

5. Child Growth, Development and Guidance (cont)

Develop sensitivity in responding to the child's developmental stages, and skill in capitalizing on his natural direction of energy and growth, in order to maximize healthy development.

Further understand how developmental stages interrelate so that one can deal with the whole child.

Describe the purpose for guidance and explore personal attitudes toward it.

Acquire positive techniques for direct and indirect guidance and learn appropriate instances for the use of guidance techniques and their effectiveness in terms of outcomes.

Comprehend the need to help children adjust to new experiences, new routines and group settings.

Understand how to deal with child behavior problems (e.g., hostility, aggression, etc.)

Recognize that learning about children must be continuing process.

6. Educational/Developmental Activities:

Identify factors to consider in arranging an environment for young children, including:

- room arrangement
- outdoor environment
- choosing materials and equipment
- assessing the environment as a place for social/emotional, physical and intellectual development of the young child

Establish a daily routine for children which provides an appropriate balance of time for:

- individual and group activities
- indoor and outdoor activities
- quiet and active periods
- rest time and meal times

Demonstrate ability to provide individual experiences and group experiences for young children appropriate to their developmental level.

Provide activities for children which encourage and foster development of the whole child, including:

- physical development (small and large muscle)
- social and emotional development
- intellectual development

Develop a personal understanding of creativity and factors which enhance creativity in young children.

Title VI

Training plan - Job title: CHILD CARE PROVIDER (Submit one for each job title)

Skill to be learned	Method of instruction	Skill level goal	Target date	Estimated cost	
EXAMPLES:					
I. ORIENTATION TO FAMILY DAY CARE					
A. List Contributions of Child Care Provider.	Classroom training.		1 month		
B. Cite the variety of employment possibilities.	Classroom & center training.		2 months		
II. IMPACT OF OUT-OF-HOME CARE					
A. Describe a positive environment for children.	Classroom training.	Addressed in Column I	1 month		
B. Provide a warm challenging environment.	Practice with supervision and follow-up training sessions.		12 months		
III. HEALTH AND SAFETY					
A. Recognize a safe environment for children.	Classroom and observations with supervision.		2 months		
B. Spot Safety hazards.	Classroom, center and on-site with supervision.		3 months		
C. Know basic first aid good	Classroom and center training.		2 months		
D. Apply good first aid techniques.	Practice and follow-up training sessions.		3 months		
IV. NUTRITION					
A. Plan nutritious meals and snacks.	Classroom and center training.		2 months		
B. Purchase, prepare and serve nutritious meals and snacks.	On-site and group training sessions.		6 months		
C. Follow USDA requirements for food	Follow-up training and support sessions.		9 months		
V. CHILD DEVELOPMENT & GUIDANCE					
A. Know basic stages of development	Classroom training.		1 month		
B. Analyze some of the reasons for children's behavior	Classroom & center training and supervision.		3 months		

INSTRUCTIONAL TIMELINE AND PERCENTAGE OF GENERATED CHILD CARE TRAINEES AND SLOTS

Group	Number of PSE Trainees	Instructional Time Period	Location of Service Entry Point	Child Care Slots Generated	Project Child Care Slots
<u>A</u>	14	Eight weeks: July 7, 1980 - Sept. 1, 1980	11 - Family Child Care 1 - Helen Gordon 2 - Latchkey	55-Sept.1,1980 3-Sept.1,1980 6-Sept.1,1980	64
<u>B</u>	8	Eight weeks: Oct. 1, 1980 - Nov. 1, 1980	3 - St. Vincent 3 - Family Child Care 2 - Multnomah Co.	8-Nov. 1,1980 15-Nov. 1,1980 4-Mar. 1,1981	23
<u>C</u>	0		Multnomah County Parent Cooperative	4-Mar. 1,1981	4
<u>D</u>	8	Eight weeks: Mar. 1, 1981 - May 1, 1981	8 - Family Child Care	40-May 1, 1981	40
<u>E</u>	8	Eight weeks: June 1, 1981 - August 1, 1981	8 - Family Child Care	40-Aug. 1, 1981	40

Total: 38 PSE Trainees

Total:171

PSE Trainee Percentages.

