



Rushern L. Baker, III
County Executive

Prince George's County, Maryland

Summer Youth Enrichment Program 2013



2013 Annual Report

Prince George's County Government
The Honorable Rushern L. Baker, III, County Executive
Bradford L. Seamon, Chief Administrative Officer
Stephanye R. Maxwell, Esq., CPM, Director
Office of Human Resources Management

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Introduction

The inception of the Summer Youth Enrichment Program, formally known as the Summer Youth Initiative, began in the late 1980's, where it was administered under the direction of the Private Industry Council, Inc. Over the years, the program has moved to the Office of Personnel, now the Office of Human Resources Management (OHRM), the Department of Family Services, the Office of the County Executive, and until recently, the Economic Development Corporation. In October 2011, the Office of the County Executive decided that OHRM is the most appropriate agency to conduct the day-to-day functions of the SYEP. Therefore, for the past two years, OHRM assumed the promotion and advertisement, recruitment and placement of youth, orientation and training, and the monitoring and evaluation components of the program.

The first year, OHRM rebranded and reinvented the program to give it a fresh identity and new energy. After discussions with OHRM team members, it was decided that this program was more than just providing youth with a job during the summer, but to provide mentoring, support, development and focus. The goal of the SYEP was to provide youth with a constructive summer work experience and introduce them to various careers in public service; thereby, renaming the program to the SYEP. The second year, OHRM and the Office of the County Executive collaborated with public and non-profit entities to discuss expanding employment opportunities for youth. In addition, the orientation session was expanded to include additional enrichment workshops for the youth. It was evident that the SYEP was a valuable resource to our youth and the community at-large; therefore, a pledge was made to ensure that the Program would have additional benefits and services. The 2014 employment/enrichment program, entitled Youth@Work/SYEP, would be a partnership between public and private sector to include employment, job-readiness training and resources for youth and parents available.

As you will see, the **2013 Annual Report** for the SYEP will give an overview of the program, eligibility criteria, the recruitment and hiring process, enrichment sessions, a snap-shot of the demographics of the youth hired in this year's program, as well as success stories.

SYEP Overview

This is a six-week, entry-level introduction to public service for the youth of Prince George's County. This countywide initiative offers youth enriching and constructive summer work experiences in various assignments throughout our government. Regardless of which



County's Summer Youth Enrichment Program (SYEP) Orientation.

department or host agency a youth is assigned, the work experience is geared to be meaningful, positive and professional.

Residents of Prince George's County between the ages of 15 – 19, at the start of the Program, are eligible to apply. Youth must be eligible to work in the United States and need to have a valid work permit prior to hire.

In years past, the SYEP was scheduled to begin with an orientation on a specified date. However, some youth were unable to begin on the scheduled orientation date; therefore, it was decided for summer 2013 to offer two (2) sessions (two start dates and orientation dates). Youth who were interested in employment, but unable to attend the first orientation, could be scheduled for the second session (make-up session). To ensure the maximum experience and opportunity for the youth, each session was scheduled for a full six (6) week period.

Session I: June 17, 2013 – July 26, 2013
Make-up Session: July 2, 2013 – August 9, 2013

In addition to gaining a meaningful work experience, our youth were interested in earning money. Youth between the ages of 15 - 17 years old earned the minimum wage of \$7.25/hour. Youth between the ages of 18 – 19 years old earned \$10.00/hour. Participants were allowed to work 40 hours per week (80 hours per pay period).

Orientation and Enrichment Seminars

The SYEP Orientation and subsequent enrichment seminars were dynamic! OHRM hosted the first day of orientation. OHRM focused on ensuring that the youth completed the necessary employment documents, so they would receive their pay. In addition, OHRM provided an overview of County government, information on County policies, procedures and expectations, and offered sessions on Workplace Harassment Avoidance Training, Customer Service and Dress in the Workplace.



Rushern L. Baker, III, County Executive
welcoming youth to the SYEP.

The Honorable **Rushern L. Baker, III**, County Executive, welcomed over 500 youth to the SYEP. His message encouraged them to work hard, learn all that they can, and be an

example for our great County.

