

RESOLUTION NO. 10-510

A RESOLUTION REQUESTING THE CITY COUNCIL APPROVE THE ACQUISITION OF TRAINING MATERIALS AND APPROVE AN AGREEMENT BETWEEN THE CITY OF PORT ARTHUR SECTION 4A ECONOMIC DEVELOPMENT CORPORATION AND WORKFORCE SOLUTIONS SOUTHEAST TEXAS TO COORDINATE AND TRACK PARTICIPATION BY PORT ARTHUR RESIDENTS IN WORKSHOPS FOR PRE-EMPLOYMENT TRAINING

WHEREAS, the City Council deems it in the public interest to authorize the City of Port Arthur Section 4A Economic Development Corporation (the "PAEDC") to enter into an agreement with Workforce Solutions Southeast Texas to provide facilities for workshops and pre-employment training for the Port Arthur Ready to Work Industrial Project (the "Project");

WHEREAS, PAEDC shall acquire training materials which it will then make available to businesses which can thereafter develop workshops and provide pre-employment training to ensure that Project participants are prepared for employment opportunities;

WHEREAS, Workforce Solutions Southeast Texas will provide the following training, workshops and participant tracking, training and testing at a cost of \$42,700:

- 1) Applications and Job Search – WIT Profiles
- 2) Pre-Employment Testing
- 3) Resume Preparation
- 4) Interviewing Skills
- 5) Workplace Essentials
- 6) Mechanical Reasoning Testing
- 7) Personality Testing

WHEREAS, PAEDC shall acquire and own Mechanical Reasoning and Personality Test materials at a cost of \$2,450;

WHEREAS, the training materials to be acquired and owned by PAEDC and the cost for providing facilities and staff associated with the workshop outlined in this Resolution shall be at a total cost of \$45,150;

WHEREAS, on October 18, 2010, the PAEDC Board found that the pre-employment training to be provided by Workforce Solutions Southeast Texas will provide an assessment of job skills and training of Project participants to improve their opportunity to acquire permanent full-time employment in primary jobs with local industry;

WHEREAS, on October 18, 2010, the PAEDC Board approved a total expenditure of \$45,150 for the cost of pre-employment training materials and for workshops to be administered to prepare Project participants for job opportunities in new or expanding local industries; and

WHEREAS, Workforce Solutions Southeast Texas agrees to provide PAEDC records sufficient to show tracking of Project participants through completion of the workshops to be administered by Workforce Solutions Southeast Texas.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ARTHUR:

Section 1. That the facts and opinions in the preamble are true and correct.

Section 2. That the PAEDC is herein authorized to purchase training materials and to enter into an agreement with Workforce Solutions Southeast Texas, and the President and Secretary of the PAEDC are authorized to sign the Project agreement in substantially the same form as denoted in **Exhibit "A"**.

Section 3. That a copy of this Resolution shall be spread upon the Minutes of the City Council.

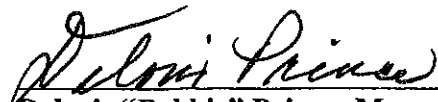
READ, ADOPTED AND APPROVED on this 16th day of Nov. A.D., 2010, at a Meeting of the City Council of the City of Port Arthur, Texas, by the following vote: **AYES:**

Mayor Prince, Mayor Pro Tem Albright;


Councilmembers Chatman, Segler, Hood,

Williamson, Wise and Wenderon

NOES: None


Deloris "Bobbie" Prince, Mayor

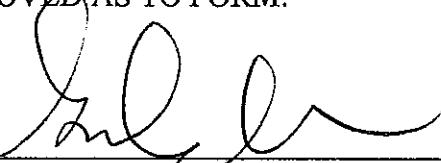
ATTEST:


Sherri Bellard, Acting City Secretary

APPROVED:


Floyd Batiste, PAEDC CEO

APPROVED AS TO FORM:


Guy N. Goodson, PAEDC Attorney

APPROVED AS TO FORM:

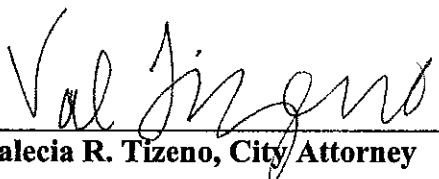

Valecia R. Tizeno, City Attorney

Exhibit "A"

WORKFORCE SOLUTIONS SOUTHEAST TEXAS

PORT ARTHUR READY TO WORK INDUSTRIAL PROJECT

PROJECT TERM

Port Arthur Ready to Work Industrial Project (the "Project") shall begin on or about November 16, 2010, and will continue for such time period as there is available funding for the workshops and pre-testing programs as described below. It is anticipated that the Project will end on or about the end of the second calendar quarter of 2011.

