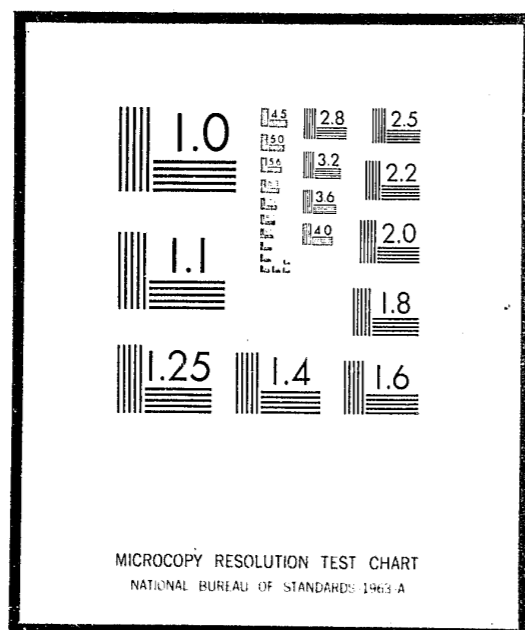


# NCJRS

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U.S. DEPARTMENT OF JUSTICE  
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION  
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE  
WASHINGTON, D.C. 20531

A PROPOSAL TO TRAIN PERSONS  
UNDER THE MANPOWER TRAINING ACT

1973 - 74

SUBMITTED BY:

PACE Institute, Inc. For The  
COOK COUNTY DEPT OF CORRECTIONS

John R. Paine, Executive Director

Jack Solomon, Director

26541

7/23/76

Date filmed

APPLICATION FOR INSTITUTIONAL TRAINING PROJECT UNDER  
THE MANPOWER DEVELOPMENT AND TRAINING ACT  
Check applicable boxes:

MT-1 # 74-28

PROGRAM	PROJECT	TRAINING PHASE
MDTA <input checked="" type="checkbox"/> 1	Inst. <input checked="" type="checkbox"/> 1	Basic Ed. <input checked="" type="checkbox"/> 1
RAR _____ 2	OJT _____ 2	Prevoc. <input checked="" type="checkbox"/> 2
Other _____ 3	E&D _____ 4	Other _____ 4

Project Number: \_\_\_\_\_  
Date: October 1973  
State ES Agency: ILLINOIS STATE EMPLOYMENT SERVICE  
Labor Area: Chicago & Suburban Number: 708  
Local ES Office: Industrial Restaurant Service Number: 27-12  
Training Agency: PACE Institute, Inc. 2600 S. California Ave Chicago, IL 60608  
Training Facility: Cook County Department of Corrections (Name) (County) (Congressional District)

1 A. Occupation \_\_\_\_\_ DOT Code: \_\_\_\_\_  
B. No. of persons to be trained \_\_\_\_\_

2 TRAINING PROJECT INFORMATION SUMMARY		B. Training Schedule--No. of Sections							
A Length of Course	Proposed	Approved	Section No.	1	2	3	4	5	6
Total Number of Hours:	2080		Start. Date	11/5/73					
Hours Per Week:	40		Ending Date			11/4/74			
Number Instruction Weeks:	52		No. Trainees	100			OE	OE	
Total Weeks Incl. Vacation:	52		NOTE: LAST SECTION TO BEGIN NO LATER THAN 12 MONTHS AFTER START OF FIRST SECTION						

3. ESTIMATED MDTA PROJECT COSTS--SUMMARY	PROPOSED			APPROVED	
	Number of Trainees	Average Weekly Rate Per Trainee	Number of Weeks Per Trainee	Number of Trainees	Total Costs
	(1)	(2)	(3)	(5)	(6)
Total Estimated Cost	xxxx	xxxx	xxxx	xxxx	
A. Training (DHEW)	300	11.01	52	171,783	
1 Local Supervision	xxxx	xxxx	xxxx	xxxx	
B Allowances -- Total	xxxx	xxxx	xxxx	xxxx	
1 Training					
a Adults--Regular Allowances					
b Youth--Regular Allowances					
c Youth--Youth Allowances					
2 Subsistence					
3 Transportation--Total					
a Commuting					
b Travel, Beginning and End					

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
OFFICE OF EDUCATION  
WASHINGTON, D.C. 20202  
**COST OF OCCUPATIONAL TRAINING  
MANPOWER DEVELOPMENT AND TRAINING ACT  
PART B**

(X one)  Section 231  Section 241  
 Section 251  Nat'l Contract  
 Coupled OJT  Other (Specify)

BUDGET BUREAU NO. 51-RO400  
APPROVAL EXPIRES: 6/30/70  
PROJECT NUMBER

STATE Illinois  
DATE October, 1973

SIGNATURE AND TITLE OF LOCAL OFFICIAL RESPONSIBLE FOR FUNDS ITEMIZED BELOW

Rev. John R. Erwin, Executive Director  
1. NAME AND ADDRESS OF LOCAL PUBLIC TRAINING AGENCY RESPONSIBLE FOR THIS COURSE

Pace Institute, Inc. Cook County Department of Corrections  
NAME AND ADDRESS OF INSTITUTION OR AGENCY (School) THAT WILL CARRY OUT THIS TRAINING COURSE  
(X one)  Public  Non-Public  
Pace Institute, Inc. Cook County Department of Corrections  
2600 South California Avenue, Chicago, Illinois 60608