In addition, the SYEP was privileged to have The Honorable **Angela Alsobrooks**, State's Attorney for Prince George's County, greet the participants. Ms. Alsobrooks shared inspiring stories that were captivating and inspiring. Her message of being a public servant gave the youth another perspective on the dedicated men and women who work for County Government.



Stephanye R. Maxwell, Esq., CPM,
Director of OHRM and Angela
Alsobrooks, State's Attorney at the
"More than a Job" seminar.

On the second day of orientation, the Office of the County Executive coordinated the **“More than a Job” Life Skills Seminar**. The goal of the seminar and workshop sessions were to cultivate motivation, stimulate engagement, provide lessons learned and provide tools and



proven methods to guide youth in their daily lives. Musician **Jamal Moore**, operated as the emcee and energized the youth as they learned about health and hygiene, nutrition, office etiquette, finance and banking, and a motivational speaker. All of the presenters donated their time to present to the youth employees.

Special guest speakers included **Kym Lee**. She is a native Washingtonian, who worked for BET as a make-up artist for 15

years. She has done make-up for Essence, Black Enterprise, People, Glamour and Sister 2 Sister magazines. In addition, she is the co-owner of Outer Skinz Image Group and has provided services for famed actors, such as Angela Bassett, Kerri Washington, and more! Kym Lee truly excited the youth, as they were very familiar with her work. She spoke candidly on dress etiquette, professionalism, customer service, and the importance of making a great first impression.



Shelli Dinerstein of the Prince George’s County Health Department presented on the importance of sleep the night before work, the importance of exercise and the importance of body hygiene and oral hygiene.



Vennard Wright, Director of the Office of Information Technology discussed the appropriate use of the Internet, personal telephone calls during work hours and social media and Internet safety. Mr. Wright’s presentation was presented in an exciting “game show” format, which won over the youth participants.

Representatives from Share Our Strength and Educational Systems Employees Federal Credit Union were available to provided valuable information on the importance of energizing the body with great nutrition and money management tips.

Marketing, Promotion and Recruitment Activities

OHRM marketed the program through various forms of media.

- County Intranet Site
- Office of the County Executive's Press Office
- County Council Press Office
- The Gazette Newspaper
- Community Newsletters
- News Channel 8
- CTV – (Prince George's County Community Television)

Public and Private Partnerships

The Office of the County Executive initiated a partnership with the South County Economic Development Association, Inc., to invite the local business community to roundtable discussions to learn how they could partner with the SYEP and show their commitment to Prince George's County youth. The committee consisted of various private businesses, non-profit organizations, members from the Office of the County Executive, and other external agencies. OHRM also held successful partnerships with the following public agencies:

- Prince George's County Department of Social Services – Foster Care Program (grant funded);
- Prince George's County Revenue Authority (privately funded).
- Prince George's County Public Schools (County funded);
- Prince George's County Memorial Library System (County funded);
- Maryland State Department of Assessment and Taxation (County funded); The Maryland-National Capital Park and Planning Commission (Conservation Corp Program) (County funded); and
- Prince George's Community College (County funded).

Application Process and Dates

Currently, OHRM only accepts applications through an online hiring system via the Internet. It was determined that offering this method of application would provide youth the opportunity to apply anytime day or night during the application acceptance period. Youth would need access to a computer and an email account. Options of using the computers at home, school, community library, or at OHRM were provided to the youth. Information on creating a free email account was also made available.

Youth who needed help in completing their application, or needed access to a computer to complete an application would call (301) 883-6330. OHRM had computers available Monday – Friday from 8:30 AM – 5:00 PM.

The application acceptance period began February 15, 2013, and ended on March 23, 2013, at 5:00 PM. Applications were not accepted after the closing date and time.

During the application acceptance period, OHRM received **4,322** applications.

Selection and Placement of Participants

OHRM understood the need to provide opportunities for youth who had not worked for Prince George's County Government in the past. Therefore, we highly encouraged youth who did not have prior work experience to apply. It was our goal to provide a positive work experience, so they would be excited to work for the County next summer.

In addition, OHRM was interested in bringing in new talent to fill various positions throughout County government. The SYEP is a method of succession planning that identifies future leaders

and develops them so they can be prepared to assume leadership roles. That means having the right people in the right place at the right time. Therefore, hiring agencies that had an existing relationship with youth who met the eligibility requirements and had considered them as part of the Department's succession plan encouraged them to reapply for this year's program.

