



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: January 29, 2019
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors

FROM: Department Daniel Nielson, Director, Social Services 681-4451
Director(s)
Contact Info: Raymond McDonald, Executive Director, Workforce
Development Board 681-4446

SUBJECT: Agreement with Foundation for California Community Colleges to Provide
Career Catalyst Services for the Transitional Jobs Program

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 Santa Barbara County Department of Social Services, on behalf of the Santa Barbara County Workforce Development Board, to utilize the California Workforce Association competitive procurement process for the purpose of awarding a new contract to provide Career Catalyst services as part of the Santa Barbara County Workforce Development Board's Transitional Jobs Program;
- b) Approve and authorize the Chair to execute an Agreement with Foundation for California Community Colleges, to provide payroll services, for the period of January 9, 2018 through December 31, 2019, in an amount not to exceed \$453,511.63;
- c) Approve Budget Journal Entry No. 0006086 to increase appropriations in the amount of \$453,511.63 in the Social Services Department in Fund 0058. The Santa Barbara County Workforce Development Board will use surplus of program year 2018-19 funding of \$453,511.63 from United States Department of Labor, Employment and Training Administration Workforce Innovation and Opportunity Act (WIOA) Adult and Youth Formula funds (4/5 Vote Required); and

- d) Determine that the above recommended actions are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), finding that the above recommended actions 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:

This item is on the agenda in order to approve the Agreement with the Foundation for California Community Colleges (FCCC) to provide Career Catalyst services as part of the Santa Barbara County Workforce Development Board's (WDB) Transitional Jobs Program (TJP) based on its response to the Request for Proposal (RFP) conducted by the California Workforce Association (CWA) on behalf of its' membership. CWA issued the RFP to procure a payroll service that was intended to benefit local Workforce Development Boards across the State. FCCC's response included payroll services among other services that are part of its Career Catalyst suite of services.

The WDB will be using a surplus of program year 2018-19 funding (one-time funding) to implement the TJP which targets homeless and military veteran adults and foster and juvenile justice-involved youth. The TJP will streamline Workforce Innovation and Opportunity Act (WIOA) services focused around a "public service transitional model" for the adults and work experience for the youth.

DSS recommends approval of this Agreement.

Background: Like most government programs, the WIOA annual budget often has a surplus at the end of the program year. While some of the surplus is intentionally planned, in order to provide "bridge" money during the first quarter before the full Federal Budget kicks-in; there are un-anticipated funds carried-forward. Examples of un-intended surplus might include participants who completed training early, resulting in non-use of allocated training funds; delays in staff hiring or individual project start-ups.

On October 26, 2018, the WDB approved the one-time funding in order to implement the TJP. The purpose of the TJP is to provide transitional jobs to homeless and military veteran adults, and foster and juvenile-involved youth residing in Santa Barbara County. The project consists of job readiness services, supportive services, work experience and job placement assistance. The goal of the project is for participants to gain job skills necessary to obtain full-time employment.

An agreement with FCCC is necessary in order to establish the Career Catalyst Services that will provide payroll services for participants performing work experience as part of the TJP.

CWA issued an RFP to procure a payroll services vendor that could be accessed by the membership of the CWA. Currently there is no contractor in the California Workforce System that is able to offer these services to support CWA's membership. FCCC will be responsible for providing these services for CWA members that have contracts with FCCC.

FCCC will provide the Career Catalyst suite of services that provides payroll services for the WDB, which includes:

- On-Boarding Assistance

- Assistance with Employee Relations Issues
- Assistance with Leave Management
- Assistance with Workers Compensation Claims
- Assistance with Unemployment

FCCC will act as the employer of record, performs all necessary human resource functions, and ensures participants are compensated for their work at their selected worksites. FCCC will provide the tools, materials, and expertise necessary to support employers and ensure workers gain knowledge of the skills and attributes necessary to be successful in the workplace.

Performance Measure:

FCCC shall provide services under the TJP Project for 22 adult participants and 25 youth participants.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal	\$ 453,511.63		\$ 453,511.63
Fees			
Other:			
Total	\$ 453,511.63	\$ -	\$ 453,511.63

Narrative:

The contract is funded entirely with Federal funds from Department of Labor Employment and Training Administration (DOLETA) Workforce Innovation and Opportunity Act Adult and Youth Formula funds. There is no General Fund contribution required.

Key Contract Risks:

The Risk Assessment worksheet has been completed and DSS determined FCCC to be Medium Risk. FCCC has been operating since 1999.

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 Emma Duncan
2125 S. Centerpointe Parkway, 3rd Floor
Santa Maria, CA 93455
e.duncan@sbcsocialserv.org

Attachments:

Attachment 1 – CWA Request for Proposal dated 8/21/15 and Master Agreement
Attachment 2 – FCCC Agreement for Career Catalyst Services for Transitional Jobs Program
Attachment 3 – Budget Journal Entry No. 0006086

Authored by:

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Emma Duncan, Contracts Coordinators