

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

DEPT: Chief Executive Office

BOARD AGENDA #: B-8

AGENDA DATE: January 10, 2017

**SUBJECT:**

Approval of the Annual Progress Report for the Stanislaus County Employee Mentor Program and Present a Proclamation Acknowledging the Month of January 2017 as Mentoring Awareness Month in Stanislaus County, Consistent with the National Mentor Month Distinction

**BOARD ACTION AS FOLLOWS:**

No. 2017-18

On motion of Supervisor Withrow, Seconded by Supervisor Monteith  
and approved by the following vote,

Ayes: Supervisors: Olsen, Withrow, Monteith, DeMartini, and Chairman Chiesa

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1)  Approved as recommended

2)  Denied

3)  Approved as amended

4)  Other:

MOTION:

ATTEST:

  
ELIZABETH A. KING, Clerk of the Board of Supervisors

File No.

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
AGENDA ITEM**

DEPT: Chief Executive Office

BOARD AGENDA #: B-8

Urgent  Routine



AGENDA DATE: January 10, 2017

CEO CONCURRENCE: 

4/5 Vote Required: Yes  No

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**SUBJECT:**

Approval of the Annual Progress Report for the Stanislaus County Employee Mentor Program and Present a Proclamation Acknowledging the Month of January 2017 as Mentoring Awareness Month in Stanislaus County, Consistent with the National Mentor Month Distinction

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**STAFF RECOMMENDATIONS:**

1. Approve the annual progress report for the Stanislaus County Employee Mentor program at the 18<sup>th</sup> program anniversary.
2. Acknowledge the month of January 2017 as Mentoring Awareness month in Stanislaus County, consistent with the National Mentor distinction.

**DISCUSSION:**

The Employee Mentor Program was developed initially with input from many key participant departments including the Sheriff's Department, Juvenile Probation, Community Services Agency, and community based organizations including the Volunteer Center of United Way and the former Stanislaus Mentor Network.

The program was initially approved as a pilot on September 29, 1998, becoming a program on January 1, 1999. Now celebrating the completion of year eighteen, the program continues to attract County employees and partner agencies/organizations who wish to give back and become involved in the lives of young people in our Stanislaus communities.

In 1999, the first full year of implementation, 30 employees were placed in a mentor assignment. Each year returning and new employees have continued to sustain the program. By calendar year 2005, 51 employees were involved resulting in over 600 mentor hours that year. At the close of calendar year 2007 (our ninth year of mentor program activity) 63 employees actively participated contributing 1,364.5 total hours. In 2009 numbers were again on the rise with 1,483 total hours through the end of the calendar year. This 12% year over year increase was equaled by a similar increase in employee participation. During 2009, 80 employees participated with an additional 47 community/partner participants including 39 from the Stanislaus County Office of Education and 8 from the Modesto Lion's 500 service club. During 2012, 49 County employees, 26 Stanislaus County Office of Education employees, 15 community volunteers from the City Ministries consortium, 7 from Modesto Rotary Clubs, 5 Modesto Lion's 500 Service Club members, and 2 City Schools employees participated in the program.

## Approval of the Annual Progress Report for the Stanislaus County Employee Mentor Program and Present a Proclamation Acknowledging the Month of January 2017 as Mentoring Awareness Month in Stanislaus County, Consistent with the National Mentor Month Distinction

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In 2013 the program continued to thrive with 142 total mentors, 88 of which were County employees contributing 1,176 mentor hours. This sustained commitment by our employees and our community partners is a significant testimonial to the power of this long-standing program.

In 2014 the program, at the start of the new City Schools mandated background check protocol, experienced a dip in total participation hours at 944. Once we implemented our new screening process these annual numbers began to rise again and in 2015 the program rebounded to a total of 1,060 County employee hours.

In calendar year 2016 the program implemented a new performance tracking tool (template attached - Attachment A) to begin a process of quantifying our efforts. In our first year of performance tracking we were able to statistically confirm what we have known anecdotally for years - that our young protégés gain significant opportunities for improvement academically, socially and in school attendance (Attachment B). In addition, the program continues to thrive with an employee total participation number of 1,098 hours.