31 - Family Child Care = 82%
7 - Center Child Care = 18%
38 100%

Child Care Slot Percentages:

150 - Family Child Care = 87%
21 - Center Child Care = 23%
171 100%

149814

CHILD CARE DEMONSTRATION PROJECT PSE/CHILD CARE AVAILABILITY SUMMARY

June 1980	July-August	Sept.	Oct.-Nov.	Dec.	Jan.-Feb. 1981	March-April	May	June-July	Aug.	Sept.
#PSE-Kind-Slot	#PSE-Kind-Slot	#PSE-Kind-Slot	Multnomah County Cooperative	#PSE-Kind-Slot	#PSE-Kind-Slot	#PSE-Kind-Slot				
11-Family Child -55 Care	3-S. Vincent - 8	3-Family Child-15 Care		8-Family Day-40 Care	8-Family Child-40 Care					
1-Helen Gordon - 3	3-Family Child-15 Care				(Here we can train more to make up for attrition)					
2-Latch Key - 6 Metro YMCA Growing Concerns	Z-Multnomah --4 County Cooperative		4 slots available to Child Care Demonstration Project children							
<u>14 PSE:</u> <u>64 slots</u>	<u>8 PSE:</u> <u>27 slots</u>			<u>8 PSE:</u> <u>40 slots</u>	<u>8 PSE:</u> <u>40 slots</u>					
Training Group A	Training Group B		Training Group C	Training Group D	Training Group E					
										<u>Total Slots:</u> 175
										<u>Total Child Care PSE:</u> 38
										<u>Total Administrative PSE:</u> 4
										<u>Total PSE:</u> 42

CITY OF PORTLAND
Human Resources Bureau
Training and Employment Division
Public Service Employment
Request for Proposal

This page must be completed
and submitted
Page 27

PART F: SUPERVISION

1. Identify in detail the frequency and type of supervision that project employees will receive. Include name(s) and supervisor(s).

See following pages: 27-1 and 27-2.

PART G: LICENSING

1. To the extent that state licensing is a requirement of your proposal, outline what current state licensing you do have. What steps will be taken to secure necessary state licensing?

Currently, Child Care Coordinating Council is licensing Family Child Care homes in Clackamas, Columbia, Multnomah, and Washington Counties, 1,223 homes in all. Men and women who are interested in becoming certified Child Care providers are required to attend an orientation meeting at which time a certifier explains in detail the rules governing standards for Family Child Care homes. At that time, applications may be submitted. Child Care Coordinating Council must respond to each application within 30 days of receiving it.

After an applicant has received a negative TB test, a certifier will make a home visit to determine if both the applicant and his/her home meet all of the standards. A checklist which asks specific questions about the provider, program care, equipment, nutrition, health, safety, physical setting and record keeping is completed. The interview takes an average of two hours. If all standards are met, the certifier completes the necessary CSD paperwork and recommends certification. A certificate is typed, contracts are signed by an employee of CSD's Regional Office. Then the certificate and the contract are mailed to the provider and he/she is eligible to have state subsidized children in care.

However, if the applicant and/or the home do not meet state requirements, an opportunity is given for him/her to come into compliance.

(Part G. Licensing, Continued):

A list of the necessary corrections is given to the applicant. If he/she is unable or unwilling to come into compliance, the application is denied in writing. The applicant is given the opportunity to request a hearing within 20 days. The Hearing Officer, an employee of Adult and Family Services, arranges a mutually agreeable time and place for the hearing. After the hearing, the Hearing Officer makes a recommendation and the decision to deny may be upheld or reversed.

The current licensing procedure will allow us to screen applicants and determine whether or not they will meet all certification requirements during their two month training period.

(Part F: Supervision)

- I. Administrative PSE's (Ruth Harshfield, Supervisor)
 - A. Referral Office. Two PSE staff positions.
 - 1. Methods
 - a. Discussion.
 - b. Printed job function explanations.
 - c. Role play
 - d. Participation in present referral office.
 - 2. Orientation.
 - a. Meet Child Care Coordinating Council employees.
 - b. Review of Child Care Coordinating Council project components: Certification of Family Child Care homes, USDA program, Community Services.
 - c. Read and discuss job descriptions, task sheets, and forms to be used.
 - d. Familiarize with office: physical, records, equipment.
 - e. Familiarize with present office functions.
 - f. Overview of Child Care Coordinating Council referral office.
 - 3. Training. (In existing Child Care Coordinating Council referral office.)
 - a. Telephone skills.
 - b. Office forms, procedures.
 - c. Location of Child Care resources.
 - d. Function of agencies dealing with Child Care subsidies: CSD, AFS, WIN, CETA.
 - e. Parent intake screening process.
 - f. Make available, beginning September, one Portland Community College class per term; see page 34.
 - 4. Feedback and Evaluation.
 - a. Daily opportunities for discussion/feedback with Supervisor/present staff.
 - b. Weekly, verbal, shared evaluation of performance.
 - c. Quarterly written job evaluations.
 - B. Community Services. Two PSE's. (Anna Whipple, Supervisor)
 - 1. Methods.
 - a. Discussion.
 - b. Printed material describing job functions.
 - c. Role play.
 - d. Participation in on-going Community Services activities.
 - 2. Orientation.
 - a. Meet Child Care Coordinating Council employees.
 - b. Review of Child Care Coordinating Council project components.
 - c. Read and discuss job descriptions, task sheets, and forms to be used.

