



## Senior Community Service Employment Program (SCSEP)

### Agenda – March 2, 2017 All Project Conference Call

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#### All Project Conference Call Information

Date	
	<b>March 2, 2017</b>
<b>Time</b>	11:00 a.m. to 12:00 noon
<b>Conference Telephone Number</b>	877-402-9753
<b>Participant Code</b>	235059

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#### Purpose

The purpose of the meeting is to exchange ideas, discuss issues, and share knowledge concerning the administration of SCSEP statewide.

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#### CDA Staff

Name	Title	Email
<b>Mary Sibbett</b>	State SCSEP Director	<a href="mailto:mary.sibbett@aging.ca.gov">mary.sibbett@aging.ca.gov</a>
<b>Peggy Stadler</b>	SCSEP Specialist	<a href="mailto:peggy.stadler@aging.ca.gov">peggy.stadler@aging.ca.gov</a>

Name	Title	Email
Nicky Lambert	Monitoring, Title IIIB & III E Specialist	<a href="mailto:nicky.lambert@aging.ca.gov">nicky.lambert@aging.ca.gov</a>

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## Planning and Service Area (PSA) and Sub-Contractors

PSA	PSA Name	Sub-Contractor
05	Marin Area Agency on Aging	-
09	Alameda County Area Agency on Aging	SER – Jobs for Progress, Inc. (SER)
10	Sourcewise Community Resource Solutions	-
11	San Joaquin County Department of Aging	-
14	Fresno-Madera Area Agency on Aging	SER – Jobs for Progress, Inc. (SER)
15	Kings-Tulare Area Agency on Aging	Community Services Employment Training (CSET)
18	Ventura County Agency on Aging	SER – Jobs for Progress, Inc. (SER)
19	Los Angeles County Area Agency on Aging	-
20	San Bernardino County Department of Aging & Adult Services	-
21	County Riverside Office on Aging	-
22	Orange County Office on Aging	Orange County Workforce Investment Board – Community Investment Division

<b>PSA</b>	<b>PSA Name</b>	<b>Sub-Contractor</b>
<b>23</b>	County of San Diego Aging & Independence Services	Jewish Family Service of San Diego
<b>25</b>	City of Los Angeles Department of Aging	-
<b>30</b>	Stanislaus County Department of Aging & Veteran Services	SER – Jobs for Progress (SER)

## AGENDA ITEMS

The table below identifies the agenda topics, discussion leaders, and allotted time.

<b>Topic</b>	<b>Discussion Leader</b>	<b>Time</b>
<b>Roll Call and Introductions</b> <ol style="list-style-type: none"> <li><b>1. Welcome</b></li> <li><b>2. Roll Call</b></li> <li><b>3. Please introduce new staff joining SCSEP since the last call in October 2016.</b></li> <li><b>4. New CDA Title V/SCSEP Specialist, Tricia Conti Luetke will be starting on March 20, 2017.</b> <ul style="list-style-type: none"> <li><b>• Nicky will no longer be associated with Title V/SCSEP</b></li> <li><b>• Thank Nicky</b></li> </ul> </li> </ol>	Mary, Peggy, and Nicky	5 min

<b>Topic</b>	<b>Discussion</b>	<b>Time</b>
	<b>Leader</b>	
<p><b>News/Updates/Reminders</b></p> <ol style="list-style-type: none"> <li><b>1. PY16 – 2<sup>nd</sup> Quarter Narrative Report submitted to DOL on 2/14/17</b> <ol style="list-style-type: none"> <li><b>a. Thank you for sending your reports.</b></li> </ol> </li> <li><b>2. Participant identifying information in email correspondence</b> <ol style="list-style-type: none"> <li><b>a. Use the participants personal identification number (PID) only.</b></li> <li><b>b. PID is located in SPARQ</b></li> </ol> </li> <li><b>3. Title V/SCSEP FY2017/18 Contract Changes:</b> <ol style="list-style-type: none"> <li><b>a. Updated citations to reflect the amended Older Americans Act</b></li> <li><b>b. Clarification regarding paid sick leave</b></li> <li><b>c. Clarification regarding which SPARQ reports must be reviewed on a weekly basis</b></li> <li><b>d. Clarification regarding OJE requests</b></li> <li><b>e. Additional federal requirements included in the CDA SCSEP Grant Terms and Conditions</b> <ol style="list-style-type: none"> <li><b>i. CDA Legal Counsel to</b></li> </ol> </li> </ol> </li> </ol>	<p>Mary, Peggy, and Nicky</p> <p>Peggy</p> <p>Nicky</p> <p>Peggy/Mary</p>	<p>10 min</p>

