

MEETING DATE
5-2-22

CITY OF LAKE CITY

Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT: Summer Youth Employment Program 2022

DEPT / OFFICE: Lake City Police Department

Originator:

Chief Gerald Butler

City Manager

Paul Dyal-Interim

Department Director

Chief Gerald Butler

Date

4-8-22

Recommended Action: Approve Summer Youth Agreement for 2022 between CareerSource Florida Crown, City of Lake City, and Columbia County. This will continue the positive outcome of the program offered in 2019 and 2021 (2020 did not have a program due to COVID-19).

Summary Explanation & Background: In 2019, the Lake City Police Department approached CareerSource Florida Crown to develop a partnership to offer a Summer Youth Employment Program which would provide employment to youth ages 16-18, with an extension for 19 year-olds graduating that year.

The Lake City Police Department supports diversion programs; therefore, this employment program will also be offered to youth who have committed misdemeanor crimes. There are several expected outcomes of this program:

1. Participants receive income to assist with school supplies and family needs
2. Bridge the gap between law enforcement officers and the community by fostering positive relationships
3. Participants will become more productive and contributing members of the community.

This year, there are 18 employers who will be participating with approximately 40 students to fill positions with those employers.

Alternatives: Limited summer employment opportunities for youth of the community to interact with the police and other employers.

Source of Funds:

FY 22 Budget line item 001.11.521-030.49

Financial Impact:

None-already budgeted in FY 22.

Exhibits Attached:

After Action Report/Summary 2021

Summer Youth Agreement 2022

List of employers & position to be filled for 2022

Summer Youth Employment Program 2022 Summary

Promotional Flier for 2022

2022 Facts Sheet

Budget page from FY22 for Council approved line item funding



LAKE CITY POLICE DEPARTMENT

After-Action Report



Detail Type/Event: Summer Youth Employment Program **Date:** 08/02/2021

Location: LCPD / CareerSource Florida Crown **OIC:** Chief Gilmore

OFFICER(S) / Officials INVOLVED:

Chief Gilmore, Chief Butler, CRC Wickline

SEQUENCE OF EVENTS:

04/29/2021	Met with Department Heads and Businesses to provide information about the program and determine how many students each area could take on.
05/04/2021	Meeting with interested youth and guardians at School Board
05/19/2021	Meeting with interested youth and guardians at School Board
05/27/2021	Youth Applications due to CareerSource Florida Crown by 6pm
06/7-6/10	Interviews
06/14/2021	Soft Skills Training
06/17/2021	Students are introduced to their employers
06/21/2021	First week of work
06/28/2021	Second week of work
07/03/2021	Third week of work
07/10/2021	Fourth week of work
07/17/2021	Fifth week of work
07/24/2021	Sixth and final week of work
07/31/2021	Celebration / completion ceremony

Crowd Size: 46 Hostility Level: N/A

LEO Injuries: N/A Civilian Injuries: N/A Deaths Associated: N/A

Associated Reports/DTR's: N/A

Total Manpower: 2 Final Est. OT Costs: N/A

Weather: Clear Impact on Event: N/A

Command Staff Notified: Yes

Assisting Agencies: CareerSource Florida Crown

Known Deficiencies none

OPERATIONAL SUMMARY:

The Summer Youth Work Program was initiated by Chief Argatha Gilmore of the Lake City Police Department (LCPD) to provide a deterrent for the youth of Lake City / Columbia County. During summer months, school is not in session and youth activities are limited. Historical statistics suggest that there is a correlation between idle youth and increased mischief activities such as petty crime. The program intent was to reduce the number of idle youth while providing a work opportunity that would earn the youths resume building experience and professional references.

Funding for the 2021 year was obtained through the combined efforts of the City of Lake City, Columbia County, and CareerSource Florida Crown. The City of Lake City and Columbia County each provided \$25,000. CareerSource Florida Crown was able to utilize funding received through the State of Florida Welfare Transition program. This combined funding was able to provide fifty (50) student salaries, with a pay increase from the pilot year of \$8.46 to \$9 per hour. Additionally, the funding provided 600 students lunches for the first three weeks of the program. (Lunch is provided the first three weeks. This prevents a student who many not be able to afford lunch, from going without.) During the last day of the third week of the program, students receive their first paycheck.

To provide a balanced work / life scheduled it was determined that students would work thirty-two (32) hours a week. The work scheduled was Monday through Thursday 8:00 a.m. until 5:00 p.m. with a one-hour lunch break from 12:00 p.m. until 1:00 p.m. Thursday's students would return from lunch to the Lake City Police Department Training Room, to participate in a weekly, one-hour, developmental session provided by CareerSource Florida Crown. The developmental session, coined *Nugget for Success*, was held from 3:30 p.m. until 4:30 p.m. Starting at 4:30 p.m. until 5:00 p.m. paychecks were distributed to students. This time will also be utilized for students to share their learning experiences. If needed, working schedules would be altered to fit the need of the employer, while adhering to Florida working laws for minors. In order to progress through the program students were required to complete 28 hours of Soft Skills training, unpaid, with CareerSource Florida Crown.

With this scheduled, students were eligible to earn \$1728 over the course of the program.

Fifty (50) students working 32 hours a week, at a payrate of \$9 an hour, resulted in a possible salary payout of \$86,400.

