



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: November 6, 2018
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: **Second Amendment to the Agreement with Goodwill Industries of Ventura and Santa Barbara Counties with the Department of Social Services**

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 the Second Amendment to the Agreement with Goodwill Industries of Ventura and Santa Barbara Counties (a local vendor) for the provision of Youth Recruitment and Case Management Services not to exceed \$72,500 for the period of October 1, 2016 through December 31, 2018;
- b) Approve and authorize the Chair to execute the Second Amendment to the Agreement for Services of Independent Contractor with Goodwill Industries of Ventura and Santa Barbara Counties (a local vendor) in the amount not to exceed \$41,700, to provide Work Experience Coordination Services for the period of October 1, 2016 through December 31, 2018;
- c) Approve and authorize the Chair to execute the Second Amendment to the Agreement to the Agreement with Goodwill Industries of Ventura and Santa Barbara Counties (a local vendor) to provide Customer Service Certification Training not to exceed \$54,250 for the period of October 1, 2016 through December 31, 2018;
- d) Approve and authorize the Chair to execute an Agreement for Services of Independent Contractor with Goodwill Industries of Ventura & Santa Barbara Counties in the amount not to

exceed \$20,000 to provide Incentive Plan Administration services for the period of November 1, 2018 through December 31, 2018; and

- e) Determine that the approval and execution of the above Amendments and Agreement are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), finding that the approval and execution of the Amendments and Agreement 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 Second Amendments to the Agreements with Goodwill Industries of Ventura and Santa Barbara Counties (Goodwill) for the continued provision of Youth Recruitment and Case Management Services at the increased amount of \$72,500; Work Experience Coordination Services at the increased amount of \$41,700; and Customer Service Certification Training at the increased amount of \$54,250 for the period of October 1, 2016 through December 31, 2018. This item is also on the Agenda in order to approve the Agreement with Goodwill to provide Incentive Plan Administration for \$20,000 through December 31, 2018. These Agreements are part of the U.S. Department of Labor Employment and Training Administration (DOLETA) grant. The Department of Social services (DSS) recommends the approval of the Second Amendments to the Agreements and Incentive Plan Agreement with Goodwill.

<u>Description</u>	<u>Current Contract Amount</u>	<u>Contract Adjustments</u>	<u>Total</u>
Recruitment and Case Management	\$65,000.00	\$7,500.00	\$72,500.00
Work Experience Coordination	39,000.00	2,700.00	\$41,700.00
Customer Service Certification Training	50,000.00	4,250.00	\$54,250.00
Employment and Career Connection*	96,000.00	0.00	\$96,000.00
Incentive Plan Administration	0.00	20,000.00	\$20,000.00
Total	\$250,000.00	\$34,450.00	\$284,450.00
* No Adjustment to Contract			

Background:

On August 30, 2016, the Board of Supervisors authorized DSS, on behalf of the County, to accept the DOLETA grant funding awarding the County \$2,000,000 to establish a project entitled, “Summer Jobs and Beyond: Career Pathways for Youth (CPY).” On July 9, 2018, the U.S. Department of Labor, Employment and Training Administration approved an amendment to the CPY project authorizing for the over-enrollment of youth in the project. The initially-established enrollment goals consisted of 260 youth to be served (137 in-school and 123 out-of-school). As of June 2018, project operator (Goodwill Industries) reported meeting and exceeding the enrollment goals established in the grant agreement with DOLETA. This is a positive indication of the success of the project. Grant funds are available to support the over-enrollment. The DOLETA modification approved in July 2018 allows for Goodwill to over enroll 30 additional youth. The proposed Second Amendment to the Agreements with Goodwill allows

Goodwill to serve the 30 additional youth, therefore bringing the final number of youth to be served from 260 to 290.

DOLETA awarded this federal grant funding in 2016 for the purpose of providing employment-related services to eligible youth in our communities who are new entrants to the workforce, including those with limited current or past work experience, and low income. The CPY Project targets youth 16 to 24 years of age in or out-of-school, youth involved in gangs, or youth in the juvenile justice system. The CPY Project does not require cost sharing or matching funds.

