participants who have significant barriers to employment. Sixteen Northern California Welfare directors are collaborating with the North Central Counties Consortium, Butte County and NORTEC Service Delivery Areas (SDAs) on how to jointly plan the most effective use of these resources for CalWorks clients.

On the topic of coordinated services, we would like to point out that the "One Stop" initiative that is under way throughout the country, has services that would contribute to the mission of transitioning CalWORKs participants to employment. Resources include: labor market information, job listings, EDD access for job

services, referral to appropriate agencies, educational opportunities information, job training information, assessment, career counseling, and job development services through Job Central. Information is available for programs both local and regional. National job listings are available for those looking at relocation.

Job Central is a new program that is a cooperative effort between EDD, CTEC, Yuba College, ROP, Adult Education and private placement firms to consolidate job vacancy information and serve the needs of both employers and job seekers. Employers are asking for a single point of contact for their recruitment of qualified workers. We are attempting to assist our job seekers in getting employment with employers who need their skills. The coordinated data bank will include job seekers and employers who have vacancies. The system will share the information with all partners, who in turn will attempt to locate qualified candidates for referral to the employer. Employer response has been very positive and we see CalWORKs being a major player in the Job Central system.

The Tri-County Regional Occupational Program (ROP) offers a great deal of flexibility in the development and implementation of training programs. Recent efforts have centered on creating greater access through open entry/exit formats. New classes that are scheduled later in the day and combine classroom training with work place experience are in the implementation stage. Last year, Tri-County ROP generated sixty units of ADA from GAIN participants. It is important to note that this was during a time of less emphasis on education and training options, while "work first" focus was coming into full implementation. The point being that there is likely a greater potential for needed services to CalWORKS clients. Using all resources to their maximum, while avoiding duplication, will be an important part of meeting the potential needs of our area.

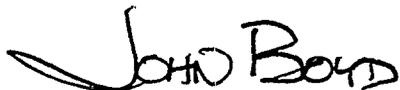
In summary, we see the following as ingredients that will contribute to the successful transition of Sutter County CalWORKs participants to meaningful employment.

- The Sutter County Superintendent of Schools Office provides CalWORKs the following services:
  - Regional Occupational Programs
  - Adult Education
  - JTPA services
  - Job Central
  - One Stop Career Center
  - Contracted Employment Services
- Implement strategic planning to identify the available resources to implement the "Work First" plan and other work related activities that will assist clients in reaching the goal of employment.
- We trust there is a process for clients who have gained entry level employment to develop marketable job skills that will support the concept of "Get a job, get a better job, get a career," which will lead to economic independence for their families.
- Coordinate our efforts with employers to avoid duplication and enhance the development of a positive image for all partners who are assisting job seekers in our community. (EDD, Job Central, Yuba College, CalWORKs, etc)

We believe there is a need to set in motion a mechanism that allows for regular discussion of issues related to the needs of the CalWORKs program and the development of action plans that are built on client needs, program needs and wise use of all available resources.

We look forward to working with you and the CalWORKs staff in addressing the challenges that face us. If we use all resources and a collective vision, we will likely meet the needs of all the partners and participants.