Employer Requirements

Local employers that would provide students with resume building work experience and reference were identified. The City of Lake City became the primary employer opening twelve (12) student positions. The City of Lake City provided jobs within the following departments: Police with one (1) position, Growth Management with two (2) positions, Gas with one (1) positions, Customer Service with three (3) positions, Community Programs with one (1) positions, Distribution/Collections with two (2) positions, and Water Plant with two (2) positions. Other employers involved were: Columbia County: Library with one (1) position, Offices with three (3) positions, Public Works with two (2) positions, and School Board with one (1) position, Florida Gateway College with three (3) positions, Holiday Inn with one (1) position, LaQuinta with one (1) position, Lake City Humane Society with two (2) positions, Lake City Humane Society Thrift Store with one (1) position, Main Street Printing with one (1) position, North Florida Pharmacy with two (2) positions, NorthStar Family Resource Center with one (1) position, RidegePoint Design with one (1) position, Skips Deli with one (1) position, SnS Mowers with one (1) position, Chelsea Flores State Farm with one (1) position, Star Tech with one (1) position, United Way with two (2) positions, Van Carpet One with two (2) positions.

Employers were advised this program was established to provide work experience that may otherwise be difficult for students to obtain and students should not be utilized primarily for cleaning and janitorial services

Additionally, employers were informed that any and all disciplinary issues should be reported to the Job Coach, Abraham Perry, or LCPD Liaison, Community Relations Coordinator Ashley Wickline, as students would be provided with twenty-right (28) hours of Soft Skills and professionalism training prior to being placed with an employer.

Program Requirements

In order to be accepted into the program, students were required to:

- be between the ages of sixteen (16) and eighteen (18) years-old
 - graduating students can be nineteen (19) years-old
- be actively enrolled in school or have graduated in 2021
- have reliable transportation
- live in the designated county

Initial Meeting with Interested Students and Guardians

During this meeting students and guardians were provided an overview of the program and potential work assignments. The expectations of the students were discussed in depth.

Student Expectations

- During the course of the program students were expected to
 - follow the organizational policy and procedures as it applied to their positions
 - wear appropriate attire
 - not utilize cell phones during work hours
 - remain professional while at work
 - interact professionally with co-workers, employers, and customers

Selection Process

Students were sought through advertisement at local schools including but not limited to: Columbia High School, Ft. White High School, Pathways Academy, New Generation, Belmont, and New Beginnings. Flyers were delivered to local churches and recreational areas. An “event” was created through Facebook and shared on social media. (Attachment I – Advertisement)

All interested students and guardians were advised to attend the mandatory meeting scheduled for May 8th, 2021.

Students were informed applications would be accepted no later than 6:00 p.m. on May 25th, 2021. This information was provided through various forms of communication, to include the advertisements and reiterated at the informative meeting. (Attachment II – Application)

Fifty-five (55) applications were received. Incomplete applications were not considered and removed from the selection process. Those applications that were not actively enrolled in school or had graduated before 2021 were removed from the selection process.

A total of forty (45) applicants were interviewed. Interviews were arranged over a four-day period, resulting in ten (10) interviews per day. Five additional interviews were completed the week of Soft Skills training. The applicants were each asked six (6) interview questions (Attachment III – Interview questions) and scored (Attachment IV – Score Sheet) by a panel of three (3) interviewers. The interview panel consisted of the CareerSource Florida Crown Job Coach, LCPD Liaison, and a program employer. All student records, including payroll, are maintained by and stored with CareerSource Florida Crown.

Students that scored the highest in the interview process were selected to move forward in the program.

COVID-19 Impact

The program was significantly impacted from the COVID-19 pandemic. The program was cancelled in 2020. During the start of 2021 it was undecided if the program was going to be permitted. After the approval and release of vaccinations and the lifting of many state and national restrictions, it was decided the program would proceed. Due to the inability to plan for the pandemic, this resulted in a significant delay in the start of planning for the programs. When the first planning

meeting was held, the program was approximately three weeks behind schedule. Although it was underdetermined if the program would be canceled again, all parties would have benefited from continuing with planning.

Soft Skills Training

Soft skills training week was the students first week in the program. However, this was an unpaid training week that provided the students the opportunity to receive a *Florida Ready to Work Certificate*. “Florida Ready to Work is an innovative, new workforce education and economic development program. The centerpiece of the program is the Florida Ready to Work credential, a career readiness certificate – signed by Governor Rick Scott – that certifies that a Florida student/jobseeker has the fundamental job skills necessary to succeed in today’s rapidly changing and competitive economy. Florida Ready to Work is sponsored and funded by the State of Florida. The program is administered by the Florida Department of Economic Opportunity.” (<http://www.floridareadytowork.com/>)

The expectations of the student were discussed, to include attire, etiquette, cell phone use, behavior, and more. A full overview of the soft skill program will be provided by CareerSource Florida Crown. (Attachment VI – Soft Skills Overview)

Employer Assignments

Students were placed in work assignments based upon age, interview performance, and success in the soft skills program. Two work sites requested students that were eighteen (18) years-old due to scheduling and sensitive office information.

On June 20, 2021 a Meet and Greet was arranged for students and employers at City Hall Council Chambers. During this meeting all students and employers were informed of the expectations of the students and of the expectations of the employers.