2. OCCUPATIONAL TITLE	DOT CODE NUMBER	AMOUNT REQUESTED OR EXPENDED	FOR STATE AND FEDERAL USE ONLY
			AMOUNT APPROVED
<u>Pre-Vocational &amp; Vocational Training</u>	<u>VARIOUS</u>		
(X one) <input checked="" type="checkbox"/> Budget estimate <input type="checkbox"/> Budget revision <input type="checkbox"/> Tentative final cost <input type="checkbox"/> Actual cost	(X one) <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Repeat project <input type="checkbox"/> Other (Explain)	PREVIOUS PROJECT NO.	
3. FACILITY COSTS	TOTAL	\$ 1,440	\$
1. FACILITY CHARGES (Include rent)		None	
2. UTILITIES (Include telephone)		1,440	
3. MINOR REMODELING		None	
4. ADMINISTRATIVE SALARIES	TOTAL	\$ 38,873	\$
1. ADMINISTRATION		None	
2. CLERICAL AND ACCOUNTING		15,984	
3. CUSTODIAL		None	
4. OTHER ADMINISTRATIVE COSTS		1,937	
5. EMPLOYER SHARE OF EMPLOYEE BENEFITS		20,952	
5. INSTRUCTIONAL AND EDUCATIONAL COUNSELING SALARIES	TOTAL	\$ 133,466	\$
1. SUPERVISORS SALARIES		None	
2. GUIDANCE COUNSELORS SALARIES		20,640	
3. INSTRUCTORS SALARIES		112,826	
4. OTHER INSTRUCTIONAL PERSONNEL		None	
5. TRAVEL		None	
6. EQUIPMENT	TOTAL	\$ 11,874	\$
1. MAJOR INSTRUCTIONAL EQUIPMENT		9,738	
2. REPAIR AND SERVICING		600	
3. MINOR EQUIPMENT AND TOOLS		1,536	
4. RENTAL OF INSTRUCTIONAL EQUIPMENT		None	
5. OTHER CAPITAL EXPENDITURES		None	
6. OTHER MAINTENANCE AND REPAIR		None	
7. INSTRUCTIONAL MATERIALS AND SUPPLIES	TOTAL	\$ 5,224	\$
1. AUDIO VISUAL AIDS		54	
2. TEXTBOOKS AND REFERENCE BOOKS		379	
3. WORKBOOKS AND PAPERBACKS		924	
4. SUPPLIES AND MATERIALS		3,867	
8. OTHER COSTS NOT ELSEWHERE CLASSIFIED	TOTAL	\$ None	\$
1. TUITION		0	
2. TRAINEE TRANSPORTATION		0	
3. OTHER MISCELLANEOUS COSTS		0	
9. OTHER THAN PROJECT		\$ None	\$
10. TOTAL COST	TOTAL	\$ 190,877	\$
11. AMOUNT OF FEDERAL FUNDS INCLUDED IN LINE 10		\$ 171,789	\$
12. AMOUNT OF MATCHING FUNDS INCLUDED IN LINE 10		\$ 19,088	\$
COST PER TRAINEE HOUR \$ <u>92</u>			
TOTAL TRAINEES COMPLETING TRAINING (Number) <u>100 OEOF</u>			
STATE DIRECTOR, VOCATIONAL EDUCATION	DATE	COMMISSIONER'S REPRESENTATIVE	DATE

A PROPOSAL TO TRAIN PERSONS  
UNDER THE MANPOWER TRAINING ACT  
AT THE COOK COUNTY DEPT. OF CORRECTIONS  
PACE INSTITUTE  
PART A - NARRATIVE DESCRIPTION

I. GENERAL INFORMATION AND AGREEMENTS

1.1 Name of agency to give immediate supervision to this project:

PACE Institute, Inc. and The Illinois State Division of Vocational and Technical Education, Manpower Unit.

1.2 Name, address, and telephone number of facility to be used for training:

Cook County Dept. of Corrections 927-3675  
PACE Institute, Inc.  
2600 So. California, Chicago, Illinois 60608

1.3 Occupational Title (s) and DOT Code (s):

Basic Education - Pre-Vocational (various)  
Counseling and Job Placement - Follow-up

1.4 Number of individuals to be trained:

A total of one hundred (100) men in open entry, open exit, annualized slots.

1.5 Length of training:

Give number of hours per week of training, average number of weeks and the estimated total hours of training per individual. Give hours of the day that training will be conducted.

- (a) The training will be for 40 hours per week.
- (b) Each trainee will complete 18 weeks of training.
- (c) Each trainee will complete a total of 720 hours of training.
- (d) The training will be conducted between the hours of 8:15 to 4:45 Monday thru Friday.
- (e) The volunteer program hours are 7:00 P.M. - 9:30 P.M.

1.6 Schedule for trainee intake and completion:

Explain intake and completion procedures, including information as to how often trainees will be accepted into the program, the maximum number to be accepted at one time, and procedures for terminating and placing

1.6 - cont.

trainees who achieved the training objectives.

One hundred (100) men will be given eighteen weeks of training. The program is open-ended, as one man leaves the program another is added. The cycles will run on an 18 week basis with individual continuation during the length of the contract.

Input Schedule: The training institution will accept section 2 upon completion of section 1, etc. The project will operate as an open entry, open exit project.

The trainees will be off on the following dates for this program:

Nov. 23, 24,	Thanksgiving
Dec. 25, 26,	Christmas
Jan. 1, 2,	New Year's
Mar. 9,	Good Friday
May 28,	Memorial Day
Feb. 12,	Lincoln's Birthday
	Martin Luther King's Birthday
July 4	Independence Day
Sept. 3	Labor Day
Oct. 8	Columbus Day
Nov. 12	Veteran's Day

Terminations and Placements: In cooperation with the Illinois State Employment Service and utilizing Form #102 through proper channels.

1.7 If articles are constructed during this project, explain their disposition or if services are rendered describe their nature. The disposition of all services and articles constructed must be in a manner consistent with MDTA Regulations:

Articles constructed during this project become the property of the training agency or may be donated to tax supported institutions

1.8 Provide certification that the training facility will prepare a brief written evaluation of the instructional program, which includes assessment of: local administration; instruction; supervision; trainee achievement and placement; and recommendations for improving the instructional program. Such evaluations are to be submitted to the State Agency by the local supervisor within 30 days after the completion of the activities included in this plan or at such other times as the State may request.

The training agency certifies to comply with the contents stated above.

1.9 Provide certification that employees of local school systems who are reimbursed for services provided to MDTA activities will provide such services beyond their normal work day.

- a. Logical reasoning
- b. Drawing conclusions
- c. Making inferences
- d. Summarizing

Learning is accomplished in small steps, one particular facet being cemented before the learning proceeds.

2. COURSE INFORMATION

2a. OCCUPATIONAL OBJECTIVE: To help offenders gain a favorable attitude toward work before their release from the institution. In the process of achieving this goal, attitudes toward self, toward occupational spheres, and toward people will be dealt with. Both educational and counseling approaches will be utilized. It is expected that the program will reduce the stigma that a man acutely feels when he enters the jail. The recovery of men to society and their families would more than pay the costs of this program. It costs \$1,700.00 per man per month to just house an inmate in jail.

The rehabilitation of an inmate inhibits the extension of the convict culture both in the jail and in the streets. Thus, the cores of self-perpetuating, anti-social attitudes are directly dealt with.

