

2000-0333

INTRODUCED BY: TERRY AUTHEMENT, COUNCILMAN, DISTRICT IV  
ORDINANCE NO. 00-8-17

An ordinance to approve and authorize the execution of a contract with Workforce Alliance Inc. in an amount not to exceed \$9,200 for services delivered in connection with the process for selection of the Parish Council Secretary.

WHEREAS, the Committee for the Selection of the Parish Council Secretary discussed considering a proposal for services to assist in the selection process.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That the proposal by Workforce Alliance Inc. in an amount not to exceed \$9,200 for services delivered in connection with the process for selection of the Parish Council Secretary is hereby approved.

SECTION II. That the Parish President is hereby authorized to execute the agreement on behalf of the Parish Council.

NOW, THEREFORE BE IT ORDAINED, THAT WE, THE MEMBERS OF THE ST. CHARLES PARISH COUNCIL, do hereby approve and authorize the execution of a contract with Workforce Alliance Inc. in an amount not to exceed \$9,200 for services delivered in connection with the process for selection of the Parish Council Secretary.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

YEAS: FAUCHEUX, HILIARE, FABRE, AUTHEMENT, BLACK, MARINO,  
MINNICH  
NAYS: RAMCHANDRAN, AEAIDIE  
ABSENT: NONE

And the ordinance was declared adopted this 21<sup>st</sup> day of August, 2000, to become effective five (5) days after publication in the Official Journal.

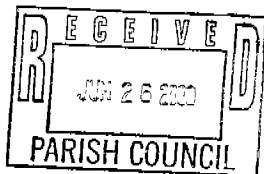
Workforce Alliance Contract revised2

CHAIRMAN: Terry Authement  
SECRETARY: Godwin Beane S.M.  
DLVD/PARISH PRESIDENT: 8-22-00  
APPROVED:  DISAPPROVED:

PARISH PRESIDENT: Albert D. Lopez  
RETD/SECRETARY: August 22, 2000  
AT: 3:15 pm RECD BY: JB

## WORKFORCE ALLIANCE INC.

125 JAMES DRIVE WEST SUITE 100  
ST. ROSE, LA 70087  
504-465-0900 FAX 504-465-5550  
EMAIL: APTODARO@BELLSOUTH.NET



June 22, 2000

The Hon. Terry Authement  
Councilman, St. Charles Parish  
P.O. Box 302  
Hahnville, LA 70057

Dear Councilman Authement:

Thank you for the opportunity to submit this proposal to the St. Charles Parish Council. I understand that the position of Council Secretary is a critical and complex responsibility, and therefore recognize that the process used to select the most qualified candidate will be a very unique challenge. Based on the feedback from the committee meeting, I have outlined a proposal to assist the Council with the critical aspects of the selection process. I have provided definition for three primary services and a comprehensive listing of the services included as part of this proposal.

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### I. OVERVIEW:

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#### *Creating a Measurable Job Description:*

The purpose for developing a comprehensive job description is three fold. First it will clearly identify the qualification criteria for the position. Secondly, it will serve to inform the applicants of the responsibilities of the position. Third it will serve as a transition plan to manage the early development of the new employee.

#### *Creating a Simulation:*

Using a job-related simulation allows you to see how a candidate performs "on the job." The simulation will be based on key competency areas defined in the job description. As an example, we could create a simulation around the following types of tasks: have the applicant write a letter based on a pending issue, prioritize and organize multiple administrative tasks, deal with an employee performance problem, and respond to a citizen complaint over the telephone.

Behavioral simulations are exercises that simulate some of the situations and challenges a candidate will face on the job. A comprehensive simulation may take a couple of hours per applicant to administer. The results provide information difficult to obtain in interviews. Although behavioral simulations are powerful tools, they must be developed correctly, and decision-makers must be trained in how to assess the data collected.

#### *Interview/Assessment Training:*

Workforce Alliance Inc. will provide a four to six hour training on effective interviewing skills and techniques for the Council. The interview training will cover *Overview of the Selection Process, Common Problems with a Traditional Selection Process, Overcoming Problems in Selection, Elements of the Interview, Theory of Behavioral Based Interviewing, Interviewing Techniques, Common Interviewing Mistakes, Tactics of Interviewing, Legal Considerations, Confidentiality and Privacy Issues.*

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## II. SPECIFIC DELIVERABLES PROVIDED BY WORKFORCE ALLIANCE INC.

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Workforce Alliance Inc. will provide the following professional services in support of the Parish selection process.