Stanislaus mentors represent a very diverse organizational base with 24 county departments participating during 2016. Historically, high participation has come from the Department of Child Support Services (DCSS) logging 3,529.5 hours since inception. In 2016 the County Chief Executive Office claimed a high department total of 273 hours, with other significant department participants including the Library at 73 hours, DCSS at 162 hours and the Clerk Recorder's Office at 96 hours (Attachment C).

The Stanislaus County program has been recognized regionally and nationally providing workshops and presentations to interested organizations, including the National Points of Light Conference (1999 and 2003), other Counties, and various leadership groups. In September 2008, the program was honored at the Annual National Mentor Summit in Anaheim as a National best practice, in 2010 the Modesto Chamber of Commerce recognized the program as non-profit best practice of the year, in 2014 the California Association of Counties (CSAC) awarded the program the prestigious Excellence Award and in early 2015, the National Association of Counties (NaCO) recognized the County program with their Excellence in Achievement Award.

In January, the Employee Mentor Recognition Dinner recognizes those employees, volunteers, educators and protégés (current and past) who have participated in the program. The Mentor Employee of the year is recognized and student protégé talent is showcased. This year the Stanislaus Office of Education is once again co-hosting the event at the Martin Petersen Event Center on January 26, 2017.

### The AIM Program: A Team Based Approach

Originally called the Academic Intervention through Mentoring (AIM) program, the model boasts a team-based mentoring approach. Employee teams (of up to three individuals) in essence, adopt a young person for the school year. The team then rotates the meeting times and acts as support and back up to one another should work assignments and scheduling conflicts arise unexpectedly. This has proven to be invaluable for mentor recruiting purposes. In fact, over the past five years it is not unusual to have multiple Department Heads and senior

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management, County Supervisors and even the County Chief Executive Officer actively participating in the program. This kind of bottom up/top down investment is not only unique but speaks volumes to the program support at every level of our organization.

The program continues to reach out and developed partnerships with additional public and service club affiliations. Accomplishments include:

1. The Stanislaus County Office of Education adopted the program in 2007 and our collaboration is now nine years strong with commitment to the long term.
2. In 2008, the Modesto Lion's 500 Club adopted Shackleford School with five participant mentors. This participation has continued to thrive through 2016.
3. The Rotary Clubs of Modesto joined the mentor effort in 2012.
4. Also beginning in 2012, City Ministries, a consortium of faith-based entities adopted our model and joined our effort.
5. In 2014 Wells Fargo Bank also joined our program.
6. In 2015 the City of Modesto embraced the program and now have ten City employees actively participating (2016 cycle).
7. The City of Hughson also joined the effort in 2015. Through 2016, Hughson has already totaled 225 mentor hours and in 2016 has grown their effort to 11 adult mentors.

The Stanislaus Mentor process is extremely easy for employees and partner affiliates to follow and the program continues to increase its visibility through active outreach and community participation.

### The Approach

Teachers and Reading Specialists identify (typically 3<sup>rd</sup> through 5<sup>th</sup> grade) students in need of assistance. The mentor interaction includes the following components:

- All mentor teams rotate face to face meetings with their students at least twice weekly.
- Mentor teams develop a master schedule for each student.
- All interactions take place at one of six Modesto City School campus locations.
- Each student has a folder on site with a volunteer journal to help facilitate communication between the mentor team members between interactions.
- Each student has a basket with a variety of assigned books at grade level appropriate reading levels – should the mentor engage the relationship through a reading for fun approach.
- Each participant school site monitors the results for each student (Attachment A).
- Each school site monitors the attendance and hours for each employee – including our non-employee partner affiliates.
- The employees of Stanislaus County share their experiences via the Site Coordinator information exchange; review the role(s) of staff and comment on the progress of each student.

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The Employee Mentor program is now entering its nineteenth year (2017).

The community outreach and positive role model experiences that have become cornerstone to this approach speak volumes about the integrity and commitment of our employees and those public and private sector partners that have stepped forward to participate.

This program is truly a regional best practice.

**POLICY ISSUE:**

Board of Supervisors approval is necessary to proclaim the month of January 2017 as Mentoring Awareness Month in Stanislaus County.