2b. EDUCATIONAL OBJECTIVE: Trainees will receive basic literacy instruction, preparation for 8th grade and high school, and educational development examinations. Our basic literacy programs are programmed instructional learning situations. Each trainee is individually diagnosed as to learning difficulties, weaknesses, and achievement. Through item analysis we can pin-point where each woman should begin her individual prescription. It is essential to understand that each woman will be a "class" unto herself. In conjunction with the academic training, the individual will receive exposure to various vocational areas through a work sampling program that is a part of the existing project.

2.2 TOPICAL COURSE OUTLINE OF MAJOR UNITS OF INSTRUCTION SHOWING THE CLOCK HOURS DEVOTED TO EACH:

TOPICAL COURSE OUTLINE

- I. Remedial Reading 30 Hours
  - A. Readiness program for non-readers 50 Hours
    - Basic auditory-visual discrimination skills
    - Eye-hand coordination
    - Directionality
    - Ability to name, copy & recognize letters of the alphabet
    - A sense of personal organization
    - The ability to pay attention & follow directions
    - A basic sight vocabulary of 90 words will be established
  - B. Basic program for reading levels 1-3
    - Acquisition of auditory discrimination skills
    - Visual-functional and perceptual skills
    - Extensive sight vocabulary
    - Independence in work attack
    - Basic comprehension & study skills vital to both reading and listening skill

- C. Intermediate Program (Levels 4-6) 60 Hours
  - Enlarging the sight vocabulary
  - Enriching the work knowledge through awareness of multiple meanings
  - Development of analytical, critical, appreciative, and selective reading skills
  - Listening-auditing skills
  - Study skills necessary for the mastery of independent reading
- II. Elementary G.E.D. Program (Levels G-5) 28 Hours
  - Reading ability built to grade 8
  - Reading comprehension
  - Spelling
  - Vocabulary building
  - Essential math (functioning at grade 8)
  - Grammar & punctuation
  - Federal Constitution
  - State Constitution
  - Display of flag
- III. High School G.E.D. Program (Levels 9-12) 80 Hours
  - Reading ability & study skills
  - Reading comprehension
  - Interpretation of English Literature
  - Communication skills (report writing, business letter writing, speech)
  - Vocabulary (advanced)
  - English grammar and punctuation
  - Essential math leading to algebra
  - Interpretation of reading in U.S. history
  - State Constitution
  - Federal Constitution
  - Display of flag

IV. Social Skills & Personal Development 100 Hours

A. Orientation

1. Responsibility of student to program
2. Responsibility of student to employer
3. Discussion of objectives of this phase

B. Personal Adjustment

1. Understanding self
2. Personality & job success
3. Attitudes - What are they?
4. Keys to the improvement of personality
5. How to increase self-confidence

C. Job Adjustment

1. First job
2. How learn a job
3. Establishing a job description
4. What employers want
5. Employer - employee relations
6. Co-worker relations
7. Progress on the job

D. Understanding the World of Work

1. Money Management
2. Taxes & the worker
3. Social security
4. Worker and the unions
5. Legal problems of the worker
6. Insurance and the worker

E. Job Exploration - Worker Traits

1. Required Education
2. Looking at your interest
3. Understanding working conditions
4. Necessary aptitudes
5. Physical capacity needed
6. Exploring jobs through occupational seminars

V. Work Sample (No Cost To Project)

Each individual in the Elementary & High School G.E.D. Programs will take part in the work sample. In addition to the above outline, he will undergo the JEVS system of work sampling. The instructor will be expected to develop other work sample tasks in each of the following shop areas.

VI. Occupational Cluster

A. Automotive Occupations Cluster

180 Hours

- |                                     |          |
|-------------------------------------|----------|
| 1. Shop procedures - schematics     | 15 Hours |
| 2. Small - cycle gas engines        | 45 Hours |
| 3. Outboard motors                  | 10 Hours |
| 4. Automotive engines               | 85 Hours |
| 5. Automotive lubrication           | 15 Hours |
| 6. Engine charging system AC and DC | 6 Hours  |
| 7. Care and safety of engine        | 2 Hours  |
| 8. Vocational opportunities         | 2 Hours  |

Habits, Traits and Attitudes:

A personal plan with each student assuming specific responsibilities can help him in the development of desirable habits, traits and attitudes. The necessarily large amount of specialized, costly equipment in the laboratory will require the instructor to emphasize the care needed to maintain satisfactory operation and the degree of skill needed by the mechanic to repair mechanical equipment. The relationship of mechanics to science, mathematics and social studies and the correct use of language should be stressed.

B. Electronic and Electricity Cluster + Women

180 Hours

Electronic Circuitry

- |   |          |
|---|----------|
| a. using the oscilloscope               | 15 Hours |
| b. alternating current electricity      | 15 Hours |
| c. meters & basic mathematics           | 25 Hours |
| d. vacuum tube & solid state devices    | 15 Hours |
| e. T.V. & radio repair                  | 45 Hours |
| f. schematics and drawing               | 15 Hours |
| g. small appliances & heating           | 20 Hours |
| h. communications devices               | 15 Hours |
| i. house wiring, lighting & electricity | 15 Hours |

### Appreciation and Use:

Development in these areas can be enhanced by:

1. Stressing the importance of study and research in the evaluation of modern electrical and electronic circuits and devices.
2. Emphasizing the relationship between a good working knowledge of scientific laws and principles and the solution of technical problems of a practical nature.
3. Stressing the use of good design and construction.
4. Frequent attention to the use of electrical and electronic controls and machines in manufacturing processes and techniques.
5. Calling attention to the large number of persons within the labor force who are engaged in electrical and electronic activities.
6. The instructor should constantly emphasize the dangers to life and property that are brought about by faulty devices and incorrect use of electricity. All electrical and electronic activities should be conducted in a manner which illustrates correct health and safety procedures.

### Health and Safety:

Throughout the course the instructor will call attention to the desirability of cleanliness, adequate ventilation and good lighting. Emphasis will be placed on safety of machines, presses, and paper cutting equipment.

Not only should the trainee develop an awareness of potential hazards to himself but he should also be concerned with the safety of his fellow trainees.