Weekly Developmental Sessions – Nugget for Success

Each Thursday from 3:30 p.m. until 4:30 p.m. the students were provided a developmental session. These sessions included topics such as interview skills, resume writing, and more. Initially planned to be held in the training room of the police department, the meetings were moved the conference room of the Florida Gateway College Library for adequate spacing and seating. This was determined after “meet the employer” and it was obvious the room was not large enough. The college was very generous by allowing the space to be utilized for the program and completed all necessary paperwork. Due to a previous engagement, the space was not available for the last meeting of the program on July 29th. That meeting was held in the training room of the police department.

Disciplinary Issues

In the instance there is a disciplinary issue the following will be utilized: progressive discipline will be provided in each case, with supporting documentation. (Attachment VI – example Progressive Discipline) If an issue continues and termination is required, a termination meeting will be held with the student, guardians, Chief, Gilmore, CareerSource Florida Crown Director Jones, Job Coach Perry, and CRC Wickline. All involved will be provide copies of the documents, and the documents will be reviewed. The guardians will be involved in the process to have direct communication and information.

Participating Employers Contact Information

Business / Organization	Name	Email
City – Community Programs	Terri Phillips	Contact Ashley or Katrina
City – Customer Service	Katrina Medearis	Medearis, Katrina <MedearisK@lcfla.com>
City – Distribution and Collections	Bryan Scott	Scott, Brian <ScottB@lcfla.com>
City -- Gas	Steve Brown	Brown, Stephen <BrownS@lcfla.com>
City – Growth Management	Dave Young	Young, David <YoungD@lcfla.com>
City – Police Department	Chief Gilmore / CRC Ashley Wickline	wicklinee@lcfla.com
City – Water Plant	Mike Osborn	Osborn, Michael <OsbornM@lcfla.com>
Columbia County Schools	Rachel Paphides755-8003	umsteadr@columbiak12.com
County	Esther Chung	Echung@ColumbiaCountyFLA.com
Florida Gateway College	Tony Cardenas	anthony.cardenas@fgc.edu Julie.cannon@fgc.edu
Holiday Inn	Rob Butler 754-1411	gm@hilakecityfl.com
LCHS	Robin (director)	Robin WJ. Tobak Ward <rtobak@lakecityhumane.org>
LCHS Thrift		
Library	Katrina Evans	kevans@columbiacountyfla.com
Main St Printing		shane@mainstprint.com
North Fl Pharm		nflmain@yahoo.com
North Star Family Resource Center	or 352-538-2774.	Philip.Mobley@pfsf.org
Skips Deli	Brenda 752-1520 (works 230-4p)	No email
SnS Mowers	Kevin	kevin@ssmowers.com
StarTech	Tyler Lankford 386-466-1969	Jtl@startech.cc
State Farm – Customer Service	Chelsea Flores	chelsea@chelseaflores.com
United Way- Data Entry Spec	Jen Anchors	jen@unitedwsv.org
Vann Carpet One	Matt 3446198	mattvann77@comcast.net

Student Work Assignments

Due to a variety of reasons, some students had to be switched to other work sites. The tables below show the differences between June and July.

June 22, 2021

Location	Job	Position 1	Position 2	Position 3	Contact Person
City Gas Department	Secretarial/Customer Service	Ky'ara Thomas			Steve Brown/Katrina Medearis
City Distribution / Collection	Secretarial/Customer Service	Alexis Blair	Hunter Scott		Bryan Scott
City Hall	Growth Management	Alvin Jonas	Nathaniel-Johnson Adams		Dave Young
City Hall	Customer Service	Isaiah Dunning	Jur'Nee Brown	Hailey Cook	Katrina Medearis
City Hall	Community Programs	Asayjah Jackson			Terri Phillips
City Police Dept	Police Department	Yessenia Pachas			Ashley Wickline
City Water Plant	Water Plant	Jordyn Johnson	Jayden Thomas		Mike Osborn
County - School Board	Warehouse	Donavan Turner			Rachel Umstead
County - Library	Library	Luke Spradlin			Katrina Evans
County - Offices	Offices	Asia Chapman	Ashley Quinn	Raniyah Robinson	Esther Chung
County - Public Works	Public Works	Isaiah Henderson	I'Shaed Henderson		Esther Chung
Florida Crown	Clerical	Khambrell White	Raniyah Robinson		Esther Chung
Florida Gateway College	Student Activities	Jacquin Udell	Charleston Ponds		Tony Cardenas
Holiday Inn	Hotel	Kyler Sutton			Rob Butler
La Quinta	Hotel	Jayziyn Watson			Rob Butler
LCHS	Animal Shelter	Jessica Henley	Sara Spradlin	Krystina Smulick	Robin
LCHS	Thrift Store	Cai'Liana Mobley			Robin
Main Street Printing	Printing	Jordan-Smith Washington			Shane
North Florida Pharm	Pharmacy	Lexi Medearis	Jayla Harrison		Billie Kinney
NorthStar	Partnership	Darian Mayo			Philip Mobley
Richardson Center	Youth Programs	Keleb Manning	Adeon Farmer	Jyson Glover	Philip Mobley
Ridgepoint Design	Home Design	Nathaniel Mobley			Jon Morris
Skips Deli	Deli	Student is unavailable			Brenda Koltz
Sns Mowers	mechanic/small engines	Kevin Williams			Kevin
Star Tech	Computers	Tristan Wilks			Tyler Lankford
State Farm	Customer Service	Serenity Gowdy			Chelsea Flores
2 Fat Guys	Food Preparation	Curtis Thomas			
United Way	Data Entry Special	Jaylen Robinson	Dylan Williams		Jen Anchors
Vann Carpet One	Carpet Install	Galvin Jones	Davondre Stevenson		Matt Vann
Zaxbys-Backed out	Worker				Bob Halsten
		*Frederick Harrell Jr			