**FISCAL IMPACT:**

Since the program started in 1999, the employees of Stanislaus County and more recently our community partners have invested over 27,713.65 personal (non-work) hours to youth and community mentoring activities. Annual program administration is provided under direction of the County Chief Executive Office with nominal administrative staff time. The annual fiscal impact of this program typically does not exceed \$1,500 and is supplemented with generous contributions from the County Office of Education (\$500), business donations to the annual celebration and hours of volunteer time by committed community volunteers. Funding is available in the Chief Executive Office – Operations and Services Fiscal Year 2016-2017 Final Adopted Budget.

During the Fiscal Year 2013-2014 cycle our partners at Modesto City Schools modified eligibility criteria to require all mentor candidates to complete a full background and FBI clearance process. The additional cost of this new eligibility requirement was absorbed in Fiscal Year 2015-2016 by one-time gap funding in the amount of \$1,081 from Chief Executive Office – Operations & Services budget which has in turn, afforded an additional 100 County employees to become eligible to participate and 23 employees to actually register for program participation this cycle. In Fiscal Year 2016-17, the eligibility screening requirement was absorbed by the Modesto City School District.

<b>Cost of recommended action:</b>	\$ 1,500
<b>Source(s) of Funding:</b>	
<b>Funding Total:</b>	\$ -
<b>Net Cost to County General Fund</b>	<b>\$ 1,500</b>

<b>Fiscal Year:</b>	2016/2017
<b>Budget Adjustment/Appropriations needed:</b>	No

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**BOARD OF SUPERVISORS' PRIORITY:**

The Stanislaus County Employee Mentor Program supports the Board's priorities of A Safe Community, A Healthy Community, and Effective Partnerships by working creatively with Modesto City Schools, the County Office of Education, the local Business sector, Service Clubs and the Faith-based Community to provide positive role model experiences for our Community's most valuable assets... our next generation.

**STAFFING IMPACT:**

The Chief Executive Office provides marginal administrative staff support to this project. Actual mentoring activities are done on personal, non-county, lunch hour time.

**CONTACT PERSON:**

Keith D. Boggs, Assistant Executive Officer

Telephone: (209) 652-1514

[www.employeementors.com](http://www.employeementors.com)

**ATTACHMENT(S):**

- A. Annual Program Assessment Tool Template
- B. Basic Foundational Skills
- C. Mentor Program Hours Tracked



# Stanislaus County Employee Mentor Program Annual Program Assessment Tool School Year 2016-17

**STUDENT PROFILE:**

First Name (This identifier will be eliminated during analysis):	Grade Level:	Personal Goal:
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**ATTENDANCE:**

The number of days that a student goes to class/school.  
(Every day a student misses school, even for excused absences, the school loses about \$35 in income.)

<u>Number of days of Instruction:</u>	<u>Number of Mentoring Days Available:</u>
<u>Number of days of Attendance</u>	<u>Number of days of Attendance for Mentoring</u>

**BASIC FOUNDATIONAL SKILLS:  
FLUENCY IS DEFINED AS:**

Accuracy (ability to identify letters, sounds, words)

Expression (ability to match the proper expression to each word or phrase) Expression can equate to increased reading comprehension.

Appropriate rate (ability to read with proper pauses for periods or other grammar)

**GRADING: 1- 4 POINT CORE SYSTEM ASSESSMENT**

**Rating Scale:**

- Level 1** – Performing below grade level.
- Level 2** - Approaching grade level.
- Level 3** - Performing at grade level.
- Level 4** - Performing above grade level.

**Beginning of the Year Rating:**  
(Please use rating scale 1 – 4)

- Accuracy
- Expression
- Appropriate rate

**End of the Year Rating:**  
(Please use rating scale 1 – 4)

- Accuracy
- Expression
- Appropriate rate

**SOCIAL SKILLS:**

The ability to listen, focus, follow directions, work independently, work with others

<b><u>Beginning of the Year Rating:</u></b>	<b><u>End of the Year Rating:</u></b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Listening</li> <li><input type="checkbox"/> Focus (ignore distractions)</li> <li><input type="checkbox"/> Follow directions</li> <li><input type="checkbox"/> Works independently</li> <li><input type="checkbox"/> Works well with others</li> <li><input type="checkbox"/> Other:</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Listening</li> <li><input type="checkbox"/> Focus (ignore distractions)</li> <li><input type="checkbox"/> Follow directions</li> <li><input type="checkbox"/> Works independently</li> <li><input type="checkbox"/> Works well with others</li> <li><input type="checkbox"/> Other:</li> </ul>