### C. Metal Working Occupations Cluster 60 Hours

1. Machining Operations
  - a. orientation
  - b. bench operations
  - c. power sawing
  - d. drill press
  - e. lathe operations
  - f. milling machines operation
  - g. grinder operation

### 2. Sheet Metal Industrial 60 Hours

- a. orientation
- b. precision measuring instruments
- c. layout tools
- d. combination protractor and square
- e. micrometer, vernier caliper
- f. vernier caliper
- g. filing, notcher, caper, shearing, forming
- h. foot-press

### 3. Welding 60 Hours

- a. orientation (history & beginning projects)
- b. set-up and operation on equipment
- c. welding process and techniques
- d. forehand motion - backhand - flat
- e. fusion welding in sheet metal
- f. carrying a puddle
- g. forehand - position and types
- h. brazing - welding - silver brazing
- i. oxy-acetylene cutting
- j. oxy-acetylene heating and flame treating
- k. types of welds and welded joints
- l. arc welding
- m. soldering repair joints

### Building Trade Cluster 60 Hours

1. Carpentry
  - a. carpentry as a trade
  - b. reading blue prints and drawings
  - c. safety
  - d. tools and their usage in the carpentry trade
  - e. construction lumber and other building materials
  - f. building insulation and its usage
  - g. hardware used in the carpentry trade
  - h. adhesives and their usage
  - i. devices made on the job
  - j. advanced woodworking

### 2. Masonry 60 Hours

- a. masonry walls
- b. masonry veneer walls
- c. blue print reading
- d. masonry machinery and tools
- e. concrete form work
  - (1) floor, sidewalk, and chimney cap form
  - (2) reinforced concrete building

3. Rough Framing 60 Hours
- a. sills, columns, girders, joist, sub floor
  - b. walls, scaffolding, modular construction
  - c. movable interiors
  - d. steel framing
  - e. pre-stressed concrete construction

The instructor will point out that the building trade cluster varies and requires the application of acquired knowledge and skills to new situations. On-the-job situations may involve manipulative skills in the use of machine and hand tools or technical skill in drawing, interpreting blue prints estimating material and costs, and applying building trade mathematics and the related field.

Explanations will be given to each trainee involved, about each major division of the building trade cluster. Each division will be broken down into special areas of a trade.

In the wood area, for example, occupations can be described as lumber industry and lumber camps, saw mills, retail and wholesale yards, and planning mills. Other areas are the manufacturing industries which produce furniture, store fixtures, cabinets; the professional occupations which provide instructors, salesmen, designers, estimators, building inspectors, architects; and the construction industry which employs contractors, foremen, and carpenters under varied specialized categories.

- 2.3 List records to be kept in evaluating trainee progress and achievement. Indicate schedule for trainee evaluating procedures and how such records will be incorporated into the guidance and counseling program.

The school will keep suitable records of each trainee's attendance, progress, and achievement and provide the records and reports as may be required in the operation of the course under the provisions of the Manpower Development and Training Act.

Trainees will be evaluated every four weeks throughout the course. These records will be made available to the counselor, the ISES Counselor, and the DVTE Consultant for their use in the guidance of the trainee.

- 2.4 Civil Rights Statements:

The State Director of Vocational and Technical Education certifies that this school has on file Form 441 properly signed.

- 2.5 The Training Agency realizes that this training project can be terminated at any time under the Manpower Development and Training Act.

- 2.6 The Training Agency agrees:

To furnish all texts, manuals, materials, tools, supplies and equipment necessary for the student to receive proper instruction during the training project.

- 2.7 The Training Agency agrees:

1. That Manpower Training students will be kept in a separate class.
2. That a schedule will be available showing the schedule of classes and instructor assigned.

	<u>DAILY</u>	<u>CLASS</u>	<u>SCHEDULE</u>
8:15-9:15	General Assembly Staff Meeting		Motivation Program; Social Skills
9:15-9:30	Morning Orientation Weekly Assignment		General Assembly
9:30-10:30	Administration		Program Planning Vocational Planning Program Evaluation Human & Public Relations Reading Social Skills Math Science English General Testing
	Basic Education		
	Counseling		Group & Individual Counseling Work Sample Test & Evaluation
	Test & Evaluation		Individual Counseling Job training & Placement Follow-up Work Sample
10:30-11:00	Individual-Group Activities Basic Education School Traits Vocational Counseling Group Counseling Pre-Vocational Training		
	Films or Speaker		Question & Answers Leadership traits Occupational Information Health



11:00-12:00	Lunch	
12:00-3:45	Basic Education G.E.D. Vocational Counseling Pre-Vocational Training Placement & Follow-Up Administrative Planning	
3:45-4:00	Preparation for Dismissal	
4:00-4:45	Topical Film Program	Question & Answer
4:00-5:00	Staffing of trainees for Vocational Choice	

3.	<u>FACILITY COSTS</u>	\$1,440.00
3.1	Facility Charges	NONE
3.2	Utilities - Estimated Cost	\$1,440.00
	Telephone @ 210 per month x 12 months = \$2,520.00	
	PACE Institute 60. x 12 months	
	Illinois State Employment Service	
	staff are in agreement that they will	
	share cost of telephone items 3.2 @ 30.00	
	per month x 12 months \$360.00 balance to	
	be paid by MDTA	
	\$2,520.00 - \$1,080.00 = \$1,440.00	

3.3	Minor Remodeling (Furnished by jail)	NONE
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4.	<u>ADMINISTRATIVE SALARIES</u>	38,872.88
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4.1	Administration	none
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a. Director and Assistant Director of PACE Institute Inc.  
at no cost to program.

b. No other administrative personnel on this budget.

The Project Director, Jack Solomon, will:

1. Report his activities to the Executive Director of PACE Institute, and Board of Directors.
2. Interview and screen prospective personnel needed for the project.
3. Conduct staff meetings and submit to the Executive Director, efficiency reports of his staff.
4. Plan, assign, and supervise the work of the counselors and instructors so as to develop a team approach in providing counseling, instruction, and follow-up service.
5. Participate in staff conferences for the purpose of reviewing, analyzing, and determining future action for assigned cases. He will consult with counselors and instructors regarding problems arising with trainees.
6. Personally counsel youths who are poorly motivated, alienated, hard-to-reach, and/or disillusioned. He will attempt to help these trainees.
7. He will contact employers by telephone and visit to solicit their job openings suitable for trainees. He will discuss potential referral supply and attempt to secure modification of hiring specifications to accommodate trainees. Also, represent program at conferences, meetings and speaking engagements. PACE and Cook County Dept. of Correction.