46 Students

July 19, 2021

Location	Job	Position 1	Position 2	Position 3	Contact Person
City Gas Department	Secretarial/Customer Service	Ky'ara Thomas			Steve Brown/Katrina Medearis
City Distribution / Collect	Secretarial/Customer Service	Alexis Blair	Hunter Scott		Bryan Scott
City Hall	Growth Management	Alvin Jonas	Nathaniel-Johnson Adams		Dave Young
City Hall	Customer Service	Isaiah Dunning	Jur'Nee Brown	Haley Cook	Katrina Medearis
City Hall	Community Programs	Asayjah Jackson			Terri Phillips
City Police Dept	Police Department	Yesenia Pachas			Ashley Wickline
City - Public Works	Public Works	Lexi Medearis	Frederick Harrell Jr	Kyler Sutton	Thomas Henry
City Water Plant	Water Plant	Jordyn Johnson	Jayden Thomas		Mike Osborn
County - School Board	Warehouse	Donavan Turner			Rachel Umstead
County - Library	Library				Katrina Evans
County - Offices	Offices	Asia Chapman	Ashley Quinn	Teyghan Harrell	Esther Chung
County - Public Works	Public Works	Isaiah Henderson	I'Shaad Henderson	Krystina Smulick	Esther Chung
Florida Crown	Clerical	Khambrell White			Esther Chung
Florida Gateway College	Student Activites	Jacqin Udell	Charleston Ponds		Tony Cardenas
Holiday Inn	Hotel				Rob Butler
La Quinta	Hotel	Jayzlyn Watson			Rob Butler
LCHS	Animal Shelter	Jessica Henley			Robin
LCHS	Thrift Store	Cai'Liana Mobley			Robin
Main Street Printing	Printing	Jordan-Smith Washington			Shane
North Florida Pham	Pharmacy	Jayla Harrison			Billie Kinney
NorthStar	Partnership	Darian Mayo			Phillip Mobley
Richardson Center	Youth Programs	Kaleb Manning	Adeon Farmer	Jyson Glover	Phillip Mobley
Ridgepoint Design	Home Design	Nathaniel Mobley			Jon Morris
Skips Deli	Deli				Brenda Koltz
SnS Mowers	mechanic/small engines	Kevin Williams			Kevin
Star Tech	Computers	Tristan Wilks			Tyler Lankford
State Farm	Customer Service	Serenity Gowdy			Chelsea Flores
2 Fat Guys	Food Preparation	Curtis Thomas			
United Way	Data Entry Special	Jaylen Robinson	Dylan Williams		Jen Anchors
Vann Carpet One	Carpet Install	Galvin Jonas	Davondre Stevenson		Matt Vann
Zaxbys-Backed out	Worker				Bob Haisten
		Total # of Students	46 Students		

Celebration / Completion Ceremony

Due to an influx of the more transmissible COVID19 Delta variant in Columbia County, the completion ceremony was canceled the Wednesday prior to the event. All planning was completed as state below:

The program was concluded with a Celebration Ceremony. The ceremony was held the Saturday following the last day of the program. Employers and guardians were invited to attend. Planning for this event started before Soft Skills training. CareerSource took the lead for planning and arranged for catering and decorations. Due to COVID-19 it was difficult to find a location to hold the event. The police department assisted with finding an event location. The American Legion Post 57 was available and offered the site to the program for free.

Employers and officials were provided with invitations on July 20, 2021.

Students were provided with invitations on: July 22, 2021.

Considerations for future planning:

- It is vital to the success of the program to begin advertising and recruitment approximately eight to ten weeks before applications are due.
 - In an effort to involve more students with barriers, reach out to guidance counselors who may be able to assist in identifying students.
- The program needs to be capped at 50 students.
 - If more students are added, larger facilities are going to be required to compete soft skills training and Nugget for Success.
 - If there are more than 50 students an additional job coach will be required to support the work load.
- Funding will need to be obtained to continue the program.
 - LCPD is contacting various organizations for donations.
 - A final collection date needs to be identified for the 2022 program, as it will impact the number of students able to participate.
 - The number of student salaries will need to be determined.
- Employers should be identified in the fall of 2021 for the 2022 program.
 - All contracts, agreements, and employer training need to be completed prior to program kick off.
 - Employers will be provided a schedule of events related to the program.
 - Employers need additional timesheet and evaluation training.
- Begin identifying student participants in January 2022.
 - Informative flyers explaining the program requirements and expectations will be created.
 - Begin accepting applications March 1, 2022.
 - Due date of March 31, 2022
 - Interviews should be conducted:
 - April 20th through May 1st
 - Soft Skill training starts June 6, 2022.
 - Employer / Student meeting June 9, 2022 (group photo).
 - Take a group photo of all students and employers.
 - First week of work June 13, 2022.
- Additional employers were added after the students were interviewed because there were not enough positions. This resulted in employers not being able to attend the initial meetings which provide a better understanding of the program. It is critical to ensure there are enough student positions *prior* to interviews being conducted and to secure the employers before the student application deadline.
- It is suggested to alter the interview questions to include a situation where students will explain their personal responsibilities.

