

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of March 11, 2014**

**ITEM TITLE:** *(Please define the subject; e.g., change order – Berkeley City College)*

Consider Approval of Services with Kathleen Cavanagh for the Alameda One Stop Career Center at College of Alameda **Presenter: Interim President Gravenberg**

**SPECIFIC BOARD ACTION REQUESTED:**

Consider approval of services with Kathleen Cavanagh from March 12, 2014 through June 30, 2014, in the amount of \$9,796.00.00 for the Alameda One Stop Career Center at College of Alameda.

**ITEM SUMMARY:** *(PLEASE DISCUSS THIS ITEM. IF A VENDOR IS INVOLVED, PLEASE INCLUDE THE COMPANY NAME AS WELL AS THE INDIVIDUAL.)*

Ms. Cavanagh provides Alameda County Workforce Investment Board (ACWIB) mandated services to Alameda One Stop Career Center clients. She is the first point of contact for individuals accessing universal job search services.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

**ALAMEDA COUNTY WORKFORCE INVESTMENT BOARD**

**BACKGROUND/ANALYSIS:**

Ms. Cavanagh's current service contract with the Alameda One Stop Career Center, funded by the Alameda County Workforce Investment Board, is for \$20,461.88. This augmentation of funding in the amount of \$9,796 from March 12, 2014 through June 30, 2014 would bring the total contract amount to \$30,257.88 for fiscal year 2013-2014.

**DELIVERABLES AND SCOPE OF WORK:**

1. Utilize EastBay Works (EBW) Online system to scan all client visits accurately tracking organization usage.
2. Assist universal clients with EBW Online registration ensuring all applications are entered correctly.
3. Handle all phone inquiries referring clients to appropriate workforce and unemployment services
4. Provide Workforce Investment Act (WIA) case management back up following WIA procedures, filing, and retention follow up calls.
5. Produce monthly calendar and distribute to partner organizations
6. Provide additional administrative assistance as needed.

**ANTICIPATED COMPLETION DATE:**

**JUNE 30, 2014**

**ALTERNATIVES/OPTIONS:**

**EVALUATION AND RECOMMENDED ACTION:**

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**

YES \_\_\_\_\_ No  X

**COMMENTS:**

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR)**

(\*\*\*\*\*Board contract approval is subject to negotiation and execution by the Chancellor.)

**DOCUMENT PREPARED BY: Michael Goldberg**

Prepared by: Michael Goldberg  
Michael Goldberg, Manager Alameda One Stop Career Center

Date: 02/23/14

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Interim President Gravenberg  
**DR. ERIC. GRAVENBERG**

Date: 2/23/14

**FINANCE DEPARTMENT REVIEW**

X  Finance review required \_\_\_\_\_ Finance review *not* required

If Finance review is required, determination is: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

If not approved, please give reason: \_\_\_\_\_  
\_\_\_\_\_

Signature: Susan Rinne

Date: 2/23/14

Susan Rinne, Interim Vice Chancellor for Finance and Administration

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

X  Legal review required \_\_\_\_\_ Legal review *not* required

If Legal review is required, determination is:  Approved  Not Approved

Signature: Thuy Thi Nguyen  
Thuy Thi Nguyen, General Counsel

Date: 2/23/14

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda

Not Approved, but Place on Agenda

Signature: Dr. Jose M. Ortiz  
Dr. José M. Ortiz, Chancellor

Date: 2/23/14