

COUNTY OF SHASTA

Personnel Department

C.E.T.A. PROGRAMS

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EMPIRE HOTEL

A. INTRODUCTION

DATE: April 24 through May 14, 1979

PERSONNEL: Tryg Sletteland - Monitor/Analyst

PURPOSE: A review of the CETA Programs operated by the Empire Hotel within Shasta County was conducted to measure their effectiveness as deliverers of CETA services, to determine if the programs comply with applicable Federal and local policies and regulations, and to refer the subgrantee to appropriate sources for technical assistance.

AUTHORIZATION: The Shasta County CETA Prime Sponsor, in compliance with the rules and regulations of the Department of Labor, has established a monitoring review system.

SCOPE: The review covered the administration and operation of the Empire Hotel's 1978-79 and 1979-80 CETA Title VI PSE programs and 1979-80 Title VI Special Project. The agency was last monitored in April, 1978 and this report was used as a source document in this review.

B. PROGRAM ADMINISTRATION

1. Subgrants and Regulations

Signed copies of the Subgrant Agreements between Shasta County CETA and the Empire Hotel are on file at the agency. These include the required Assurances and Certifications. Although the Executive Director, Assistant Director, and Bookkeeper have a working knowledge of CETA, the agency does not have a copy of the 1978 CETA Regulations (see recommendation 1).

2. Classifications

a. Title VI Positions

Three PSE positions exist in the Title VI grant: a House Manager, a Driver, and a Food Service Manager. The latter position became vacant a week before this review began and has subsequently been refilled.

b. Title VI Special Project

A Grant Writer position is currently being funded as part of a project.

3. Participant Files

a. CETA Office

The files of five present and past participants all contained the required documents (CETA 10 or 400 PSE, Application/Eligibility Certification, Job Description, Grievance Procedure/Affirmative Action Policy, and Evaluations.)

b. Empire Hotel

Agency files contained 400 PSE or CETA 10 and Grievance Procedure/Affirmative Action Policy for the four participants checked. A copy of one Evaluation was missing as was one participant's Job Description (see attachment and recommendation 2). The Termination Interview form for one participant was not present since termination had occurred the previous week. It was submitted four working days after the participant's termination and the process of refilling the position did not begin until it was received. IRS W-4 forms were on file at the agency's accountant's office.

4. Fiscal Control

a. Procedures and Files

CETA books are kept by the firm of William R. Moore, C.P.A., a firm based in Anderson, California. All fiscal document files were found to be in good order and the CETA 20S and 20SW are completed properly and submitted on time.

b. Timecards

The agency does not currently use timecards to document hours worked by participants (see recommendation 3).

c. Payroll

Cancelled checks are kept on file at the agency and were found to equal monthly reimbursements where checked. The certification of hours worked, check signature, check issuance, and payroll approval are all performed by the Assistant Director. The Executive Director and members of the agency's Board of Directors are also authorized to sign checks (see recommendation 4).

d. Bonding

The Empire Hotel is covered by a \$5,000.00 indemnity bond through November 9, 1979.

C. DELIVERY OF SERVICE

1. Job Descriptions

Participants are familiar with their job descriptions and are performing the duties outlined therein. After completion of this review, the job description of the House Manager was rewritten in order to comply with the new maximum PSE wage restrictions. The new job description, salary, and duties have been judged to be consistent with each other and with the 1978 regulations by the Prime Sponsor's PSE Unit.

2. Supervision

The participants receive direct supervision from the Executive and Assistant Directors and are pleased with this aspect of their jobs. The Assistant Director has cashed paychecks for some past participants (see recommendation 6).

3. Training

The participants feel that the training they are receiving from the agency directors is helping to prepare them for permanent unsubsidized employment; they receive both in and out of service training. For example, the project participant has attended out-of-town grant writing seminars (see recommendation 3).

4. Time Off for Job Search

Participants are allowed time off with pay to seek unsubsidized employment and two of the three interviewed have taken advantage of this privilege.

5. Seventy-eight Week Limit

All Empire Hotel CETA employees were aware of the time limits placed upon their participation in the program. One individual was unsure of his termination date and this was clarified for him.

6. Special Project

The Title VI Grant Writer Special Project employed one participant from November 3, 1978 to February 28, 1979, and was extended through July 31, 1979. The project's goal of identifying alternative funding sources for the alcoholic rehabilitation program operated by the Hotel has been achieved, and, although it is still too early to judge its success in achieving its goal of securing additional funding, preliminary indications (see attachment) are encouraging.

7. Turnover and Transition

The average time spent on the CETA program for the last seven participants who have terminated from CETA positions at the Hotel has been approximately three and one half months. Although this length of time appears to be short, several factors should be kept in mind which work against a lengthy stay at the Empire Hotel. Firstly, all participants are former alcoholics, excepting the project grant writer. Three of the seven participants were terminated for drinking. Secondly, two other participants left the program to move from the area and, thirdly, a sixth participant who failed to show up for work was a cook, traditionally a high turnover position. The final participant found permanent unsubsidized employment. The Hotel's alcoholic rehabilitation program runs for 90 days and the average client spends 45 days there. (See recommendation 5.)

