



## CITY OF COMMERCE AGENDA REPORT

**TO:** CITY COUNCIL

**Item No. \_\_\_\_\_**

**FROM:** CITY MANAGER

**SUBJECT:** A RESOLUTION APPROVING AN INTERNSHIP AGREEMENT WITH  
LINCOLN TRAINING CENTER

**MEETING DATE:** JULY 2, 2019

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### **RECOMMENDATION:**

The City Council will consider for adoption a Resolution approving an internship agreement with Lincoln Training Center, for participation in their paid internship program.

### **BACKGROUND:**

Lincoln Training Center (LTC) is a not-for-profit, 501c (3) organization based in South El Monte. Since 1964, LTC has progressed from a small group of parents teaching their sons and daughters simple production work to an accredited, award-winning organization helping hundreds of adults with disabilities and service disabled veterans throughout California find meaningful work.

LTC's website states that its mission is to provide work opportunities and job training through an array of job programs. In their base program, workers perform assembly, disassembly and light manufacturing contracts, which are fulfilled at its 32,000 square foot facility.

They also state that all workers are paid according to their participation and productivity. LTC provides vacation pay, bonuses, workers comp benefits, social activities, work preparedness, and transitional training.

LTC's Supported Employment program places qualified workers into community job settings. LTC is currently contracting with more than 100 off-site employers for jobs that include janitorial, landscaping, inventory control, packaging, retail, and clerical.

Lincoln has satellite offices in Northern, Central and Southern California. Lincoln has been awarded a Cleaning Industry Management Standards (CIMS) certification, which is a high achievement that attests to its commitment to quality. LTC also has a State of California Contractors license with a C27 landscaping designation.

LTC's newest program offers training and job placement for service disabled veterans.

In 2018 LTC was awarded the highest accreditation from the Commission on Accreditation of Rehabilitation Facilities (CARF).

### **ANALYSIS:**

The City's participation with the Lincoln Training Center would help local adults with disabilities with work opportunities and job training at no cost.

The Lincoln Training Center would be the Employer on Record and will be responsible for paying payroll and mandated employers' costs and providing worker's compensation coverage to the Intern/Job Coach staff during the term of the contract.

If approved, the City's partnership with the Lincoln Training Center can be periodically reviewed by the City of Commerce Special Needs Commission to evaluate the overall benefit to the community.

If approved, staff recommends the placement of a paid intern position at the Commerce Senior Citizens Center that would include, but would not be limited to, the following duties:

- Assist with packaging the Meals on Wheels lunches
- Assist in serving the senior congregate meals at the senior center
- Assist with cleaning the dining room before and after lunch
- Assist with set ups/breakdowns for classes at the senior center
- Assist with answering phones and helping clients with general information

The conditions of the Agreement state the following:

- The purpose of the internship is for the Intern to gain vocational skills and work experience.
- The Intern will not replace or displace any City employee.
- The Intern and Job Coach will follow the City of Commerce policies, rules, and regulations of the City and comply with the City's business practices and procedures.

The contract is limited to ninety (90) days. Termination of the service agreement must be made in writing and can be made by either party at any time.

### **ALTERNATIVES:**

1. Approve the Resolution approving the agreement with Lincoln Training Center; and/or
2. Provide staff with further direction

### **FISCAL IMPACT:**

This activity has no impact on the current operating budget.

## **RELATIONSHIP TO STRATEGIC GOALS:**

This matter is applicable to the following Strategic Focus Area and Guiding Principle: Community Quality of Life – Guiding Principle 4: Support and evaluate community services, programs and events that promote healthy and quality lifestyles for our residents. Enhance public safety and social services through innovative programs that meet the needs of the residential and business communities.

Recommended by: Ela Pappo, Director of Human Resources

Approved as to form: Noel Tapia, City Attorney

Respectfully submitted: Edgar P. Cisneros, City Manager

## **ATTACHMENTS:**

1. Resolution
2. Agreement
3. Exhibit A - Scope of Work
4. Fact Sheet
5. Certificate of Liability Insurance (COI)