Confederated Tribes of the Umatilla Indian Reservation (CTUIR)

Adult Program Component for Public Law 102-477

Narrative Report

Reporting Period  1/1/2014 – 12/31/2014

Introduction:  This is the report submitted for our “477” program for the funding period January 1, 2014 – December 31, 2014. The goals of the Confederated Tribes plan is to create a Workforce Development Program for CTUIR in training, employment and related services in order to promote and improve the effectiveness of those services while balancing the strength of our culture, to reduce joblessness among Native American people within the CTUIR service area and promote long-term self-sufficiency through job retention, to serve tribally determined goals consistent with the policy of self-determination and self-governance, to build a bridge of services for youth from post-secondary education into the work field by promoting education, training and occupational discovery training and to create a smooth transition of services that will promote client success. Within this report the goals and objectives will be addressed as to the implementation and outcome of efforts put forth by CTUIR.

The program had a total of 12 participants; 5 who exited the program and 7 who remain an active participant. We enrolled 6 females and 6 males into the program. Statistically, 5 had obtained a high school diploma or GED while 4 had some post high school experience. 3 clients were high school drop outs. Of all participants, 7 clients used the program for employment specific goals, 5 clients had an education or training goal and 7 clients had miscellaneous supportive service needs.

Performance Standards

The program exited a total of 5 clients. 1 client exited the program without accomplishing their goal for a certificate; however he did complete training and entered employment while training. He maintained employment though out his follow up period. This is a 20% unsuccessful rate.

Of the 5 exited clients, 3 clients entering the program unemployed; all exited with employment. This gives the program a 100% entered employment rate. This is above the standard set in the plan of 60%.

For the retention rate: the 5 clients who have exited and obtained follow up for one year after exit; 5 remain employed. This gives the program a 100% job retention rate. This is above the standard set in the plan of 60%.

Of the total of 5 clients exited, the average wage is $13.08. The plan was to have an $8.00 average increase, so CTUIR has exceeded this performance measure as well.

On the three performance standards established in the CTUIR 477 Plan for the One Stop, we have met and exceeded all performance standards.
In 2013, the Tribe created a “One Stop Program” that included 477 services and Vocational Rehabilitation services. The One Stop philosophy allows for closer collaboration, decreased access to duplication of services and an increased performance standard.

One Stop program offered “Job Club” every Wednesday for the first 7 months of the year. In August Job Club changed to twice a month. (This was due to a drop in attendance during the summer months.) There were 76 participants in the program. Participants were given a skill assessment that requested information on individual’s current skills and what they would like to receive training in. Based on the skills assessment, Job Club offered classes on workforce readiness, basic computer, career exploration, stress management, and Tribal Vocational Rehabilitation services and disability awareness. It also offers people the opportunity to network with others and to find out what jobs are open with in the Tribe and the surrounding area. Job Club provided transportation to a Blue Mountain Community Colleges Career and Resource Fair in May. Participants had the opportunity to meet with over 40 local area businesses and 15 local service providers, which offered a snap shot of the different career opportunities within our Region.

One Stop also offered classes opened to the community on 3 Saturdays in the Month of May. 40 people took advantage of these opportunities. Classes included Food handlers and first aid/CPR (which included certification.), Cash handling, customer services, dress for success/hygiene, Application and interviews.

Workshops were offered quarterly to both the Administrative Support Staff and the Management Staff on the Pamawaluukt program, dealing with Disabilities and aging workforce, counseling and Toolbox.

**Adult Ready to Work Program Component for Public Law 102-477**

Narrative Report

Reporting Period   1/1/2014 – 12/31/2014

Introductions: These are the second numbers in the statistical report under the adult portion of the report. The program identified a deficiency in the workforce for temporary workers inside the CTUIR governance process. Workers were signing in to be “temp” workers but lacked the skill set to effectively perform the duties of an office worker. Many times “temp” workers sat at a front desk and text on their personal phones, read magazines or browsed the internet. This made it difficult for effective training because the people they were covering for were the ones who should have been available to do the training. This was a lose/lose situation. Not only did the Departments lose because they spent the wage on the “temp” worker and did not get the work from them, but the “temp” workers lose because they did not gain effective job skills to improve. This was a standard practice for the Tribe for many years.

