

Clara Bernardo

From: Brenda Burnett <bburnett@svsinc.org>
Sent: Wednesday, May 24, 2023 9:28 AM
To: office
Subject: Brenda Burnett / Employ America
Attachments: Employ America CIS455 PLA-Tulare Cemetery May 24.doc
Importance: High

Good Morning Clara,

I had turned in the paperwork yesterday to my Regional Director Julie Rivera and upon looking at it she said I did not charge enough fees to cover our clients wages, so I went back to look at why it was different from the Visalia Cemetery and it seems back when I quoted their price the wages were at \$15.00 per hour making it \$2923 per month.

So, my Regional Director has asked that I explain to you that we will be needing a little more money.

When I did the math at \$15.50 per hour the amount comes out to \$2999.25 per month. I was also asked to add \$35.00 per month that figure for the cost of weed eater twine and gasoline.

That would make the new figure \$3035.00 per month.

It is truly my error and I apologize in advance for that.

It is still a good deal as we are buying all new equipment and that is costly.

Like I said, I am truly sorry.

I have attached a new agreement and I think it is all correct, you will still have to black out the lines you had done before.

I know you have a meeting on Friday and I wanted to get this out to you as quick as possible.

Thank you so much!

Brenda Burnett



Participation Agreement
Community Inclusion Services (CIS)

This agreement, effective 5-24-2023 is between Employ America (EA), a division of SVS and:

Employer Name:	<u>Tulare Public Cemetery</u>
Address:	<u>900 E. Kern St, Tulare, CA 93274</u>
Phone, Fax:	<u>(559) 686-5544</u>
Billing E-Mail:	<u>office@tularecemetery.net</u>
Contact Person:	<u>Clara Bernardo – Cemetery Manager</u>

Social Vocational Services (SVS) will provide trainees and supervision of trainees according to the following mutually agreed upon terms:

1. SVS will provide employer with pre-screened workers supervised by SVS staff. The usual configuration of a CIS group is either 3 clients with one supervisor. The group will work according to the following schedule (if days and hours are flexible please indicate below):

Days/week: 3-MWF	Hours/day: 3	Start time: 8:30am	End time: 11:30am
Start date: June 1, 2023			

2. Training and supervision of workers will be provided by SVS staff who together with their Program Directors will serve as a liaison between the Employer and SVS to ensure satisfaction and compliance with this Agreement. Workers' Compensation Insurance for SVS employees and Liability Insurance for the work is provided by SVS.

3. Description of work to be performed by SVS (include specific duties, responsibilities and tasks as well as equipment and supplies that are to be used):

Using weed eaters, cut grass / weeds surrounding all of the headstones.
 Blow off headstones and driveways onto grass areas.
 If hard dirt is still on headstone, please use a stiff broom to sweep off.
 Trash cans may be used for any paper, debris or trash.
 SVS supplies weed eaters, blower, gloves, goggles, twine, gasoline and broom.
 Tulare Cemetery furnishes trash cans.

4. SVS office responsible for this contract:
 SVS EA 455 2/06, 08/15, 01/16, 6/20, 5/22

Program Director: **Theadosia Johnson**

SVS Office Address: **3140 W. Caldwell Ave, Visalia, CA 93277**

Phone/Email: **(559) 735-0938 / tjohnson@svsinc.org**

5. Training of SVS staff to job specifications will occur according to the following plan:

- ✓ SVS will arrange for the supervising staff person to report to the Employer at a pre-scheduled time (at least one week prior to the contract start date) to receive training and information regarding work skills required, employer rules/policies and any interpersonal skills necessary to adapt to the work environment. This information will be conveyed to all workers individually and in daily group meetings during the first two weeks of work.
- ✓ If the Employer chooses, SVS workers and their supervisors may attend an orientation and introduction to the work place prior to start of the contract.
- ✓ The SVS supervisor will be responsible for quality control. Sample inspections of all work performed will occur daily. SVS administrative staff will complete a site visit at least once per month to review overall performance and compliance.

6. Billing for Employ America services will be: \$1835 Per month

Billing will be monthly and is due and payable upon receipt. If you would like to pay by Visa or MasterCard, please contact our Client Contracts Biller at 310-944-3303, ext. 146. If you prefer to pay by check, please make it payable to Employ America and send to:

Employ America
Attn: CCB – Accounts Receivables
3555 Torrance Blvd.
Torrance, CA 90503

Any bill not paid within 60 days of receipt will be subject to a late charge.

7. SVS personnel generally observe 9 non-working holidays during the year. Any and all variations to this schedule must be specified below:

SVS Holidays (cross off if not applicable)

New Year's Day	Memorial Day	Thanksgiving
Martin Luther King Day	Independence Day	Thanksgiving Friday
Presidents' Day	Labor Day	Christmas Day

Additional Employer Holidays (if any)

8. This agreement will remain in force unless amended or cancelled by either party, with 30 days written notice. Annually, the performance and costs associated with this agreement will be reviewed by both parties and a new Personnel Leasing Agreement (PLA) signed if necessary.

Brenda Burnett
EA Employment Specialist

5-24-2023
Date

Julie Rivera
SVS Regional Director

5/26/23
Date

Company Representative (Name and Title, Please Print)

Company Representative (signature)

Date

SVS Employer Identification Number: 95-3284250



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Community Inclusion Services (CIS)

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Employer Name:	<u>Tulare Public Cemetery</u>
Address:	<u>900 East Kern St, Tulare CA 93274</u>
Phone, Fax:	<u>(559) 686-5544 / (559) 686-7484</u>
Billing E-Mail:	<u>office@tulare cemetery.net</u>
Contact Person:	<u>Clara Bernardo – Cemetery Manager</u>

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Program Director: Theodosia Johnson

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Phone/Email: (559) 735-0938 / tjohnson@svsinc.org

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6. Billing for Employ America services will be: \$ 3035 Per month

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3555 Torrance Blvd.
Torrance, CA 90503**

Any bill not paid within 60 days of receipt will be subject to a late charge.

7. SVS personnel generally observe 9 non-working holidays during the year. Any and all variations to this schedule must be specified below:

SVS Holidays (cross off if not applicable)

New Year's Day	Memorial Day	Thanksgiving
Martin Luther King Day	Independence Day	Thanksgiving Friday
Presidents' Day	Labor Day	Christmas Day

Additional Employer Holidays (if any)

8. This agreement will remain in force unless amended or cancelled by either party, with 30 days written notice. Annually, the performance and costs associated with this agreement will be reviewed by both parties and a new Personnel Leasing Agreement (PLA) signed if necessary.

Brenda Burnett

EA Employment Specialist

5-24-2023

Date

Shubir Rana

SVS Regional Director

5/26/23

Date

Company Representative (Name and Title, Please Print)

Company Representative (signature)

Date

SVS Employer Identification Number: 95-3284250