

RESOLUTION NO. 18-257

A RESOLUTION AUTHORIZING THE CITY OF PORT ARTHUR SECTION 4A ECONOMIC DEVELOPMENT CORPORATION TO UTILIZE PRE-EMPLOYMENT WORKFORCE TRAINING FUNDS TO IMPLEMENT A 2018 SUMMER YOUTH EMPLOYMENT PROGRAM IN AN AMOUNT NOT TO EXCEED \$38,400; FUNDS AVAILABLE IN EDC ACCOUNT NO. 120-1429-582.59-07

WHEREAS, the Texas Legislature passed House Bill 1967 during the 83rd Legislative Session which amended Chapter 501 of the Local Government Code by adding §501.163; and

WHEREAS, on January 27, 2014, the City of Port Arthur City Council approved the City of Port Arthur Section 4A Economic Development Corporation ("PAEDC") implementing a Community Pre-Employment Program for residents of the City of Port Arthur; and

WHEREAS, at its June 4th, 2018 regular meeting, the PAEDC Board of Directors approved the use of funds from the PAEDC Pre-Employment Training Program to establish a 2018 Summer Youth Employment Program for up to ten (10) Port Arthur high school graduates, providing payment of their wages not to exceed \$12.00 per hour and to place them with jobs matching their career goals; and

WHEREAS, the PAEDC 2018 Summer Youth Employment Program will provide job opportunities for high school graduates who already possess job-related skills and the knowledge to "learn as they earn"; and

WHEREAS, PAEDC will use guidelines (attached as **Exhibit "A"**) for applications and the placement of ten (10) Port Arthur high school graduates with employers who may have job opportunities in the fields of study of the students participating in the Summer Youth Employment Program.

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

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

Section 2. That the City Council hereby authorizes PAEDC to use its Pre-Employment Workforce training funds for the payment of wages not to exceed \$12.00 per hour for ten (10) Port Arthur high school graduates to participate in the 2018 Summer Youth Employment Program established by PAEDC with the total cost of the program not to exceed \$38,400.

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

READ, ADOPTED AND APPROVED on this 25th day of June A.D., 2018,
at a Meeting of the City Council of the City of Port Arthur, Texas, by the following vote:

AYES:

Mayor Freeman

Councilmembers Scott, Jones, Dancet and Moses

NOES: None

Dm
Derrick Freeman, Mayor

ATTEST:

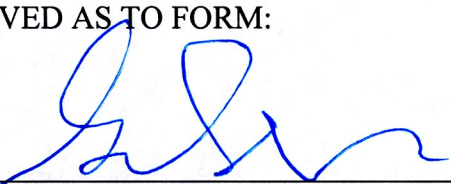
Kelly Moore
Sherri Bellard, City Secretary on behalf of

APPROVED:



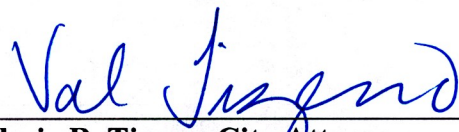
Floyd Batiste, PAEDC CEO

APPROVED AS TO FORM:



Guy N. Goodson, PAEDC Attorney

APPROVED AS TO FORM:



Valecia R. Tizeno, City Attorney

EXHIBIT “A”

Port Arthur Economic Development Corporation Summer Youth Employment Program (SYEP)

The Summer Youth Employment Program is designed to provide a learning environment outside the classroom, for the transfer of concepts, principles, theories and models learned by the student in a professional practice setting. While meeting the academic needs of the student, the employment program also establishes a closer relationship with businesses and practitioners, provides a conduit for the exchange of contemporary thinking and insights among the companies, students, practitioners, and provides service to the community. In doing so, the Employment Program compliments the mission of the Port Arthur Economic Development Corporation Job Training Program, the Students, and Local Schools.

The Port Arthur Economic Development Summer Youth Employment Program is open to students who are *residents of the City of Port Arthur and 2018 graduates of High School*. The goal of this Employment Program is to offer successful candidates an opportunity to improve their skills as well as the experience of working in a business environment closely relative to their field of study. Participants generally will find the experience to be rewarding and interesting.

The Port Arthur Economic Development Corporation will pay an hourly salary to all participants. Participants will be responsible for their own living accommodations and transportation. Most positions will be located within the City of Port Arthur, Texas (some positions could be offered in Beaumont or other nearby community) and will be a maximum of eight weeks in duration.

ELIGIBILITY

The Port Arthur Summer Youth Employment Program will be made available to 2018 High School Graduates who are Port Arthur residents and authorized and eligible to work in the United States.

To be eligible for the PAEDC Summer Youth Employment Program, *candidates will have been enrolled in a Career and Technology program at their respective high school during the 2017-2018 school year with a specific focus on industrial fields; Construction Technology, Engineering Design, Manufacturing, Metal Manufacturing, Welding, etc.* The candidate must also receive a referral by their C&T program instructor.

THE APPLICATION PROCESS

Summer Youth must complete and submit completed application for consideration on or before June 15, 2018 to EDC staff. Interested individuals

should submit application and a copy of a form of identification verifying residency to:

Krystle Muller
Attn: Summer Youth Employment Program
501 Procter Street, Ste. 100
Port Arthur, Texas 77640

Or to: kvillarreal@paedc.org

AVAILABILITY OF POSITIONS

There will be a maximum of ten (10) positions offered by the Port Arthur Economic Development. The program will be an active service learning process designed to apply theory, concepts, models and technical/clinical skills in a professional practice setting. The setting of the participant will be businesses under the close supervision of professionals who are both credentialed and practice in the student's area of study.

