

16.g.2

May Walker

CONSTABLE PRECINCT 7

PHONE: 713-643-6118

FAX: 713-643-3428

EMAIL: may_walker@hctx.net

June 1, 2010

Chief Deputy Goree Anderson
Captain James Phillips
Captain Monroe Wilkerson
Lieutenant Silvia Trevino

Chief Clerk Roberta Ewing

Advisory Committee

Rev. William A. Lawson
Atty. C. O. Bradford
Dr. Lee P. Brown
Mr. Alan Helfman
Mr. Dinh Q. Nguyen
Mr. Alan Rosen
Mr. Walter Scarborough
Mrs. Sue Schechter

Honorable Commissioners Court
Harris County Administration Building
1001 Preston, 9th Floor
Houston, Texas 77002

Vote of the Court:

	Yes	No	Abstain
Judge Emmett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Lee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Radaack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Eversole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dear Court Members:

The Office of Harris County Constable Precinct 7, respectfully request that you allow us to participate in the Summer Jobs Program. This program is at no cost to the County and Interns are paid by the Work Source Solutions.

Your consideration will be appreciated.

Respectfully submitted,

May Walker, Constable
Harris County Precinct 7

re

10 JUN -3 AM 8:30
HARRIS COUNTY
MANAGEMENT SERVICES

Presented to Commissioner's Court

JUN 08 2010

APPROVE E/L

Recorded Vol _____ Page _____ 05-12-10P04:27 R.V.D

Ad. copy

US- org letter + order + copy backup

Const Prec 7 - copy letter + order + org backup

BUM - copy

Budget (Heather) - copy

5290 Griggs Road • Houston, Texas 77021

Walking Tall with Walker, "Law Enforcement with Integrity"





HARRIS COUNTY, TEXAS

Office of Budget Management

1310 Prairie, Suite 530

Houston, Texas 77002

(713) 755-3301

Grants Coordination Section - Conveyance Form

Application

Award

Department Name / Number

DUNS

Grant Title

HARRIS COUNTY CONSTABLE PCT. 7 - 307

072206378

Summer Jobs for Youth '10

Funding Source:

U.S. Department of Health & Human Services: CFDA# 93.714

Grant Agency:

Houston-Galveston Area Council

Program Year:

1 st

Program Ending:

Grant Begin Date:

06/01/2010

Grant End Date:

09/30/2010

Grant Org. Key:

N/A

If applicable, Prior Year Org. Key:

N/A

Grant Description:

The Temporary Assistance for Needy Families (TANF) Fund is administered by the U.S. Department of Health and Human Services. The purposes of the program are: a) to provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives; b) to end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage; c) to prevent and reduce the incidence of out-of-wedlock pregnancies; and d) to encourage the formation and maintenance of two-parent families. The Emergency Contingency Fund provides additional funds to states having increases in caseloads and basic assistance expenditures.

	Total Budget	Grant Funded	County Funded
Salary & Benefits	\$ 0.00	\$ 0.00	\$ 0.00
Non - Labor	\$ 9,307.00	\$ 9,307.00	\$ 0.00
Sub Tot. Incremental Cost	\$ 9,307.00	\$ 9,307.00	\$ 0.00
Indirect Cost	\$ 0.00	\$ 0.00	\$ 0.00 *
TOTALS	\$ 9,307.00	\$ 9,307.00	\$ 0.00

* under development

Full Time Equivalent Positions

0.00

Date Grant Guidelines are Available

% of Positions Paid by Grant

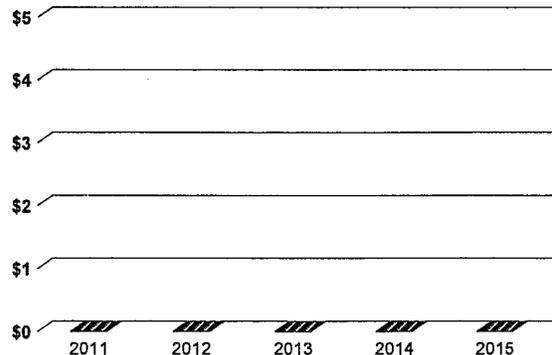
0.00%

Grant Submittal Deadline Date

GCS Discussion:

Constable Precinct 7 will participate in the H-GAC Summer Jobs Program. The Precinct will serve as a worksite for a total of 2 youth during the summer months for a maximum of 17 weeks, with one youth working 40 hours a week and the other working 33 hours a week, at a wage rate of \$7.50 per hour, which equates to a value of \$9,307 for the Precinct. The youth will be tasked with clerical and customer service duties. A grantor-contracted community partner (SER) will serve as Employer of Record and will provide worker's compensation coverage for all workers and administer payroll. The benefit to the County is the non-cash value of the labor performed. Note: The local agency administering the program indicates that contingency plans provide for use of ARRA Workforce Investment Act funds should additional funds be required.

County Funded Cost Projection



Required Match per Grant

Discretionary Cash Match

Completed by :

Brian Schmitz Schmitz, Brian

Date :

6/2/2010

Reviewed by :

[Signature]

Date :

6/2/10

ORDER

STATE OF TEXAS

COUNTY OF HARRIS

On this, the 8th day of June, 2010, the Commissioners' Court of Harris County, Texas, sitting as the governing body of Harris County, upon motion of Commissioner Eversole, seconded by Commissioner Lee, duly put and unanimously carried,

IT IS ORDERED that County Judge Ed Emmett or his designee be hereby authorized to approve, and on behalf of Harris County, Texas, accept the following agreement from the United States Department of Health & Human Services via the Texas Health and Human Services Commission via the Texas Workforce Commission via the Houston-Galveston Area Council:

SUMMER JOBS FOR YOUTH '10 – CONSTABLE PRECINCT 7

Non-cash value of Agreement: \$9,307

Period of Agreement: June 1, 2010 – September 30, 2010

Vote of the Court:	Yes	No	Abstain
Judge Emmett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Lee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Radack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Eversole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Presented to Commissioner's Court

JUN 08 2010

APPROVE _____

Recorded Vol _____ Page _____

Worksite: Harris County Constable Precinct 7 **Contact:** Eric Cadow **Tel #:**
713-755-4117

Address: 1310 Preston, 5th Fl, Houston, TX 77002 **E-Mail** eric.cadow@ms.hctx.net

This Agreement is entered by and between **SER-Jobs for Progress of the Texas Gulf Coast**, hereinafter referred to as the “Contractor,” and **Harris County Constable Precinct 7**, hereinafter referred to as the “Worksite.”

This Agreement establishes the terms and conditions for the Contractor and the Worksite as follows:

1. This Agreement is effective June 1, 2010 and will terminate no later than September 30, 2010. This Agreement may be terminated by either party, at anytime, upon written notice to the other party with 10 business days notice. No alteration or variation of the terms of this Agreement shall be valid and/or binding unless made in writing and signed by both the parties hereto.
2. H-GAC, on behalf of the Gulf Coast Workforce Board has contracted with Unique HR as the employer of record and payroll service for all young workers placed in 2010 Summer Jobs at Worksite.
3. Both H-GAC and Unique HR authorize the 2010 Summer Jobs Managing Contractor executing the Agreement with Worksite to place individuals at Worksite locations.
4. Unique HR carries worker’s compensation insurance coverage for each young worker placed at Worksite. Managing Contractor and Worksite may download a copy of the worker’s compensation insurance policy at www.uniquesummer.com, and Contractor shall not place any individuals at Worksite that are not so covered.
5. The Worksite understands that the purpose of this Agreement is to provide eligible young workers, ages 16-24, with a summer job. Worksite may offer employment to those young workers who meet the job qualifications in locations that have job openings.
6. This Agreement will cover locations and job sites at which Worksite places young workers that are described in the attached list of locations or job sites to this Agreement. The attached list will include at least: (1) the name and/or address of each location/job site, (2) the number of young workers and/or job openings at each location/job site, (3) a Worksite contact person for each location/job site, (4) a telephone number and email address (if available) for each location/job site contact.
7. Worksite may move young workers among locations/job sites with prior notice to Contractor.
8. All minors must have parental or guardian consent on file with Contractor to authorize emergency medical treatment.
9. Contractor will provide Worksite with payroll and attendance reporting requirements for young workers, and Worksite agrees to follow Contractor’s said requirements, including the rules and procedures set out in the Workforce Solutions 2010 Summer Jobs Worksite/Supervisor Handbook.
10. Work experience assignments shall be for a set number of hours per week,