4.1 c. The Assistant Director, Joel Ayers, will:

He will be responsible to the Project Coordinator for all his duties. The day-to-day operation of the program in all facets will be his direct responsibility. He will be responsible for the development of a total on going curriculum designed to meet the changing needs of the trainee. He will be responsible for the development of training devices designed to increase the capability of both staff and trainees involved in the PACE project. Accordingly, he will be responsible for the development of materials designed to motivate individual trainees to change. He will work with the learning managers and counselors to provide a co-ordinated plan for academic and occupational orientation, vocational training and job placement for the trainees. He will assist the counselors in determining ways in which to work with trainees who are poorly motivated and develop positive steps for their assistance. Also his responsibility is the development of programs to continue the work and philosophy of the project. On occasion he will speak to outside organizations and groups.

4.2 Clerical Personnel 15,984.00

- (1) Senior Clerk 12 mos. x 552.00 = 6,624.00
  - (1) Senior Typist 12 mos. x 530.00 = 6,360.00
  - (1) Bookkeeper, PT. 12 mos. x 250.00 = 3,000.00 (1/2 time)
- Senior Typist

She will perform general clerical work requiring the use of the typewriter in the majority of duties. She answers phones (jail and outside) and makes appointments for staff. She also greets visitors to the PACE program and see that they leave in a proper manner. She orders supplies and makes an inventory of office supplies. She passes out mail to the staff and types contracts for trainees to the payment unit. She makes out checks and receipt forms for trainees, keeping a record of such transactions. She types 95-B forms each week for trainees, regarding their MDTA allowances. She also types business letters, bills, reports and I.D. cards for volunteers and trainees of the program.

Senior Clerk

This person will be responsible for maintaining proper records for the project. She will supervise the clerks who will be responsible to her and the administration of the project. She will prepare any forms for the various departments of the project and see that they are maintained. She will type any reports about the project and will answer any inquiries for information. The preparation of statistical data will be her responsibility and she will work with the Director and Assistant Director to this end. She will make advance information available to outside visitors and see that they are properly scheduled. She will be responsible for typing any progress reports of the history of the project. The channelling and organization of all paper work in the project will be her direct responsibility.

Bookkeeper/Accountant

This person will assist the Director and Assistant Director on a part-time basis, 1/2 time per month, by preparing and revising expenditure classifications for all Manpower Programs. Initiates all claims made to the State for reimbursement to the PACE Institute. Advises the Director, through memoranda, of the status of all monies for the Manpower Programs. Receives and pays all invoices and keeps appropriate records of all transactions.

4.3 Custodial Personnel NONE

4.4 Other Administrative Costs 1,937.32

- IBM expendable selectric typewriter ribbons 20Hz. @7.28 145.60
- Mimeo Ink 24 tubes @1.78 42.72
- Electronic Stencils 50 in pkg. 12 @17.00 204.00
- 3M Copy Paper 32 reams @18.00 576.00
- 3M Copy Rolls 32 @17.00 544.00
- Postage 425.00

4.5 Employer Share of Employee Benefits 20,951.56

- Instructor (Social Security) 133,465.60 x .058 7,741.00
- Clerical (Social Security) 15,984 x .058 927.07
- Insurance and Hospitalization 7 x 12.50 x 52 wks 4,550.00
- 5 x 12.50 x 40 wks 3,250.00
- (Employer's share with Aetna Insurance)
- Pension 149,449.60 x .03 4,483.49
- (Employer's share of pension plan under Traveler's Insurance utilizing tax shelter annuities)

5. INSTRUCIONAL AND EDUCATIONAL COUNSELLING SALARIES 133,465

5.1 Supervisors Salaries NONE

5.2 Teacher Counselors Salaries 20,640.00

- a. (1) Evaluating Counselor 52 weeks x 231.54 = 12,040.00

## a. (1) Evaluating Counselor

He is a lead counselor who detects trainee learning disabilities through achievement test, aptitude tests, and intelligence test that are given to all men entering the program. He also counsels, using this data, with trainee, in the form of an item analysis chart which then is passed on to the learning manager assigned to the trainee. One month after the trainee has been in the program, the General Aptitude Test Battery is administered. The completed and scored tests are then turned over to the E.S. counselor assigned to the project. Approximately 6 weeks prior to the trainee's release date, the achievement and aptitude tests are administered again to measure the trainee's overall progress in the program. Also, monthly progress tests are administered to each trainee as he moves through his curriculum. This person, then, evaluates and counsels each trainee as he progresses.

- b. (1) PACE Counselor  
52 weeks x 165.40 = 8,600.00

She will work directly with the instructional staff to see to it that a prescription of each trainee's learning difficulties is made, and that a program is set up to overcome these difficulties. She will be responsible for group counseling, as well as individual counseling.

The problem of motivation will be her concern, in conjunction with the instructional staff. On occasion, she will contact the man's family as to what is happening in the individual's life. She will keep a master file on each trainee's progress through the project. She also will aid in contacting a trainee on the street for the purpose of charting gains of the inside program.

5.3 Learning Managers Salaries 112,825.60

- a. (1) Basic Education, Head Department  
52 weeks x 256.34 = 13,330.00

He is responsible for the development of new innovations in self-instructional programming. He will work to see that improvements are made in the programs of reading, math, and communication skills. He is responsible for keeping up-to-date educational records on each trainee and for working periodic reports on trainee progress. He will periodically review the education process with other staff and to incorporate any changes to up-grade the system.

- b. (1) Basic Education Learning Manager  
52 weeks x 239.80 = 12,470.00
- c. (3) Basic Education Learning Managers  
40 weeks x 223.27 = 8,930.80  
3@ 8,930.80 = 26,792.40

## d. Basic Education Learning Managers

These individuals will be under the direct supervision of the Basic Education Department Head in order to achieve the goals of the project.

With the assistance of the staff members, they will develop and implement the reading, math, communication skills, and social skills program for the entire project. They will work with the staff to diagnose and prescribe individual study programs for each trainee.

They will be responsible for the record keeping of a trainee's individual program. They will work with the other members of the staff to see that all study work is part of the man's vocational goal. Each instructional staff member will counsel with the inmates.

- e. (1) Vocational Learning Manager, Head of Department  
52 weeks x 305.96 = 15,910.00

- (2) Vocational Learning Managers  
52 weeks x 248.08 = 12,900  
2 x 12,900.00 = 25,800.00

- (2) Vocational Learning Managers  
40 weeks x 231.54 = 9,261.60  
2 x 9,261.60 = 18,523.20

Vocational Manager (1)

He reviews and writes lesson plans for each area of training. He interviews and counsels each man in the pre-vocational area to aid in the establishment or reinforcement of the trainees vocational goal. He will meet periodically with all the instructors to review methods, policies, and procedures of instruction. He will see to it that all equipment is in safe and proper operation condition. As needed, he will perform the duties of an instructor in one or more trade areas as needed.