**SCHOOL:**

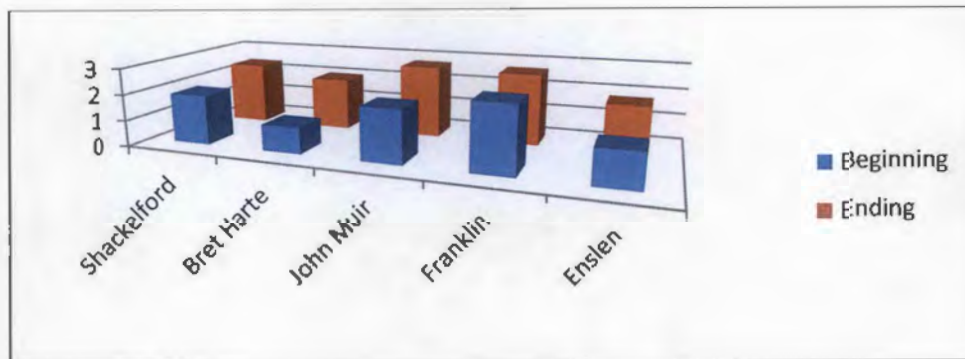
- Bret Harte  
  Everett  
  Enslin  
  Franklin  
  John Muir  
  Shackleford

# Performance Tracking 2016

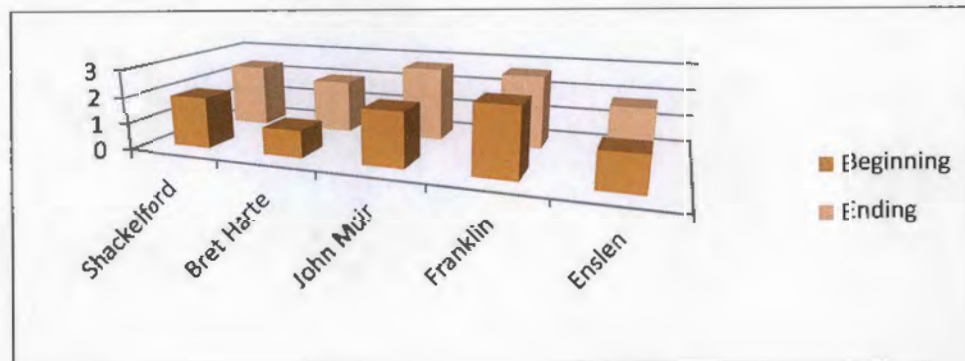
## KEY

- Level 1 = performing below grade level
- Level 2 = approaching grade level
- Level 3 = performing at grade level
- Level 4 = performing above grade level