- The question: *"Tell us about a time you were criticized about your behavior. Who criticized you and what did you do in response?"* should be changed. Students have a difficult time understanding and answering the question.
- Interviews require about 10 minutes and should be scheduled in 15-minute intervals.
- The program would benefit from increased involvement with DJJ.
- A number of students were added to the program after the official dead line for applications. Many of these students were attending schools that had summer classes and some students had football practice.
 - To maintain the integrity of the program, it is in the best interest of all parties involved that exceptions are not made. If a student is unable to attend the program due to extracurriculars, the student must decide which program in which they want to participate.
 - If students are going to be accepted into the program that are enrolled in private school or a school that has summer class, separate requirements and disciplinary procedures need to be established. This is necessary as the students are earning school credit for their employment.
- Information was not being openly shared between agencies. If the Job Coach or Community Relations Coordinator are unavailable, information should be relayed to the organization's administrative assistant. Currently those individuals are Sue Tuell at the Lake City Police Department tuells@lcfla.com and Vann Brown at CareerSource Florida Crown vbrown@careersourceflcrown.com
- Ashley would like to find a better solution to dealing with the cell phones and attitude when addressing issues with cell phones, especially during the nugget for success meeting. It seems to me that some students believed nothing would happen or come of their disrespectful behavior.

Event Coordinator

Date

Shift Commander/Supervisor

Date

Division Commander

Date

Assistant Chief of Police

Date

Chief of Police

Date

Cc: Operations Division Commander
 Patrol Division Commander
 Chief of Police



SUMMER YOUTH EMPLOYMENT PROGRAM

**REAL WORK EXPERIENCE
WEEKLY PAY
RESUME BUILDING**

Requirements:
Must be enrolled in school
Graduate this year,
or have a GED
Ages 16 to 18
Attend all meetings

Applications submitted to CareerSource by
6pm May 27th

For additional info contact
A. Perry at 386-755-9026 ext 3116
or Ashley Wickline at 386-719-5742

**INFORMATIVE MEETING FOR STUDENTS AND PARENTS
TUESDAY, MAY 4 AT 6PM IN SCHOOL BOARD AUDITORIUM**

**LAKE CITY
POLICE
DEPARTMENT**

**LAND COLUMBIA COUNTY
WAY TO FLORIDA**

**CITY OF
LAKE
CITY**
Florida Gateway City, 2019

**CareerSource
FLORIDA CROWN**

Summer Youth Program Application

Participant's Name: _____ DOB ____/____/____ SS# ____-____-____

Participant's Phone: _____ Email: _____

Address: _____

Parent/Guardian Name: _____ Parent/Guardian Phone: _____

Last grade completed _____

Employment Expectations (Top three (3) occupations of interest)

1. _____
2. _____
3. _____

Please answer the following

1. Do you have basic computer skills? ☐ Yes ☐ No
2. Do you need child care assistance? ☐ Yes ☐ No
3. Do you have reliable transportation? ☐ Yes ☐ No
4. Do you have attire that is suitable for a job interview? ☐ Yes ☐ No
5. Do you have any limitations that would prohibit you from working in this program? If so, please list

All statements I have provided in completing this Summer Youth Program Application are true to the best of my knowledge. I understand that willful misrepresentation on my part will result in immediate dismissal from the Summer Youth Program.

Applicant Signature: _____

Parent/Guardian Signature (if under 18): _____

(PLEASE PRINT APPLICATION AND SIGN)

DATE: ____ / ____ / ____

Staff Signature: _____ DATE: ____ / ____ / ____

Emergency Contact Information

Participant's Name: _____

Phone: _____

Email: _____

Personal Reference

Name:	
Relationship:	
Telephone:	
Cell:	
Email:	

Name:	
Relationship:	
Telephone:	
Cell:	
Email:	



Summer Youth Program Interview

Applicant Name:	Date of interview:
Interviewed by:	
1. Tell us about yourself. What do you like to do for fun, what are your interests, and your favorite subject in school?	
2. Why are you interested in this program?	
3. Tell us about a time you were criticized about your behavior. Who criticized you and what did you do in response?	
4. Have you ever been in trouble with law enforcement? If yes, explain.	
5. Have you ever had a job? If yes, explain.	
6. In three minutes or less, please tell us any additional information you would like us to know about you. Include any question you may have for us.	



Summer Youth Program Interview

Applicant Name: _____ Date of interview: _____

The applicant will be scored 1 through 5, with 1 being the least and 5 being the greatest. Each interviewer's scores will be totaled and combined resulting in the final score. The highest possible score being 120.

	Interviewer #1	Interviewer #2	Interviewer #3
Punctuality			
Attire / Presence			
Question 1			
Question 2			
Question 3			
Question 4			
Question 5			
Question 6			

**CareerSource Florida Crown
Region 07**

Summer Youth Agreement

with

The City of Lake City

And

Columbia County

subrecipient ☐ or vendor ☒

March 9, 2022

**LAKE CITY SUMMER YOUTH EMPLOYMENT PROGRAM AGREEMENT
BETWEEN CAREERSOURCE FLORIDA CROWN AND THE CITY OF LAKE CITY
AND COLUMBIA COUNTY**

This **AGREEMENT** is entered into between CareerSource Florida Crown (**hereinafter referred to as "CSFC"**), located at 1389 US Highway 90 West, Suite 170-B, Lake City, Florida 32055
and

City of Lake City (hereinafter referred to as CLC) located at 205 N. Marion Ave, Lake City, FL 32055

and

Columbia County, (hereinafter referred to as CC) located at 135 N.E. Hernando Ave, Lake City, FL 32055.