<b>Topic</b>	<b>Discussion</b>	
	<b>Leader</b>	<b>Time</b>
determine if the additional requirements must be included in the local Title V/SCSEP contract.		
<b>Data Validation</b> <b>1. On-site data validation completed</b> <b>2. Mail-in data validation requests</b> <ol style="list-style-type: none"> <li><b>a. Be on the lookout for data validation file request over the next four months.</b></li> <li><b>b. Email will contain mail-in instructions and the PID numbers of the files needed</b></li> <li><b>c. Timesheets are needed only for the eligibility files.</b></li> </ol> <b>3. Completed 50% of the data validation sample to date</b>	Nicky	5 min
<b>Grievance Policy</b> <b>1. Civil Rights – when and where participants sends this type of complaint</b> <b>2. Program Grievance – when and where participants send this type of complaint for DOL review</b>	Peggy	10 min

<b>Topic</b>	<b>Discussion</b>	<b>Time</b>
	<b>Leader</b>	
<p><b>PY 16 On-Site Training – Regional Trainings (June 2017)</b></p> <ol style="list-style-type: none"> <li><b>1. One day training focusing on:</b> <ol style="list-style-type: none"> <li><b>a. IEPs</b></li> <li><b>b. Assessments</b></li> <li><b>c. Monitoring</b></li> </ol> </li> <li><b>2. Northern Regional Training will take place at CDA Headquarters</b> <ol style="list-style-type: none"> <li><b>a. PSA 05, PSA 09, PSA 10, PSA 11, PSA 14, PSA 15, and PSA 30</b></li> </ol> </li> <li><b>3. Southern Regional Training (June 2017)</b> <ol style="list-style-type: none"> <li><b>a. PSA 18, PSA 19, PSA 20, PSA 21, PSA 22, PSA 23, and PSA 25</b></li> <li><b>b. CDA would appreciate your assistance in securing a conference room that at one of your locations</b> <ul style="list-style-type: none"> <li><b>▪ Conference room capacity 20 to 30 attendees</b></li> <li><b>▪ If your agency is interested in hosting the Title V/SCSEP Southern Regional Training, please contact me.</b></li> </ul> </li> </ol> </li> </ol>	<p>Nicky</p>	<p>5 min</p>

Topic	Discussion	
	Leader	Time
<p><b>Minimum Wage Increase</b></p> <p><b>1. January 1, 2017</b></p> <ul style="list-style-type: none"> <li><b>a. State wage increased to \$10.50 per hour</b></li> <li><b>b. Some projects are paying participants higher prevailing wages because of local ordinances</b></li> <li><b>c. Projects may need to adjust hours to sustain funding through June 30, 2017.</b></li> </ul>	Nicky	5 min
<p><b>MOUs Between SCSEP and Local Workforce Development Board</b></p> <p><b>1. DOL released Training and Guidance Letter (TEGL) No. 17-16, Infrastructure Funding of the One-Stop Delivery System</b></p> <ul style="list-style-type: none"> <li>○ <b>TEGL 17-16 is attached to Meeting Agenda email</b></li> </ul> <p><b>2. CDA requested technical assistance from the Title V/SCSEP national office regarding in-kind.</b></p>	Peggy	10 min

<b>Topic</b>	<b>Discussion</b>	<b>Time</b>
	<b>Leader</b>	
<b>Open Forum and Q &amp; A</b> <ol style="list-style-type: none"> <li>1. Acknowledgements</li> <li>2. Project questions or issues</li> <li>3. Peer to Peer discussion</li> </ol>	All	10 min

**Thank you for your participation**

**Next All Project Call will be in May 2017**