In making placement selections, OHRM first pulled applications of youth that were requested by agencies. Then a computer generated random sort of youth from the two groups (15-17 years old and 18-19 years old) were considered. OHRM reviewed the applications from the generated lists for areas of interest, method of transportation, and city including the Transforming Neighborhoods Initiative (TNI) to assist in making appropriate placement recommendations. OHRM also considered the information on the Host Site Placement Forms that were completed by the agencies. This form provided OHRM with

information, such as: type of work youth would be completing, preferred age of youth, and any specific skills that would be needed to complete the work assignments. As necessary, we consulted with the SYEP Coordinator, if we needed clarification on their request.

The Office of Management and Budget (OMB) authorized OHRM to hire 70% in the 15-17 age group and 30% in the 18-19 age group based on the authorized budget for the Program. A total of 272 youth were originally authorized to be hired. Prior to the start of the Program, OMB increased the authorized number of youth to be hired to 500 youth. Due to the timing and the number of agencies who agreed to make placements, OHRM was able to hire 504 youth.



OHRM's Recruitment, Examination & Classification Team; Valerie Farrar, Manager and Joanne Bonacci, OHRM's Deputy Director.

Participant Demographics

OHRM received 4322 applications from youth interested in participating in the SYEP. Of those that applied 142 did not meet the qualifications due to age or residency requirements.

A total of 504 youth were offered employment.

Participants by Age

OHRM hired 504 youth in the SYEP 2013 program. Of those hired, 349 or 69% were youth between the ages of 15 – 17; and 155 or 31% were youth between the ages of 18-19.

Participants by Age	Youth	Percentage
# of Hired (15-17)	349	69%
#of Hired (18-19)	155	31%
Total Hired	504	100%

Participants by Gender

OHRM hired 235 males (47%) and 269 females (53%) in the SYEP 2013 program.

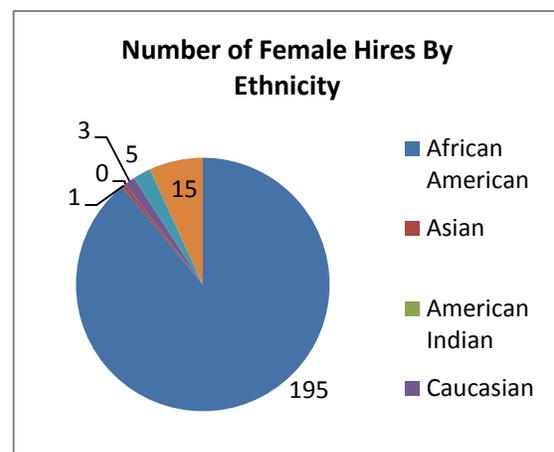
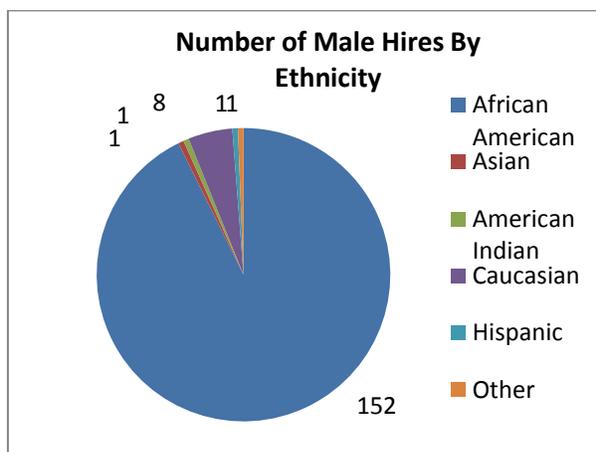
Participants by Gender	# of Males		# Females	
	Hired	% of Males	Hired	% of Females Hired
	235	46%	269	53%

Participants by Race/Ethnicity and Gender

OHRM strived to ensure that youth of all races/ethnicities were represented in the Program. Below is a breakdown of the youth by race/ethnicity and gender that were hired in the 2013 SYEP.