- d. Familiarize with physical office set-up, books, checkout system, records, equipment.
 - e. Familiarize with present office functions.
 - f. Overview of CHILD CARE DEMONSTRATION PROJECT functions.
3. Training.
 - a. Illustrate and explain specific tasks related to job.
 - b. Explain functions of closely related agencies dealing with Child Care: CSD, AFS, WIN, CETA, and relevant technical information. (as Oregon Child Care regulations.)
 - c. Make available, beginning September, one Portland Community College class per term; see page 34.
 4. Feedback and Evaluation.
 - a. Daily opportunities for discussion/feedback with Supervisor/present staff.
 - b. Weekly, shared verbal evaluation of performance.
 - c. Quarterly written job evaluations.
- C. Child Care Trainees. (College Trainer/Center Supervisor)
1. Method. First four weeks. (Portland Community College campus; Supervisor - College Trainers.)
 - a. Daily attendance records maintained.
 - b. Weekly individual conferences, more often if necessary.
 - c. Written feedback weekly.
 2. Method. Second four weeks. (On-site selected Centers; Center Supervisor - College Trainers.)
 - a. Daily attendance records maintained.
 - b. Weekly individual conferences, more often if necessary.
 - c. Written feedback weekly.
 3. Method. Beyond eight weeks. (at worksite; home or Center)
 - a. Weekly visit to worksite.
 - b. Weekly telephone call.
 - c. Weekly small group evening meeting.
 - d. Monthly large group evening meeting.
 - e. Monthly written evaluation for the first six months.

INSTITUTIONALIZATION

Child Care systems in Oregon presently operate financially through parent payments. Parents pay a fee for Child Care. Usually, this fee is based on the cost of care per child per hour. Some government agencies, WIN, AFS, CETA, subsidize Child Care for low income clients.

Trainee Salaries and Benefits

The CHILD CARE DEMONSTRATION PROJECT will pay all CETA PSE providers salaries. Salaries will be paid at a set rate regardless of the number of children in care or the number of hours worked. This relieves the provider of the collection burden and constant concern over the number of children in care. Home providers may legally work more than forty hours per week. As they are working from their own homes, they are exempt from over-time requirements. Fringe benefits will be provided by the Child Care Coordinating Council, including a yearly two week vacation and either Kaiser or Blue Cross health insurance. The Child Care Coordinating Council will supply Family Child Care providers with liability insurance coverage including accident, dental, medical and personal liability up to \$300,000. Further, the Child Care Coordinating Council carries a company liability insurance of one million dollars allowing CETA Trainees a total liability coverage of \$1,300,000.

Project Child Care Fees

The children of individuals on City CETA will have access to the first available Child Care slots and will not pay a Child Care fee during the first sixteen months of the Project. Individuals subsidized by CSD, WIN, AFS, and Multnomah-Washington CETA as well as private paying clients will be actively recruited by the Child Care Coordinating Council to fill all available Child Care slots not allocated to City CETA parents. These individuals will be charged for Child Care. The CSD fee scale will be utilized for all CHILD CARE DEMONSTRATION PROJECT clients. The CSD payment scale is recognized community wide as being both fair and moderate. Further, the Project can support itself financially at the CSD reimbursement rate.

Payments and Collections

Paying clients will reimburse the CHILD CARE DEMONSTRATION PROJECT for Child Care rather than paying the provider. All individuals and Centers providing Child Care slots for the

INSTITUTIONALIZATION Continued

CHILD CARE DEMONSTRATION PROJECT will keep child attendance records. These records will be mailed to the Child Care Coordinating Council each month. Each month, Continental Collections Inc. will bill both parents and subsidizing government agencies. Children Services Division has agreed to directly reimburse the Project when CSD subsidies are involved, rather than the customary practice of reimbursing the provider. Continental Collections Inc. will deposit all parent fees into a trust account, reimburse the Child Care Coordinating Council, and serve as a collection agency for any bad checks.