payable at the rate of no less than the federal minimum wage.

11. Worksite further agrees to: (1) comply with Labor Laws and/or Child Labor Laws and federal and state equal employment opportunity laws; (2) ensure necessary emergency medical care is given to young workers in the event of an occupational injury or illness; (3) provide adequate supervision and instruction; (4) ensure safe and healthful working conditions; (5) provide young workers with a written job description; (6) provide employees a regular work schedule; (7) provide an evaluation or progress report on each young worker as requested.
12. Worksite understands and agrees that the Contractor and the Houston-Galveston Area Council will conduct on-site visits to evaluate general compliance with above requirements.
13. Worksite must ensure that no young workers replace regular employees. This means that any organization participating in Summer Jobs will not (directly or indirectly) cause the displacement of any of the organization's regular employees. That the employer is not involved in any strike, lockout or labor disputes at the time of entry into this agreement.
14. Contractor and Worksite agree and ensure that they will both maintain precautions, including, but not limited to, safety training and instruction and continuous supervision, to minimize the possibility of accidents while youth workers at on-site at Worksite.
15. Worksite must ensure that its staff supervising young workers are not paid with federal funds. Worksites will report supervisor wages to Contractor.
16. To consent to the taking and publication of photographs and videos of Summer Jobs workers at the worksite by a duly authorized representative of Workforce Solutions Gulf Coast Workforce Board.

In Witness Whereof, this agreement has been executed by and on behalf of the parties described herein.

Harris County

SER-Jobs for Progress of the Texas Gulf Coast

Worksite

Contractor

By: Ed Emmett
ED EMMETT, County Judge

By: _____
Joyce Burrell, Project Manager

Date Signed: JUN 08 2010

Date Signed: _____

Harris County Constable Precinct 7
Job Descriptions

Clerical

Clerical personnel are responsible for performing the following duties:

- Answering the phone
- May operate various office machines such as fax, photocopier, scanner and calculator
- Filing
- Data input
- Form preparation
- Other duties as assigned

Qualifications

- Have the ability to speak, read and write English
- Able to understand and follow oral and written instructions
- Have good phone etiquette
- Be punctual
- Be able to operate telephone, photocopier, fax machines, scanner and PC workstation
- Professional dress

PLEASE BE AWARE: THIS IS A LAW ENFORCEMENT AGENCY

FELONS ARE NOT ELIGIBLE FOR POSITIONS

Harris County Constable Precinct 7
Job Descriptions

Customer Service Representative

Customer Service Representative (CSR) must be able to answer phones to respond to general public inquiries and complaints. CSR must project a professional image throughout phone interaction.

Responsibilities:

- Answer phones and respond to public requests
- Transfer phones to appropriate staff
- May operate various office machines such as fax, photocopier, scanner and calculator
- Filing
- Other duties as assigned

Qualifications:

- Basic reading, writing and arithmetic skills
- Have the ability to speak, read and write English
- Able to understand and follow oral and written instructions
- Have good phone etiquette
- Be punctual
- Be able to operate telephone, photocopier, fax machines, scanner and PC workstation
- Professional dress

PLEASE BE AWARE: THIS IS A LAW ENFORCEMENT AGENCY

FELONS ARE NOT ELIGIBLE FOR POSITIONS