The Ready to Work Program helped identify trainees who submitted job applications but were not successful in gainful employment, people who were ready for training from the General Assistance, and people from the Tribal Vocational Rehabilitation Program. There were a total of 10 trainees.
An eight week training program was developed that contained both on the job training experience with job training classes. There was a total of 270 hours available during this period and each trainee was paid $10 per hour. Trainees were placed in a variety of training locations throughout the Tribal government offices. This gave each trainee exposure to the work place and gave them an introduction to fellow workers and supervisors. This became an essential tool in the development of each trainee and identified them as potential workers after the program.

Training included the basic computer skills needed, but also an in depth training on shoretell (Tribes phone system), Outlook (emails and scheduling), file sorting, scanning, electronic file development, presentations, public speaking, job search, CPR and First Aid, typing, and effective use of all other office applications. Along with the training offered: personal finances, personal responsibilities, back up plans, transportation issues, self-esteem issues, and self-worth was addressed. Trainees left the program ready to transition into employment.

**Performance Standards**

Upon graduation from the training program, it was very rewarding to see a group of individuals who came together the first day very hesitant, quiet, and wary of each other gradually blossom into a group of individuals who were very comfortable with one other, greeting each other in a friendly manner, mentoring one another when necessary and generally, being a cohesive group who “had each other’s back”. They all exhibited so much more confidence upon completing the program. Two trainees were already offered temporary employment by the program they worked with and 2 other supervisors expressed an interest in offering future temporary employment to the trainees they worked with.

All the participants expressed their appreciation for the opportunity to participate in the program but said they wished it could have lasted a little longer. They all stated they would continue to look for work with the CTUIR and that they felt better equipped to be a good employee.

The program enrolled thirteen trainees. One trainee passed away during the training program and two trainees failed to meet the training and employment requirements. Ten trainees successfully completed. This gave the program a 77% completion rate.

From ten graduates, two gained full-time employment; four gained temporary employment and the other two are considering educational goals. The program was a complete success.

**Youth Program Component for Public Law 102-477**

Narrative Report

Reporting Period  1/1/2014 – 12/31/2014

Introduction: Each year, the youth program is developed with a careful balance of job readiness experience and on the job training. The program participated and worked in developing a Youth Council. These trainings and meeting occurred on Saturday’s and motivated, trained and inspired the youth to take a proactive approach to Tribal government and representing youth on important issues
facing our Tribe. The Youth Summits had partners from the Board of Trustees, Department of Children and Family Services, Yellowhawk Prevention Programs, Tribal Vocational Rehabilitation Program, Tribal Employment Rights Office, CTUIR Human Resources, and community members. Each event had 30 to 50 youth participating. During the training events offered, the Youth elected officers and have participated in Leadership Training. This was a great success in the program.

Each year, the program helped to foster the 8th grade career fair for the surrounding area and work with partner programs. Entities that helped develop the Career Fair were Wildhorse Resort and Casino, Cayuse Technologies, CTUIR Government Departments, the City of Pendleton, Pilot Rock Leadership Class with the Future Farmers of America leadership group. The career fair had over 1000+ attendees and helped to foster training opportunities, educational opportunities, and direct employment. This was a continued success for the program.

During a five week training sessions, an employment and job readiness training was offered to youth between 14 to 18 years old. Each youth was offered 187.5 hours of work at $9.50 per hour. 26 youth were selected, but only 24 youth completed the training. This gave the program a 92% completion rate.

Training was offered on attendance, attire, career exploration, personal success, finance and resume writing. Each youth attended a 3 day conference sponsored by the Yellowhawk Prevention Program on suicide prevention. This training helped youth identify barriers in themselves and with piers and how to reach out and refer one another.

**Performance Standards**

Completion rate for the job training program was 92%. For the outreach and training services offered through the Youth Summit and the 8th Grade Career Fair, those numbers are indicated on the second column on the youth report. The program was very successful in participating and facilitating training opportunities.
2014 HOPE Youth Training from the Yellowhawk Prevention Program for both youth and adults. This event was sponsored at the Wildhorse Resort and Casino facility and engaged the youth and adults in learning, dance and leadership activities.
Ready to Work Trainees, in class, training and on the Job! 2014