

Board Resolution #26/05-06

Original
 Amendment # _____

FULL Name of Corporation or Public Agency

Ohlone Community College District

WHEREAS, the Board of Directors or Board of Trustees of the above-named corporation or public agency has read the proposed agreement between State of California, Department of Rehabilitation, and above-named corporation or public agency and said Board of Directors or Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties to said agreement,

NOW, THEREFORE, BE IT RESOLVED that said Board of Directors or Board of Trustees does hereby authorize the following person:

Name of Person Authorized to Sign Agreement	Title of Person Authorized to Sign Agreement
Douglas Treadway	President/Superintendent

of the above-named corporation or public agency on behalf of the corporation or public agency to sign and execute said agreement and all amendments there to, except to increase the financial liability of said corporation or public agency.


CERTIFICATION

I, the Recording Secretary named below, hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors or Board of Trustees of above-named corporation or public agency at a meeting of said Board regularly called and convened at which a quorum of said Board of Directors or Board of Trustees was present and voting, and that said resolution was adopted by a vote of the majority of all Directors or Trustees present at said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand as Recording Secretary of said corporation or public agency.

Address Where Board Meeting Held

43600 Mission Blvd., Fremont, CA 94539

Date of Board Meeting	Signature of Recording Secretary	Date Signed
May 24, 2006		

**EXHIBIT A
COOPERATIVE PROGRAM CONTRACT**

**OHLONE COMMUNITY COLLEGE
WORKABILITY III PROGRAM**

Scope of Work

I. Introduction

The Greater East Bay District of the Department of Rehabilitation (DOR) and the Fremont-Newark Community College District, henceforth known as Ohlone College, shall combine staff and resources to provide vocational rehabilitation services to DOR clients at Ohlone College. The purpose of the WorkAbility III (WAIll) Program at Ohlone College is to provide Employment Services to DOR clients. The specialized services offered by WAIll Program, which are not offered elsewhere on campus, include WorkAbility III Intake, Pre-Employment Classes, Work Experience, Employment Preparation, Job Development and Job Placement. The WAIll will provide bridges to employment of DOR clients by networking with DOR counselors, on-campus employers, public and private employment agencies and employers.

The administration, budgeting, and supervision of the Contract will be provided by the WAIll Administrator/Coordinator.

The referrals will come from the Greater East Bay DOR District along with some referrals from the San Francisco District and the San Jose Branch of the DOR San Jose District.

Referrals will be processed by the WAIll Administrative Assistant, who will arrange an intake with the DOR client, and either the WAIll DOR/Liaison Counselor, the WA III Counselor/Transition Specialist, and/or the WA III Employment Developer and Job Placement Specialists (intake meetings may also include the referring DOR counselor). The referring DOR counselor will include a referral form, a copy of the DOR client's Individual Plan for Employment (IPE), and other case documentation necessary for the implementation of the services. During the intake, the DOR client and the WAIll staff will discuss services and goals; complete the School-to-Work Plan (in support of the DOR client's IPE) and implement services.

All services, funded directly or through certified expenditures, provided through this agreement shall only be for DOR applicants/clients.

During the fiscal year 2006-2007, there shall be a total of 170 DOR clients who shall receive services through this cooperative program.

As a result of the services provided under this contract, it is expected that DOR will:

- Open 30 new cases (status 02)
- Develop 25 new Individual Plan for Employment (IPE)
- Close 50 cases successfully (status 26)

II. Services To Be Provided

A. Employment Services

1. Description of Services

Pre-Employment Services

The WAIII Program will provide Pre-Employment Services to DOR clients. These Pre-Employment Services include a WorkAbility III Intake, Assessment, Transition, Counseling, and Pre-Employment Classes:

WorkAbility III Intake – For DOR clients not ready for immediate employment, the DOR client will meet for an intake with the WAIII DOR/Liaison Counselor or the WA III Counselor/Transition Specialist after the referral from the DOR has been processed. During the intake, the DOR client and the WAIII staff will agree upon a School-to-Work Plan, conforming to the DOR client's IPE. Follow-up appointments between the DOR client and the WAIII staff will be provided for matriculation assistance, academic counseling and a clarification of the employment goals as stated in the DOR client's IPE. The WAIII staff will also provide liaison services with the DOR counselors, the high school, and the District.

WorkAbility III Pre-Employment Classes – In accordance with the DOR client's School-to-Work Plan, Pre-Employment Classes will be provided to the DOR client, by WA III instructional staff. Pre-Employment Classes may include, but are not limited to, Workplace Communication, Workplace Mathematics, Work Experience, Job Training, and Job Seeking Skills. Pre-Employment Classes are provided in a classroom and within a variety of worksites in the field. Only DOR clients will be in attendance in Pre-Employment Classes.

Description of Classes:

Workplace Communication Class will include training on work-related communication skills, use of communicative assistive technology and knowledge of work behaviors, practices and characteristics.