Race/Ethnicity	# of Males Hired	# of Male Applicants	%	# of Females Hired	# of Female Applicants	%
African American	212	1698	12.5	245	2295	10.7
Asian	0	6	0.0	1	10	10.0
American Indian	0	6	0.0	2	16	12.5
Caucasian	9	34	26.5	4	20	20.0
Hispanic	7	36	19.4	13	52	25.0
Other	7	51	13.7	4	81	4.9
Not Specified	0	6	0.0	0	11	0.0
Total Youth	235	1837	12.8	269	2485	10.8

The pie charts below shows a visual of the youth hired by race/ethnicity and by gender:



Transforming Neighborhoods Initiative (TNI)



In 2012, Prince George’s County Executive **Rushern L. Baker, III** announced his plan to improve the quality of life in vulnerable communities through the Transforming Neighborhoods Initiative (TNI). Focusing on six (6) specific communities, the overarching goal of the TNI is to achieve and maintain a thriving economy, great schools, safe neighborhoods, and high quality healthcare by utilizing cross-governmental resources in target neighborhoods that have significant and unique needs. The overall strategy of the County Executive is to be proactive in the target areas while maintaining and improving service delivery outside of these areas. The County will accomplish this by using cross governmental teams that will communicate and coordinate in a manner that will result in improved service delivery strategies. These improved strategies will be employed across the agencies thus improving service delivery both in the high need areas and the lower need areas. OHRM focused its efforts to ensure that there was youth represented in the Program from each of the respective TNI communities represented in the program. Therefore, of the youth hired, **41%** live in a TNI community.

Transforming Neighborhoods Initiative (TNI)

<u>Zip Code</u>	<u>Neighborhood</u>	<u>#</u>
20745	Glass Manor/Oxon Hill	41
20746	Suitland/Coral Hills	44
20748	Temple Hills/Hillcrest Height/Marlow Heights	44
20783	Langley Park	3
20785	Landover/Kentland/Palmer Park	46
20710/20737	Bladensburg/Riverdale Park	40
<i>Total Hired in TNI</i>		218

Staffing and Program Budget

In 2012, the program employed 383 youth with a budget of \$ 627,745, and in 2013, the program expected to employ 272 youths employed with a budget of \$664,938. The County was able to employ 504 youths with the financial assistance of the Department of Social Services and the Maryland National Capital Parks and Planning Commission. [1] In 2013, the County Council moved to expand the program with legislation (CB-032-2013) that creates a dedicated Youth Jobs Fund and expands the program to positions in the private sector.

OHRM staffed the SYEP with current employees and hired one (1) temporary/seasonal 1000-hour employee to assist with the coordination. This employee was compensated through the Non-Departmental budget managed by the OMB.

Outside of the in-kind contributions, an operating budget of \$10,000 was provided for the SYEP.

OHRMs Operating Expenses	Costs
Identicard – ID supplies	\$1,637
Copying (manual, tax forms, letters)	\$2,960
Estimated Costs	\$4,597

Council Bill-032-2013 authorizes a mechanism to establish the Youth Jobs Fund. This fund will be a non-lapsing fund that is dedicated to the SYEP. This fund may accept funds from public and private sources; will not revert to the General Fund at the end of the fiscal year, and shall be continually available for the uses and purposes for the SYEP.

[1] The Prince George’s County Government Office of Audits and Investigation. “Office of Human Resources Management Fiscal Year 2014 Budget Review. “
<http://www.princegeorgescountymd.gov/Government/LegislativeBranch/pdf/budgetfy2014/OHRM.pdf>.
 Accessed 5/28/2013.

County Executive's Luncheon and Roundtable Discussions

In July 2013, the County Executive, **Rushern L. Baker, III** hosted a luncheon and roundtable discussions with youth participants to obtain feedback on the SYEP and their experiences. Youth employees represented each County Department/Agency, Prince George's County Public Schools System, Prince George's County Memorial Library System, Maryland-National Capital

Park and Planning Commission, Prince George's Community College and the Revenue Authority.



County Executive, Rushern L. Baker, III and Stephanye R. Maxwell, Esq., CPM, Director of OHRM listening to youth participants.