Vocational Learning Managers (4)

Under the supervision of the Vocational Manager, these men will perform duties toward achieving the following goals for the pre-vocational shops:

1. Social intercommunication
2. Maintenance of physical efficiency
3. General mental efficiency
4. Specialized and unspecialized practical activities

They will each be responsible for the following trade clusters:

1. Automotive Cluster
2. Metal Trade Cluster
3. Electricity and Electronics Cluster
4. Building Trades Cluster

5.4 Other Instructional Personnel

None

a. Pre-release staff

These individuals are responsible for the following:

1. The pre-release interview
2. Pre-release contact into a trainee's home if necessary
3. The follow-up of the placement of each trainee on a job and/or training situation.

b. Volunteer Staff

They will be responsible for coordinating the regular MDTA training program held between the hours of 8:15 A.M. and 4:45 P.M. with the night program that begins at 7:00 P.M. and continues until 9:30 P.M. His hours are from 1:00 P.M. to 9:30 P.M. Fifty-five trainees who participate in the day educational process in Basic Education and Pre-Vocational training is continued during the evening program or the trainee use, which would enhance utilization of the day time facilities to its full capacity.

Activities of Volunteers:

1. Individual tutoring
2. Special seminars of job getting and job keeping
3. Seminars of financial budgeting civil law economics and black history.
4. Teachers of pre-vocational training areas in metal electronics, automotive and building trades. These volunteers daily occupations are in the above areas and their personal experiences are brought in to better equip our MDTA trainees for successful adjustment on the outside.

One of the strongest elements in the PACE program is the volunteer program. Our volunteers are known as vanguards.

c. Four (4) ISES Staff(1) Employment Counselors

Under directions of Program Coordinator IV and working full time, on site, at the MDTA funded PACE project in Cook County Jail, plans, organizes, supervises and participates in a program to eliminate or reduce problems facing PACE inmates, and rehabilitation of these inmates through Employment Service testing and counseling, post release vocational training and job development.

1. Participates in the direction of the policy formation for the PACE project as it relates to employability development, pre and post-release training, job development and follow-up needs, and provision of employment services such as testing, counseling, Jewish educational and vocational service work samples techniques, to PACE inmates. Coordinates on-site Employment Service activities with those of PACE, the Board of Education, project volunteers, supportive service, the State Board of Vocational and Education, training facilities, community organizations employment service local and administrative offices and the Division of Unemployment Compensation.

2. Develops and maintains relationship with a wide variety of community organizations to interpret the employment service related PACE component to the business and general communities. Represents the employment service in making speeches to such groups. Provides information for release to the news media. Attends, as employment service representative, seminars and conferences conducted by Cook County Department of Correction.
3. Determines PACE inmates training needs, utilizing data obtained from the inmates, from testing, work sample, group and individual counseling records and through maintaining close working relationship with PACE administration and staff. Plans and develops training programs involving large numbers of inmates--each in an individual project. Coordinates these training programs with concerned educational, supportive service and community agencies, with Employment Compensation and with PACE.
4. Supervises an employment interviewer or employer relations representative involved in a job development program and employment counselors involved in the assessment of inmate employability development and job development needs and in the administration and evaluation of Jewish Educational and Vocational Services work samples. Participates in employability development planning with inmates and as part of the total PACE staffing effort.
5. Compiles data and prepares written and tabular reports as required on Employment Service related activities in PACE project.
6. Maintains appropriate records and reviews the record keeping of subordinate staff.

THREE EMPLOYMENT JOB DEVELOPERS III

1. Plans and develops a continuous program of personal visits, telephone contacts and correspondence with employers in the Chicago Metropolitan area. Develops training related jobs for PACE inmates pending release and for post-release trainees in MDTA vocational training programs. Participates in PACE follow-up efforts with employers and ex-inmates, developing new jobs for ex-inmates who have become unemployed, coordinates activities with appropriate employment service offices. Contacts officials of employing organizations, to explain the functions, policies and services of the employment service with emphasis on the PACE program and its MDTA training components.
2. Interviews individual PACE inmate-trainees, as part of pre-release planning to determine their job development needs, interviews post-release PACE trainees to determine their employment progress and present and future job development needs. Interviews PACE trainees in less-than-class MDTA training to prepare for job development and placement following training

completion and for part-time job development, if necessary, during training.

3. Assists employers to establish position providing skills training with possibilities of job upgrading. Develops on-the-job training contacts with employers for individual referrals of PACE ex-inmates.
4. Participates in PACE inmate staffings, provides labor market information to PACE staff, trainees, ex-inmates, employers and other agencies concerned with the program.
5. Maintains appropriate records and reports, required data to employment service office. Responsible for ESARS recording of employment service activities in the PACE Program.

5.5 TRAVEL NONE

6. EQUIPMENT 11,673.53

6.1 Major Instructional Equipment 9,737.55

2 set Lifter for 283 cut in Chev. Eng.	@ 35.00	70.00
2 sets, 283 Chev. Eng. Rod & main bearing set	@ 20.00	40.00
2 sets, 283 Chev. Eng. Push Rods	@ 16.50	33.00
2 Briggs & Stratton engine model 60102	@ 60.00	120.00
2 Vacuum tube volt meters	@ 125.00	250.00
4 Shell Mills #826	@ 50.00	200.00
1 Printing calculator, hermes #309	@ 114.95	114.95
1 Grommet machine stimpson R-1 Stan	@ 125.00	125.00
1 Pexto Hold - all 969	@ 298.00	298.00
1 Pexto Rotary Machine # 7544	@ 118.00	118.00
1 Pexto Rotary Machine # 622	@ 232.00	232.00
1 Pexto Rotary Machine # 562	@ 348.00	348.00

1 Pexto Rotary Machine # 644	@ 477.00	477.00
1 Starret Vernier Heights Gage	@ 129.00	129.00
1 Sun Diagnostic Center with 23" Scope Screen & infrared Tester	@ 5,700.00	5,700.00
1 Snap-on Cylinder Service Tool Set VEV-1033 K-B	@ 250.00	250.00
1 Sanp-on Electronic Shop Tool Set 1019 A K-B	@ 300.00	300.00
1 Digital Readout Calculator (Teal 12 12)	@ 200.00	200.00
2 Lincoln 225 Amp AC Welding Machine	@ 100.00	200.00
2 Snap-on Refrigeration & Appliance Tool Set VEV-1028 K-B	@ 50.00	100.00
1 Starret Outside 0-6 Micrometer Set	@ 197.00	197.00
1 Starret Set of 4 Parallels S384J	@ 67.35	67.35
1 Starret Set of 4 Parallels S384K	@ 67.35	67.35
1 Pexto Rotary Machine # 544	@ 101.00	101.00

