



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Social Services
Department No.: 044
For Agenda Of: 9/20/16
Placement: Administrative
Estimated Time: NA
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Daniel Nielson, Social Services Director
Director(s) (805) 346-7101
Contact Info: Raymond McDonald, Executive Director, Workforce Development Board (805) 681-4446

SUBJECT: Goodwill Industries of Ventura and Santa Barbara Counties Agreements with the Department of Social Services

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute an Agreement for Services of Independent Contractor with Goodwill Industries of Ventura and Santa Barbara Counties in the amount not to exceed \$65,000.00, to provide Youth Recruitment and Case Management services for the period of October 1, 2016 through June 19, 2018 (Attachment 1); and
- b) Approve and authorize the Chair to execute an Agreement for Services of Independent Contractor with Goodwill Industries of Ventura and Santa Barbara Counties in the amount not to exceed \$39,000.00, to provide Work Experience Coordination services for the period of October 1, 2016 through June 19, 2018 (Attachment 2); and
- c) Approve and authorize the Chair to execute an Agreement for Services of Independent Contractor with Goodwill Industries of Ventura and Santa Barbara Counties in the amount not to exceed \$65,000.00, to provide Customer Service Certification Training for the period of October 1, 2016 through June 19, 2018 (Attachment 3); and
- d) Determine that the approval and execution of the above Agreements is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section

15061(b)(3), finding that the approval and execution of the Agreements are covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment, the activities are not subject to CEQA.

Summary Text:

As part of the U.S. Department of Labor Employment and Training Administration (DOLETA) grant, these services have been procured and are now before your Board for approval. These items are on the agenda as these contracts in aggregate will exceed \$100,000 and in order to inform the Board of the total amount of funding allocated to Goodwill Industries of Ventura and Santa Barbara Counties (Goodwill) through the Department of Social Services (DSS) as of this date. DSS recommends that the Board:

1. Approve the Agreement for \$65,000.00 with Goodwill to provide Youth Recruitment and Case Management; and
2. Approve the Agreement for \$39,000.00 with Goodwill to provide Work Experience Coordination Services; and
3. Approve the Agreement for \$65,000.00 with Goodwill to provide Customer Service Certification Training.

Total Funding Allocated for Services for Fiscal Years 2016-17 through 2018-19 is \$169,000.00.

Background:

On August 30, 2016, the Board authorized DSS, on behalf of the County, to accept the DOLETA grant funding awarding the County \$2,000,000.00 to establish a project entitled, "Summer Jobs and Beyond: Career Pathways for Youth."

These Agreements with Goodwill are the starting point of the Santa Maria Summer Jobs and Beyond: CPY project the Santa Barbara County Workforce Development Board (WDB) has developed to serve this population of disconnected youth. These Agreements will establish the resources and onramps leading to in-demand, well-paying jobs in high-growth industry sectors. The Summer Jobs and Beyond: CPY project can create positive change for this hard to serve youth locally. Throughout 2015 and early 2016, the City of Santa Maria experienced an unprecedented increase in crime among disconnected youth ranging from 16-24 years of age. The lack of resources in Santa Maria, including the lack of summer employment programs since the American Recovery and Reinvestment Act (ARRA) funds disappeared, has made it difficult for youth to find positive learning experiences. Having available summer and year-round programs that focus on job skills attainment, in conjunction with a multi-agency approach to provide wraparound services, will have a great impact on these youth and their ability to enter the future workforce.

1. Youth Recruitment and Case Management

Coordinates recruitment and outreach efforts in order to ensure targeted hard to serve population of youth are reached and enrolled through the project. The case manager works directly with

participants for the duration of the project (including the follow up period) and other contractors and resource agencies to ensure the youth completes project activities. This includes developing an education plan with the youth based on the participant's needs and goals by utilizing tools that promote opportunities for self-exploration, career exploration, and career planning and by providing supportive services and resources to other services, as needed. Data will be gathered as appropriate for required reporting.

2. *Work Experience Coordination Services*

Coordinate work experience activities for youth to include: summer employment opportunities; employment opportunities throughout the year; pre-apprenticeships; internships and job shadowing; and on-the-job training opportunities.

3. *Customer Service Certification Training*

Conduct training to prepare participant with customer service skills. The training includes preparation for the National Retail Federation knowledge-based exam.

Performance Measure:

The Goodwill Contracts will allow the recruitment and case management of youth and establish employment-related services to eligible participants who are new entrants to the workforce, including those within the ages of 16-24; in-school youth – including those at risk of dropping out of school; out-of-school youth – including high school drop outs; low income; and those with little or no work experience. Additional target populations will include at-risk youth, gang-involved youth, or youth involved in the juvenile justice system.

The following are the performance measures for the period of October 1, 2016 through June 19, 2018:

1. Youth Recruitment and Case Management:

- a. To enroll 260 youth (137 in-School and 123 Out-of-School).
- b. Gather data, complete reports and submit monthly to DSS, for all measures as listed on the DOL CPY Report Template.

2. Work Experience Coordination services: Place 100% of the 260 of the youth enrolled in the project in a work experience activity.

3. Customer Service Certification Training: All 260 participants will attend and take the National Retail Federation knowledge-based exam.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

Funding Sources	FY 2016-17 Total One-Time:	FY 2017-18 Total One-Time:	Total One-Time Project Cost
General Fund			
State			
Federal	\$ 45,500.00	\$ 123,500.00	\$ 169,000.00
Fees			
Other:			
Total	\$ 45,500.00	\$ 123,500.00	\$ 169,000.00

Narrative:

The County will fund all contracts totaling \$169,000.00 with Goodwill Industries of Ventura and Santa Barbara Counties using \$169,000.00 of Department of Labor Employment and Training Administration (DOLETA) Workforce Investment Act (WIA) Dislocated Worker National Reserve Demonstration Grant funds. The Department is requesting approval and authorization to execute Agreements in FY 2016-17 of \$45,500.00 for Services and Supplies to include \$17,500.00 for Youth Recruitment and Case Management; \$10,500.00 for Work Experience Coordination Services; and \$17,500.00 for Customer Service Certification Training.

The Department will include appropriations for Services and Supplies for the remaining \$123,500.00 of the contracts in the Department’s FY 17-18 recommended budget to complete the program services to include \$47,500.00 for Youth Recruitment and Case Management; \$28,500.00 for Work Experience Coordination Services; and \$47,500.00 for Customer Service Certification Training. There is no impact to the General Fund.

Key Contract Risks:

The risk assessment worksheet has been completed, and DSS has determined that Goodwill is a medium risk vendor. The County has extensive experience with Goodwill and is confident of its ability to provide services.

Staffing Impacts:

Legal Positions:
0

FTEs:
0

Special Instructions:

Please send one (1) duplicate original Agreement, and a copy of the minute order to:

DSS Contracts Unit
 C/O Emma Duncan
 2125 S. Centerpointe Parkway, 3rd Floor
 Santa Maria, CA 93455

Attachments:

1. Agreement for Services of Independent Contractor for Youth Recruitment and Case Management
2. Agreement for Services of Independent Contractor for Work Experience Coordination
3. Agreement for Services of Independent Contractor for Customer Service Certification Training

Authored by:

Luis Servin, DBS II - Workforce Development Board

Raymond L. McDonald, Executive Director, Workforce Development Board

Emma Duncan, Contracts Coordinator