

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: CHIEF EXECUTIVE OFFICE

BOARD AGENDA# B-12

Urgent _____ Routine X

AGENDA DATE Jan. 13, 2004

CEO Concurs with Recommendation YES 9 NO _____
(Information Attached)

4/5 Vote Required YES _____ NO ✓

SUBJECT:
APPROVE THE EMPLOYEE MENTOR PROGRAM PROGRESS REPORT AND
AUTHORIZE A RESOLUTION ACKNOWLEDGING THE MONTH OF JANUARY 2004 AS
MENTORING MONTH IN STANISLAUS COUNTY.

STAFF
RECOMMEN-
DATIONS:

1. APPROVE THE EMPLOYEE MENTOR PROGRAM PROGRESS REPORT.
2. AUTHORIZE A RESOLUTION ACKNOWLEDGING THE MONTH OF JANUARY 2004 AS MENTORING MONTH IN STANISLAUS COUNTY, CONSISTENT WITH THE NATIONAL MENTORING MONTH DISTINCTION.

FISCAL

IMPACT: Staff continues to develop and design all marketing strategies in-house and by committee in an effort to include all employee groups in the creative decision-making process and to avoid expensive third party contracted costs.

The volunteerism return on investment is significant, with over 6,900 total mentor hours tracked to date. From the official program beginning January 1, 1999, through this reporting juncture, there have been no incentive time accrual requests.

BOARD ACTION AS FOLLOWS:

No. 2004-48

On motion of Supervisor Mayfield, Seconded by Supervisor Paul

and approved by the following vote,

Ayes: Supervisors: Paul, Mayfield, Grover, and Chairman Caruso

Noes: Supervisors: None

Excused or Absent: Supervisors: Simon

Abstaining: Supervisor: None

1) X Approved as recommended

2) _____ Denied

3) _____ Approved as amended

3) _____ Other

MOTION:

Christine Ferraro

APPROVE THE EMPLOYEE MENTOR PROGRAM PROGRESS REPORT AND AUTHORIZE A RESOLUTION ACKNOWLEDGING THE MONTH OF JANUARY 2004 AS MENTORING MONTH IN STANISLAUS COUNTY.

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DISCUSSION: Background: A Partnership Proposal

The Stanislaus County Employee Mentor Program, as outlined in the program presented to the Board of Supervisors on September 29, 1998, was carefully crafted with input from many key participants, including:

The Sheriff's Department
Juvenile Probation
Community Services - Foster Care
The Center for Human Services
S.P.I.E. - Stanislaus Partners in Education
The Volunteer Center - United Way
The Stanislaus County Mentor Network
The Chief Executive Office

The program was unanimously approved by the Board on September 29, 1998 and implemented as program on January 1, 1999. Having just completed our fifth year of implementation the program continues to develop and positively influence many young people in our community.

Program Status: Getting to Year Five

Through 1999, the first full year of implementation, 61 county employees either requested the mentor information packet or were placed in a mentor project. In year two, an additional 27 employees volunteered to participate in the AIM (Academic Intervention Mentoring) program pilot, a team based approach to mentoring.

Participation has continued to increase annually as more and more success stories are shared with and between employees. **In calendar year 2003, 73 employees participated in the program contributing over 1,370 hours of mentor time. To date, over 6,967 participation hours have been tracked with over 3,664 of these hours spent in one-on-one, mentor – protégé relationships.** Some of the programs that our employees are involved in include:

- Stanislaus Literacy Center
- Big Brothers – Big Sisters of America
- Parent Resource Center
- First Step
- CHAMPS program

~~APPROVE THE EMPLOYEE MENTOR PROGRAM PROGRESS REPORT AND AUTHORIZE A RESOLUTION ACKNOWLEDGING THE MONTH OF JANUARY 2004 AS MENTORING MONTH IN STANISLAUS COUNTY.~~

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- Read Succeed Program
- HOSTS Program

This representation reflects a very diverse group of Stanislaus County employees. The most employee participation from a single department or division has been **67 employees from the Department of Child Support Services. These individuals have contributed a total of 552 personal hours during calendar year 2003.** The remaining interest is spread throughout the various county departments and divisions.

The Stanislaus County program has already been recognized regionally and nationally.

Stanislaus County has been asked to give workshop trainings and presentations to interested organizations, including the National Points of Light Convention 1999 and 2003, the Counties of Sonoma and Mendocino, and various leadership groups including IGMT (Intergovernmental Management Training program), various Rotaries, and the Stanislaus County Hispanic Leadership Council. In addition, our program was honored with a special merit Challenge Award from CSAC in 2002.

In January, the Employee Mentor Recognition Dinner recognizes this working partnership between employee mentors, protegees, and not-for-profit mentoring programs making a difference in the lives of children in our community.

