

Resolution 2011-12: 40

Pre-Apprenticeship Program by Career Compliance & Placement (CCP)

By Board Member

WHEREAS, the Rochester School Facilities Modernization Program Act ("the Act") established the Rochester Joint Schools Construction Board ("RJSCB"), a seven voting member board consisting of equal representation by the City of Rochester ("City") and the Rochester City School District ("District"), as well as a member jointly selected by the City and the District; and

WHEREAS, under the Act, the RJSCB has certain enumerated powers to act as agent for the District, the City, or both; and

WHEREAS, the Act expressly states in Section 5 (f) that the RJSCB shall include as a part of its comprehensive school modernization plan (Master Plan), a preliminary diversity plan to develop diversity goals, and develop strategies that would create and coordinate any efforts to ensure a more diverse workforce for the projects (Rochester School Modernization Program or RSMP); and

WHEREAS, the RJSCB believes that a Pre-Apprenticeship Program should be instituted for the RSMP projects to help achieve the workforce diversity goals established for the projects as a part of the Master Plan; and

WHEREAS, a Pre-Apprenticeship Program is necessary and consistent with the goals of the RJSCB; and

WHEREAS, during the RFP process for the selection of the Program Manager, Career Compliance & Placement was identified by the RJSCB as a firm that was capable and experienced in workforce recruitment and training; and

WHEREAS, Career Compliance & Placement has significant experience in workforce recruitment and training consulting services and has produced the desired results in other cities on similar projects with similar goals (ie. Syracuse, New Haven); and

WHEREAS the Program Manager originally intended to retain Career Compliance & Placement as a part of the Program Manager's scope of services, but the Program Manager subsequently determined that the RJSCB should hold the contract with the firm in order that the RJSCB could manage these services directly and Career Compliance & Placement would report to the RJSCB; and

WHEREAS, time is a critical factor with construction to begin in July, 2012, and therefore the Pre-Apprenticeship Program needs to commence as soon as possible; and

WHEREAS, based on the above factors, the RJSCB believes that a competitive bid for these services or a request for proposal for this specific scope of work will not produce significant cost savings or provide an overall benefit to the RSMP projects; and

WHEREAS, the Executive Director and the RJSCB's Chair have discussed the proposed scope of services and estimated price with Career Compliance Placement, of which these negotiations are expected to be completed soon; and

WHEREAS, the Committee considered and discussed a scope of work proposal for the Pre-Apprenticeship Program from Career Compliance & Placement at its November 3, 2011 meeting, a copy of which is attached hereto (Scope of Work), and after due deliberation, it approved the Scope of Work;

THEREFORE, BE IT RESOLVED:

- 1. The Scope of Work proposal for the Pre-Apprenticeship Program from Career Compliance & Placement as set forth above is hereby approved; and**
- 2. The RJSCB's Chair are hereby authorized in the name and on behalf of the RJSCB, to negotiate, finalize, and execute an Agreement that is consistent with this approval and in an acceptable form to the Chair upon the advice of the RJSCB's general counsel.**