Sincerely,



John Boyd,  
Superintendent



Bob Ginther,  
Assistant Superintendent



Dave Davini,  
Assistant Superintendent

**CAREER TRAINING AND EDUCATION CENTER**  
**256 Wilbur Avenue • Yuba City, California • (530) 822-5120**

*(All classes are offered at CTEC unless different location is indicated)*

| CLASS  | DAYS                 | TIME  | CURRENT SPACE AVAILABLE       |
|--|----------------------|---|-------------------------------|
| ACCOUNTING PRINCIPLES & PRACTICES (ROP)<br>Open Entry/Open Exit-540 hours  | Monday thru Friday   | 1:30 PM - 4:30 PM   | 5                             |
| APPLIED FINANCE (ROP)<br>18 Weeks  | Monday thru Thursday | 8:00 AM - 10:00 AM  | 8                             |
| APPLIED MARKETING (ROP)<br>8 Weeks   | Monday thru Friday   | 1:00 PM - 4:00 PM   | 7                             |
| BUSINESS COMMUNICATIONS (ADULT)<br>BUSINESS COMMUNICATIONS I (ROP)<br>BUSINESS COMMUNICATIONS II (ADULT)<br>Open Entry/Open Exit | Monday thru Friday   | 9:00 AM - 11:00 AM<br>12:00 PM - 2:00 PM<br>2:00 PM - 4:00 PM | 10<br>5<br>5                  |
| COMPUTER MAINTENANCE & REPAIR (VEA)<br>18 Weeks  | Tuesday and Thursday | 6:00 PM - 9:00 PM   | 30<br>for new class 2/2/98    |
| OFFICE EDUCATION LAB - BEG. & ADV. (ROP)<br>Open Entry/Open Exit-540 hours   | Monday thru Friday   | 8:00 AM - 11:00 AM  | 5<br>on 1/5/97                |
| OFFICE EDUCATION LABORATORY (ROP)<br>Open Entry/Open Exit  | Monday thru Friday   | 10:00 AM - 1:00 PM  | 10                            |
| OFFICE EDUCATION LABORATORY (ROP)<br>Open Entry/Open Exit  | Monday thru Thursday | 5:30 PM - 7:30 PM   | 9                             |
| OFFICE EDUCATION LABORATORY (ROP)<br>595 Boyd Street, Yuba City<br>Open Entry/Open Exit  | Monday thru Friday   | 1:00 PM - 4:00 PM   | 3                             |
| PRE-EMPLOYMENT SKILLS TRAINING (PEST)*   | TBA                  | TBA   | 30                            |
| COMPUTER APPLICATIONS*   | TBA                  | TBA   | 30                            |
| SMALL BUSINESS DEVELOPMENT (ROP)<br>9 Weeks  | Wednesday            | 6:00 PM - 8:00 PM   | 21                            |
| WORD PROCESSING (ROP)<br>180 hours   | Monday thru Friday   | 11:30 AM - 2:30 PM  | 5<br>For Data Entry or Typing |

\* PEST & Computer Applications are targeted to start January 12, 1998

**HEALTH CAREERS CLASSES\***

| CLASS  | EXPECTED NUMBER OF STUDENTS TO BE SERVED 1997-98 |
|--|--|
| BASIC PATIENT CARE (CNA)                               | 105  |
| HEALTH CARE INFORMATION SERVICES (MCO)                 | 25   |
| HOME CARE<br>Approximately 50 hours<br>* Must be a CNA | 60   |
| LICENSED VOCATIONAL NURSE (LVN)**                      | 30   |
| MEDICAL OFFICE SERVICES (MA)                           | 60   |

\* Health Careers classes are in high demand and generally have a waiting list

\*\* LVN is targeted to start in the Spring of 1998

(over)

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**256 Wilbur Avenue • Yuba City, California • (530) 822-5120**

*(All classes are offered at CTEC unless different location is indicated)*

**ADULT EDUCATION CLASSES**

| CLASS   | DAYS                 | TIME               | CURRENT SPACE AVAILABLE |
|---|----------------------|--------------------|-------------------------|
| ESL<br>Hans Miller Building/Richland Housing                          | Monday thru Thursday | 6:00 PM - 9:00 PM  | Open Entry/Open Exit    |
| ESL (Hmong/Punjabi Speaking)<br>Hans Miller Building/Richland Housing | Monday thru Friday   | 4:00 PM - 7:00 PM  | Open Entry/Open Exit    |
| ESL<br>Sutter High School   | Monday and Wednesday | 5:30 PM- 8:30 PM   | Open Entry/Open Exit    |
| ESL<br>Browns School  | Thursdays            | 6:00 PM - 9:00 PM  | Open Entry/Open Exit    |
| ABE/GED<br>East Nicolaus High School                                  | Tuesday and Thursday | 5:30 PM -- 8:30 PM | Open Entry/Open Exit    |
| GED<br>Sutter High School   | Monday thru Thursday | 3:00 PM - 6:00 PM  | Open Entry/Open Exit    |