Another positive by-product of the Employee Mentor Program has been the positive growth experienced by the Stanislaus County Mentor Network. During the first five years of implementation, five (5) new mentor agencies have joined the Network and taken advantage of the many services offered. Such services include; free technical assistance, joint recruitment opportunities, and volunteer referrals through the Stanislaus County Employee Mentors Program.

Additionally, the Mentor Network has developed long-term plans in the areas of material development, fund development, media awareness, community outreach, and mentor recognition.

Marketing: Sharing the Program with the Organization

Delivering the message of this program to our employee groups continues to be of critical importance. The approach has always been to develop communication on several levels and through several different mediums.

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The county wide poster campaign initiated at the start of the program continues to be a primary marketing tool. These large poster advertisements serve as a daily reminder to the staff at the various county buildings and are re-designed annually to introduce a new theme and volunteer message to staff.

In addition to the poster campaign are regular articles in the C.A.R.E. on-line newsletter. Since publication of the January '99 issue, the Mentor program and volunteerism in general have been afforded an on-going column to further assist with our employee awareness efforts.

Twice annually we introduce new information and updates through payroll inserts. This method has proven to be very effective and well received by staff.

Probably the most representative marketing effort continues to be the Site-Coordinator task force. The site coordinator model is a concept first developed by the Hewlett-Packard employee mentor program. Adapted to fit our unique organizational needs – the task force meets once every quarter to discuss logistical issues, disseminate information and materials, and to brainstorm new program and marketing possibilities. The primary purpose of the site-coordinator is to serve as a liaison between the employee and the program. (See attachment A for a complete site coordinator roster by department.)

One of the special innovations born out of the site coordinator meetings is the Wall of Hope. The Wall of Hope is a portable, multi-paneled display case that promotes mentoring activities, showcases special mentor-protégé relationships, and provides important contact information to employees and community members. Because of the portable design, the Wall of Hope is easily moved from one county facility or special event to another with relative ease.

Finally, we continue to maintain a web-based presence with our Employee Mentor directory, which can be found at www.employeementors.com. Plans are being made currently to develop additional links to the various mentor agencies and the Volunteer Center in an attempt to broaden the scope of opportunities available to our employee groups.

The AIM Program: Mentoring Branches Out

The Academic Intervention Mentors (AIM) Project is a partnership between the employees of Stanislaus County, the Volunteer Center of the United Way and Modesto City Schools.

APPROVE THE EMPLOYEE MENTOR PROGRAM PROGRESS REPORT AND AUTHORIZE A RESOLUTION ACKNOWLEDGING THE MONTH OF JANUARY 2004 AS MENTORING MONTH IN STANISLAUS COUNTY.

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At implementation, applications to participate were sent to approximately 370 of our elected officials, department heads and senior leaders. Thirty-one employees from nine departments responded. In calendar year 2003, 64 employees participated in this program at four school sites.

All volunteers participate in a brief orientation. Teachers and reading specialists identify 3rd grade students in need of assistance. This pilot project began in the last week of February 2000 and has become the cornerstone of employee mentor activity. The mentor interaction (reading) occurs between 12:45- 1:30 p.m., Monday-Thursday. The components are as follows:

- All individuals meet with their students at least twice weekly. The teams have developed a master schedule for each student.
- All reading takes place at a Reading Center on campus.
- Each student has a folder in the Reading Center with a volunteer journal, student journal and flash cards.
- Each student has a basket with a variety of assigned books.
- Each student has an individualized lesson plan:
 1. 10 minutes: to read orally from a leveled reading book and record.
 2. 10 minutes: to work from a 3rd Grade High Frequency Word List and make flash cards as needed.
 3. 10 minutes: for the tutor to read orally and ask sample comprehensive questions.
 4. 10 minutes: A) for the student to write in his/her journal a sentence or two regarding the story, often using the new words from the list.; and

B) for the tutor to write in the journal what was covered, what books were completed, what assistance the student needed, etc.
- Each participant school site monitors the results for each student.
- Volunteer Center of the United Way monitors the attendance and hours for each employee.

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- The employees of Stanislaus County share their experience, review the role(s) of staff and comment on the progress of each student.

Over these first five years of programming - the Stanislaus County Employee Mentor program has grown both in scope and rate of participation. The program represents a very diverse and proactive employee population – dedicated to giving back to our communities.

**POLICY
ISSUES:**

The Board of Supervisors should consider this progress report and determine whether these efforts are consistent with our stated board objectives of Safe, Healthy Community, Community Service Delivery, and Multi-Jurisdictional Cooperation.

