



TO: Mayor via City Secretary

REQUEST FOR COUNCIL ACTION

SUBJECT: Partnership agreement between the City of Houston and Work Force Solutions to offer participants, at the Metropolitan Multi-Service Center, assistance with their employment searches and career development needs.		Page 1 of 1	Agenda Item #
FROM: (Department or other point of origin): Department of Neighborhoods	Origination Date: 8/29/2014	Agenda Date:	
DIRECTOR'S SIGNATURE: Katie Tipton 	Council District affected: All		
For additional information contact: Jay Stiteley - 832-394-0814 Division Manager Mayor's Office for People with Disabilities	Date and identification of prior authorizing Council Action:		
RECOMMENDATION: Adopt an ordinance approving and authorizing a partnership between the Mayor's Office for People with Disabilities and Workforce Solutions to assist citizens with their employment searches and career development needs. The partnership will follow the outlined requirements and goals set forth by the City of Houston's Legal Department.			
Amount and Source of Funding: None			
SPECIFIC EXPLANATION: The partnership will occur as follows: Mayor's Office for People with Disabilities (MOPD) responsibilities will be: <ul style="list-style-type: none">• Provide an accessible room with table, chairs, appropriate lighting and a telephone for local phone calls;• This room will be available weekly, Wednesday mornings from 9:00 am until 12:00 pm;• This will occur, every Wednesday, other than when either organization has a recognized holiday, at which time the service will not be provided;• Permit Workforce Solutions' staff to place brochures and information materials in designated locations at the Metropolitan Multi-Service Center; and• There is no cost to, nor payment to, the MOPD or City of Houston for this partnership. Workforce Solutions responsibilities will be: <ul style="list-style-type: none">• Place one Workforce Solutions staff at the Metropolitan Multi-Service Center to assist with job search on Wednesdays from 9 a.m. – 12 p.m.;• Provide lap-top computer and air card for conducting computer searches for possible job opportunities for individuals requesting assistance;• Provide a management contact for Workforce Solutions staff placed at the location to help clarify issues or address any problems;• Make available Workforce Solutions brochures and informational materials at the Metropolitan Multi-Service Center to inform visitors of services; and• Be fully responsible for staff assigned at the Metropolitan Multi-Service Center location.			
REQUIRED AUTHORIZATION			
Finance Budget:	Other Authorization: 	Other Authorization:	