

**MILL CREEK RESIDENTIAL TRUST  
EMPLOYMENT OPPORTUNITIES - LOCAL CONSTRUCTION JOB FAIR**

**JOB FAIR ANNUAL REPORT  
2017**

Prepared by Toni Thomas Associates, Inc.  
December 13, 2017



## **Background**

Mill Creek Residential Trust is committed to honoring the Community Employment Agreement executed on July 12, 2011, between the original developer and the Advisory Neighborhood Commission (ANC) 1C related to the construction of the residential development project of the former Italian Embassy. The agreement included four stipulations, one of which was to host job fairs for D.C. residents at least once every 90 days, and to report those efforts to the ANC on an annual basis. It also required that the developer's subcontractors participate in the job fairs and that advertisement for the job fairs be posted on the ANC's website. The agreement stipulated that the developer would, in good faith, provide job opportunities, job training, job placement and support for District of Columbia residents.

The following is a summary of the actions taken to achieve the goals of the Community Employment Agreement in 2017.

## **Basic Job Fair Details**

- Dates – Tuesday, March 21, 2017  
Thursday, June 22, 2017  
Thursday, September 14, 2017  
*\*Note: A 4<sup>th</sup> Job Fair for 2017 was tentatively scheduled for December, but given the holidays and lack of hiring this time of the year, the ANC gave us permission to postpone the next Fair for January 25, 2018.*
- Time – 11:00 AM – 3:00 PM
- Location – The Festival Center, Adams Morgan, Washington, DC

## **Promotion**

- An initial meeting was held on, February 7, 2017, at the Festival Center between representatives of Mill Creek and local community organizations (including the ANC) to ensure that goals were properly set and all parties were aligned. Attendees at this meeting included:
  - Joe Muffler, Vice President of Mill Creek Residential Trust
  - John Lippincott, Vice President of MCRT Construction
  - Jennifer Taylor, Operations Support Manager of MCRT Construction
  - I. Toni Thomas, Community Engagement Consultant
  - Wilson Reynolds, Chairman, ANC 1C
  - Brendan Reardon, Chairman, ANC 1C
  - Lawrence Taylor, Jubilee Jobs

The purpose of this meeting was to discuss how Mill Creek could best honor an Agreement that had been drafted six years prior, in a different economic landscape, with lessons learned by the ANC from job fairs held by other companies. A consensus was reached as to how MCR could best fulfill the terms of the Agreement, and ultimately gain employment for 12 (or more) individuals.

- MCR informed all affiliated subcontractors of the date of the Job Fairs, and requested that a representative from each organization be in attendance barring a reasonable excuse for their absence.

- Promotional fliers were created in both English and Spanish and distributed to subcontractors, community-based organizations, businesses, locally elected officials and other organizations as listed in this report on page 4. They were also posted around the job site and in the community itself.

**Additional marketing efforts for each event included:**

- ❖ Joe Muffler attended the ANC meeting on Wednesday, March 1<sup>st</sup>, to provide all neighbors and ANC Commissioners with an update on the project and to pass out fliers for the Job Fair.
- ❖ Fliers were printed and posted en masse around both the job site and the overall neighborhood, including posting on the ANC Community Boards.
- ❖ Information was posted to the front page of the ANC 1C website.
- ❖ The flier was distributed via the Adams Morgan Community listserv, and additional emails were also sent via Brendan Reardon and Wilson Reynolds.
- ❖ MCR's website was updated. The website includes a dedicated email address and phone number to aid in responding to questions posed or providing additional information, if needed.
- ❖ Our outreach team passed out fliers to people in parks and all along Columbia Road, 16<sup>th</sup> Street, Harvard Street, Mt. Pleasant Street, and additional side streets. In addition, the team approached merchants about placing fliers in their establishments. Every vendor we approached agreed, including CVS, Safeway, check cashing, and eateries. The face-to-face contacts were a very rewarding exercise. It provided an opportunity for the team to answer questions and encourage those who took the fliers to pass the information on to others and to put them on bulletin boards in the building where they live and community centers.
- ❖ Our Outreach Team made a concerted effort to expand the list of community-based organizations and others with their pulse on the community. They called each organization to identify a contact person within the organization and to confirm their e-mail address. Following a telephone conversation, the team sent e-mails to the contact person with the subject: "Mark Your Calendar" and included a copy of the flyers in English and Spanish. Organizations were contacted to confirm receipt of the email, to answer any questions they had, to encourage them to promote the job fair and to share the information with colleagues, friends, neighbor, and others with whom they came in contact.
- ❖ The team asked each person they talked with to provide us the names and contact information of others they thought we should reach out to.
- ❖ Organizations were encouraged to post the information on their web-site, put job fair information on neighborhood bulletin boards at community centers and in the building where they live.