The program began with remarks from the County Executive and the Director of the Office of Human Resources Management, **Stephanye R. Maxwell, Esq., CPM.**

Youth participants provided Mr. Baker, III with insight on how they were going to spend their earnings for their summer job, including, purchasing new clothes, savings for college, and donating to social services programs for the needy.

In addition, youth had the opportunity to participate in an impromptu tour of the County Executive's Office. Mr. Baker, III explained the importance of public service and encouraged them to consider returning to Prince George's County Government as their employer of choice, upon completion of their high school or college studies.



County Executive, Rushern L. Baker, III, Christopher Wallas, Assistant to the County Executive and youth participants in the County Executive's Office.

Monitoring and Evaluation of Youth Participants

OHRM maintained constant communication with the SYEP participants to obtain feedback, resolve issues and concerns, and provide lessons learned for the upcoming year.

In September 2013, a survey was administered to the youth participants to obtain feedback on the 2013 SYEP. The goal of this survey was to evaluate the County's 2013 SYEP and to determine the feelings, concerns and impressions of the SYEP employees. This feedback will help determine what can be done to improve the participants' experience in the upcoming year(s).

With the assistance of the SYEP Coordinators of each of the host sites, OHRM distributed 450 surveys to youth employees. One hundred thirty-six (136) youth or thirty percent (30%) responded. Respondents were asked to complete an 8-item evaluation questionnaire and encouraged to provide additional comments.

The results are summarized below.

Question 1.

Would you have had a job if there were no Summer Youth Enrichment Program?

43% Yes
57% No

Question 2.

How will you use the money you earned?

See Attachment A

Question 3.

In the fall, what will you be doing?

Question 4.

Tell us about your summer work experience. Please rate each area.

a. Supervision and guidance at worksite.

69% - Excellent 27% - Good 3.7% - Average 0.3% - Poor

b. Benefit in having a Summer Program.

65% - Excellent 34% - Good 1% - Average 0% - Poor

c. Level of work and responsibility given to you.

52% - Excellent 43% - Good 4% - Average 1% - Poor

d. Type of work you were given.

36% - Excellent 54% - Good 9% - Average 1% - Poor

Question 5.

On a scale of 1-4 rank the experience you received from your summer job. 1=poor, 2=fair, 3=good, 4=excellent.

a. Job Skills.

56% - Excellent 38% - Good 6% - Fair 0% - Poor

b. Getting along with others.

79% - Excellent 17% - Good 4% - Fair 0% - Poor

c. Getting along with supervisor.

88% - Excellent 12% - Good 0% - Fair 0% - Poor

d. How to budget your earnings.

41% - Excellent 49% - Good 10% - Fair 0% - Poor

Question 6.

Will you be able to apply the skills you learned in school or at another job?

96% Yes
4% No

Question 7.

Would you recommend the SYEP to a friend?

100% Yes
0% No

Question 8.

Please share with us how we can improve the Summer Youth Enrichment Program:

Below are the majority of comments the SYEP participants suggested to improve the Summer Youth Enrichment Program:

- Extend the program longer.
- Shorten the Orientation to one day instead of two days.
- Properly organize the Orientation.
- Provide more hands-on activities during Orientation.
- Place the youth in positions that are similar to their preferred professions.
- Place the youth in positions that will prepare them for real life work and allow the children to be actually interviewed.
- There were a lot of youth employed that lived in the city. This program should make sure all youth are Prince George's County residents as there were a lot of youth in Prince George's County in need of jobs.

ADDITIONAL COMMENTS:

- *“My summer job experience was great!”*
- *“Everything at the summer Youth Program was great; I don’t think anything should be changed.”*
- *“The Summer Youth Program doesn’t need improvement because everything is good. You have good hours and everything is nice. I had a lot of fun.”*
- *“I felt the job was very nice and the people were also. I learned things while also enjoying myself...”*
- *“Everything was just fine. I really enjoyed myself and this group of people that I have worked with have become my second family.”*
- *“The Summer Youth Enrichment Program is good the way it is...I would love to work for the SYEP again.”*
- *“This is an excellent summer program. I enjoyed the exposure....”*
- *“I believe there isn’t anything that should be improved. Working with my co-workers was one of the best experiences in my life. Ms. Cooper has the greatest personality, which made me enjoy my job more. If I am able to, I would love to be here next summer.”*

Monitoring and Evaluation of SYEP Coordinators

OHRM maintained constant communication with each SYEP Coordinator at each host site to obtain feedback, resolve issues and concerns, and provide program updates.