6.2 Repair and Maintenance of Equipment 600.00

Arc Welders	@ 100.00	
16mm Projector	@ 20.00	
Sun equipment	@ 40.00	
Ken Cook Mark IX	@ 200.00	
Autotutors	@ 125.00	
Tool Sharpening	@ 45.00	
Power Tools, Building Trades	@ 70.00	

6.3	<u>Minor Equipment and Small Tools</u>		1,535.88
	6 Back Saw	@ 12.00	72.00
	10 Screwdriver 3/8 x 8"	@ 4.00	40.00
	10 Screwdriver 1/4 x 4"	@ 2.50	25.00
	8 Pr. Welding Gloves	@ 5.00	40.00
	6 Pr. Welding Gloves	@ 5.00	30.00
	30 Safety Glasses	@ 4.00	120.00
	5 Air Filters	@ 6.00	30.00
	6 Intake Valve	@ 2.00	12.00
	3 Carburetor rebuilt Pont. 1956 8 cyl	@ 21.00	63.00
	2 Ignition wire set Ford 1957 6 cyl	@ 4.00	8.00
	2 Ignition wire set Pont 1956 8 cyl	@ 5.00	10.00
	5 Hammers 16 oz. curved	@ 7.00	35.00
	5 Hammers 20 oz. straight	@ 9.00	45.00
	5 Rip Saw	@ 12.05	60.25
	5 Cross Cut Saw	@ 12.05	60.25
	6 Exhaust Valve	@ 2.00	12.00
	5 Piston Ring Sets	@ 4.00	20.00
	1 Filiment Checker	@ 10.00	10.00
	5 Rod Assem	@ 2.10	10.50
	20 Gasket Set	@ 1.20	24.00
	24 Flywheel Key	@ .20	4.80
	10 Dipper	@ .35	3.50
	10 Ignition Points Plunger	@ .30	3.00
	4 Ignition Points, cy. eng	@ 1.85	7.40
	6 Carburetor rebuilt Chev 283 2 brl	@ 30.00	180.00
	6 Ignition Wire Sets	@ 10.00	60.00

6.3	<u>Minor Equipment and Small Tools - cont.</u>		
	1 Compression	@ 15.00	15.00
	3 Sets Intake Valves	@ 14.00	42.00
	3 Sets Exhaust Release	@ 14.00	42.00
	1 Starret Inside Micro- meter Set	@ 43.00	43.00
	3 283 Gasket set	@ 14.00	42.00
	3 Piston Ring set Chev 283	@ 14.00	42.00
	1 Set Valve Springs Chev 283	@ 20.00	20.00
	2 Set Oil Filters Chev 162	@ 5.00	10.00
	2 Set Oil Filters 394 Olds 163	@ 5.00	10.00
	1 Starter, Ford 223 1957 6 cyl.	@ 25.00	25.00
	3 Inspection Lamps	@ 5.00	15.00
	1 Distributor Cap Ford 1957 6 Cyl.	@ 1.55	1.55
	1 Distributor Cap Pont. 1956 8 Cyl	@ 3.15	3.15
	3 Carburetor rebuilt Ford 1957 6 cyl.	@ 13.00	39.00
	1 Pencil Sharpener (wall)	@ 3.89	3.89
	1 Wall Clock	@ 4.35	4.35
	2 Service Arch file clip board	@ 2.59	5.18
	1 Paper punch-medium duty	@ 5.19	5.19
	2 Round steel wastepaper baskets	@ 2.09	4.18
	1 Paper Trimmer 10" x 10"	@ 8.79	8.79
	3 Stanley Chalkline	@ 4.40	13.20
	2 Stanley Iroundplex Rabbet Plane	@ 17.50	35.00

6.3 Minor Equipment and Small Tools - cont.

2 Stanley Bullnose Rabbet Plane	@ 5.20	10.40
2 Stanley Spoke Share	@ 6.00	12.00
2 Stanley Router Plane	@ 18.00	36.00
10 Stanley Pliers	@ 2.48	24.80
1 Electric Timer	@ 37.50	37.50

6.4 Rental of Instructional Equipment NONE6.5 Other Capital Expenditures NONE6.6 Other Maintenance and Repairs NONEINSTRUCTIONAL MATERIALS AND SUPPLIES 5,223.657.1 Audio Visual Equipment 54.00

3 Doz. C 90 Casset Tapes, blank		36.00
1 Doz. C 120 Casset Tapes, blank (For use in 6 Tape recorders)		18.00

7.2 Textbooks and Reference Books 379.00

12 Modern Welding Good Hart Willcox	@ 10.00	120.00
12 Building Trade Blueprint Reading - Part 1 & Part 2 (Amer. Tech. Society)	@ 7.00	84.00
10 Machine Shop Operations Amer. Tech Society	@ 8.50	85.00
40 Elementary Blueprint Reading - Delmar Publications	@ 2.00	80.00
1 Metropolitan Chicago Social Welfare Dictionary	@ 10.00	10.00

7.3 Workbooks and Paperbacks 923.95

200 Revised Beta Examination	@ 21.00 pkg	42.00
2 Pkg. Chicago Non-verbal Examination	@ 5.50 pkg.	11.00

7.3 Workbooks and Paperbacks - cont.

1 pkg. Stanford Achievement Test Primary I Booklet	@ 8.00 pkg.	8.00
1 pkg. SAT Intermediate II (X) partial booklets	@ 11.60 pkg.	11.60
1 Pk. SAT Primary I Answer Key	@ 1.00 ea	1.00
1 pk. SAT Primary II Booklets (W)	@ 8.30 pkg.	8.30
1 pk. SAT Primary II Booklets (X)	@ 8.30 pkg.	8.30
1 Pk. SAT Intermediate I Partial (W) Booklets	@ 11.60 pkg.	11.60
1 pk. SAT Intermediate I Partial booklets	@ 11.60 pkg.	11.60
2 pk. SAT Intermediate I Partial answer sheets	@ 4.60 pkg.	9.20
1 SAT Intermediate I Answer Key	@ 2.80	2.80
1 SAT Intermediate I Partial Answer Key	@ 2.80	2.80
1 pk. SAT Intermediate II Partial Booklets	@ 11.60	11.60
10 pk. SAT Intermediate II Partial answer sheets	@ 4.60	46.00
1 pk. SAT Advances Booklets Partial (W)	@ 11.60	11.60
1 pk. SAT Advanced Booklets (X)	@ 11.60	11.60
4 pk. SAT Partial Answer Sheets	@ 4.60	18.40
1 pk. SAT High School Battery (W)	@ 16.50	16.50
1 pk. SAT High School Battery (X)	@ 16.50	16.50
1 SAT High School Battery Manual	@ 1.20	1.20
3 pk. SAT High School Battery Answer Sheets	@ 4.60	13.80