**Evolving Strategy**

Our team applied lessons learned from each Job Fair to increase the reach and success of subsequent Fairs.

I. Toni Thomas increased our outreach as we gained more experience and traction in the community. We were proud of the expansion of our database from 25 organizations to a total of 80 organizations by the September Fair. The organizations listed below were contacted a minimum of three times to notify, follow-up and get feedback on the status of their outreach for the job fairs.

100 Fathers, Inc.	First Baptist Church of Glenarden
Academy of Hope	First Baptist Church of Highland Park
Adams Morgan Youth Leadership Academy	Four Walls Career & Technical Education Center
Adams Morgan Vision Office of Planning	Georgia Avenue Family Support Collaborative
Alliance of Concerned Black Men	Goodwill of Greater Washington
ANC Commissioner 1C02	Grant Associates
ANC Commissioner 1C03	Greater Washington Hispanic Chamber
ANC Commissioner 1C04	Healing 2 Grace
ANC Commissioner 1C05	Hispanic Contractors Association of DC
ANC Commissioner 1C06	Housing Opportunities Unlimited
ANC Commissioner 1C07	IHOP
ANC Commissioner 1C08	Job Corp
Bread for the City	Jubilee Housing
Bridging Resources in Communities, Inc.	Jubilee Jobs
Byte Back	Japan-America Society of Washington DC
CARES-National Capitol	Latin American Youth Center
Collaborative Solutions for Communities	Latino Economic Development Corporation
College Tribes	LIFT-DC Perry School
Community Services of Metro Washington Council	Lydia's Place
Community of Hope	Mary's Center
Congress Heights Community Training & Development Corporation	Momma's Safe Haven
Councilmember Brianne Nadeau	National Resource Center for Vets
Councilmember Trayon White	National Urban League
Covenant House Washington	The Northwest Center
DC Career Tech	Paxen Learning Center
DC Central Kitchen	Pride Therapy DC
DC Department of Housing and Community Development	Salvation Army
DC Department of Human Services	Second Genesis Rehabilitation Center
DC Department of Parks and Recreation Community Division	Serve DC
DC Office of Latino Affairs	Skyland Workforce Center
DC Public Schools	So Others Might Eat (SOME)
DC Shares	Steve Lanning
Debra Lewis	Succeed
Development Corporation of Columbia Heights	Temple of Praise
Drama Doctor	Troy Spencer
Emanuel Baptist Church	UDC-Community College
East of the River Clergy Police Community Partnership	UDC-PR Harris Campus
Excell Automotive Institute	Union Temple Baptist Church
Families Against Mandatory Minimums	United Black Fund
Far Southeast Family Strengthening Collaborative	University Legal Services
Festival Center	Ward 7 Business Partnership
Fiesta DC	Washington Literacy Center
	We ACT Radio
	Youth Build Public Charter School

- Representatives of Mill Creek Residential Trust made a conscious decisions to maintain communications with local community organizations (including the ANC's) to ensure that goals

in our Agreement were properly set and that all parties were aligned. As an example, we considered holding the third job fair on September 14, 2017 at the Department of Employment Service. However, after discussion with the ANC, it was the consensus of the team to host the September 14<sup>th</sup> job fair at the Festival Center to keep the Fair localized to the Adams Morgan/ANC 1C community.

