

RESOLUTION NO. 23-126

A RESOLUTION AUTHORIZING THE CITY OF PORT ARTHUR SECTION 4A ECONOMIC DEVELOPMENT CORPORATION TO AMEND THE NUMBER OF STUDENTS TO UTILIZE PRE-EMPLOYMENT WORKFORCE TRAINING FUNDS IN ORDER TO PAY A HIGHER WAGE TO IMPLEMENT A 2023 YOUTH EMPLOYMENT PROGRAM IN AN AMOUNT NOT TO EXCEED \$83,200; FUNDS AVAILABLE IN EDC ACCOUNT NO. 120-80-625-5115-00-00-000

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 allowing for Economic Development funds to be utilized for the purpose of the pre-employment training and education; 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 March 7, 2023 regular meeting, the PAEDC Board of Directors approved to amend to reduce the number of students to use funds from the PAEDC Pre-Employment Training Program in order to pay a higher wage to establish a 2023 Youth Employment Program for up to thirteen (13) 2023 high school graduates that are Port Arthur residents, providing payment of their wages not to exceed \$18.00-\$20.00 per hour and to place them with competitive jobs matching their career goals; and

WHEREAS, the PAEDC 2023 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 up to thirteen (13) Port Arthur high school graduates with employers who may have job opportunities in the fields of study of the students participating in the 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 \$18.00-\$20.00 per hour for up to thirteen (13) Port Arthur high school graduates to participate in the 2023 Youth Employment Program established by PAEDC with the total cost of the program not to exceed \$83,200.00.

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 30th day of March A.D., 2023,

at a Meeting of the City Council of the City of Port Arthur, Texas, by the following vote:

AYES:

Mayor

Councilmembers

*Bartie, Maya Pro Tem Holmer
Jones, Kinlaw, Marks, Moses
and Frank*

NOES:

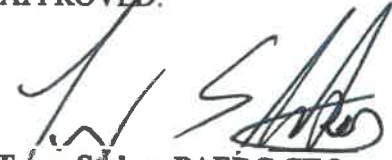
None


Thurman Bartie, Mayor

ATTEST:


Sherri Bellard, City Secretary

APPROVED:


Terry Stokes, PAEDC CEO

APPROVED AS TO FORM:


Charlie Zech, PAEDC Attorney

APPROVED AS TO FORM:


Valécia R. Tizenó, City Attorney

APPROVED AS TO AVAILABILITY OF FUNDS:


Kandy Daniel, Finance Director

PR 23038

Exhibit "A"

Port Arthur Economic Development Corporation Youth Employment Program (YEP)

The 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 Youth Employment Program is open to students who are *residents of the City of Port Arthur and 2023 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 communities) and will be a maximum of eight weeks in duration.

ELIGIBILITY

The Port Arthur Youth Employment Program will be made available to 2023 High School Graduates who are Port Arthur residents and authorized and eligible to work in the United States.

To be eligible for the PAEDC Youth Employment Program, preferred *candidates will have been enrolled in a Career and Technology program at their respective high school during the 2022-2023 school year*. The candidate must also receive a referral by their C&T program instructor.

THE APPLICATION PROCESS

Youth must complete and submit completed application for consideration on or before April 10, 2023 to EDC staff. Interested individuals should submit application and a copy of a form of identification verifying residency to:

RaNoda McClain-Lee
Attn: Youth Employment Program
501 Procter Street, Ste. 100
Port Arthur, Texas 77640

Or to: Rmccclain-lee@paedc.org

AVAILABILITY OF POSITIONS

There will be a maximum of thirteen (13) 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 5, 2023 and will last a maximum of 8 weeks. All employment will end on or before September 1, 2023.

