



## MEMO

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**To:** Chancellor Laguerre  
**From:** Drew Douglass, Director of Workforce Systems  
**Date:** September 22<sup>nd</sup>, 2016  
**Subject:** Owen Hershey, Berkeley One Stop Career Center—Change Order

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Owen Hershey is an Independent Contractor / Consultant (ICC), a Career Services Specialist at the One Stop Career Center at the College of Alameda. They have utilized almost all of their hours, and will run out before the end of the fiscal year, which would cause service delivery issues, and if delayed too long, potential sanctioning of the contract. This request is to increase the contract by \$45,304 to continue to provide services, bringing the total contract amount to \$70,224. The existing contract is in effect through 06/30/2017. The costs from Owen's extension will be allocated to the Alameda County Workforce Development Board (ACWDB) contract (fund 1138).

ACWDB staff have strongly recommended that College of Alameda spends down these funds; ACWDB staff mentioned that the Director's predecessor had returned substantial project funds every year for the last several years. Continuing to have the ICC aboard will help spend down unspent revenue on the grant and will maintain capacity to meet contracted goals.

Best regards,

Drew Douglass, Director of Workforce Systems  
Alameda and Berkeley One Stop Career Centers  
College of Alameda  
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Alameda, CA 94501  
Direct: (510) 748-2399  
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E-Mail: [adouglass@peralta.edu](mailto:adouglass@peralta.edu)

Enclosed: Change Order Form, Budget Documents

**PERALTA COMMUNITY COLLEGE DISTRICT  
Board of Trustees Agenda Report  
For the Trustee Meeting Date of October 18<sup>th</sup>, 2016**

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

Change Order: College of Alameda for Owen Hershey, ICC

**SPECIFIC BOARD ACTION REQUESTED:**

Review, consider and approve Change Order for Owen Hershey, ICC

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

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

**GENERAL FUNDS**

2-11-241-5105-1-647000-1138-00 WIOA – Adult – 39%  
2-11-241-5105-1-647000-1138-01 WIOA – Dislocated Worker – 61%

**BACKGROUND/ANALYSIS:**

Owen Hershey is an Independent Contractor / Consultant (ICC), a Career Services Specialist at the One Stop Career Center at the College of Alameda. They have utilized almost all of their hours, and will run out before the end of the fiscal year, which would cause service delivery issues, and if delayed too long, potential sanctioning of the contract. This request is to increase the contract by \$45,304 to continue to provide services, bringing the total contract amount to \$70,224. The existing contract is in effect through 06/30/2017. The costs from Owen's extension will be allocated to the Alameda County Workforce Development Board (ACWDB) contract (fund 1138).

**DELIVERABLES AND SCOPE OF WORK:**

Please see attached Scope of Work

**ANTICIPATED COMPLETION DATE:**

This change order will extend the ICC through to 6/30/2017

**ALTERNATIVES/OPTIONS:**

None, without adequate staffing, the Berkeley Career Center would need to close on certain days.

**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:**

Prepared by: Drew Douglass, Director of Workforce Systems  
[Enter Here - Your Name and Title of Individual]

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: \_\_\_\_\_  
[Enter Here - Name of College President, (if originating from a college) or Vice-Chancellor (if originating from the District)]

**FINANCE DEPARTMENT REVIEW**

Finance review required       Finance review *not* required

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

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

Signature: \_\_\_\_\_  
Ron Little, Vice Chancellor, Finance and Administration

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

Legal review required       Legal review *not* required

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

Signature: \_\_\_\_\_  
Nitasha Sawhney, Acting General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda       Not Approved, but Place on Agenda

Signature: Dr. Jowel C. Laquerre  
Dr. Jowel C. Laquerre, Chancellor



Peralta Community College District

# Request for Change Order

Purchase Order No. 3000096155 \_\_\_\_\_ Change Order No. 1 \_\_\_\_\_

Requisition No. \_\_\_\_\_ Date of request 09/23/2016 \_\_\_\_\_

Vendor Owen Hershey \_\_\_\_\_ Vendor # 0000731053 \_\_\_\_\_

C. O. requested by Usha Mortensen \_\_\_\_\_ Department Student Services \_\_\_\_\_

Original dollar amount of purchase order \$24,920.00 \_\_\_\_\_

Dollar amount of change + \$45,304.00 = \$70,224.00 \_\_\_\_\_

Accounting:

Loc	Fund	Cost Center	Program	Acct. Suffix	Project	Acct. Line	Category Object Code
2	11	241	1	647000	1138	00	5105
2	11	241	1	647000	1138	01	5105

Provide a complete explanation of the circumstances that necessitates this change. Identify what is being changed, i.e., item no., price, quantity, description, etc. Attach any required supporting documentation including quote from vendor identifying the changes. Please indicate which line item of the original requisition needs to be changed.

Line #	Item #	Description	Quantity	Unit Price
1	1	Add funds to ICC # 01716	1	\$45,304.00

Authorized by: [Signature] at College of Alameda College

Date 9/23/16





**America's Job Center of California – North Cities (AJCC-NC)  
Alameda and Berkeley Career Centers  
Career Services Specialist – Scope of Work**

**SUMMARY**

The Career Services Specialist (CSS) is an Independent Contractor providing support for the America's Job Center of California – North Cities (AJCC-NC) career centers located in Alameda and Berkeley, both operated by the College of Alameda (CoA). The Career Services Specialist will provide comprehensive services to jobseekers and will be involved in specific strategic efforts to meet contracted goals.

**SCOPE**

The independent contractor will:

1. Liaise with Berkeley Adult School, Community Based Organizations (CBO's), training providers, and other key stakeholders.
2. Promote Workforce Innovation and Opportunity Act (WIOA) program in assigned catchment area, targeting residents from Alameda, Albany, Berkeley, Piedmont, and Emeryville.
3. Ensure quality of service provision to customers in compliance with all funding and performance contract requirements, including meeting enrollment and outcome benchmarks.
4. Perform accurate data entry and regular caseload management using CalJOBS (and/or other identified system) to input job seeker information and program services.
5. Provide customers labor market information (LMI) support, with a focus on local workforce area strategies, including those of Peralta Colleges, Berkeley Adult School, and the Alameda County Workforce Development Board (ACWDB). This support should also focus on meeting the Industry Sector and Occupational Framework (ISOF) contracted goals and benchmarks that emphasize jobseeker entrance into high-growth, living-wage occupations and career ladders.
6. Refer appropriate clients to available training opportunities in alignment with system goals.
7. Work with WIOA participants to provide work maturity skills, interviewing practice and referrals to needed assistance to address barriers to employment.
8. Adhere to policies and procedures, federal funding requirements, local workforce development board (LWDB) protocols, privacy practices as well as the code of ethical conduct.
9. Provide job retention and follow up services for exited clients.
10. Ensure that all work performed is in compliance with all funding and performance contract requirements.

**Note** – For additional details beyond this scope of work, please see the "Independent Contractor/Consultant Services Contract" form. Also see any other related contract addendum (if applicable).

### **Additional Notes**

***In the project, system-wide teamwork will be emphasized and duplication of services will be reduced. To achieve greater efficiency, the ICC will refer out to network partners to leverage resources and provide seamless supports, including:***

- Collaborating closely with external Business Engagement Services (BES) team to refer and connect customers with On the Job Training (OJT) opportunities.
- Sending referrals to network partners for resources including: Asset building/financial literacy, clothing resources, legal services/expungement, essential nutrition/food support, and more.