Uses of Project Funds
First Sixteen Months

It is conservatively estimated that \$81,000.00 may be generated during the first sixteen months of the Project. (See page 17-20.) Monies collected will be recycled into the CHILD CARE DEMONSTRATION PROJECT. Resource rentals, new project start-up costs (Multnomah County Cooperative), and wholesale buying of consummable materials and supplies are examples of appropriate uses of Project dollars. A percentage of Project dollars collected will be allocated for the second year of the CHILD CARE DEMONSTRATION PROJECT.

Evaluation

The Project will be evaluated monthly by the Consortium Steering Committee throughout the initial sixteen month period. The Consortium will assess the financial progress and viability of the Project. Problem areas such as collections will be dealt with systematically and expediently. By July of 1981, the Consortium will have established a very thorough evaluation of the financial aspects of the Project. Based on this evaluation, the size and scope of the initial non-funded project will be determined.

Second Project Year

CETA funds will be withdrawn September 30, 1981. Based upon the financial history, the Consortium projects a financial base which will allow for the continuation of all Project elements at the same or lowered rate. (See page 17-21). Salaries for Project providers will continue. Children of City CETA PSE's will again be charged for Child Care.

The CHILD CARE DEMONSTRATION PROJECT by September of 1981 will have trained 38 individuals generating Child Care; seven in Centers and 31 in homes. Training Groups D and E will

INSTITUTIONALIZATION Continued

have two and six months respectively remaining for completion of the Portland Community College credit and training certificate. The Project potentially will maintain a training site relationship with one Center whereby the Center is paid \$800.00 per month to perform supervisory and training functions. The exchange of Child Care slots for salaried employees will be maintained in the training site Center. Similar relationships with other participating Centers will be dealt with on an individual basis. The Project will continue to train and offer provider support on a diminished scale. Portland Community College will act as the training agency with one College Trainer rather than two. One group of four to six individuals will enter the Project in October of 1981, another in April of 1982. Each group will generate twenty to thirty Child Care slots. Because the Project is a valid training program, strong recruitment efforts for trainees will be commenced with subsidized government programs as WIN and CETA. The progress of the Project will continue to be closely monitored by the Steering Committee. The project will be expanded or diminished based on collected revenues.

SIXTEEN MONTHS FUNDS GENERATED

Anticipated 1980-1981 Revenues

Family Child Care Providers:

10 will not generate any revenue (PSE only services)

1 for 12 months at \$578.60/month*	\$ 6,943.20
4 for 10 months at \$578.60/month	23,144.00
8 for 5 months at \$578.60/month	23,144.00
8 for 2 months at \$578.60/month	9,257.00
	<u>\$62,488.20</u>

*Assumes each Family Child Care Provider will have one infant and one preschooler at home of their own leaving:

1 infant at	\$235.40/month (\$1.07/hour x 220)
2 preschoolers at	<u>343.20/month</u> (\$0.78/hour x 2 x 220)
Total:	\$578.60/month

Center Child Care Providers:

8 slots at \$240 average/month x 10 months**	19,200.00	St. Vincent de Paul
--	-----------	------------------------

**Four infants at	\$255/month
Four preschoolers at	<u>225/month</u>
Average/slot	\$240/month

Total Revenues:

Family Child Care	\$62,488.20
Center Child Care	<u>19,200.00</u>
	\$81,688.20

SECOND YEAR FUNDS GENERATED

October 1, 1981 - September 30, 1982 Program Year

Costs

Child Care Coordinating Council Administration	\$ 71,616.00
Portland Community College, Training	33,000.00
Personnel @ \$808/month x 38 PSE	368,448.00
Annual Estimated Cost of Operation:	\$473,064.00

Revenues

12 months:	*a) 34 Family Child Care providers at a minimum of:	\$985.60/month
	b) 4 Center Child Care providers	
	9 preschoolers at	\$247.17/month
10 months:	c) 4 Family Child Care providers at	\$985.60/month
4 months:	d) 4 Family Child Care providers at	\$985.60/month

*Hourly rate, not flat monthly rate makes up for absences.