Workplace Mathematics Class will include training on work-related mathematics issues, including use of calculators, inventory-counting skills, use of time cards, time management and paycheck deductions.

Job Training Class will include training on career awareness, specific vocational skills training, community services education and off-campus job site visits.

Work Experience Class will include real or simulated on-site work experience to help clients understand the meaning, value and demands of work. Work sites can include on-campus volunteer and compensated positions, off-campus community service, employment with or without job coach support, or other employment that will prepare DOR clients to seek and accept employment in accordance with the DOR client's IPE.

Job Seeking Skills Class will provide training in specific techniques for seeking employment, the application and interview process, as well as job retention strategies.

Employment Preparation and Placement Services

This service will be provided to those DOR clients completing the Pre-Employment Services, or who are referred to the Ohlone WAllI Program for Employment Development and Job Placement Services only. Employment Services will include the following services:

a. Job Club will provide training in specific techniques for seeking employment, the application and interview process, as well as job retention strategies.

Job Club includes:

- Informational interviews with potential employers.
- Strategies to identify employment opportunities.
- Creation of an Employment Portfolio, including development of a resume, references and letters of recommendation, cover letter, and transcripts.
- Completing applications.

- Interview skills, including appropriate interview dress, ADA issues, development of interview questions, and videotaped interview practice.
- Job retention strategies, including work culture and expectations, communications, evaluations and support services.
- Instruction on using the Computer and the Internet.

b. Employment Development, Job Placement and Follow-up, provided by the WA III Employment Developer and the WAIII Job Placement Specialists will be provided to DOR clients on an individual or a small-group basis, in accordance with the DOR client's IPE. Services will include identification of potential employers, assistance with the application and hiring process, and provision of follow-up services to assist with workplace accommodations and ensure job retention. The WA III Interpreter/Job Coach will assist the WA III Employment Developer and the WA III Job Placement Specialists.

2. Service Outcomes/Number to be Served

During the fiscal year 2006-2007, there shall be 170 DOR clients who shall be served.

- 60 will receive Pre-Employment Services
- 50 will received Employment Prep/ Placement Services
- 50 DOR clients placed shall retain employment for 90 days

III. Contract Administrator/Program Coordinator

DOR Contract Administrator:

Cybele LaMonica
 1515 Clay Street Suite 119
 Oakland, CA. 94612
 (510) 622-2789
 (510) 622-2822 (fax)
 Clamonic@dor.ca.gov

Contracting Agency Contract Administrator/Program Coordinator:

Martha Brown
 Counseling Division
 43600 Mission Blvd.
 Fremont, CA 94539
 (510) 659-6266
 (510) 659-6034 fax
 MBrown@ohlone.edu

IV. Linkages to Other Community Agencies

The WAIII Program utilizes linkages with other programs, such as the Employment Development Department, the Ohlone College Job Placement office, Toolworks (San Francisco and Oakland), Newark One Stop Center, ACTION Job Developers, East Bay Access and other WorkAbility programs in the San Francisco Bay Area.

V. In-Service Training

In-service cross training in the other agency's mission, services, procedures, and professional approach, as well as other issues will occur by WAIII program staff visiting local DOR offices for staffings, workshops, and for DOR staff by visiting the WAIII program and participating in on-campus programs, such as an annual "DOR-Day."

SERVICE BUDGET

DOR 801A (Rev. 2/98)

 Original Amendment Revision

Contractor Name and Address: Ohlone Community College 43600 Mission Blvd. Fremont CA, 94539	Contract Number:	Federal ID Number:	SCPR Number:	Page <u>1</u> of <u>1</u>
	Budget Period: 7/1/06-6/30/07	Effective Date:	Effective Date:	

Line No.	Position Title	Amount Budgeted	Budget Change	Budget Change	TOTAL BUDGET
1	PERSONNEL				
2	Counselor/Transition Specialist	\$50,627			\$50,627
3	Employment Developer	\$89,315			\$89,315
4	Job Placement Specialist (2 positions)	\$122,207			\$122,207
5	Interpreter/Job Coach	\$1,500			\$1,500
6	Administrative Assistant	\$25,800			\$25,800
7					
8					
9					
10					
11					
12					
13	Subtotal	\$289,449			\$289,449
14	OPERATING				
15	Travel/Mileage	\$1,000			\$1,000
16	Training	\$2,669			\$2,669
17					
18					
19					
20					
21					
22					
23	Subtotal	\$3,669			\$3,669
24	Subtotal Personnel & Operating Costs:	\$293,118			\$293,118
25	INDIRECT COST				
	TOTALS	\$293,118			\$293,118

Indirect costs are allowable costs, incurred by an organization, which support the activities of a program or contract, but are not directly assigned to the specific program or contract and are allocated to the program or contract using a method in compliance with Office of Management and Budget (OMB) circulars. The allocation method must be fully explained in the contract budget narrative and must be supported by actual costs incurred and paid by the organization. The allocation of indirect costs cannot be based on an arbitrary rate.