1. TERMS and CONDITIONS:

CSFC, CLC and CC will provide employment assistance under the Summer Youth Program as follows:

- A. All participants designated for the Summer Youth Program must meet eligibility requirements per the CSFC. CSFC will establish and certify eligibility of all participants prior to their enrollment in the program.
- B. The Summer Youth Program consists of one (1) week of mandatory soft skills training, unpaid. Once the soft skills training is complete, the participant will have the opportunity to complete up to six (6) weeks of paid work experience.
- C. The rate of compensation for the Summer Youth Program is \$12.50 per hour for 32 hours per week maximum. Each participant will receive a 1099 at the end of year in order to file taxes as no taxes will be deducted.
- D. Funds from CSFC in conjunction with the City of Lake City and Columbia County will be used to compensate participants in the Summer Youth Employment Program.
- E. CSFC cannot pay overtime.
- F. The CSFC will not negotiate a contract with an Employer who is involved in a labor dispute, has employees in active layoff status, or is in violation of Davis-Bacon Labor practices.
- G. No contract will be negotiated, or Trainee placed, with an employer that discriminates in its training or hiring practices because of race, color, sex, national origin, religion, physical or mental disability, political beliefs or affiliations, age, or because of their participation in Federal Grant Programs.

- H. CSFC will not negotiate a contract if the implementation of that contract would displace any current employee or infringe upon the promotional opportunities of any current employee.
- I. CSFC will not negotiate a contract with an Employer that has relocated from another area in the United States within the last one hundred twenty (120) days, if, by relocating, any employees experienced a layoff.
- J. CSFC will evaluate the progress and quality of training on a continuous basis.
- K. CSFC will provide a Job Coach/Developer who will be working with the participant to ensure they are meeting the requirements of the position.
- L. The CLC, CC, and CSFC will work with the Job coach/Developer to determine job duties and skills training.
- M. Contracts through the Summer Youth Program may **NOT** be made with businesses and agencies that can directly benefit from services and are represented on the CSFC Board of Directors.
- N. Once approved, CSFC will provide an executed contract for the employer(s) listed within this document.
- O. Participants will provide completed weekly timesheets to CSFC for processing of payments.
- P. Employer agrees to forward all training documentation relating to the training to CSFC.
- Q. Once training is complete, the Participant will be required to complete a post-employment debriefing.

This ***AGREEMENT*** shall commence on **June 13, 2022** or the date on which this ***AGREEMENT*** has been signed by both parties. This ***AGREEMENT*** shall terminate no later than **July 29, 2022**.

It is understood and agreed to by the Contractor that CSFC may use information regarding this ***AGREEMENT*** in its grant applications.

2. Termination:

a) Termination at Will:

This ***AGREEMENT*** may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery, to the individuals identified

b) Termination for Breach:

Unless EMPLOYER breach is waived by CSFC in writing, the CSFC may, upon written notice of breach to EMPLOYER, terminate this ***AGREEMENT*** upon no less than seventy-two (72) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver or breach of any provision of this ***AGREEMENT*** shall not be deemed to be waiver of any other breach and shall not be construed to be a modification of terms to the ***AGREEMENT***

3. Notice of Contact:

The name, title and address of the representative for the CSFC:

Van Brown or Elizabeth Wetherington
CareerSource Florida Crown
1389 US Hwy. 90 West, Suite 170-B, Lake City, FL 32055
(386) 755-9026, ext. 3219 or 3132

The name, title and address of the representative for EMPLOYER:

City of Lake City
205 N. Marion Ave
Lake, City, FL 32055

Columbia County
135 N.E. Hernando Ave
Lake, City, FL 32055

In the event that either party designates a different representative following the execution of this ***AGREEMENT***, notice of the name, title and address of the new representative will be rendered in writing to the other party and said notification attached to the original copies of the ***AGREEMENT***.

This ***AGREEMENT*** contains all the terms and conditions agreed upon by both parties.

IN WITNESS thereof, the parties hereto have caused this ***AGREEMENT*** to be executed by their undersigned agreed upon by both parties.

CareerSource Florida Crown

Robert Jones, Executive Director

Date

City of Lake City

Authorized Representative

Official Title

Date

Columbia County

Authorized Representative

Official Title

Date

Location	Position 1	Position 2	Position 3	Position 4	Contact Person
City Airport					Florence Straugh
City Dist & Collections					Jason Dumas
City Clerk's Office					Audrey Sikes
City Hall					Katrina Medearis
City Hall					Terri Phillips
City Police Dept					Ashley Hardison
City Water Plant					Mike Osborn
County - Library					Katrina Evans
County - Offices					
County - Public Works					
School Board					Todd Widergren
School - CHS					Trey Hosford
School - Pathways					Makeeba Murphy
School - Ft. White					A. Giddens
NorthStar					Philip Mobley
LCHS					Robin
Main Street Printing					Shane
Inland					(386)752-7344 michelle@inland-stores.com- Michelle Bass
KC's Produce					1449
Salvation Army Store					next to Main St. Printing
Carlisle Construction Materials					gomez@carlislecm.com
Haeco					michele.monroe@haeco.aero-386-668-4410
Reed Construction					lesilem.rmc@gmail.com
SnS Mowers					kevin
Cal-Tech					amcmillan@foundationprosfll.com, 3309 FL-247, Lake City, FL
State Farm					Chelsea Flores
CC Florist					SW Main Blvd Suite 140, Lake City, FL 32025
CARC					(386)7521880
Vann Carpet One					Matt Vann
Total # of Students					