**Assume two infants and three preschool children at 220 hours/month/full time Family Child Care Providers.	161/month x \$1.07 (Preschool) = \$172.27/month	\$402,124.80	a)
	220/month x \$1.07 (Infant) = \$235.40	26,694.26	b) preschool
		428,819.06	Total
	\$516.81 (Preschool)	39,424.00	c)
	470.80 (Infant)	15,769.60	d)
	\$987.61 Total	\$484,012.06	Gross revenue

Gross Revenues:	\$484,012.06
2% Absence, turnover rate:	9,680.24
Net revenues:	\$474,331.82
Necessary Revenues:	\$473,064.00

**Salary based on number of children in care. Each child in care equals \$162.00. If a provider has her own child in care, we will subtract \$162.00 per child from gross salary.



CONTINENTAL Credit Association, Inc.

1110 S.E. ALDER • PORTLAND, OREGON 97214 • 231-6565

April 24, 1980

Leslie Faught, Director
Child Care Coordinating Council
1110 S.E. Alder
Portland, Oregon 97214

Dear Leslie:

Thank you for the opportunity to make an offer to handle your bookkeeping and billing programs. As you know Continental Credit is a licensed and bonded Oregon billing agency. We are licensed and bonded to take care of billing needs just like yours. We are presently doing billing for wholesale, retail, and medical accounts.

We are locally owned and have operated in Portland, Oregon since 1955.

Your request was for a quote on two programs, the first being payroll accounting for a maximum of 67 employees. We will be able to do your payroll for 936.00 for twelve months starting June 1, 1980 and ending May 31, 1981. There will be a flat charge of \$150.00 plus \$1.50 per employee. Regarding your billing needs we would be able to handle your billing for 8% of the total amount collected from June 1, 1980 to may 31, 1981 or any twelve month period based on your requested starting date.

We will make available to you for that 8%, one credit manager, one posting/billing clerk, and one telephone collector. We also provide all envelopes, printing, postage, statements and computer printouts. There are no start-up fees or set-up charges to get your program started. There will be no charges on any account other than the 8% as agreed on as above on collected accounts only. We will remit one hundred percent of the collected funds from trust to you on a weekly basis. We will bill you for our commission, so that any returned checks of NSF checks will be handled by our department and reversed if necessary within thirty days. This will eliminate your handling a return check item.

In most cases we are able to recover one hundred percent of the current dollar amount due each month, in this way the funds will be available to you for redistribution. We are eager to work with you to put your program together and take care of your needs as we are operating out of the same building and we are easily accessible to one another.

Thank you,

L. W. Garrison

ASSURANCE OF COMPLIANCE WITH
CITY OF PORTLAND AFFIRMATIVE ACTION PLAN

_____ (hereinafter called the "Contractor")
HEREBY AGREES THAT it will comply with the City of Portland Affirmative Action Plan as stated in City Ordinance 144724, dated November 10, 1977, and the Federal Guidelines contained in Revised Code 4 of the U. S. Department of Labor, to the end that no person who applies for employment shall, on the ground of race, color, religion, age, sex, national origin, or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Contractor receives City of Portland financial assistance; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

The "equal employment opportunity doctrine" is more than a directive prohibiting discriminatory practices; rather, it is a doctrine that requires positive measures to assure an equal opportunity for meaningful employment of those persons who have been victims of discrimination. This doctrine extends to all areas of employment and to all relations with employees, including recruitment, selection and placement, compensation, promotion and transfer, disciplinary measures, demotions, layoffs and terminations, testing and training, daily working conditions, awards and benefits, and all other terms and conditions of employment. The Affirmative Action Plan calls for:

1. An improvement of employment opportunities for minority group persons and women in all employee classifications.
2. An improvement of career opportunities for minority groups and women employees.
3. An increased awareness of "institutional" biases through education and training to achieve its eradication.
4. An explanation to minority group organizations of the programs, employment and training opportunities, and the qualifications required for positions in the Contractor's organization.
5. An active education program which will keep management, supervisors and employees informed of their social and civil rights and responsibilities.

The Contractor hereby recognizes and agrees that an Assurance of Compliance with the City of Portland's Affirmative Action Plan is given in consideration of and for the purpose of obtaining any and all City contracts or other financial assistance extended after the date hereof to the Contractor by the City, including installment payments after such date on account of applications for City financial assistance which were approved before such date. The Contractor recognizes and agrees that such City financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the City of Portland shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Contractor, its successors, transferees, and assignees, and the person whose signature appears below is authorized to sign this Assurance on behalf of the Contractor.