TBA - To Be Announced

**JOB TRAINING PARTNERSHIP ACT (JTPA) ADULT SERVICES**

| PROGRAM  | NUMBER TO BE SERVED IN 1997-98 | NUMBER SERVED TO DATE | CURRENT SPACE AVAILABLE |
|----------|--------------------------------|-----------------------|-------------------------|
| JTPA IIA | 102                            | 40                    | 62                      |
| JTPA III | 117                            | 48                    | 69                      |

# *Live Oak Adult School*

2207 Pennington Road  
Live Oak, California 95953

916-695-5430

## **Schedule of Classes**

Classes Begin September 2, 1997

### **ESL - English as a Second Language**

Monday, Tuesday, Wednesday, Thursday  
6:00 P.M. - 9:00 P.M.

### **ESL - Citizenship**

Monday, Tuesday, Wednesday, Thursday  
6:00 P.M. - 9:00 P.M.

### **GED Preparation**

Monday, Tuesday, Wednesday, Thursday  
1:00 P.M. - 3:00 P.M.

### **Adult Basic Education**

Monday, Tuesday, Wednesday, Thursday  
1:00 P.M. - 3:00 P.M.

### **Adult High School Diploma**

Monday, Tuesday, Wednesday, Thursday  
1:00 P.M. - 3:00 P.M.

*All classes are OPEN ENROLLEMENT, which means that the student may enroll any time during the semester. Classes are open to all adults, 18 years and older. Child care is available.*

# *Live Oak Adult School*

2207 Pennington Road  
Live Oak, California 95953

916-695-5430

## **PROGRAMA DE CLASES**

Las clases comienzan el 2 de septiembre de 1997

### **ESL-INGLES COMO SEGUNDA LENGUA**

Los lunes, martes, miércoles y jueves  
6:00 P.M. - 9:00 P.M.

### **CIUDADANIA**

Los lunes, martes, miércoles y jueves  
6:00 P.M. - 9:00 P.M.

### **PREPARACION PARA EL GED**

Los lunes, martes, miércoles y jueves  
1:00 P.M. - 3:00 P.M.

### **EDUCACION BASICA PARA ADULTOS**

Los lunes, martes, miércoles y jueves  
1:00 P.M. - 3:00 P.M.

### **DIPLOMA DE EDUCACION SECUNDARIA PARA ADULTOS**

Los lunes, martes, miércoles y jueves  
1:00 P.M. - 3:00 P.M.

*La inscripción es abierta, o sea, que pueden inscribirse cualquier día durante el semestre. Las clases son para adultos, de 18 años en adelante. Cuidamos a sus niños.*

# Live Oak Adult School



**ESL -**  
English as a Second Language

**ESL Citizenship**

**GED Preparation**

**Adult Basic Education**

**Adult  
High School Diploma**

*Live Oak Adult School  
2207 Pennington Road  
Live Oak, California 95053  
916-693-5430*

# Live Oak Adult School

## Schedule of Classes

### ***ESL - English as a Second Language***

Monday, Tuesday, Wednesday, Thursday  
6:00 P.M. - 9:00 P.M.

This multilevel course is designed to help students develop basic English vocabulary, listening, speaking, grammar and life skills. Includes: ESL Beginning Literacy, ESL Beginning, ESL Intermediate, ESL Multilevel.

### ***ESL - Citizenship***

Monday, Tuesday, Wednesday, Thursday  
6:00 P.M. - 9:00 P.M.

This course is designed to help legalized U.S. residents who are seeking American citizenship acquire a minimal understanding of English and a knowledge of U.S. History and Government.