In August 2013, OHRM administered a survey tool to the SYEP Coordinators to obtain feedback on the 2013 SYEP. The goal of this survey was to evaluate the County’s 2013 SYEP program and to determine the feelings, concerns and impressions of the SYEP Coordinators. This feedback will help determine what can be done to improve the participants’ experience in the upcoming year(s).

OHRM distributed 36 surveys for the SYEP Coordinators to complete. Sixteen (16) SYEP Coordinators or forty-four percent (44.4%) responded. Respondents were asked to complete a fifteen (15) item evaluation questionnaire and encouraged to provide additional comments.

The results are summarized below.

Question 1.

How satisfied was your agency with the application process for the SYEP?

75%	Very Satisfied	0%	Somewhat Dissatisfied
6.25 %	Somewhat Satisfied	0%	Very Dissatisfied
18.75%	Satisfied		

Question 2.

Did the applications have enough information about the youth to assist your agency in making a decision about hiring? If not, what information should be added to improve the selection process?

81.25%	Yes
12.5%	No
6.25%	No response provided

COMMENTS:

- In trying to place youth with the schools system, it may have been more helpful to identify what method of transportation that the student would use and what schools are accessible for them.
- The applications do include enough information to make decision about hiring. However, some of the students/employees do not thoroughly provide enough information to really make a sound decision on whether to hire them or not.
- I would like to know whether a young person is available for the majority of the session. We had a few youth who had other obligations each day.

Question 3.

Does your agency prefer to interview youth or do you prefer OHRM to select and place the youth?

43.75%	OHRM
50%	Agency
6.25%	No Response

COMMENTS:

- We prefer for the county to conduct the interviews. It saves us a lot of time.

Question 4.

Was the period of time from receipt of the application sufficient to make a determination of youth your agency wished to hire?

100%	Yes
0%	No

Question 5.

How appropriate and/or beneficial was the youth orientation?

62.5%	Very Beneficial
25%	Beneficial
6.25%	Somewhat Beneficial
0%	Not Beneficial
6.25%	No Response

Question 6.

What did you like most about the youth orientation?

- I think it was a very good idea to have banks on site to help the interns set up direct deposit...Great idea!
- The career information that OHRM provided to the youth
- I like the fact that youth are given the essential job trainings such as sexual harassment, and workplace conduct.
- Providing information to the youth on the appropriate dress code and office etiquette.
- I really thought the section about what is appropriate and inappropriate for work, as far as hair, makeup, attire.
- The expected work ethics and attire.
- The timeframe to process the students and tweaking of the ID issuance.
- It was well organized this year and the additional day added was more beneficial to the youth.

- Opportunity to meet and greet, answer any questions, provide supervisor contact information, uniformity processing summer youth.
- It was good for the youth to get all of the paperwork done at one time.
- It provided the students with a really good overview of the do's and don'ts in the workplace.
- I like that all important policies and procedures are explained to the students. I also liked how a second day was added to explain how to act, dress, etc. at the workplace.
- The young people gained a sense of importance about the manner of work and the professionalism required.

Question 7.

What did you like least about the youth orientation?

COMMENT:

- The size of the orientation – Many youth left without handing in appropriate paperwork...
- It was too lengthy and needed to be consolidated. Some of the information could be given to the agencies to review once the youth report to the respective assignments instead of making them report for a day and one half.
- Time commitment.
- I do not believe it is necessary for the agency coordinator to be present at the orientation.
- I would have preferred a room just for students being placed with PGCPs. There is far too much competing with other agencies and talking and really confusion. Have various agencies meet with their youth in a separate setting.

- It is hard to make sure the students are really paying attention to the slides and absorbing the information.
- Having to sit through orientation myself.
- The liaisons did not need to be there.

Question 8.

What should be added or deleted to make the youth orientation more beneficial to the youth?

