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OFFICE OF THE CITY CLERK
OAKLAND

AGENDA REPORT

2014 DEC 30 PM 1:49

TO: HENRY L. GARDNER
INTERIM CITY ADMINISTRATOR

FROM: Sara Bedford

SUBJECT: Background Checks for Senior Companion/
Foster Grandparent Programs **DATE:** December 22, 2014

City Administrator
Approval

Date

12-30-14

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Staff recommends that the City Council adopt a resolution authorizing the City Of Oakland through the City Administrator, to access Summary Criminal History Record Information for employees and volunteers in the City of Oakland Senior Companion Program and Foster Grandparent Program in order to comply with the funding requirements of the Corporation for National and Community Services (CNCS) for these programs.

OUTCOME

As a result of the City Council Resolution, staff will have access to summary criminal history record information from the DOJ, FBI and OPD on and for candidates/applicants who have recurring access to vulnerable and disabled populations. Staff will coordinate and process candidates/applicants who will be required to undergo and/or provide:

- A government issued photo;
- A written consent allowing designated staff to perform Background History checks component/assessments;
- Documentation of the candidates' understanding that his/her service in either program is contingent on the results of the NSCHC eligibility; and
- A National Sex Offender Public Website Search before the candidate begins work/service in the SCP and FGP.

BACKGROUND/LEGISLATIVE HISORY

The Senior Companion Program (SCP) and Foster Grandparent Program (FGP) is a function under the Federal Domestic Volunteer Act of 1973 [As amended through Public law 111-13, Enacted April 21, 2009]. The City of Oakland SCP has been in operation for thirty-seven years as of July 26, 2014. The FGP has operated in the City of Oakland since 1999.

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Life Enrichment Committee

January 13, 2015

The purpose of the SCP and FGP is to provide meaningful part-time volunteer opportunities for income eligible senior residents in the City of Oakland. Senior Companions assist frail, monolingual and socially isolated elders. Foster Grandparents provide supportive assistance to K-12 disadvantaged and at risk children and youth. The City Council approved these programs in Resolution No. 85033 C.M.S. for FY 2014 -2015.

As a grantee of the Corporation for National and Community Services (CNCS), the SCP and FGP are required to conduct, document and undergo a National Service Criminal History Check that includes a fingerprint-based FBI criminal history check on individuals in covered positions who begin work, or who start volunteer service, on or after April 21, 2011 and who have recurring access to children 17 years of age or younger, to persons age 60 and older, or to individuals with disabilities. These positions include Senior Companions, and Foster Grandparents volunteers, and/or staff funded under the CNCS grant. In order to meet this requirement, the resolution will allow designated program staff to process background checks with the Department of Justice, Federal Bureau of Investigation and the City of Oakland Police Department (OPD) on and for applicants/candidates in the SCP and FGP who will:

- Provide recurring assistance to vulnerable, disabled and disadvantaged residents.
- Be required to have liability and accident coverage provided by CIMA Insurance.
- Be certified annually to participate in either the SCP or FGP.
- Be age 55 and above and have completed 30 hours of pre-service training; and, income eligible to receive a stipend.
- Be certified as a Senior Companion or Foster Grandparent to volunteer 15 to 20 hours weekly and up to 1044 hours annually.

PUBLIC OUTREACH/INTEREST

Volunteers are supervised and placed/assigned to community based station sites. The Senior Companion Station sites include: East Oakland Health, Westlake Christian Terrace, Allen Temple Arms, Family Bridges, St. Mary's Community Center, Posada De Colores, Multi-Purpose Senior Services Program, Sojourner Truth Manor, Merritt Crossing, St. Mary's Garden, Vietnamese Center of the East Bay, Davis Family Resource Center, South Berkeley Senior Center, and a partnership with the Oakland Paratransit for the Elderly and Disabled (OPED).

The Foster Grandparent Station sites include: Bret Hart Middle School, deFremery Recreation Center, Redwood Heights Recreation Center, Centro Infantil De La Raza, Fruitvale Head Start, Experience Corps in Oakland Unified School District, Reading Partners, Berkeley Head Start/YMCA, Studio One Art Center, Kidango Center, and Safe Walk to School.

COORDINATION

The HSD Fiscal, Budget Office, Office of the City Attorney, Department of Justice/FBI and OPD were consulted in preparation of this report and resolution.