SUMMER YOUTH EMPLOYMENT PROGRAM 2022

An Employment Collaboration Presented by the Lake City Police Department and CareerSource Florida Crown

Origin:	<p>The Lake City Police Department approached CareerSource Florida Crown to develop a partnership that offered a Summer Youth Employment Program. The employment program is designed to provide employment to the youth ages 16-18, with an extension for 19 year-olds graduating this year. The Lake City Police Department supports diversion programs. Therefore, this employment program will also be offered to youth who have committed misdemeanor crimes. There are several expected outcomes of the employment program:</p> <ol style="list-style-type: none">1. Participants will receive income to assist with school supplies and family needs2. Bridge the gap and foster positive relationships between law enforcement officers and the community3. Participants will become productive and contributing members of the community
Funding Source:	<p>CareerSource Florida Crown embraced the concept of the Summer Youth Employment Program and secured a grant that would enable the organizations to sponsor youth ranging from 16-19 years of age. In 2019, 29 students participated. In 2021, the City of Lake City and Columbia County each donated \$25,000 to assist in funding the program. This additional funding allowed the program to be offered to 46 students. For 2022, the program is funded through a line-item in the FY22 budget for the Lake City Police Department.</p>
Stakeholders:	<p>The City of Lake City, Lake City Police Department, CareerSource Florida Crown, and Columbia County</p>
Employers:	<p>Representatives of sponsoring agencies have agreed to provide sponsorship and training opportunities for the Summer Youth Employment Program. Please see the list of employers below.</p>
Training:	<ol style="list-style-type: none">1. Prior to job placement, a required one (1) week of soft skills training will be provided by CareerSource Florida Crown2. During employment, Weekly trainings will be provided to the Summer Youth Employment Program to teach leadership, teambuilding skills, and “nuggets for success”
Benefits:	<ol style="list-style-type: none">1. There is no cost to the employer2. Participants will be paid \$12.50 an hour for 32 hours per week3. Soft skills training provided by CareerSource Florida Crown4. Potential to earn \$2400 for 6 weeks of work5. Possible reduction in property crime activities in the community (i.e.)6. Assist students in the following areas:<ol style="list-style-type: none">a. Conveying professionalismb. Communicating effectivelyc. Promoting teamwork and collaborationd. Thinking critically and solving problems

Expectations of Students:	<ul style="list-style-type: none"> Follow the organizational policy and procedures as they applied to their positions Wear appropriate attire Not utilize cell phones during work hours Remain professional while at work Interact professionally with co-workers, employers, and customers <p>Schedule: To provide a balanced work/life schedule, it was determined students would work thirty-two (32) hours a week. The work schedule was Monday through Thursday, 8:00 a.m. until 5:00 p.m. with a one-hour lunch break from 12:00 p.m. until 1:00 p.m.</p>
Job Placements:	<p>COLUMBIA COUNTY</p> <ol style="list-style-type: none"> Lake City Police Department City of Lake City (Airport, Water Plant, Customer Service, Clerk's Office, and Distribution & Collections) Columbia County (Public Library & Public Works) Chelsea Flores-State Farm NorthStar Family Resource Center Richardson Community Center Vann Carpet One S&S Mowers Lake City Humane Society Thrift Store Main Street Printing Columbia County School District Inland KC's Produce Salvation Army Thrift Store Carlisle Construction Materials HAECO Reed Construction CalTech CC's Florist CARC
Eligibility:	<p>In order to be accepted into the program, students were required to:</p> <ul style="list-style-type: none"> Be between the ages of sixteen (16) and eighteen (18) <ul style="list-style-type: none"> Or a graduating 19 year-old Be actively enrolled in school or have graduated in 2021 Have reliable transportation
Applications:	<ol style="list-style-type: none"> All applications must be received by May 20, 2022 at 5pm Applications can be obtained at the CareerSource Florida Crown office located at 1389 US Highway 90 W Suite 170B
Contact:	<p>Elizabeth Wetherington, Job Coach/ Developer at 386-755-9026 Ashley Hardison, Community Relations Coordinator at 386-719-5742</p>
Summary:	<p>The overall purpose of the Summer Youth Employment Program is to address the concerns of positive interaction between police and youth, decrease youth unemployment, provide training, skills and employment that will make the participants marketable for future job opportunities.</p>

Summer Youth Employment Program



Requirements:

Must be enrolled in school or graduate this year or have a GED
Age 16 to 18
Must attend all meetings

**Applications Due to
CareerSource by
6pm Friday,
May 20, 2022**



**REAL WORK
EXPERIENCE**

**WEEKLY
PAY**

**RESUME
BUILDING**

For info contact:
CareerSource Florida Crown
Abraham Perry 386-755-9026 x3116
Lake City Police Department
Ashley Hardison 386-719-5742



SUMMER YOUTH EMPLOYMENT PROGRAM

VOL. 3

2022



Providing a positive student work experience

OUR PROGRAM

The Summer Youth Employment Program was developed to create positive relationships between youth and law enforcement. This is accomplished by youth and their families experiencing a beneficial relationship and program through their local police department, CareerSource Florida Crown, and the community.