COMMENT:

- We should figure out a way to incorporate off site events/exercises for our interns. Should either have one six-week session or one eight-week session. Two sessions was a bit confusing.
- Need to provide basic information such as, where to report to work, schedule, and overview of tax and direct deposit forms for their pay advices.
- Topics that will keep the youth focused and attentive.
- Perhaps have a Peer (Previous Summer Youth) give a dynamic speech about their experience.
- The length of the orientation. The discussion part should be brief and to the point. I noticed the students lost interest quickly and many were not paying attention.
- I think the paperwork portion should be done separately. The orientation should just focus on an overview of summer youth programs.

Question 9.

Did your agency feel that Day Two: “More Than A Job” professional development session was beneficial for the youth?

56.25%	Very Beneficial	0%	Not Beneficial
12.50%	Beneficial	6.25%	Did Not Attend
6.25%	Somewhat Beneficial		

Question 10.

Overall, how satisfied were you with the youth assigned to your agency?

81.25%	Very Satisfied	0%	Somewhat Dissatisfied
18.75%	Satisfied	0%	Very Dissatisfied
0%	Somewhat Satisfied		

Question 11.

How long would you prefer the program last?

50%	Six (6) weeks	0%	Other
43.75%	Eight (8) weeks	6.25%	No Response

Question 12.

What type of work did your agency assign to the youth?

- Our interns spent a week and a half in each division in order to get a better understanding about our mission in OCR.
- Administrative, IT, and Accounting.

- Summer Playground (majority), recreation and childcare. Conservation Job Corps – Environmental, recreation, enrichment program (great first job/learn to work program).
- Purging of fiscal year accounting files.
- My youth participated in a STEAM Project. They had to develop a solution to an issue within Prince George’s County.
- Our Youth assisted with various team projects and administrative tasks.
- Clerical, Data Entry, Answering Telephones, Filing, Copying, Research, Shredding of Documents, Field Assignments, Animal Care and Frontline Customer Service.
- Receive, process, file, and disseminate voter registration applications, absentee ballot applications, provisional ballot applications, and perform various other registration and election record related tasks, and respond to telephone inquiries.
- Administrative, IT, and General Clerk duties.
- Copying, shredding, data entry, filing, opening and closing files, court run, special projects, attending hearings, trials, dispositions, and meetings.
- Custodial and Clerical.
- Shelving of books, work on the Circulation desk assisting customers.
- Office automation (answering phones, copying, filing, planning Department cookout, front desk responsibilities, etc.).
- Administrative in an academic environment, youth/education focused (camp), Warehouse.
- Courier to the Clerk’s Office/Judge’s Chambers, copying, case filing, mail distribution, shredding, and light typing projects.

Question 13.

Did your agency have meaningful assignments to keep the youth busy?

100% Yes

Question 14.

Did your agency have a summer youth individual development plan?

50% Yes

50% No

COMMENTS:

- Was not aware that one existed or that we were required to do one.
- Rather than a specific IDP they were each rotated through different job duties, each taught similar job skills and each given the observation of court cases.

Question 15.

Did your agency find the Exception Reporting process efficient/effective?

18.25% Yes

18.75% No

Please explain any concerns or issues you experienced with timekeeping, payroll, etc.

- ...It would be nice to pay our interns at the conclusion of their first two weeks.
- I need to be able to turn exception in on a spreadsheet. I had around 150 placements and individual sheets were very difficult to scan and submit.

- The exception form is confusing. People think that the use of the form is for time entry. This is not the purpose of the form.
- Preference would be to have each youth punch in/out at the time clock. Too much time had to be directed to tracking working hours.

ADDITIONAL COMMENTS:

- We need to include agency training in the allowed training time. Because the majority of my positions are childcare based, youth must attend 24 hours of training to meet COMAR/Youth Cam Standards to be eligible to be onsite.
- Getting the names early is key to getting youth assigned to appropriate trainings.
- Everyone at the SYEP was great to work with. We overcame challenges together and I am impressed by our inter-agency collaboration. I would like to meet soon to start planning for next year. I need to plan now for FY'15 to adjust my staffing to help with this program.
- Summer youth assigned to any Public Safety Agency should have a limited background investigation for security/safety reasons.
- I do highly recommend not requiring agency representatives being present at the orientation. I only had two students and was not needed at all during the process.
- ...Only employ youth that really want to work for the summer and will commit to being conscientious about their employment and work ethic. Clearly a more thorough screening process needs to be put in place.
- Keep up the good work.
- More focus should be given to the participants regarding the possible duties during their SYEP experience. Although the individuals are skilled in willing, there is often times a limited amount of access that they can have to information. This results in duties such as copying, faxing, scanning, etc., which are office duties that are much needed. Young employees tend to want to "prosecute" the case before learning how to copy the file. Their enthusiasm was refreshing to the office.