## LISTENING

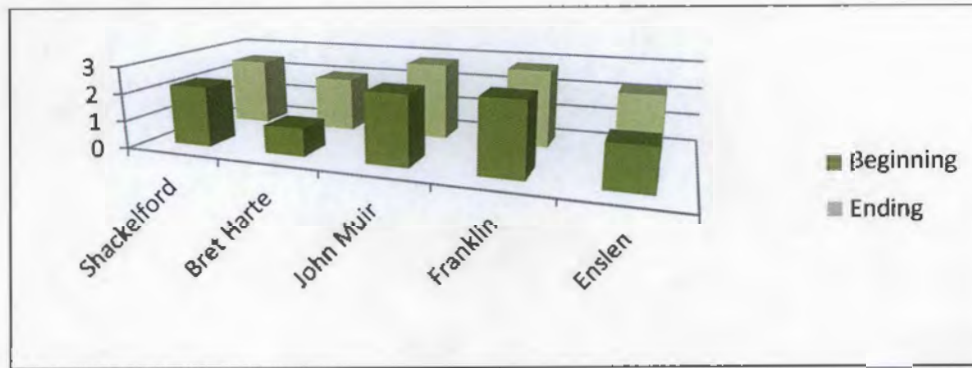


## FOCUS (IGNORE DISTRACTIONS)

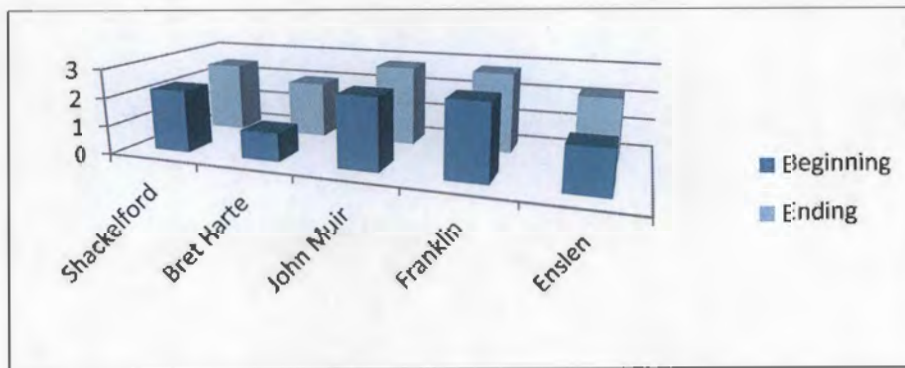




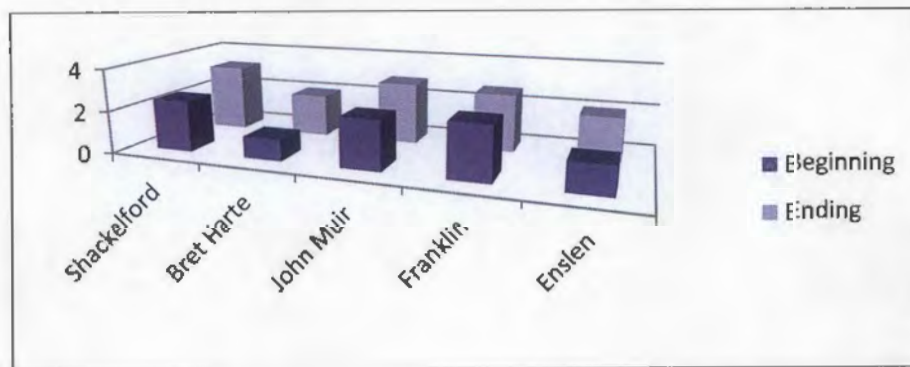
FOLLOW DIRECTIONS



WORKS INDEPENDENTLY



WORKS WELL WITH OTHERS



Stanislaus County Employee Mentor Program - December 31, 2016  
**TEAM BASED HISTORICAL**

Attachment C

Department	2000-2013	2014	2015	2016	Total Hrs	Mentors 2015-16
Ag Dept.	79.0	0.0	0.0	0.0	79.0	0
Alliance WorkNet	688.5	9.0	0.0	5.0	702.5	1
Animal Services	0.0	10.0	34.0	18.0	62.0	2
Assessor's Office	187.5	0.0	0.0	0.0	187.5	0
Auditor - Controller	783.5	0.0	20.0	49.0	852.5	2
BHRS	60.5	0.0	7.0	10.0	77.5	1
BOS	66.5	43.0	16.0	6.0	131.5	2
CEO	2,493.1	112.0	201.0	273.0	3,079.1	15
Children & Families	24.0	28.0	37.0	15.0	104.0	3
Clerk Recorder	479.9	74.0	82.0	96.0	731.9	6
Clerk Of the Board	30.0	13.0	0.0	0.0	43.0	0
County Counsel	582.5	0.0	17.0	61.0	660.5	3
CSA	1,010.5	185.0	70.0	12.0	1,277.5	13
DA	145.6	60.0	45.0	29.0	279.6	3
DCSS	3,077.5	98.0	192.0	162.0	3,529.5	24
DER	55.0	19.0	40.0	30.0	144.0	3
GSA	361.2	90.0	37.0	55.0	543.2	4
Public Health	770.8	83.0	102.0	27.0	982.8	6
OES	0.0	0.0	0.0	20.0	20.0	1
Library	1,060.1	75.0	62.0	73.0	1,270.1	4
Planning Dept.	348.0	22.0	29.0	30.0	429.0	3
Probation	427.5	0.0	0.0	0.0	427.5	0
Public Works	432.7	22.0	43.0	90.0	587.7	11
Sheriff's	143.0	0.0	0.0	0.0	143.0	0
StanCOG	4.0	0.0	0.0	0.0	4.0	0
Strategic Business Technology	0.0	0.0	0.0	10.0	10.0	2
Stanislaus Regional 911	6.0	0.0	0.0	0.0	6.0	0
Superior Court	43.0	0.0	0.0	0.0	43.0	0
Treasurer	0.0	1.0	26.0	27.0	54.0	1
<b>TOTALS</b>	<b>13,359.9</b>	<b>944.0</b>	<b>1,060.0</b>	<b>1,098.0</b>	<b>16,461.9</b>	<b>110</b>