- An additional service was provided to job seekers at the June and September Job Fairs. Those fairs featured the Department of Employment Services “Workforce on Wheels” program which specifically focuses on serving underprivileged, unemployed youths by seeking them out in their own communities. This allowed all job seekers the opportunity to not only connect with MCR’s subcontractors and jobs related to those companies, but to tap into a much broader network of opportunity through DOES. More info on this program can be found below.

## **Annual Events Summary**

The Job Fairs were held on Tuesday, March 21, Thursday, June 22, and Thursday, September 14, from 11:00 am to 3:00 pm in the first floor meeting room of the Festival Center.

### **▪ The Process**

- The Festival Center was contacted to reserve the meeting room for each Job Fair. All subcontractors were notified to “Save the Date” and to confirm their participation. Subcontractors were provided exhibit stations to display promotional materials and to meet with interested applicants.
  - Upon arrival, applicants were asked to sign in and provide their contact information for tracking purposes. They were also given a detailed application form to complete that enable MCRT to place them with the subcontractor(s) that was their best fit. Applicants were encouraged to spend as much time as necessary with each employer. In the event that an applicant was interested in a trade that was not represented at the Job Fair, their information (including resume and application) was passed directly to that employer following the completion of the event.
  - Once applicants completed the interviews with subcontractors they were referred to DOES (WOW) staff in an adjacent room for information and enrollment in the DOES Virtual One Stop System (VOSS).
- Employers** – Each Job Fair featured anywhere from 7 to 11 different subcontractors representing as many as 14 different construction trades. In total, 17 companies were represented during the three job fairs:
- Accu-Crete – Concrete and Structural
  - All Star Flooring – Hardwood and Carpet Installation
  - Bunting Door – Doors and Hardware
  - Charles A. Klein & Sons – Plumbing and HVAC
  - Colonial Electric - Electrician
  - G & I – Drywall and Paint
  - Genco – Mason

- Italkraft - Cabinets
  - Interstate Gypsum Floors - Flooring
  - Magna – Carpentry and General Labor
  - Metro Earthworks – Excavation & Site Concrete
  - Ramsey Masonry – Mason
  - Prospect Waterproofing
  - Joseph J. Magnolia Inc – Plumbing and Wet Utilities
  - Universal Stone – Flooring & Tile
  - Wolf Fire Protection – Sprinkler & Fire Alarm
  - MCRT Construction – General Contractor
- **Positions** – MCRT and their subcontractors were hiring for the following positions (all levels of experience):
    - Plumbing
    - Electrical
    - Drywall
    - Painter
    - Insulator
    - Mason
    - General Laborer
    - HVAC
    - Window Installer
    - Glazer
    - Sprinkler
    - Roofing
    - Cement Mason
    - Rough Carpenter
- **Associated Builders and Contractors**
    - Additionally, the Director of Education from Associated Builders and Contractors gave a presentation to all attendees regarding their Apprenticeship and Trainee programs. Employers were told they could sponsor these programs, which allow young people to gain the training and on-the-job experience necessary to advance in the field of construction. Subcontractors were encouraged to participate and sponsor such a program.
- **The Department of Employment Services (Workforce on Wheels)**
    - The Department of Employment Services (DOES) participated in two of the three Job Fairs (June and September) with the goal of addressing the needs of District's youth and residents in the communities where they live. This Team is commissioned to serve constituents in underserved communities. The Workforce on Wheels (WOW) team is a cutting-edge, on site, operation that allows DOES to bring American Job Center (AJC) resources and services to neighborhoods where access is often limited. The team provides workforce programming and employer services, opportunities for District residents to prepare for employment opportunities and businesses to connect with qualified applicants. The Team provided residents with employability tools to guide them on a pathway to the middle class. Their menu of services includes:

- DC Networks Virtual One Stop Registration
  - Resume & Cover Letter Review
  - Tips for Effective Job Searching
  - Interview Coaching: Confidence, Clarity, Conversation
  - 30-Second Introduction (Elevator Speech)
  - Job Leads Assistance
  - Prescreening & Hiring Events for Employers
  - Tools for Employment Success
  - Occupational Skills Trainings for DC residents
- **Attendees/Applicants** – Ninety (90) residents have participated in the three job fairs: Eighteen (18) in March, Twenty Seven (27) in June, and Forty-Five (45) in September. Job Fair participants documented that they learned of the event through several sources including the following:

SOURCE	No.
Relative/Friend	13
School	10
Youthbuild PCS	20
Job Corp	10
Building Futures	12
Workforce Development	2
Training Program	2
Jubilee Jobs	7
Flyer	5
UPO	4
Listserv	2
Goodwill	1
CSOSA	1
Mill Creek	1

## **Employment**

- **Results** – To date, eleven (11) individuals have received full-time employment with companies as a result of attending one of the three job fairs. All 11 are still gainfully employed by their respective companies, and have received on the job training both at the Italian Embassy site, and other projects throughout the District. Two of these employees are Ward 1 residents. (It also should be noted that these numbers do not reflect the secondary employment opportunities at our fairs through DOES).

Details on the individuals hired are as follows:

Employee #	Hiring Subcontractor	Position	Resident's Ward	Date of Hire
1	Ramsey	Mason	6	5/25/17
2	Ramsey	Mason	7	6/1/17
3	Ramsey	Mason	4	6/6/17
4	Ramsey	Mason	4	6/6/17
5	Ramsey	Mason	6	6/12/17
6	Colonial	Electrician	6	3/7/17
7	Colonial	Electrician	7	3/6/17
8	Colonial	Electrician	8	3/16/17
9	G&I	Drywall Installer	1	7/10/2017
10	Magnolia	HVAC/Plumbing	6	7/21/2017
11	Bunting	Doors and Hardware Installer	1	7/21/2017

- **Apprenticeships** – Our subcontractors and we view all of these positions as “apprenticeships” as they all offer these new employees a crucial start within a company, and the opportunity to receive valuable exposure to multiple trades and projects throughout the District (and overall region). These employers are committed to the growth and education of these new employees, providing the critical skills that needed to pursue careers both within these companies and in the overall construction industry.
- **Follow Up** – As stated above in our “Process,” all individuals attending these fairs fill out a detailed application form in addition to a resume, which is then added to a physical and digital database that is passed on to all 17 subcontractors affiliated with the project. Furthermore, MCR tracks this information and following the completion of each Fair, passes on the appropriate contact information and resumes to the subcontractors we believe are the best fit for each applicant. This allows us to create additional opportunities for all attendees.
- **Challenges** – Each Job Fair provided a learning experience for our team as this is the first time we have every attempted an effort such as this. Turnout was lower than we had hoped after the first Fair, but we were able to more than double attendees by the September fair through increased outreach. It should also be noted that our September Fair competed against a DOES Job Fair that attracted 4,000 attendees.

Additionally, our September Job Fair did not result in any hires despite the increased attendance and quality of applicants. This was almost entirely attributed to seasonality, as most construction



companies do not look to hire in the 4<sup>th</sup> quarter. For this reason, we spoke with the ANC about moving our December Job Fair to early 2018, which they agreed was the correct response.

Lastly, we had additional candidates that were offered employment but could not accept due to numerous reasons, including failed drug tests, lack of transportation, or a desire to seek employment elsewhere.

## **Next Steps**

- The terms of the original Community Agreement states that Mill Creek is responsible for not only holding a job fair every quarter, but for also providing 12 employment opportunities to District residents. As this report summarizes, we have already filled 11 of those positions through the first year. Our desire is to continue hosting these Fairs for the next 12 months (the duration of construction), and surpassing the goal of 12 hires.
- The next Job Fair will be held on **January 25, 2018 at The Festival Center and will be from 11:00am – 3:00pm**. We will hold fairs every 3 months subsequently (tentatively April, July, and October).
- Outreach for these events will be expanded to include a broader range of community-based organization, civic organizations, technical trade schools, and the general public. It is our goal to reach a minimum of 60 attendees, in addition to increasing the number of subcontractors that can be present at each fair.