**STAFFING
ISSUES:**

The Chief Executive Officer has assigned marginal administrative staff time to this project. Actual mentoring activities are done on personal, non-county time. At this juncture, there have been no requests to utilize the incentive component of the program.

DEPARTMENT	NAME	PHONE	FAX	EMAIL
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Area Agency on Aging	Carolyn Hill	558-7825	558-8648	STANCO_1.ZEUS4X.HILLC@mail.co.stanislus.ca.us
Assessors Office	Kristi Terry	525-6461	525-6586	STANCO_1.ZEUS4X.TERRYK@mail.co.stanislus.ca.us
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Clerk Records Office	Sharon Sharp	525-5244	525-5207	SHARPSH.1021.L.st.STANCO_1@mail.co.stanislus.ca.us
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County Counsel	Carrie Stephens	525-5945	525-4473	cmstephens@hotmail.com
Department of Employment & Training	Steve Hopkins	558-2149	558-2164	hopkinsst@mail.co.stanislus.ca.us
DER/Parks	Lena Rodabaugh	525-6739	525-6774	rodabaugh@envres.org
District Attorney - Dept of Child Support Services	Jerry Begen	525-5753	525-5545	JERRY.BEGEN@mail.co.stanislus.ca.us
District Attorney - Dept of Child Support Services	Joyce Fischer	558-8752	556-4449	jfischer@stancodcss.org
District Attorney - Dept of Child Support Services	Vickie Castillo		556-4449	vcastillo@stancodcss.org
Emergency Dispatch	Connie McIlroy	525-7917	558-8600	STANCO_1ZEUS4X.NCLLROY@mail.co.stanislus.ca.us
Health Services Agency	Lynda Perino	558-6817	558-8315	lperino56@hotmail.com
Juvenile Hall	Virginia Van Swoil	525-4580	525-5469	PRO_DMV.CV_PO.Vanswoil@mail.co.stanislus.ca.us
Library	Kathryn Davis	558-7808	529-4779	kdavis@scfl.lib.ca.us

ATTACHMENT A

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Planning	Marinne Rucker	525-6330	525-5911	ruckerm@mail.co.stanislaus.ca.us
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Probation (FOCUS)	Mike Moore	558-8168	567-4715	MooreM@mail.co.stanislaus.ca.us
Public Defender	Ricardo Cordova	525-4242	525-4244	STANCO_1.1021_I_st.CRDVAR@mail.co.stanislaus.ca.us
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Volunteer Center	April Marin-Colon	524-1307	523-4568	amarincolon@uwaystan.org
Volunteer Center	Lisa Beltran	524-1307	523-4568	lbeltran@uwaystan.org
Volunteer Center	Barbara Borba	524-1307	523-4568	bborba@uwaystan.org

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
STATE OF CALIFORNIA

Date: January 13, 2004

No. 2004-48

On motion of Supervisor Mayfield, Seconded by Supervisor Paul,
and approved by the following vote,
Ayes: Supervisors: Paul, Mayfield, Grover, and Chairman Caruso
Noes: Supervisors: None
Excused or Absent: Supervisors: Simon
Abstaining: Supervisor: None

THE FOLLOWING RESOLUTION WAS ADOPTED:

RESOLUTION
STANISLAUS COUNTY BOARD OF SUPERVISORS
THE MONTH OF JANUARY 2004 AS MENTOR APPRECIATION MONTH IN
STANISLAUS COUNTY

WHEREAS, January 2004 has been proclaimed as National Mentoring Month; and,

WHEREAS, we all remember, when growing up, an adult who had a positive and powerful influence on our emotional and intellectual development, and

WHEREAS, the Stanislaus County Board of Supervisors, in 1998, initiated the Employee Mentor Program as the cornerstone of Stanislaus County's commitment to organizational citizenship; and

WHEREAS, The Stanislaus County Employee Mentor Program continues to thrive and expand through its partnerships with the Volunteer Center of the United Way and the Stanislaus County Mentor Network; and

WHEREAS, mentoring is a recognized strategy with youth to improve school attendance, academic performance and high school graduation rates; and

WHEREAS, mentoring is a recognized strategy with youth to avoid alcohol, tobacco and drug use/abuse, to deter teen pregnancy, and to avoid joining gangs; and

WHEREAS, mentoring is a crosscutting strategy to promote self-confidence, personal skills and positive youth development,

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Stanislaus, State of California, does hereby proclaim January 2004 as **Mentoring Month** in Stanislaus County and encourages all adults to become positive and powerful role models for the youth of Stanislaus County.

ATTEST: CHRISTINE FERRARO TALLMAN, Clerk
Stanislaus County Board of Supervisors,
State of California,

Christine Ferraro
By: Deputy

File No.