SALARIES

Salary will be limited to \$18.00-\$20.00 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
- Shall not discriminate against any Employee based on race, religion, color, sex, national origin, age, gender identity, or disability
- Provide a safe work environment free from harassment, hostile work environment and prohibit the use of drugs or alcohol in the workplace or during the Summer Employment
- 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 Youth Employment Program Agreement

EMPLOYMENT SITE	PAEDC
Name:	Name: Port Arthur Economic Development Corporation
Physical Address:	Address: 501 Procter Street, Ste. 100
Mailing Address:	City, State, Zip: Port Arthur, TX, 77640
City, State, Zip:	Phone: (409)963-0579 Fax: (409)962-4445
Phone:	Contact: Ranoda McClain- Lee e-mail: rmccclain-lee@paedc.org
Fax:	
Contact:	
e-mail:	
Business Type:	
Private/Non-profit <input type="checkbox"/>	Public/Non-profit <input type="checkbox"/>
	Private for profit <input type="checkbox"/>

This Agreement is entered into by and between the Port Arthur Economic Development Corporation and, hereinafter referred to as the Employment Site. This Agreement is solely between Port Arthur Economic Development Corporation and the Employment Site. The Agreement must be completed and approved prior to the placement of a participant into a Summer Employment position. The Employment Site must comply with applicable, federal, state and labor laws and regulations.

The Port Arthur Economic Development Corporation will administer this Youth Employment Program with funds provided through the PAEDC Pre-Employment Training Program.

This Agreement is to provide work activities for students by the Employment Site.

This Agreement is for the period beginning on or about **June 1, 2020** and ending on or about **September 1, 2020**.

Neither party to the Agreement may charge a student a fee for the referral or placement of the participant under the Agreement.

The Employment Site is subject to on-site monitoring by Port Arthur Economic Development Corporation Representatives.

YOUTH EMPLOYEE OBJECTIVES

The employment is a work experience program that meets partial on-the-job-training in students' 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 Youth 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.
- Complete an employment project that compliments the mission of the Port Arthur Economic Development Corporation.

- Evaluate his or her strengths and weaknesses and develop strategies for improvement.

Business to the Employee and the Port Arthur Economic Development Corporation

- Assign a Supervisor for the employee
- Make contact with the Youth Employee at the beginning of employment and periodically thereafter
- Make oral and/or written contact with the employee periodically throughout employment
- Evaluate and provide feedback on written progress reports completed by the Summer Employee
- Maintain open communication with the Youth Employee pertaining to employment, especially in the event that problems arise

Youth Employee to the 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 Youth Employee submits application and continues through the end of summer employment
- Complete all progress reports and the employment project according and in a timely manner
- Consult with PAEDC on issues relating to Youth Employment Training objectives,
- Conduct self in professional manner, both legally and ethically. The actions of the employee reflect on the Program.

Youth Employee to the Businesses

- Provide appropriate forms to the Business that are required by the Program
- Comply with conditions set forth in the Youth Employment and the procedures of the Business
- Conform with regulations pertaining to interns 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

Business to the Employee 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 Employee an overview of the Business's purposes, policies, administration, program, and facilities
- Confer with the Employee prior to and during the Youth Employment to determine his/her responsibilities
- Inform the Youth Employee of all regulations he or she must follow
- Present the Youth Employee to the Business staff as a colleague to insure his or her status
- Orient the Youth Employee to the community including its political, religious, economic, social and ethnic background
- Gradually induct the Youth Employee into the employment experience, beginning with observations and minor duties, adding more responsibilities as the summer continues
- Meet with the Youth Employee on a weekly basis for the purpose of discussing the Employee's progress and the appropriateness of the Employee's responsibilities
- Maintain open communication with the PAEDC pertaining to employment, especially in the event of problems
- Evaluate and provide suggestions to the Youth Employee on each Progress Report the Youth Employee submits to PAEDC

This agreement can be terminated for any of the following reasons:

- A 30 day written request by either the Port Arthur Economic Development Corporation or the Youth Employment Site Representative;
- Failure to comply with the terms of this agreement by either party;
- Failure to take corrective action; or
- Unsafe or unsanitary working conditions.

By signing this agreement, I attest that I am an authorized official representing my respective party and will abide by the terms of this agreement.

Port Arthur Economic Development Corporation
Program Agent

Youth Employment Site
Authorized Signature

Signature

Date

Signature

Date

Typed/Printed Name

Typed/Printed Name

Title

Title