COST SUMMARY/IMPLICATIONS

The grant funds approved by Council Resolution 85033 covering the costs of \$3,239 associated with Fingerprinting have been appropriated by the Human Services Department and are available in the Senior Companion and Foster Grandparent project cost centers for Fiscal Year (FY) 2013-2015 adopted budget in the Federal Action Agency Fund (2120), Senior Companion Program Org (75241), SCP/Fed FY14-15 and FGP/Fed FY14-15 Projects (G464250 & G464340).

SUSTAINABLE OPPORTUNITIES

Economic: In order to meet the funding requirements of the Corporation for National and Community Services for the Senior Companion and Foster Grandparent Programs the City must comply with their fingerprinting policy.

Environmental: The report has no environmental impact.

Social Equity: Through an extensive network of community based programs, senior volunteers perform civic engagement interventions that make their neighborhoods stronger by helping frail and isolated elders, children and youth that are at risk and have special needs with social, educational and health related activities.

For questions regarding this report, please contact Scott Means, Aging & Adult Services Manager at 510-238-6137.

Respectfully submitted,



SARA BEDFORD, Director
Human Services Department

AGING & ADULT SERVICES DIVISION:

Reviewed by: Scott Means, Manager

Prepared by: Andrea Turner, Supervisor

Sr. Companion/Foster Grandparent Programs

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Life Enrichment Committee
January 13, 2015

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DRAFT
City Attorney's Office

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

A RESOLUTION AUTHORIZING THE CITY OF OAKLAND, THROUGH THE CITY ADMINISTRATOR, TO ACCESS SUMMARY CRIMINAL HISTORY RECORD INFORMATION FOR EMPLOYEES AND VOLUNTEERS IN THE CITY OF OAKLAND SENIOR COMPANION PROGRAM AND FOSTER GRANDPARENT PROGRAM IN ORDER TO COMPLY WITH THE FUNDING REQUIREMENTS OF THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICES FOR THESE PROGRAMS

WHEREAS, pursuant to Resolution No. 85033 C.M.S., the City Council authorized the City Administrator to apply for and accept grant funds from the Corporation for National and Community Services (CNCS) for the Fiscal Year 2014-2015 Senior Companion Program (SCP) and the Foster Grandparent Program (FGP); and

WHEREAS, the City of Oakland SCP and FGP provide meaningful part-time volunteer opportunities for income eligible older persons who provide supportive assistance to the elderly, children and youth, and their family members; and

WHEREAS, the CNCS requires that all volunteers and employees working with the SCP and the FGP undergo a criminal history background check and CNCS prohibits the City from hiring employees and training volunteers before they have been approved for service; and

WHEREAS, Penal Code Sections 11105(b) (11) and 13300(b) (11) authorize cities to access state and local summary criminal history information for employment, licensing or certification purposes; and

WHEREAS, Penal Code Section 11105(b)(11) authorizes cities to access federal level criminal history information by transmitting fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigation; and

WHEREAS, Penal Code Sections 11105(b) (11) and 13300(b) (11) require that there be a requirement or exclusion from employment based on specific criminal conduct on the part of the subject of the record; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require the City Council, governing body of the City to specifically authorize access to summary criminal history information for employment, licensing or certification purposes; and

WHEREAS, CNCS funds in the amount of \$3,239 are designated to obtain the criminal history background checks for the SCP and FGP volunteers and employees; now, therefore, be it

RESOLVED: That the City of Oakland, through the City Administrator, is hereby authorized to access State and Federal summary criminal history information for prospective employees and volunteers in the City of Oakland SCP and FGP; and be it

FURTHER RESOLVED: That the cost of \$3,239 to obtain the criminal history information for SCP and FGP volunteers and employees will be funded by Federal Action Agency Fund (2120), Senior Companion Program Org (75241), SCP/Fed FY14-15 and FGP/Fed FY14-15 Projects (G464250 & G464340).

FURTHER RESOLVED: That the City of Oakland shall not disseminate the summary criminal history information to any private entity.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, CAMPBELL WASHINGTON, GALLO, GIBSON MCELHANEY, GUILLEN, KALB, KAPLAN, AND REID

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____
LATONDA SIMMONS
City Clerk and Clerk of the Council of the
City of Oakland, California