Dated _____

By _____

Title _____

(Contractor's Mailing Address)

EXHIBIT "C"

149814

CONTRACT REIMBURSEMENT REQUEST (INVOICE)
CONTRACTOR _____
ADDRESS _____
CITY _____ ZIP _____

PERIOD COVERED _____ To: Human Resources Bureau
CONTRACT NO. _____
PREPARED BY _____
PHONE _____

Fiscal Department
522 S.W. 5th - 6th Floor
Portland, OR 97204

248-4541

CITY CODE*	OBJECT	CURRENT PERIOD REQUEST	YEAR TO DATE REQUEST	CURRENT BUDGET MOD. #	BALANCE
110	Full-Time Employees				
120	Part-Time Employees				
130	Federal Program Enrollees				
170	Benefits - Regular				
170	Benefits - Enrollees				
190	Less: Labor Turnover				
	Others, Specify below:				
100	Total Personal Services				
210	Professional Services				
230	Equipment Rental				
240	Repair & Maint.--Equip.				
261	Printing & Reproduction				
265	Communications				
270	Insurance				
275	Data Processing				
440	Space Rental				
220	Utilities				
	Repair & Maint.--Space				
310	Office Supplies				
320	Operating Supplies				
340	Minor Equipment & Tools				
350	Clothing & Uniforms				
410	Education				
420	Local Travel				
430	Out-of-Town Travel				
	Others, Specify below:				
200-400	Total Materials & Services				
610	Land & Improvements				
620	Buildings & Improvements				
640	Furniture & Equipment				
	Others, Specify below:				
600	Total Capital Outlay				
	Total Expenditures/Budget				
	Advance Payment				
	Less: Adv. Pymt. Recapture				
	Net Request/Budget				

ATTACH TO THIS INVOICE:

- Supporting documentation for all costs or expenditures grouped by expenditure object category. (Attach adding machine tape to each group of supporting documents).
- Supplemental detail monthly invoice for participant wages and benefits (PSE Program Only)
- Signed time sheet for every participant (PSE Program Only)

INVOICE & SUPPORTING DOCUMENTS ARE TO BE SUBMITTED TO THE CITY NO LATER THAN THE FIFTH WORKING DAY FOLLOWING MONTH END
* City Code Is for reference only

Total amount of this request \$ _____
I certify that the information pertaining to this request is true and complete to the best of my knowledge.
Signed _____ Date _____

149814

PLEASE USE INK

PUBLIC SERVICE EMPLOYMENT PROGRAM
MONTHLY INVOICE

SPONSOR
CITY OF PORTLAND
HUMAN RESOURCES BUREAU
TRAINING & EMPLOYMENT DIVISION
522 S. W. 5th Ave, 6th Floor
Portland, Oregon 97204
248-4541

CURRENT DATE: _____

AGENCY NAME AND MAILING ADDRESS: _____

PERIOD COVERED

FROM: _____

TO: _____

CONTRACT NUMBER: _____

ZIP CODE _____

TELEPHONE NUMBER _____

PREPARED BY _____

FOR OFFICE USE ONLY
P/O # _____
BUC # _____
F/B RATE _____
ACTUAL TO CONTRACTUAL RATE _____
CONTRACTUALLY OBLIGATED AMOUNT _____
CONTROL # _____

PARTICIPANT NAME	BASE PAY	For Office Use Only	FICA	SAIF	HOSP.	LIFE INS.	RETIRE - MENT	DENTAL	OTHER (SPECIFY)	TOTAL F/B	TOTAL PAY
1)											
2)											
3)											
4)											
5)											
6)											
7)											
PAGE TOTALS											

CONTRACT SIGNATOR OR DESIGNEE _____ TITLE _____ DATE _____

149814

PUBLIC SERVICE EMPLOYMENT TIME SHEET

Agency Name _____

Agency Address _____

Phone Number _____

Participant's Name _____

Participant's Social Security Number _____

For Month and Year: _____

Base Pay for the Month: _____

Day of Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Hours Worked																
Day of Month	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
Hours Worked																

I CERTIFY TO THE ACCURACY OF THIS TIME SHEET:

Participant's Signature _____

Supervisor's Signature _____

Please use the following PSE Standard Codes to record the proper amount of hours spent on each activity:

- V = Paid Vacation
- H = Paid Holiday
- SP = Paid Sick Leave
- T = Paid Training Hours

ORDINANCE No. **149814**

An Ordinance authorizing one (1) CETA Title II-D contract with the Child Care Coordinating Council under the Human Resources Bureau; creating nineteen (19) Public Service Employment positions; the contract period to begin June 18, 1980 and not to extend beyond September 30, 1980; transferring appropriations in the amount of \$92,878 within the CETA Fund; and declaring an emergency.