**Attachment**

Community Employment Agreement

## Community Employment Agreement

This agreement was signed on July 12, 2011, in Washington, D.C., between IL Palazzo, LLC (the "Applicant"), and Advisory Neighborhood Commission ("ANC") 1C. This agreement concerns the Applicant's residential project involving the former Italian Embassy as defined below.

### EMPLOYMENT, CONTRACTORS, AND VENDORS.

A. Construction: The Applicant is renovating and expanding the former Italian Embassy located along 16<sup>th</sup> Street, NW in Square 2578 ("Project"). In connection with this Project, the Applicant is pursuing Zoning Commission approval of a Planned Unit Development ("PUD"). As a PUD amenity, the Applicant (or its designee) and its general contractor will develop a program for their subcontractors that includes the following:

1. Require subcontractors to report their past performance in hiring D.C. residents and their future plans to do so, and provide a preference for those hiring and training D.C. residents and using D.C. Certified Business Enterprises;
2. Recruitment of qualified construction workers from ANC 1C *and nearby communities* by: purchasing ads in *English and Spanish language publications commonly available in Ward 1*; posting all job openings on at least one local website; and recruiting through *a wide range of community organizations*, for all construction positions created between breaking ground and issuance of the final certificate of occupancy.

Recruitment will be through such organizations as the Latin American Youth Center and its YouthBuild program, Jubilee Jobs and Jubilee Housing, the Second Genesis rehabilitation center, *the Metropolitan Community Services Agency, the Development Corporation of Columbia Heights the DC Jobs Coalition, DC Office of Latino Affairs, the United Black Fund, Carlos Rosario School, the Latino Economic Development Corporation, the Greater Washington Hispanic Chamber, Hispanic Contractors Association of DC, Md. Washington Minority Contractors Association, Department of Small Local Business Development, and WPFW radio.*

3. An overall "first-source" employment commitment of filling 12 trainee positions with qualified D.C. residents. *The positions are to be filled for virtually the full length of the project.* The trainees will participate in multi-year apprenticeships and other training programs to prepare for high-skill construction jobs. The trainee positions will not be solely for the Project site but for construction sites throughout the city; and
4. Host job fairs for D.C. residents at least once every 90 days. Each of the Applicant's subcontractors will be required to participate in the job fairs and

advertisements for the job fairs will be posted on the ANC's website.

B. The Applicant will participate in good faith to provide job opportunities, job training, job placement and support for District residents and to fulfill its obligations outlined in paragraph A. The Applicant agrees to have DC DOES, the Mayor's Office of Economic Development or a recognized 3rd party compliance officer monitor and assist in the implementation and success of this program.

#### ANNUAL REPORT.


The Applicant will be required to make an annual report to ANC 1C regarding satisfaction of the benefits covered by this agreement, with the first report being made within one year of the execution of this agreement and the final report taking place upon securing a certificate of occupancy. The report shall be submitted to the ANC in writing.

In the event the Applicant is not in compliance with the terms of this Agreement, the ANC will notify the Applicant in writing of the Applicant's non-compliance and provide a period of at least thirty days to allow the Applicant to become compliant with the terms of this Agreement. If, upon the expiration of the thirty day period, the Applicant still does not comply with the terms of this Agreement, the Applicant shall pay a penalty of \$3,000 for each month of its noncompliance, up to a maximum fine of \$100,000. *The ANC and the Applicant will resolve any disagreements about the Applicant's compliance, through binding professional professional arbitration paid for by the Applicant.*

All monetary penalties shall be made to the District of Columbia Housing Production Trust Fund or a non-profit organization selected by ANC 1C.

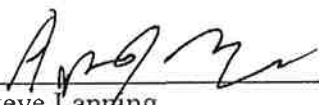
Dated this 12<sup>th</sup> day of July, 2011.

IL Palazzo, LLC

By:   
Print Name: Will Lamb  
Print Title: Manager

ADVISORY NEIGHBORHOOD COMMISSION 1C

By:   
Name: Wilson Reynolds  
Title: Chairperson, Advisory Neighborhood Commission 1C

By:   
Name: Steve Lanning  
Title: Commissioner, Representing Single Member District 06