PROJECT DESCRIPTION

Workforce Solutions Southeast Texas ("Workforce Solutions SET") shall provide coordination and tracking of activities pertaining to participation in workshops and pre-testing opportunities. The workshops and pre-testing opportunities to be conducted by Workforce Solutions SET shall be made available to individuals who have industrial training and skills, but need improved job pre-application training and request review of their skill assessments required for employment by the industrial sector in Southeast Texas.

The workshop will target individuals presented by the City of Port Arthur Section 4A Economic Development Corporation ("PAEDC"), and Workforce Solutions SET will provide individualized attention to each individual. Workforce Solutions SET shall provide all facilities for the workshops and pre-testing together with the necessary staff associated with the activities outlined below, and at the cost shown. While the Project is established to provide training for Port Arthur residents, other individuals within the region who have the necessary job training and skills, may request to participate in the workshops and pre-testing offered through PAEDC. PAEDC may authorize the Workforce Solutions SET to provide such workshops and pre-testing to non-Port Arthur residents.

The Project is initially instituted to provide job pre-application assessment and pre-testing for individuals with industrial process operation training and experience to meet current and anticipated demands for employment needs with industrial sectors in Southeast Texas through the second quarter of 2011. The training materials acquired for the Project by PAEDC may be made available thereafter through PAEDC, Workforce Solutions SET or through private employers seeking to enhance skills training for potential job applicants.

PROJECT COSTS

The services to be provided by Workforce Solutions SET would be as follows:

1) **Tracking.** Coordinate all programs and pre-testing activities and participation by invitees or those who have become aware of the Project and are allowed to participate. Further, Workforce Solutions SET staff will track, test and evaluate the participants.

\$7,700.00

2) **Workshops.**

a) Application completion and job search, including completion of Work in Texas profiles and On-line applications

b) Pre-employment testing will give up to two opportunities to pre-test on a Mechanical Reasoning test. If there is a need indicated by low scores, there will be an assistance session prior to taking the second test. Personality test will also be discussed and sample questions given. The participants will also be made aware that drug testing and background checks are an important part of pre-employment testing.

c) Resume preparation will assist in the production of a resume and/or fact sheet for each participant who attends the Resume Writing Workshop and provide up to 10 copies of the final resume and an electronic copy for updates and/or necessary changes.

d) Interviewing Skills will provide workers with an understanding of the interviewing process. Emphasis will be placed on various types of interviews and their purposes; interviewing strategies, skills and effective techniques and mock interviewing labs.

e) Workplace Essentials will focus on the industrial workplace environment and the skills and aptitudes necessary to be successful. There will be an emphasis on safety, being drug-free, having a good work ethic, respecting co-workers and supervisors, etc.

\$35,000.00

Total Project Costs

\$42,700.00

COMPLETION OF THE PROJECT

Upon completion of participation in workshops and pre-testing, and as may be requested, Workforce Solutions SET will execute a Certificate for Completion outlining the workshops debt an individual has participated in and completed during the Project.

PAYMENT FOR PROJECT SERVICES

PAEDC has agreed to remit to Workforce Solutions SET invoices received during the term of the Project. The costs outlined above associated with the Project and at a cost not to exceed those outlined above, invoices shall be presented on a monthly basis, and PAEDC agrees to reimburse Workforce Solutions SET each invoice submitted within thirty (30) days of its receipt.

TESTING MATERIALS

PAEDC will provide Mechanical Reasoning and Personality Test materials for the Project.

**CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION**

SIGNED AND AGREED TO on the _____ day of _____, 2010.

By: _____
President

By: _____
Secretary

Witness

Witness

WORKFORCE SOLUTIONS SOUTHEAST TEXAS

SIGNED AND AGREED TO on the _____ day of _____, 2010.

By: _____

Witness