DURATION OF EMPLOYMENT

There are no uniform start dates for employment assignments. Employment will be made available starting June 20, 2018 and will last a maximum of 8 weeks. All employment will end on or before September 1, 2018.

SALARIES

Salary will be limited to \$12.00 per hour and will be limited to 40 hours per week. Participants will not be paid for any hours worked over 40 hours per week, and cannot earn more than 320 hours of pay during employment.

SUMMER EMPLOYMENT OBJECTIVES

The program is a work experience that meets partial on-the-job-training in student's field of study in hopes that this experience will enable them to compete more successfully for future employment. EDC Staff will make every effort to match participants with businesses in their field of study. By the end of the summer employment, the student should be able to:

- Demonstrate that he or she has integrated theory with practice in his or her academic area of study.
- Broaden his or her philosophy and understanding of their area of study.
- Gain an understanding and appreciation of the roles, duties, legal and ethical responsibilities of a full-time professional in their area of study.

- Observe and gain experience in leadership, supervisory, or administrative functions and in human relations.
- Evaluate his or her strengths and weaknesses and develop strategies for improvement.

Youth Participant to Port Arthur Economic Development Corporation

- Inform the Port Arthur Economic Development Corporation of address, phone, e-mail and name changes. This responsibility begins at the time the student submits application and continues through the end of the employment
- Complete all progress reports accordingly and in a timely manner
- Consult with PAEDC on issues relating to Summer Employment Training objectives
- Conduct self in professional manner, both legally and ethically. The actions of the participant reflect on the Program.

Youth Participant to the Businesses

- Provide appropriate forms to the Business that are required by the Program
- Comply with conditions set forth in the Program and the procedures of the Business
- Conform with regulations pertaining to employees of the business and carry out all assignments
- Maintain client confidentiality
- Evaluate each day's activities, interactions, and events
- Prepare for a weekly meeting with the Business Supervisor. Ask questions and present constructive ideas
- Plan thoroughly and in advance for all assignments
- Notify the Business Supervisor well in advance in cases of absence from employment
- Be respectful, courteous, and tactful to co-workers and clients
- Consult with the Business Supervisor when confronted with problems that cannot be solved alone
- Consider self as a member of the Business work team

Businesses to the Youth Participant and to the Port Arthur Economic Development Corporation

- Complete an agreement that delineates general responsibilities, dates and hours of work, and the student's role and responsibilities in the Business

- Present to the participant an overview of the Business' purposes, policies, administration, program, and facilities
- Confer with the participant prior to and during employment to determine his/her responsibilities
- Inform the participant of all regulations he or she must follow
- Present the participant to the Business staff as a colleague to insure his or her status
- Orient the participant to the community including its political, religious, economic, social and ethnic background
- Assign a Supervisor for the participant
- Make contact with the Summer Youth Participant at the beginning of employment and periodically thereafter
- Make oral and/or written contact with the participant periodically throughout employment
- Evaluate and provide feedback on written progress reports completed by the participant
- Maintain open communication with the Summer Youth participant pertaining to employment, especially in the event that problems arise
- Gradually induct the participant into the employment experience, beginning with observations and minor duties, adding more responsibilities as the summer continues
- Meet with the participant on a weekly basis for the purpose of discussing the participant's progress and the appropriateness of the participant's responsibilities
- Maintain open communication with the Port Arthur Economic Development Corporation pertaining to the program, especially in the event of problems
- Evaluate and provide suggestions to the participant on each Progress Report the participant submits to Port Arthur Economic Development Corporation

**PORT ARTHUR ECONOMIC DEVELOPMENT CORPORATION
SUMMER YOUTH EMPLOYMENT PROGRAM - 2018
EMPLOYMENT APPLICATION**

DATE OF APPLICATION: _____ **Social Security Number:** _____

Name:

_____ Last

_____ First

_____ Middle

Address:

_____ Street

_____ (Apt)

_____ City, State, Zip

Alternate Address:

_____ Street

_____ (Apt)

_____ City, State, Zip

Contact Information:

()

()

_____ Home Telephone

_____ Mobile

Sex: ☐ M ☐ F

EDUCATION

	Name and Location	Major	Graduate/ Degree
High School			
College or University			
Specialized Training, Trade School, etc...			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities as a participant in the Summer Youth Employment Program.

PREVIOUS EXPERIENCE (Please list most recent first)

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Do you plan to attend college in the Fall? ☐ Yes ☐ No

Certification: I certify that the information on this application and its attachments is true and correct to the best of my knowledge and that there is no intent on my part to defraud. I authorize inquires as to the validity of this information. The data may be distributed to employers and social services agencies for the purpose of obtaining training and/or employment. I understand that providing false information on this application and its attachments can result in my being declared ineligible for participation or terminated, if already enrolled, and I may be subject to prosecution under the law. I further certify that I fully understand the foregoing.

Applicant's Legal Signature

Date

Parent/Guardian Signature

Date

Signature of referring C&T Instructor

Date

Note: *Please submit a copy of a form of identification verifying Port Arthur residency.*