



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:** February 7, 2023  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Daniel Nielson, Social Services Director  
Director(s) (805) 346-7101  
Contact Info: Luis Servin, Executive Director  
Workforce Development Board (805) 614-1543  
**SUBJECT:** Agreement with Racy Ming Associates LLC for Local Plan Consultant Services

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute an Agreement with Racy Ming Associates LLC (local vendor) to provide Local Plan Consultant services for a total contract amount not to exceed \$15,000 for the period of February 7, 2023 through June 30, 2023; and
- b) Determine that the activity is not a "Project" subject to California Environmental Quality Act (CEQA) review per CEQA Guideline Section 15378(b)(5), since the activity is an organizational or administrative activity of government that will not result in direct or indirect physical changes in the environment.

**Summary Text:**

This item is on the agenda in order to inform the Board of Supervisors of the total amount of funding allocated to Racy Ming Associates LLC (RMA) through the Department of Social Services (DSS)/Santa Barbara County Workforce Development Board (WDB) as of this date. DSS recommends that the Board approve the Agreement with RMA to provide Local Plan Consultant services for a total contract amount not to exceed \$15,000 for the period from February 7, 2023 through June 30, 2023.

**Background:**

The Board voted to approve WDB's Local Plan for Program Years 2021-2024 on March 15, 2022. On October 27, 2022 the Employment Development Department through Workforce Service Directive 22-

05 published information requiring local boards to submit a two-year modification to the Local Plan, as required by the Workforce Innovation and Opportunity Act (WIOA).

The Local Plan will demonstrate operational alignment with the strategic objectives of the respective Regional Plan, and will drive coordination with local partners, and highlights key service-delivery strategies.

RMA currently provides services as the Regional Organizer for the South Central Coast Regional Planning Unit as well as consultation services for the solicitation of the WIOA Youth Operator and the California Work Opportunity and Responsibility to Kids (CalWORKs) Outcomes and Accountability Review (Cal-OAR) planning and implementation. There is a documented need for the WDB to contract for additional consultant services with RMA for the Local Plan.

In previous fiscal years, these services were obtained through Purchasing Contracts. Given the amount of funding to this service provider, all known contracts and purchase orders are now provided to the Board for approval.

**Total Funding allocated for services for Fiscal Year 2022-2023:**

Service	Amount	Action Request
<i>EXISTING AWARDS</i>		
1 South Central Coast Regional Planning Unit Regional Organizer	\$95,780	
2 WIOA Youth Operator Solicitation	\$25,000	
3 CalWORKs Cal-OAR Planning and Implementation	\$69,000	
<b>Sub-Total</b>	<b>\$189,780</b>	
<i>PROPOSED AWARDS (Additional Dollars)</i>		
1 WDB Local Plan for Program Year 2021-2024	\$15,000	Authorize and Approve Contract
<b>Sub-Total</b>	<b>\$15,000</b>	
<b>Grand-Total</b>	<b>\$204,780</b>	

**Fiscal and Facilities Impacts:**

Budgeted: Select\_Budgeted

**Fiscal Analysis:**

<b>Funding Sources</b>	<b>Current FY Cost:</b>	<b>Annualized On-going Cost:</b>	<b>Total One-Time Project Cost</b>
General Fund			
State			
Federal	\$ 15,000.00		\$ 15,000.00
Fees			
Other:			
<b>Total</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>

**Narrative:**

Approval and execution of this contract will result in total contract expenditures of no more than \$15,000. Appropriations and associated funding of \$15,000 for Fiscal Year 2022-2023 are included in the WDB Social Services Adult and Dislocated Worker budget which is federally funded. There is no impact on the General Fund.

**Key Contract Risks:**

The risk assessment worksheet has been completed and DSS has determined that RMA is a medium risk vendor. RMA is insured for General and Professional Liability. RMA has been providing consultant services for the last 15 years. The County has experience with RMA and is confident of its ability to provide services.

**Staffing Impacts:**

**Legal Positions:**  
0

**FTEs:**  
0

**Special Instructions:**

Please scan, email and send one (1) duplicate original Agreement, and a copy of the minute order to:  
 DSS Contracts Unit  
 C/O Tricia Beebe  
 2125 S. Centerpointe Parkway, 3<sup>rd</sup> Floor  
 Santa Maria, CA 93455  
 Email: tbeebe@countyofsb.org

**Attachments:**

1. Attachment 1 – Agreement – RMA – Local Plan Consultant

**Authored by:**

Luis Servin, WDB Executive Director  
 Tricia Beebe, Contracts Coordinator