**ALL PARTICIPATION 2016**

	CNTY	SCOE	LIONS	Wells Fargo	City of Modesto	Modesto City Schools	City of Hughson
Davis High	2				1		
Beard Elementary					6		
Bret Harte	15						
Muir Mentors:	18	27			2	2	
Shackelford Mentors:	24	22	3		2		
Enslin	28				1	1	
Franklin	23	21		3			
Hughson							11
<b>Total Mentors:</b>	<b>110</b>	<b>70</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>10</b>	<b>2</b>
							<b>11</b>

**SCOE**

Total Mentor Hours:	2,931.25	<b>Wells Fargo Bank</b>	
2016 Mentor Hours:	125	Total Mentor Hours	36
2016 Active Employee Mentors:	70	2016 Mentor Hours	12
		2016 Active Mentors	3

**Lions Club Modesto**

Total Mentor Hours:	1,184.80	<b>*City of Hughson</b>	
2016 Mentor Hours	51	Total Mentor Hours	225
2016 Active Mentors	3	2016 Mentor Hours	70
		2016 Mentors	11

**One to One Historical:**

Department	1999-2008 Total Hrs
Ag Dept.	453
Animal Services	1340.5
BHRS	24
CEO	237.5
CSA	1027
DA	0
DCSS	1812.5
Alliance WorkNet	120
HSA/PH	363.5
Library	57.5
Planning	37.5
Probation	32
Public Defenders	75.5
Public Works	0
SBT	158
Sheriff's	393
<b>TOTALS</b>	<b>5,931.5</b>

**City of Modesto Employees**

Total Mentor Hours:	228
2016 Mentor Hours	80
2016 Active Modesto Schools Mentors	10

**Stan State Mentor Hours**

Total Mentor Hours	2
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**City Ministries Hours**

Total Mentor Hours	390
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**Modesto City Schools Hours**

Total Mentor Hours	95.4
2016 Mentor Hours	10
2016 Active Mentors	2

**Community Volunteers**

Total Mentor Hours	28
2016 Mentor Hours	10
2016 Active Mentors	3

**Modesto Rotarian Hours**

Total Mentor Hours	148
2016 Mentor Hours	7
2016 Mentors	1

**DeHart Heating and Air**

Total Mentor Hours	10
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**MJC Students**

Total Mentor Hours	34
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**County**

Total County Mentor Hours:	22,393.40
2016 Employee Mentor Hours:	1,098

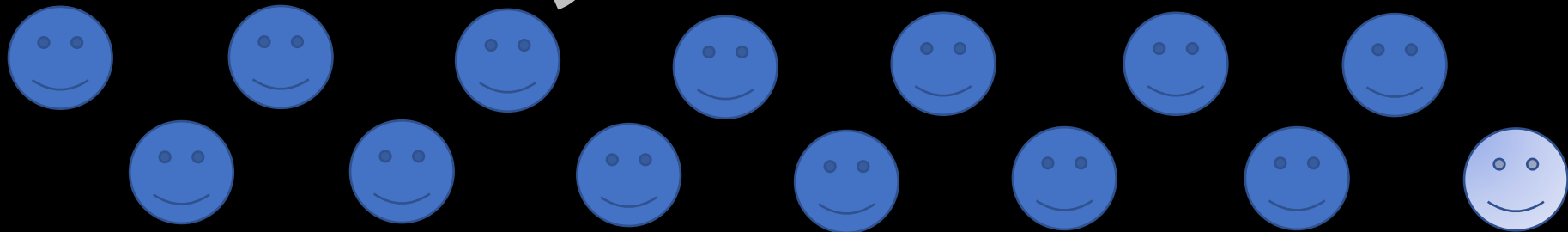
2015-16 Total - ALL Mentors 212 1,443.0 hrs

**TOTAL HOURS - ALL PARTNERS 27,713.65**

**27,713.65**

Total hours

27,713.65



13.3 FTE