D. RECOMMENDATIONS

It is recommended by the Shasta County CETA Prime Sponsor that the Empire Hotel:

1. Receive a copy of the new CETA Regulations or, preferably, a set of instructions or interpretations of those regulations from the Prime Sponsor's PSE Unit.
2. Keep copies of all CETA Employee/Job Site Evaluations and Job Descriptions in their files.
3.
 - a. Maintain timecards which document the number of hours worked by participants, track the number of hours available for and taken as vacation and sick leave, and include the number of hours in classroom training during the pay period. (Timecards should be reviewed and signed by both the participant and their supervisor.)
 - b. Institute procedures which define what constitutes work and clarify what is not considered work.
 - c. Implement a system for tracking overtime hours worked and allowing compensatory time off for such work.
4. Segregate payroll duties by having a designated member of the agency's Board of Directors sign and distribute CETA participant paychecks after hours worked have been verified by a director's signature.
5. Look into the reasons for their high participant turnover rate and, in consultation with PSE Unit personnel, determine what can be done to augment the participants' length of stay on the program.
6. Aid participants in establishing their own bank accounts and cashing their paychecks themselves.

The Shasta County CETA Programs requires a written response, within 30 days, to all recommendations outlined in this monitoring report. The agency's response should include timelines for implementation of CETA recommendations.

It should be understood that all findings by the Shasta County CETA Programs Office are subject to future audit and review by the Department of Labor. If disallowances are made by the Department of Labor, the Empire Hotel will be liable for those disallowances.

TITLE:

Fund Raising - Grant Writer

DEFINITION:

They will, under the direction of the Executive Director aim to generate monies, through grants, for salaries and also special projects.

QUALIFICATIONS:

1. Minimum - High School education preferred, with a willingness to further their knowledge in the field of applying for grants and grant writing.
2. Experience - Public relations; writing; and knowledge of researrching information.
3. Ability to work with minimum supervision.
4. Ability to deal effectively with the public and have sensitivity to special needs and problems of alcoholica.

DUTIES & RESPONSIBILITIES:

1. Learn the skills and requirements for writing grants for such things as getting equipment for: Arts and crafts; exercise equipment, camping and hiking equipment, etc.
2. Keep records on steps taken and progress of same.
3. Keep finanical records of any grants procured:

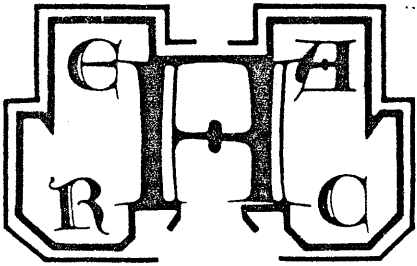
SALARY:

\$800.00 for (4) four months \$3200.00

Fringe Benefits:

F.I.C.A. - 193.60

Comp. - 73.28



Empire Hotel
Alcoholic Rehabilitation
Center

(916) 243-9725

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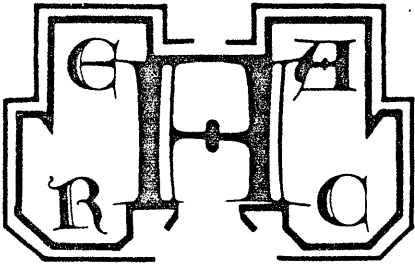
June 28, 1979

The following grant applications will have been made by Patrick Pry, the Empire Hotel's grant writer, for the period from November 3, 1978 to September 30, 1979:

Area:	Grants applied for:	Amount requested:	Amount received:
Remodeling:	Shasta County Community Action Agency - CSA funds -	\$13,800	\$ 1,500
	Shasta County Community Action Agency - mini-grants -	\$ 1,290	\$ 1,290
Projection equipment and films on alcoholism:	Local service clubs (5) -	\$ 2,500	no results yet
	Purchase of used projector in Portland, Oregon -	-	\$ 400 savings
Room and board for needy, qualified Shasta County residents:	Request to Bd. of Supervisors to put fee on Drunk Driving fines for alcohol treatment -	\$15,857	- 0 -
	Shasta County Revenue Sharing funds -	\$15,857	no results yet
Room and board, literature:	United Way of Northern California -	\$20,000	\$ 8,923
Room and board for needy, qualified Shasta County residents:	Shasta County Mental Health Services (amount of request exceeding 78/79) -	\$13,482	no results yet
Remodeling:	C.E.T.A. position for maintenance person/remodeler -	\$ 2,400	- 0 -



A United Way Member Agency



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Area:	Grants applied for:	Amount requested:	Amount received:
Grant writing:	C.E.T.A. position for grant writer (extension) -	\$ 5,600	\$ 5,600
Groceries:	Enrollment in Donated Food Program, State of California -	-	\$ 5,000 savings
Salaries:	Foundation grants -	\$20,000	no results yet
		\$110,786	\$22,713 (through 6/28/79)

Respectfully submitted,

Patrick Pry, grant writer
Empire Hotel Alcoholic Rehabilitation Center
1237 California Street
Redding, California 96001



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