### Job Descriptions

Work with the Council / Secretary/Staff to develop a comprehensive job description with measurable competencies and evaluation criteria  
Develop the criteria for initial qualification and a skill development plan for the other competencies

### Screening:

Work with the Council and Secretary to develop a list of initial selection criteria outlining positive and negative indicators of performance.  
Develop an evaluation tool for the Council members to use to consistently conduct an initial screen and advanced screen of applicants

### Simulation Testing:

Develop a job-related simulation  
Schedule and Administer simulation  
Compile documentation and reports regarding simulation testing

### Interviews:

Develop interview guides to assess competencies and skills required for the position  
Conduct training for the interview team  
Develop the interview schedule  
Provide a copy of each applicant's file for the interview  
Schedule applicants for the interviews  
Facilitate the selection decision discussion among the Council interview team

### Ongoing Services:

Maintain comprehensive applicant flow logs  
Provide reports of applicant pool statistics and adverse impact analysis reports

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## III. FEE SCHEDULE:

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The services identified in section II of the proposal will be included for a fee of \$9,200. These fees do not include direct expenses if any such charges are incurred, or additional services requested by the Council, which are not identified in this proposal. These outside charges will be billed monthly and payment for which will be due within 30 days from receipt of invoice

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**IV. STATEMENT OF RELATIONSHIP AND GENERAL TERMS AND AGREEMENTS:**

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Workforce Alliance Inc. will comply with all applicable governmental laws, ordinances, rules and regulations applicable to employment services.

Workforce Alliance Inc. will retain all documents related to this hiring process in accordance with the record retention guidelines governing such.

Workforce Alliance Inc. states that it does not have any express or implied obligation to a third party which in any way conflicts with any of its obligations under this agreement.

It is understood that Workforce Alliance Inc. will not disclose to any third party ideas, material or information belonging to the Parish without the express written permission of the Council. Nor will the Council share any copyrighted information or parts of the employment process designed by Workforce Alliance Inc. with any third party.

No assignment of this agreement or any of the rights or obligations shall occur without the written consent of both parties. No modification of this agreement or waiver of any of the terms or conditions contained in this contract shall be binding unless in writing and signed by both parties.

Workforce Alliance Inc. will assist the Parish in employment litigation limited to Workforce Alliance Inc. role in performing the terms of this agreement by furnishing information and personal testimony pertaining to the litigation. Any additional expenses or travel associated with litigation will be billed to the Parish Council at separate cost.

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**V. INDEMNITY:**

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St. Charles Parish agrees to indemnify, defend and hold Workforce Alliance Inc. harmless from and against any claims, suits or proceedings brought against Workforce Alliance Inc. Arising from or relating to the services furnished by Workforce Alliance Inc. hereunder, to the extent caused by or resulting from the negligence or willful misconduct of the Parish.

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**VI. CANCELLATION:**

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This agreement may be canceled by either party upon fourteen days written notice to the other party, subject to payment of all fees and costs incurred by Workforce Alliance Inc. through the date written notice of cancellation is received.

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**VII. LIMIT OF LIABILITY:**

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In no event shall either party be liable to the other for indirect, special, incidental, consequential or exemplary damages. Any liability of Workforce Alliance Inc. to the Parish shall in no event exceed the fees actually paid by the Parish to Workforce Alliance Inc. pursuant to this agreement.

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VIII. APPLICABLE LAW:

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This agreement shall be governed by the law of the State of Louisiana, excepting only those laws which would direct the application of the law of another state.

Agreed this \_\_\_ day of \_\_\_\_\_, 2000 in the Parish listed below.

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IX. DESIGNEE:

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The Parish Council designates \_\_\_\_\_ as the Council representative and primary contact.


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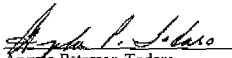
X. ACCEPTANCE:

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The signatures placed below indicate the agreement on the part of the signatory entities to be bound to the terms of this agreement, and further are provided hereon only after all appropriate corporate formalities are followed to permit each such person to bind the parties hereto.

  
Agent of St. Charles Parish Council  
St. Charles Parish

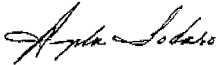
8/24/2000  
Date

  
Angela Peterson Todaro  
President  
Workforce Alliance Inc.  
St. Charles Parish

6-22-00  
Date

As I mentioned at the Committee meeting, I would be happy to speak with Ms. Becnel to provide some initial guidance regarding what needs to be done to develop a measurable job description so that the selection process can begin moving forward irrespective of your decision regarding our contract. Please let me know if you have any questions or need further information. With kind regards, and thanking you for the opportunity to be of service, I remain

Respectfully,

A handwritten signature in cursive script, appearing to read "Angela Peterson Todaro".

Angela Peterson Todaro  
President, Workforce Alliance Inc.

enclosures