### ***Adult High School Diploma***

Monday, Tuesday, Wednesday, Thursday  
1:00 P.M. - 3:00 P.M.

This course is designed to help students obtain their High School Diploma. All basic courses are offered.

### ***GED Preparation***

Monday, Tuesday, Wednesday, Thursday  
1:00 P.M. - 3:00 P.M.

This course is designed to prepare students to take and pass the GED test. The course will address all five areas of the GED test: Math, Science, Literature and Arts, Reading, and Writing. In the process of preparing for the GED test, students will increase their knowledge of all educational subjects.

### ***Adult Basic Education***

Monday, Tuesday, Wednesday, Thursday  
1:00 P.M. - 3:00 P.M.

This class is designed to give students remediation and assistance in basic academic skills. Included are the following courses: Basic Math (Beginning, Intermediate, and Advanced), Basic Language Arts (Beginning, Intermediate, and Advanced), Basic Reading (Beginning, Intermediate, and Advanced), Basic Writing (Beginning, Intermediate, and Advanced), Basic U.S. History & Government, Basic Geography, Basic Economics, and Practical Science.

***All classes are OPEN ENROLLMENT, which means that the student may enroll any time during the semester. Classes are open to all adults, 18 years and older. Child care is available.***

# Church of Glad Tidings

Ed Smith, Director  
Sutter County Human Services  
P.O. Box 1510  
Yuba City, CA. 95992

Re: Input on welfare proposal to board of supervisors

Dear Ed,

First of all, thanks for allowing me a peek at your staff's ideas regarding welfare reform. My reply may be too late to affect your final draft, but I'd like to pose some philosophical thoughts and observations. My hope is that though most churches are ducking any involvement in this reform, Glad Tidings would like to know what we can do to serve in a better fashion.

A book that has had an influence on me has been "Tragedy of American Compassion" by Marvin Olasky, a Journalism instructor, at I believe the University of Texas. Olasky made a considerable effort studying how early American benevolence organizations (prior to government welfare) dealt with poverty, addictions, "wayward youth," adoptions, etc. He looked at the founding documents and minutes of these organizations preserved in the Library of Congress.

His findings revealed that "permanent change happened when individuals were given personal attention, emotional support, moral challenge and were held accountable for their actions." Years of bureaucracy---grants, rights, lawsuits, entitlements, restrictions on how social workers could help people, exploding case loads and on and on have had two devastating effects.

One, the government approach ignored or disagreed with the principles our predecessors knew and utilized effectively. And therefore, minimal permanent change was seen, causing social worker disillusionment and public sarcasm and bitterness. Second, the "system" has indirectly created an apathetic populace which does not feel any responsibility to their neighbor. Why should they? "The system handles that." If a hard working, responsible family wanted to challenge a person or family in the neighborhood, they had absolutely no leverage. My experience at the Church of Glad Tidings when many call for help is that when we offer them work most will not show. They want money or the goods and if we will not produce, they will keep knocking on doors until they get what they want.

This errant approach can even be witnessed at of all places, the rescue mission where men do not have to raise a finger to get meals, lodging, hot shower, clothing and a safe spot to loiter until they can score another bottle or snort. (Note: lately some of the residents there have been doing community service clean-up projects--a welcome change.) When missions first started, men had to chop wood for a couple hours to "earn their keep." The wood was then given to the

**DAVE BRYAN, PASTOR**

Hwy. 99 @ Eager Rd. P.O. Box 1630

Yuba City, CA 95992

PH:(916)671-3160 FX:(916)674-4739

widows in the community who couldn't fend for themselves. For those who preferred the lazy route, life gave them a spanking since Mom was probably dead and gone.

Any program that ignores or renders ineffective the help from citizens, churches, benevolence organizations etc. is a weak plan. In order to build back what once was occurring in America, citizens mentoring citizens, there needs to be a philosophical statement valuing this participation and directives on how to incorporate this help. In the past, creeds of confidentiality, turf issues and educational elitism has alienated a resourceful public.