Success Stories

One summer youth employee, age 19, who was assigned to one of the high schools, impressed his supervisor so much that he was hired full time. Mr. **Richard Moody**, SYEP Coordinator for the Prince George's County Public Schools, encouraged this youth to continue his education at Prince George's Community College. Mr. Moody stated that "Everyone in the building likes him!"

A parent wrote that her daughter had put in long hours at High Point High School and had learned how important it was to arrive to work on time and be ready to begin her job. Her daughter had set the bar high in their household as far as being a great example to her younger siblings.



The Office of Information Technology: The Work of Ten (10) OIT Summer Youth Enrichment Program Participants

Office of Information Technology S.T.E.A.M. Internship has been featured on Government Technology. S.T.E.A.M. represents the five pillars that the program involves -- science, technology, engineering, arts and math. Below is a small snippet of the article that can be read in its entirety on Government Technology's [website](#).



For young people, summer can mean the perfect opportunity to make some extra money. It's also good for your run-of-the-mill internship. But at the Office of Information Technology (OIT) in Prince George's County, Md., you won't find interns running errands, filling cups or filing paperwork.

"What we wanted to do in OIT this year was something a little different, something a little more meaningful," said Sandra Longs, project manager for summer youth for the OIT.

Indeed, the department's 10 high school interns are busy finding solutions to big ideas, and learning under OIT's wing, as well as from private industry, public education, university students and the federal government. All of this experiential and project-based learning is centered around five pillars -- science, technology, engineering, arts and math, or "STEAM."



Lessons Learned

- Provide as much documentation and samples as possible for the youth so the administrative process will run smoother.
- Day Two needs to be held at a larger venue.
- The Excel spreadsheet has to be verified/balanced with NEOGOV.
- In order to get correct and adequate numbers for reporting, some of the supplemental questions need to be required.
- On the Excel spreadsheet, add a column for male/female and ethnicity.
- Have payroll do a tutorial with external agencies regarding Time reporting.
- Send "thank you" notices to Largo High School for use of school.

Summer Youth Enrichment Program Team

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Thank you to the supporters of the “More Than a Job” Life Skills Seminar and Workshops:

South County Economic Development Association

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ATTACHMENT A

Detailed breakdown of Question 2* <i>How will you use the money you earned?</i>	Number of Respondents	Percentage
	2	1.5
Clothes/Essentials	8	5.9
Clothes/Essentials; Food/Household	1	0.7
Clothes/Essentials; Food/Household;Other;Savings	2	1.5
Clothes/Essentials; Food/Household;Other;Savings;Tuition/School	6	4.4
Clothes/Essentials; Food/Household;Savings	11	8.1
Clothes/Essentials; Food/Household;Savings;Tuition/School	18	13.2
Clothes/Essentials;Other;Savings	1	0.7
Clothes/Essentials;Other;Savings; Tuition/School	3	2.2
Clothes/Essentials;Other;Tuition/School	1	0.7
Clothes/Essentials; Savings	18	13.2
Clothes/Essentials;Savings;Tuition/School	9	6.6
Clothes/Essentials; Tuition/School	2	1.5
Food/Household	1	0.7
Food/Household; Savings	1	0.7
Food/Household;Savings;Tuition/School	3	2.2
Food/Household; Tuition/School	1	0.7
Other	5	3.7
Other; Savings	1	0.7
Other;Savings;Tuition/School	1	0.7
Savings	19	14.0
Savings; Tuition/School	10	7.4
Tuition/School	12	8.8
Total	136	100.0

**Question #2 on the survey provided the SYEP participants the opportunity to provide multiple answers. Therefore, we received many different variables and wanted to show the detailed breakdown of the variables provided (i.e. number of respondents for each variable, and the percentage of those variables.*