7.3 <u>Workbooks and Paperbacks - cont.</u>		
1 SAT High School Battery Answer Key (W)	@ 3.50	3.50
1 SAT High School Battery Answer Key (X)	@ 3.50	3.50
1 pk. California Achievement Test (CAT) W Elementary Booklets	@ 7.35	7.35
1 pk. CAT Elementary Booklets (Y)	@ 7.35	7.35
1 Box CAT Elementary Answer Sheets 7510 Reading	@ 22.50	22.50
1 Box CAT Elementary Answer Sheet 7510 Arithmetic	@ 22.50	22.50
1 Box CAT Elementary Answer Sheets 7530 Language	@ 22.50	22.50
1 SAT Elementary Hand Stencils Answer Key	@ 2.25	2.25
2 pk. CAT Junior High Booklets (W)	@ 7.35	14.70
2 pk. Junior High Booklets (X)	@ 7.35	14.70
2 Boxes CAT Junior High Answer Sheets 7540 Reading	@ 22.50	45.00
2 Boxes Junior High Answer Sheets 7550 Arithmetic	@ 22.50	45.00
2 Boxes Junior High Answer Sheets 7560 Language	@ 22.50	45.00
1 CAT Junior High Answer Key	@ 2.25	2.25
1 pk. CAT Advanced Booklets (W)	@ 7.35	7.35
1 pk. CAT advanced Booklets (Y)	@ 7.35	7.35
1 Box CAT Advanced Answer Sheets 7570 Reading	@ 22.50	22.50
1 Box CAT Advanced Answer Sheets 7580 Arithmetic	@ 22.50	22.50

7.3 <u>Workbooks and Paperbacks - cont.</u>		
1 Box CAT advanced Answer Sheets 7590 Language	@ 22.50	22.50
1 CAT Advanced Answer Key	@ 2.25	2.25
The above tests are used as evaluation tools by the evaluating counselor and by each instructor 617.95		
10 Programmed Blueprint Reading McGraw Hill	@ 7.00	70.00
15 Auto Mechanics Fundamentals Goodhart Willcos	@ 8.00	120.00
40 Study Guide, Building Trade Blueprint Reading	@ 2.15	86.00
20 Study Guide, Machine Shrp	@ 1.50	30.00
7.4 <u>Supplies and Materials</u>		3,866.70
7.4a <u>Instructors' Supplies, such as ...</u>	511.70	
Drafting Tape Portfolio Extensions Clip Boards 2 Plastic Right Angles 28 Calendar Stands 28 Calendar Pads 12 Staplers 12 Staple Removers 10 Boxes Ball Point Pens 10 Pair 8" Scissors 20 12" Rulers 4 Hard Cover Loose Leaf Binders 12 Soft Cover Loose Leaf Binders 5 Dozer Steno Pads 5 Boxes File Folders Legal Size Pads		
7.4b <u>Trainees' Supplies, such as ...</u>	517.00	
100 Reams Writing Paper 300 Dozen Pencils		
7.4c <u>Electronic Shop Supplies, such as ...</u>	439.00	
10 Spools Wire Aluminum Wire Box Connection Couplers Pipe Connection Couplers Batteries		



7.4	<u>Supplies and Materials - cont.</u>		
7.4d	<u>Building Trade's Supplies.</u> such as ...	1,444.00	
	Wood Screws		
	Masking Tape		
	Wood Filler		
	Wood Stain		
	Sand Paper		
	Plywood Sheets		
	2" x 14" Boards		
	2" x 6" x 12" Boards		
	2" x 12" x 6'0" Boards		
	Conduit		
	Sheet Rock		
	2" x 8" x 12" Boards		
7.4e	<u>Metal Trade's Supplies,</u> such as ...	955.00	
	Steel Strip		
	Filler Rod		
	Mild Steel Angle		
	Oxygen Tank Rental		
	Elbo Edging Roll		
	Welding Rod		
	Copper Tubing		
	Steel Tubing		
	Tubing Fitting		
	Steel Rod		
	<u>OTHER COSTS NOT ELSEWHERE CLASSIFIED</u>		NONE
8.1	<u>Tuition</u>	NONE	
8.2	<u>Trainee Transportation</u>	NONE	
8.3	<u>Other Miscellaneous Costs</u>	NONE	
	<u>OTHER THAN PROJECT</u>		NONE
	<u>TOTAL COST</u>		190,875.66
	<u>AMOUNT OF FEDERAL FUNDS INCLUDED IN LINE 10</u>		171,788.09
	<u>AMOUNT OF MATCHING FUNDS INCLUDED IN LINE 10</u>		19,087.57
	<u>COST PER TRAINEE HOUR</u>		.92
	<u>TOTAL TRAINEES COMPLETING TRAINING</u>	100	OEOE

COOK COUNTY  
DEPT. of CORRECTIONS.  
...  
WINSTON E. MOORE  
DIRECTOR

PACE INSTITUTE  
BOARD of DIRECTORS

ADMINISTRATIVE  
ASSISTANT

EXECUTIVE  
DIRECTOR

BOOKKEEPER/  
ACCOUNTANT

SECRETARY

DIRECTOR

EXECUTIVE  
SECRETARY

SENIOR  
TYPIST

ASSISTANT  
DIRECTOR

RECEPTIONIST  
TYPIST

POSITION TITLE	
E	POSITION FILLED
	PAGE - PA / 1
	NEW POSITION
	MDT - LA / 2
	ILEC - LE / 3
	NO COST / NC

\* - FUNDING FOR BOOKKEEPER/ACCOUNTANT  
TO BE: 1/2 BY 2 and 1/4 BY 3

**END**