Throughout 2015 and early 2016, Santa Maria experienced an unprecedented increase in crime among disconnected youth ranging from 16 to 24 years of age. During this period of time, the lack of resources in Santa Maria, including the lack of summer employment programs, made it difficult for youth to find positive learning experiences. Having available summer and year-round programs, such as the CPY Project, that focus on job skills attainment, in conjunction with a multi-agency approach to provide wraparound services, have a great impact on these youth and their ability to enter the workforce.

On August 2, 2017, DOLETA granted DSS a six-month extension for the project. This extended the CPY Project from the original performance end date from June 19, 2018, to December 31, 2018. Current Goodwill contracts include:

1. *Youth Recruitment and Case Management Services*

Coordinates recruitment and outreach efforts to ensure targeted hard-to-serve population of youth are reached and enrolled through the CPY Project. The case manager works directly with participants for the duration of the CPY 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. Case manager also provides supportive services and resources to other services, as needed. Data will be gathered as appropriate for required reporting.

2. *Work Experience Coordination Services*

Coordinates work experience activities for youth to include: finding and matching participants with suitable employers; and coordinating timecard collection with youth, employer, payroll service provider, and WDB staff. Follows up with employers once youth are placed to make sure the youth participants are performing satisfactorily.

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.

4. *Employment and Career Connection Services*

Coordinates placement for participants seeking employment or assistance in enrolling in post-secondary education. The participants targeted for this component are the CPY Project participants who are the hard-to-serve and at-risk youth, and require additional assistance. The participants are unable to obtain employment during the CPY Project due to barriers of employment such as previous gang affiliations, probation status, homelessness, or parenting youth.

5. Incentive Plan Administration

Provide incentives to CPY Project participants, in line with the Incentive Plan to reward the successful completion of program goals that lead to educational and career success. Incentives are to be provided upon completion of program goal to each CPY Project participant. Incentives are subject to a \$200 cap per CPY Project participant.

The Agreements with Goodwill will serve the disconnected youth. The Agreements establish the resources and onramps to employment and post-secondary education for youth in our community.

Performance Measure:

Goodwill is currently providing these services and has demonstrated substantial gains with the identified performance measures:

1. Youth Recruitment and Case Management:
 - a. To enroll 260 youth (137 in-School and 123 Out-of-School). (Anticipated to be in compliance –250 of youth enrolled to date)
 - 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. (Anticipated to be in compliance – 197 youth placed to date)
3. Customer Service Certification Training: 200 participants will attend and take the National Retail Federation knowledge-based exam. (Anticipated to be in compliance – 165 participants to date)

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>FY 16/17 Total</u>	<u>FY 17/18 Total</u>	<u>FY 18/19 Total</u>	<u>Total</u>
	<u>Actual:</u>	<u>Actual:</u>	<u>One-Time:</u>	
General Fund				
State				
Federal	\$ 24,700.00	\$ 107,560.00	\$ 152,190.00	\$ 284,450.00
Fees				
Other:				
Total	\$ 24,700.00	\$ 107,560.00	\$ 152,190.00	\$ 284,450.00

Narrative:

The County will fund all contracts using \$284,450 of DOLETA Workforce Investment Act Dislocated Worker National Reserve Demonstration Grant funds.

Approval and execution of the Amendments will result in total direct contract expenditures of no more than \$152,190 for Fiscal Year (FY) 2018/2019. DSS requests approval and authorization to execute the Amendments in the amount of \$152,190 for FY 2018/2019. Funds were expended in the amount of \$24,700 and \$107,560 for FY 2016/2017 and FY 2017/2018, respectively.

The Amendments will be fully funded with federal grant funds from DOLETA. Appropriations and funding for FY 2018/2019 are included in DSS' adopted budget. There is no impact to 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 experience with Goodwill 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, 3rd Floor
Santa Maria, CA 93455

Attachments:

- Second Amendment with Goodwill for Youth Recruitment and Case Management Services
- Second Amendment with Goodwill for Work Experience Coordination services
- Second Amendment with Goodwill for Customer Service Certification Training
- Agreement with Goodwill for Incentive Plan Administration

Authored by:

Luis Servin, Career Employment Specialist - Workforce Development Board
Tricia Beebe, Contracts Coordinator
Ismelda Vazquez, Contracts Coordinator