Second by Board Member

Summary of Projected Staffing Plan

Activity	Title	Projected Staff												Total Hrs. Projected for Projected Activity			
		HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS				
1	Principles	56	56	32	24	32	16	24	16	32	10	0	24	0	0	0	6
2	Principles	56	56	32	24	32	16	40	16	24	16	8	32	32	32	0	8
3	Principles	32	48	16	0	0	0	0	0	16	16	8	0	0	0	0	0
4	Principles	32	40	16	0	0	0	0	8	16	16	8	0	24	0	0	0
5	Principles	32	0	16	24	32	0	0	0	16	16	8	24	0	0	0	0
6	Principles	40	40	16	24	24	16	40	8	16	8	8	24	32	24	0	0
7	Principles	32	40	16	32	24	16	0	0	0	8	8	0	0	0	0	0
8	Administrative	40	0	0	0	0	16	0	0	0	0	8	0	0	0	0	0
9	Administrative	0	0	0	0	0	16	16	0	0	0	0	0	0	0	0	0
10	Administrative	0	0	0	0	0	16	16	0	0	0	0	0	0	0	0	0
11	Administrative	0	0	0	0	0	16	16	0	0	0	0	0	0	0	0	0
12	Administrative	0	0	0	0	0	16	16	0	0	0	0	0	0	0	0	0
13	Specialized Trade	0	40	0	0	0	16	0	0	0	8	0	0	0	0	0	0
14	Specialized Trade	0	0	0	0	0	0	40	0	0	0	0	0	0	0	0	0
15	Specialized Trade	0	0	0	0	0	0	40	0	0	0	0	0	0	0	0	0
16	Specialized Trade	0	0	0	0	0	0	0	32	0	0	0	0	0	0	0	0
17	Specialized Trade	0	0	0	0	0	0	0	0	0	0	24	0	0	0	0	0
18	Specialized Trade	0	0	0	0	0	0	0	0	0	0	0	32	32	0	0	0
19	Specialized Trade	0	0	0	0	0	0	0	0	0	0	0	24	24	0	0	0
20	Specialized Trade	0	0	0	0	0	0	0	0	0	0	0	0	0	140	140	0
21	Specialized Trade	0	0	0	0	0	0	0	0	0	0	0	0	0	140	140	0
22	Specialized Trade	0	0	0	0	0	0	0	0	0	0	0	0	0	140	140	0
PROJECTED HRS FOR ACTIVITY		520.00	530.00	44.00	133.00	68.00	44.00	44.00	30.00	50.00	64.00	64.00	138.00	144.00	560.00	144.00	14.00

Rochester School Modernization Program

Program Services Cost

Scheduled Dates will vary due to weather and holidays

Developmental Services Youth Center, 100 South Street

Start Date Finish Date Detail Services Cost

(this process estimated should take a wk of prep and three weeks of work historically it's a minimum of nine (9) staff members at various one full & part-tinics for approximately 360 hours of work (see price schedule for potential staff assignments)			
Mobilize includes mobilizing to Rochester primary office set up staff -desk, materials, office machines, file cabinets			
Prep work of scheduling, areas for outreach locations and street work , parks, parking lots, laundry facilities, stores			
Locate areas for employability, life skills, trade workshops all soft skills training facilities & on the job training locations at HA			
Secure application dates for intake, employability, life skill sessions, testing, training dates, drug testing dates			
Advertise and hired permanent office clerical person to handle phones and community questions			
Meet with Housing Authority staff relative to their residents and negotiation training contract			
Negotiate & sign agreements with HA, Building Trades, Vendors, Non-profits, Referral agencies, Superintendent			
Meet with local union representatives regarding hiring instructor			
Developed New Hire Package for each instructor that included , itinerary of the classes, created the interview questions to be used with residents, documentation mailing a sampling of theory lessons for instructors to review, developing the theory lesson for plumbing instructor.			
Meet with local non-profits for possible stipends for residents trained			
Meet with neighborhood groups surrounding first four schools in construction			
Secure location for accepting applications, secure location for drug testing negotiate contract			
Meeting with Superintendent for GED sign ups for participants at application intake			
Meet with Department of Motor Vehicle for referrals and what happens the DMV Process of sending candidates			
Meeting with Vital Statics regarding forms and cost for candidates to receive Birth Certificates			
Meet with and negotiate with local advertisement listed in Outreach section of the proposal radio, news paper, web			
Meet with & negotiate with bill board and bus transportation advertisement			
Interview and select union instructors for On the Job Trainings School			
Meet with local vendors as referral agencies for candidates to be referred, if they do not meet the Prg requirements			
Meet with local asbestos, FIT testing and OSHA 10 trainers for location and cost associated with resident training			
Meet with and negotiate transportation buses for transport to drug testing for 200 candidates			
Locate cost effective area vendors for uniforms and hand tools purchase locally			
Locate cost effective secure storage facilities for power tools until training site is located			

Provided By:
Career Compliance Placement

Program Cost

Rochester School Modernization Program

Program Services Cost

Scheduled Dates will vary due to weather and holidays

Locate cost effective area vendors for printing for flyers, posters and mailings							
Schedule meetings with Boards of unions, neighborhood groups, HA board members, city boards, school boards							
Design draft outreach flyers, bill boards, posters and news paper inserts for citywide distribution							
Final review of OSHA Research for New York locations near training school/ correspondence with Unions regarding which OSHA trainers are best in the area/ Union participation with OSHA training							
Potential start of Outreach booth on Oct 20th for union trade day- requested by UNICON (tbd by Tom Renauto)							
Statistical data report provided to Board							

