

Memorandum of Agreement
City of Palm Bay-Project SEARCH

The Parties to this Agreement are Bridges, BTC Inc. (agency), the City of Palm Bay (host business) and Brevard Public Schools.

I. Purpose:

The Parties to this Agreement will collaborate and cooperate to create a High School Project SEARCH Transition program at the City of Palm Bay for students with disabilities, and to foster and facilitate the acquisition of employment for people with disabilities when possible. This Agreement specifies the roles and responsibilities of the Parties as they work in partnership to increase opportunities for persons with disabilities. The program will be titled “City of Palm Bay–Project SEARCH”. It is modeled after Project SEARCH at the Children’s Hospital Medical Center in Cincinnati, Ohio.

II. Roles and Responsibilities:

The Parties agree to the following roles and responsibilities.

A. Bridges, BTC Inc will:

- Provide a Senior Manager to assist in coordinating the efforts of all key partners, to supervise Bridges staff, to ensure that program is moving forward within the framework of the projected timeline and to assist in any way necessary to facilitate success of the program.
- Provide Job Coaches to work with students on work sites throughout the host business.
- Work with participating departments to identify intern work site opportunities for individuals with disabilities and perform job analyses.
- Examine existing open positions and determine their applicability to City of Palm Bay-Project SEARCH and predetermine high turnover, entry level support positions, or other applicable positions for proactive job analysis, and recommend pre-screened applicants to the City of Palm Bay.
- Assist with classroom set-up, curriculum development and work site rotation planning.
- Assist with student recruitment activities.
- Establish student eligibility guidelines and select students for the program as a participating partner of the Advisory Committee.
- Provide travel training for students, if necessary, once program commences.
- Provide expertise in adaptations and accommodations, and implement as necessary.
- Provide education and training to the City of Palm Bay employees regarding supporting people with disabilities in the workplace as necessary.

- Attend regular meetings with team members from the Parties to this Agreement to discuss and evaluate program progress.
- Assist with public relation activities to promote the City of Palm Bay-Project SEARCH program.
- Liaison with Cincinnati Project SEARCH for technical assistance, data collection and other issues related to model integrity.

B. The City of Palm Bay will:

- Provide classroom space with accessibility to telephone, fax, limited photocopy equipment, supplies, computer (if needed) and email/internet access.
- Provide a Business Liaison that is available on an ‘as needed’ basis to assist with job site development, introduce Project SEARCH staff to the City of Palm Bay staff, market the program internally, attend periodic meetings to discuss, evaluate program progress, and work with the Project SEARCH Instructor to reinforce workplace rules.
- Assist in the development of up to 13 intern work sites and a point of contact at each site for the purpose of teaching competitive, marketable skills to the program participants.
- Facilitate job analysis of intern work sites for the Project SEARCH staff.
- Provide access to hiring opportunities if a City of Palm Bay-Project SEARCH participant is appropriate for an internal job opening.
- Provide badges and parking access for City of Palm Bay-Project SEARCH staff.
- Provide managers of departments that are being used as work sites to give direction, feedback and evaluation to students during their work site rotations.
- Provide access to conference space for Open Houses.
- Provide assistance to the Project SEARCH staff through the marketing department, including marketing materials and public relations expertise.
- Establish student eligibility guidelines and select students for program as a participating partner of the Advisory Committee.
- Conduct appropriate background screening and drug testing for Project SEARCH interns and staff if required by Palm Bay to allow access to its departments.

C. Brevard Public Schools will:

- Provide a Special Education Instructor with transition experience to coordinate/teach the program.
- Develop and provide curriculum and instructional materials that encompass employability skills, functional academics, transition, job development and job readiness. Project SEARCH

Curriculum already approved by the Ohio Department of Education can be used (and adapted for use if necessary).

- Assist Bridges, BTC Inc. on development of intern work sites, and coordinate and monitor intern activities.
- Facilitate student recruitment activities.
- Establish student eligibility guidelines and select students for program as a participating partner of the Advisory Committee.
- Provide travel training for students, if necessary, once program commences.
- Provide expertise in adaptations and accommodations, and implement as necessary.
- Provide student accident insurance.
- Provide additional support services for students if necessary, which may include Interpreters, Speech or Occupational Therapy, and other services.
- Coordinate regular meetings to discuss and evaluate program progress.
- Collect data on student outcomes related to IEP and job readiness goals and follow up of job placements.
- Liaison with Cincinnati Project SEARCH for technical assistance, data collection and other issues related to model integrity.
- Assist with public relation activities to promote the City of Palm Bay–Project SEARCH.
- Provide access and payment of fingerprinting of City of Palm Bay employees and BRIDGES job coaches if required by Brevard Public Schools to work with Project SEARCH students.

III. Measurable Objectives:

All Parties will work collaboratively to:

- Offer multiple intern opportunities to a minimum of 10-13 student participants with developmental or other disabilities for each school year beginning August 2012.
- Provide employment opportunities when available to all people with disabilities while collaborating in the City of Palm Bay-Project SEARCH.
- Provide support necessary to maximize success of the program participants.
- Develop up to 13 intern work sites (rotations) within the City of Palm Bay and continue to develop work sites as the program progresses.
- Publicize the collaboration and program activities with a minimum of two written materials and two public presentations.

IV. Period of Agreement:

The effective date of this Agreement will be August 1, 2012, with annual reviews to determine needs thereafter. This agreement may be terminated for any reason, with or without cause, by any party upon a thirty (30) day prior written notice to all parties, delivered by certified mail, with return receipt requested.

V. Limitation of Agreement:

It is understood among the parties that this Agreement is not a contract and is not binding.

VI. Relationship of Parties:

No agent or employee of either party shall be deemed an agent or employee of the other party. Each party will be solely and entirely responsible for the acts of its agents, subcontractors, or employees.

This Agreement is executed for the benefit of the Parties and the public generally. It is not intended nor may it be construed to create any third party beneficiaries.

Signatures:

Sue Hann, City Manager
City of Palm Bay

Date

David Cooke, President and CEO
Bridges, BTC Inc.

Date

Dr. Barbara A. Murray, Chairman, School Board
Brevard Public Schools

Date