1. The City of Portland has been designated by the United States Department of Labor as Prime Sponsor for administering funds under the Comprehensive Employment and Training Act (CETA) to provide employment and training services for unemployed persons.
2. The Child Care Coordinating Council responded to a Request for Proposal prepared by the Human Resources Bureau addressing community child care needs; the proposal submitted creates a consortium of non-profit agencies for which the Child Care Coordinating Council will assume administrative and fiscal responsibility; the proposal has been reviewed and determined appropriate for funding under the Human Resources Bureau from CETA Title II-D Funds.
3. Funds have been budgeted and are available under Title II-D of CETA from the Department of Labor.
4. This contract has been reviewed by the Program Development Unit, the Training and Employment Division Manager and the Executive Director of the Human Resources Bureau.
5. The contracting agency, wage and fringe and services cost, positions and project description are set out in Exhibit "A."
6. It is therefore appropriate that the City Auditor and Commissioner of Public Utilities execute on behalf of the City, one (1) contract as set forth in exhibit "A" attached under CETA Title II-D, Human Resources Bureau, as set out in the exhibits hereof.

NOW, THEREFORE, the Council directs:

- a. The Commissioner of Public Utilities and City Auditor to execute on behalf of the City one (1) contract with the Child Care Coordinating Council, under CETA Title II-D, Human Resources Bureau beginning June 18, 1980, as set out in the exhibits hereof.
- b. The Financial Officer is hereby authorized to amend the FY 79-80 City Budget with transfer of appropriations as follows:

ORDINANCE No.

<u>CETA FUND</u>	<u>Transfer</u>	
	<u>From</u>	<u>To</u>
Requirements:		
Title II-D Unobligated Holdings BUC No. 66900029.260	\$92,878	
Title II-D Contracts BUC No. 67000021.260		\$73,903
Admin. Contracts BUC No. 67000056.260	_____	<u>18,975</u>
Total	\$92,878	\$92,878

Section 2. The Council declares that an emergency exists because a delay in enactment of this Ordinance will cause unnecessary program organization and administrative delay in the function of the Human Resources Bureau and the contractor, therefore, this Ordinance shall be in force and effect after its passage by Council.

Passed by the Council, **JUN 25 1980**

Commissioner Ivancie
JPG:MN:j
6/11/80

Serge Tchekhov
Auditor of the City of Portland

2193
Calendar No. ~~2105~~

ORDINANCE No. 149814

Title

An Ordinance authorizing one (1) CETA Title II-D contract with the Child Care Coordinating Council under the Human Resources Bureau; creating nineteen (19) Public Service Employment positions; the contract period to begin June 18, 1980 and not to extend beyond September 30, 1980; transferring appropriations in the amount of \$92,878 within the CETA Fund; and declaring an emergency.

JUN 18 1980

CONTINUED TO **JUN 25 1980**

JUN 13 1980

Filed _____

GEORGE YERKOVICH
Auditor of the CITY OF PORTLAND

By _____

Deputy

THE COMMISSIONERS VOTED AS FOLLOWS:		
	Yeas	Nays
Ivancie	/	
Jordan	/	
Lindberg		
Schwab		
McCready		

FOUR-FIFTHS CALENDAR	
Ivancie	
Jordan	
Lindberg	
Schwab	
McCready	

INTRODUCED BY
COMMISSIONER IVANCIE

NOTED BY THE COMMISSIONER
Affairs
Finance and Administration
Safety
Utilities <i>FJImk</i>
Works

BUREAU APPROVAL
Bureau: Human Resources
Prepared By: <i>MN</i> Date: <i>6/11/80</i> Joseph P. Gonzales <i>JPG by CEH</i>
Budget Impact Review: <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Not required
Bureau Head: Janice J. Wilson <i>JJW by CEH</i>

NOTED BY
City Attorney
City Auditor <i>[Signature]</i>
City Engineer