Provided By:
Career Compliance Placement

Program Cost

Rochester School Modernization Program

Program Services Cost

Scheduled Dates will vary due to weather and holidays

Division of Services Administration, Planning, Statistics

Start Date Finish Date Detail Services Cost

(this process estimated should take a month historically it's a minimum seven to eight (7 - 8) staff members at various full & part-times for approximately 340 hours of work (see price schedule for potential staff assignments)

Survey Rochester Neighborhoods for potential bill board locations, business event locations

Create mailing labels for outreach mailings i.e... voter registration, schools, non profits, govern. Agencies, churches

Attend mtg & provide presentation w/ full unions, neighborhood groups, HA boards, city board school boards & various groups

Design and disseminate brochures for additional information to program flyers

Provide information sessions for Latino Community with all material in Spanish

Requesting to have flyer inserts to all school children within the school system, drop off flyers at every school citywide

Announce the pgm for all radio stations including Spanish stations

Send out all mailings thousands of flyers locally/ via mail- stuffing envelopes, stamps and labels

Attend various Sunday services for program announcement to congregations within areas of the first schools

Door to Door flyers and program information to residents of Housing Authority locations of Family units

Door to Door and car drops of flyers to barber shops, beauty shops, food stores, malls, concerts, events & business

Door to Door flyer handouts for various voter registration areas

Announce pgm of local access TV with basic information for the public

General public information sessions with PowerPoint presentations

Fall Holiday Arts & Crafts Festival Event hand out flyers Perinton Sq Mall from 10-11:30 am 10/1/11

Applefest Event on Henry St. 10/1 @ 12 pm hand out flyers

Legenz Tour Event on Silverway 2:00 pm 10/1 handout flyers

1st annual Mr. Rochester Comp. Event 10/2- flyer cars & handout flyers

Ice Cream Sunday Events on Alexander St. 10:00pm flyer cars

Java / Rochester's Monnics on Monroe every 1st Friday of month 10/7 - 11/4-handout flyers

Holiday Market Event - Donec Area on 10/15 flyer cars

Comedy Event Kevin Hart at Rochester Inst. Of Tech. on 10/14 Memorial Dr. flyer cars and handout

Pumpkins in the park- at Cobs Hill Pk on 10/29 flyer cars and handouts

Statistical data report provided to Board

Provided By:
Career Compliance Placement

Program Cost

Rochester School Modernization Program

Program Services Cost

Scheduled Dates will vary due to weather and holidays

Department of Services, Vocational Training, and Student Services

Start Date	Finish Date	Detail Services	Cost
		<i>(this process should take two wks of prep and a wk for applications historically it's a minimum eight (8) staff members at various full & part-times for approximately 360 hours of work (see price schedule for potential staff assignments)</i>	
		Modification of CCP standard application, all corresponding forms and documents with Program name,	
		Copy modified appl., sort, staple, number each applications, orientation forms, testing materials and reg. forms	
		Set-up of tables, chairs from local rental agency copy machines and interview each candidate one on one, review docs	
		Oversee application process/assessing credentials, referring to other agencies, copying candidate documents	
		Accepted Applications / Interview Residents One on One/ Referred Residents/ Assess Candidates Documentation/ Set up Following Return Dates with Residents	
		photo copy each candidates info, take photo of each applicant and create formal files for each applicant	
		Send candidates without the proper documentation to referral agencies that were partnered with for assistance	
		Statistical data report provided to Board w/ photos/ Board invited anytime to observe process	
		<i>(this process should take a wk of prep and a couple of days for Testing historically it's a minimum five (5) staff members at various full & part-times for approximately 180 hours of work (see price schedule for potential staff assignments)</i>	
		Set-up of tables, chairs from local rental agency administer four test to 100 to 200 candidates	
		Final Preparation for the Testing Series Stapling, Sorting, Copying Test and Copying Answer Sheets & Creating Name Tags	
		Binding of Test Booklets, administer timed test, while overseeing testing process	
		Administer approximately 800 test (200 people)	
		Testing Administration & Monitoring - Directions- Outcome reviews	
		Statistical data report provided to Board w/ photos/ Board invited anytime to observe process	