Ed, you probably know all this, but it has taken me some time to sort out why things are so hopelessly screwed up. We have bred people with a value system that has crippled their future.

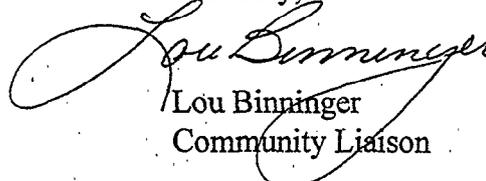
Regarding point number 5, I believe a more aggressive approach needs to be taken with substance abusers and parents refusing to send their children to school (or teach them at home). Why should the government make their payments for them or provide them food stamps which often are turned into drugs, not food. (Example: alcoholic goes to Walgreens, pays for a cheap item with food stamps where the only change has to be cash. They continue to do this routine until enough change is acquired to get their bottle. A Walgreens' clerk alerted me to this bogus loophole.) A voucher system where they pick-up commodities is a better way--offering more for their money and permitting less fraud. Many stamps get used for expensive processed foods rather than more wholesome products(commodities) that are cheaper.

Dopers, drunks, or parents who rob their kids of their future by being too lazy or "tweaked/hung over" to get them to school ought to have the kids removed promptly unless they sign a contract, get in a program etc. I do attendance follow-up for Mary Covillaud Elementary School and have known mothers not getting out of bed to get the kids ready. One has five school aged children who are either absent or routinely late. The SARB system is too laborious and slow. My hunch is that schools do not have an aggressive plan to do home visits to determine the cause of absenteeism etc. They send a barrage of letters which don't do a thing to address the problem, except get people into the court system. Parents can fuss a semester to a year away and they will be dead and gone when their children are hopelessly ill prepared for anything but government aid.

Glad Tidings has been invited by Mary Covillaud School to visit their homes and work at sorting out these problems. This is a creative step in the right direction.

Well, Ed, those are some thoughts from this perspective. Let me know how we can help. More flexible daycare, a transportation system, work experience here at our facility, teach some classes what ever.

Sincerely,



Lou Binninger  
Community Liaison

# THE SALVATION ARMY

YUBA/SUTTER COMMAND  
P.O. BOX 869  
MARYSVILLE, CA 95901



William Booth  
FOUNDER

Paul A. Rader  
GENERAL

Commissioner Peter H. Chang  
TERRITORIAL COMMANDER

Major Charles Strickland  
DIVISIONAL COMMANDER

Captains Gordon & Marjorie Franks  
COMMANDING OFFICERS

#### ADMINISTRATION

410 "J" Street  
Marysville, CA 95901  
(916) 742-0891  
FAX: (916) 742-0894

#### CARE PROJECT

410 "J" Street  
Marysville, CA 95901  
(916) 742-5937

#### DEPOT FAMILY CRISIS CENTER

408 "J" Street  
Marysville, CA 95901  
(916) 742-0867

#### FAMILY SERVICE

410 "J" Street  
Marysville, CA 95901  
(916) 742-0891

#### WORSHIP CENTER

417 Del Norte Avenue  
Yuba City, CA 95991

December 10, 1997

Mr. Edmund C. Smith  
DIRECTOR  
Human Service Department  
P. O. Box 1520  
Yuba City, CA 95992

Subject: Welfare Reform

Dear Mr. Smith:

After reading the information on implementation of welfare reform in Sutter County, The Salvation Army Yuba/Sutter would like to be part of the employment

raining program. Since 1986 we have provided training throught the GAIN program and between the Social Service Office and the Depot Family Crisis Center we have been able to provide jobs for approximately 10 persons.

We will be happy to discuss this with you. You can call me at 742-0891.

Sincerely,

Gordon A. Franks, Captain  
COMMANDING OFFICER

GAF/PDG:d1h