



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence

**DATE:** June 29, 2009  
**BOARD MEETING DATE:** July 14, 2009  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority

**TO:** Honorable Board of Supervisors

**FROM:** Board President Mark Church  
Donna Vaillancourt, Director, Human Resources Department  
Beverly Beasley Johnson, Director, Human Services Agency

**SUBJECT:** Report on the Summer Training and Employment Program (STEP)  
for Emancipated Foster Youth

**RECOMMENDATION:**

Approve the Report on the Summer Training and Employment Program (STEP) for Emancipated Foster Youth

**BACKGROUND:**

In March 2009, the Human Resources Department and Human Services Agency were awarded \$93,160 to hire up to 20 emancipated foster youth, ages 18 to 24, for summer internships. Funding is provided by San Mateo County Workforce Investment Board as part of the American Recovery and Reinvestment Act of 2009.

The purpose of the program is to introduce emancipated foster youth who are at risk of underemployment to "the world of work" and to prepare them for future employment. The program focuses on four areas: 1) Job readiness and skills building; 2) Job shadowing and/or employment coaching; 3) Hands-on, paid work experience in County departments; and 4) Transition planning. Interns will receive training on job readiness and successful job seeking, and are paired with a trained job coach (supervisor) in a County department.

Interns partner with their supervisor/coach, to shadow him/her for the first few weeks of the summer. After shadowing, the youth will take on job assignments. Job assignments will vary by department and will provide the youth with an overview of

the position's responsibilities. At the end of the internship period, interns will work with the Internship Coordinator and their Coach on developing a transition plan including job referrals.

**DISCUSSION:**

The internship period began on June 8, 2009 and concludes on August 28, 2009. The 17 interns participating in the program, including one Internship Coordinator, are assigned to 18 job coaches. Two departments have several co-coaches. Matches were made based on the interns' interests, experience and hours available. Participating departments or divisions are: County Manager's Office, Human Resources, Human Services Agency, Health System, Library System, Probation, Public Safety Communications, Purchasing, and Superior Court.

Two trainings on effectively mentoring youth in the workplace were offered for all coaches. Interns attended three sessions on job readiness skills, which included topics such as: Understanding Workplace Culture; Satisfying Employer Expectations; Habits for Success; Being a Team Player; Goal Setting; and Coping with everyday life. Interns will also attend a workshop on resume writing and participate in mock interviews conducted by Human Resources staff. At the end of the internship period, all coaches and interns will participate in a closing session and ceremony.

Approval of this Progress Report contributes to the Shared Vision 2025 outcome of a Prosperous Community by enabling interns to increase job-readiness skills, which will lead to more job opportunities in the future. It is anticipated that all interns will complete the program successfully.

**FISCAL IMPACT:**

There is no Net County Cost associated with this Report. Funding for the interns' salaries and training is provided entirely through a grant from the Workforce Investment Board. Funds have been included in the FY 2009-10 budget. Human Resources and Human Services Agency are providing in-kind contributions by assigning two staff members to support the program's administration.