Provided By:
Career Compliance Placement

Program Cost

(this process should take a wk of prep and a two wks for applications historically it's a minimum five (5) staff members at various full & part-times for approximately 200 hours of work (see price schedule for potential staff assignments)

Prep for orientation i.e. modify documents for Rochester Prg for candidates signature

Set-up of tables, chairs from rental agency, set screen projector- orientate candidates, insurance forms, waivers, Prg rules

Schedule Lectures series of unions, instructors, various other Rochester school district members and Gilbane

File Maintenance for Residents that attended the Orientation/ Drafted Referrals

Sign residents In Session/Orientation Documentation Review, Lectures of Program/ fallouts-file maintenance for resident that attended orientation/ End of the Day Roll Call

Oversee Orientation Presentation, Full Lectures, Requirements, Tracking Info, Social Service Agencies, Forms and Waivers, Policies Overview and signatures on Prg Detail

Statistical data report provided to Board w/ photos/ Board invited anytime to observe process

(this process should take a wk of file maintenance and review historically it's a minimum four (4) staff members at various full & part-times for approximately 150 hours of work depending on number of candidates (see price schedule for potential staff assignments)

Grading Math, Reading, Basic Construction, Ethics for approximately 200 people- approximately 800 test to grade

Testing Analysis - formula data chart documentation of what level of education tested at (8th grade to 12th grade)

Documentation of the file and reading, math, basic construction and ethics.

Referrals to various agencies for additional math or reading skills

Statistical data report provided to Board

Rochester School Modernization Program

Program Services Cost

Scheduled Dates will vary due to weather and holidays

	<p>(this process should take a two wks of prep and a wk for workshop historically it's a minimum five (5) staff members at various full & part-times for approximately 300 hours of work (see price schedule for potential staff assignments)</p> <p>Oversee the Registration of Candidates</p> <p>Prep work of documentation given to candidates during training.</p> <p>Oversee the Employability Training/Correspondence for residents // Reviewed Homework, Referral of Dropped Candidate</p> <p>Instructor 1 Employability; How to fill out application correctly; Can you follow Directions; Skills Inventory; Hard Skills functions; Soft Skills abilities you have developed; Articulate; Organized; Adaptable; Identifying strengths; Self-Assessment; Work Skills Charts; Creating you Commercial with 45 Seconds</p> <p>Set-up of tables, chairs from rental agency, set screen projector- orientate candidates, insurance forms, waivers, Prg rules</p> <p>Schedule Lectures series of workers, local non-profits, members of the CCP trade staff</p> <p>File Maintenance for Residents that attended the Orientation/ Drafted Referrals</p> <p>One on One mock interview session</p> <p>Statistical data report provided to Board w/ photos/ Board invited anytime to observe process</p>		
	<p>(this process should take a wk of prep and a wk for workshop historically it's a minimum four (4) staff members at various full & part-times for approximately 240 hours of work (see price schedule for potential staff assignments)</p> <p>Set-up of tables, chairs from rental agency, set screen projector- orientate candidates, insurance forms, waivers, Prg rules</p> <p>Oversee the Registration of Candidates</p> <p>File Maintenance for Residents that attended the Orientation/ Drafted Referrals</p> <p>7/11 Rule of making a good first impression; how to communicate with tact and professionalism; how to manage conflict; understanding and interacting with different personalities; how to manage emotions and stay cool under pressure. Seven key elements of being an effective communicator; Adopting an assertive communication Style; Listening to understand- Active listening; Effectively managing conflict; effectively managing your emotions; visual message, vocal message, verbal message; Socializer, Relater, Doer; Thinker.</p> <p>Set up local banks information series for opening bank account and savings accounts</p> <p>Voter registration cards, , information on expunging criminal records</p> <p>Statistical data report provided to Board w/ photos/ Board invited anytime to observe process</p>		