STUDENT REQUIREMENTS

- Between the ages of 16 and 18
- May be 19 if graduating this year
- Must be currently enrolled in school, graduating this year, or have their GED
- Must attend all meetings
- Must apply by deadline
- Must complete SoftSkills training

WHAT WE PROVIDE

CareerSource Florida Crown in conjunction with the Lake City Police Department will provide planning, mentorship, soft skills training. In addition, they will coordinate all aspects of the program and provide oversight, ensuring employers are adequately supported. When necessary, assist with redirection and correction of unfavorable behaviors.



Follow Us On Social Media @lcflapd



2019

- 29 students were selected to participate
- 3 students were removed from the program for not adhering to their guidelines and requirements
- 26 students completed the program
- 100 attendees at culmination ceremony
- 11 employers participated to provide jobs
- Students earned \$8.46 hour



EMPLOYER EXPECTATIONS

- Provide working and learning experiences which students may not otherwise be afforded at their age
- Provide a job description
- Complete necessary agreement paperwork
- Check-in with Florida Crown and LCPD as needed



2021

- 46 students were selected to participate
- 2 students dropped out for personal reasons
- 44 students completed the program
- Culmination Ceremony not held due to COVID-19
- 21 employers participated to provide jobs
- Students earned \$9 hour



SCHEDULE

- SoftSkills training will be conducted June 6 – June 9
- Students will be introduced to their employer June 9
- Students will begin work on Monday, June 13, 2022
- Students work Monday – Thursday from 8am until 5pm with a one-hour lunch
- On Thursdays, students will report to the designated training site at 1pm for weekly training
- Students' last day of work July 27
- Students will earn \$12.50 hour

Fy22

Account 030.49 - Operating Expense Other Current Charges

001.11.521-030.49	Awards Banquet	2,400.00
001.11.521-030.49	Policeman's Ball	25,600.00
001.11.521-030.49	Summer Youth Program	25,000.00

Account **030.49 - Operating Expense Other Current Charges Totals** \$53,000.00

Account 030.51 - Operating Expense Office Supplies

001.11.521-030.51	Copier Paper	1,500.00
001.11.521-030.51	Office Supplies	2,000.00
001.11.521-030.51	Thermal Paper (Patrol)	3,000.00
001.11.521-030.51	Toner Cartridges for Printers	1,500.00

Account **030.51 - Operating Expense Office Supplies Totals** \$8,000.00

Account 030.52 - Operating Expense Operating Supplies

001.11.521-030.52	Ammunition, Targets and Supplies	63,000.00
001.11.521-030.52	Axon Taser X2 Unlimited (Qty 50) (year 5 of 5)	29,789.00
001.11.521-030.52	Ballistic Vest (CIU, CID)	925.00
001.11.521-030.52	Ballistic Vest with Carriers	21,600.00
001.11.521-030.52	Brother Thermal Printer	2,500.00
001.11.521-030.52	Carpet and Tile Cleaning	1,200.00
001.11.521-030.52	Cleaning Supplies	3,000.00
001.11.521-030.52	Clothing Allowance Support Bureau	4,000.00
001.11.521-030.52	Clothing Cleaning Allowance	30,000.00
001.11.521-030.52	Critical Program for Communications	1,695.00
001.11.521-030.52	Crowd Control Gear	26,000.00
001.11.521-030.52	Desktops	21,000.00
001.11.521-030.52	Diesel Fuel for Generator	1,000.00
001.11.521-030.52	Dispatch Headsets	3,000.00
001.11.521-030.52	Dispatch Projectors	1,500.00
001.11.521-030.52	Entry gear (2 sets) (Patrol)	1,720.00
001.11.521-030.52	Evidence Supplies	4,500.00
001.11.521-030.52	Facelogic Program1	999.00
001.11.521-030.52	General Medical Supplies	5,000.00
001.11.521-030.52	Investigative Supplies	3,500.00
001.11.521-030.52	IT Operating Supplies	12,000.00
001.11.521-030.52	K-9 Officers	10,000.00
001.11.521-030.52	K-9 Supplies and Services	5,000.00
001.11.521-030.52	Keys	500.00
001.11.521-030.52	Leads Online Program	3,200.00
001.11.521-030.52	New Vehicle Radio Upfit	2,000.00
001.11.521-030.52	Police Explorers Clothing	1,000.00
001.11.521-030.52	Police Explorers Operating Expenses	5,000.00
001.11.521-030.52	Power Inverters	2,000.00
001.11.521-030.52	Redaction Desktop	1,200.00
001.11.521-030.52	Rise Vision- Digital Signage Device	450.00
001.11.521-030.52	SmartCop Upgrades	3,000.00
001.11.521-030.52	Tire Deflation Devices (StopSticks)	900.00
001.11.521-030.52	Tough Books Laptops	4,000.00
001.11.521-030.52	Trane Computer Replacement	2,300.00
001.11.521-030.52	Uniform Cleaning (Returned)	500.00
001.11.521-030.52	Uniforms and Accessories	15,000.00
001.11.521-030.52	Vehicle fuel	125,000.00
001.11.521-030.52	Wicking Polos	3,000.00

Account **030.52 - Operating Expense Operating Supplies Totals** \$421,978.00