(this process should take a wk of prep and a wk for workshop historically it's a minimum five (5) staff members at various full & part-times for approximately 240 hours of work (see price schedule for potential staff assignments)

Contract negotiations for testing facility

Prep work for drug testing facility - locally

Prep work for transportation for 200 candidates at various location

Final documentation for signatures and waivers to received results, signed by each participant

Oversee the Registration of Candidates

Lecture series of process and what happens if..... you don't pass

What is a referral discussions with candidates group session and one on one

Staff oversee the dissemination of candidates to be drug tested and review all candidates at various locations

Statistical data report provided to Board w/ photos/ Board invited anytime to observe process

(this process should take a wk of file maintenance and review historically it's a minimum four (4) staff members at various full & part-times for approximately 200 hours of work (see price schedule for potential staff assignments)

Evaluate and Compile Drug Testing Results for inclusion on the demographic report/ create demographic report regarding participants statistics

Drug Referral Demographic Information compilation & review of drafted correspondence to drug agencies or doctor review issues

Approval drafted letters for drug referral/ revised additional Demographic Information compilation & review of drafted correspondence to drug agencies or doctor review issues

Documenting each candidates file / Provide dropped candidates letters

Statistical data report provided to Board

(this process should take a wk of file maintenance and review historically it's a minimum four (4) staff members at various part-times for approximately 150 hours of work (see price schedule for potential staff assignments)

Searched Resident Background Checks & Sex Offender Registry -

Documenting each candidates file/ Send Referral letters to Candidates not accepted

Statistical data report provided to Board

(this process should take three wks of prep and review historically it's a minimum six (6) staff members at various full & part-times for approximately 300 hours or more of work (see price schedule for potential staff assignments)

Prep work of instructors- what is the process and what to expect (one day) with take home information

Schedule Lectures series of Apprenticeship Directors and BA's of various unions including union

Set-up of tables, chairs from local rental agency copy machines and interview each candidate one on one, review docs

Sign in process- of candidates, providing take home documentations

PowerPoint presentations on each trade,

trade selection for candidates,

one on one interview session with each training instructor all two hundred candidates (2 days of full time work)

Documenting each candidates file

Statistical data report provided to Board w/ photos/ Board invited anytime to observe process

(this process should takes two weeks of prep and a wk for workshop historically it's a minimum five (5) staff members at various full & part-times for approximately 240 hours of work (see price schedule for potential staff assignments)

Contract negotiations for testing facility

Schedule of candidates 24 candidates per class various day and evening course

certify all candidates for OSHA 10

Statistical data report provided to Board w/ photos/ Board invited anytime to observe process

(this process should takes two weeks of prep and a wk for workshop historically it's a minimum five (5) staff members at various full & part-times for approximately 240 hours of work (see price schedule for potential staff assignments)

Contract negotiations for FIT testing agency

Contract negotiations for doctor review of pulmonary test

Contract negotiations for Asbestos testing facility

Schedule of candidates (number to be determined) candidates per class various day and evening course

certify all candidates for Asbestos Certification with various other certifications if possible

Statistical data report provided to Board w/ photos/ Board invited anytime to observe process

Rochester School Modernization Program

Program Services Cost

Scheduled Dates will vary due to weather and holidays

<p>(this process should take two weeks of prep wk for part-time and seven weeks full time for OJT historically it's a minimum five (5) staff members at various full-times for approximately TBD hours of work (see price schedule for potential staff assignments)</p>										
Contract negotiations for training site, insurance requirements of site, project determinations,										
Grading Testing										
File Documentation, weekly evaluations of candidates										
Selection of candidates who will be taken in first										
All day training - heights, lifting, theory, hands on, testing, project visits, blue printing, see curriculum for details										
Instructors provided test prep to candidates for various apprenticeship union testing										
Meetings of candidates, union apprenticeship directors, BA of each union with various other request from unions										
Statistical data report provided to Board w/ photos/ Board invited anytime to observe process										
<p>(this process should take two weeks of prep and a wk for workshop historically it's two staff members at various full & part-times for 100 hours of work (see price schedule for potential staff assignments)</p>										
Schedule and take candidate to fill out applications										
Statistical data report provided to Board- final report										

Provided By: Career Compliance Placement
Program Cost