



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: October 2, 2018
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: **Third Amendment to Agreement with Foundation for California Community Colleges for Career Catalyst 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 a Third Amendment to the Agreement for Services of Independent Contractor with Foundation for California Community Colleges for Career Catalyst Services in the amount not to exceed \$2,010,940 (\$864,910 for Career Pathways for Youth Project, and \$1,146,030 for the Wildfire National Dislocated Worker Grant Project) for the period of February 28, 2017 through June 30, 2019; and
- b) Approve Budget Journal Entry No. 0005975 to increase appropriations of \$424,445 in the Social Services Department in Fund 0058 for wages for participants and case management for Fiscal Year 2018/2019 funded by Department of Labor Employment and Training Administration Workforce Investment Act Dislocated Worker National Reserve Demonstration Grant funds (4/5 Vote Required); and
- c) Determine that the approval and execution of this Third Amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), finding that the approval and execution of this Third Amendment is 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:

On February 28, 2017 your Board approved the execution of the Agreement with Foundation for California Community Colleges (FCCC) to provide Career Catalyst Services for the Santa Barbara County Workforce Development Board's (WDB) employment projects. This item is on the agenda in order to approve the Third Amendment to the Agreement with the FCCC to revise the compensation and update the Statement of Work of the Agreement from June 1, 2017 to June 30, 2019. The FCCC provides payroll services for the current youth and displaced workers projects Career Pathways for Youth (CPY) Project and California Wildfires National Dislocated Worker Grant (Wildfire NDWG).

The WDB received grants from the United States Department of Labor Employment and Training Administration (DOLETA) in 2016 to fund the Santa Maria Summer Jobs and Beyond: Career Pathways for Youth, and the State of California Employment Development Department (EDD) to fund the 2017 Wildfire NDWG Project for unemployed residents affected by the Thomas Fire and January 9th Debris Flow. FCCC provides the Career Catalyst Services, including payroll services, for both employment projects.

It is the recommendation of the Department of Social Services (DSS) to authorize and execute this Third Amendment with FCCC.

Background:

The CPY Project aligns community-based organizations to connect youth participants in the project with paid work experience opportunities and related training. The work experience activity provides youth subsidized work experience at minimum wage.

The Wildfire NDWG Project offers temporary employment to individuals who are unemployed because of the Thomas Fire or Debris Flow. The work performed by eligible individuals is concentrated around the repair and clean-up of public and private non-profit facilities and lands including: public trails, park grounds, beaches, public open spaces, and public buildings.

FCCC will continue to provide the Career Catalyst Services for the WDB, which include:

- On Boarding Assistance
- Assistance with Employee Relations Issues
- Payroll Services
- Assistance with Leave Management
- Assistance with Workers Compensation Claims
- Assistance with Unemployment

FCCC assumes liability, performs all necessary human resource functions, and ensures participants are compensated for their work at their selected worksites.

For the CPY Project, DOLETA has approved WDB to serve an additional 30 in-school participants, therefore requiring the need to shift funds to cover the extra work experience costs.

For the Wildfire NDWG Project, the current amendment is due to changes in Workers Compensation (WC) rates, and program changes to cover a 6-month no-cost extension granted by EDD, and the adjustment of participants’ wages to current labor market conditions in Santa Barbara County.

The WC rates are based on a classification system which is designed to divide payroll and loss data into groups to match the premium paid to the average potential risk of injury. FCCC is currently working with five other Workforce Development Boards, providing Career Catalyst Services for their Wildfire NDWG displaced worker projects. As the nature of the work is strenuous and physical, there has been an increase in injuries resulting in the WC rate adjustment and an increase to overall payroll rates.

Performance Measure:

FCCC is the current provider of the Career Catalyst Services and has demonstrated acceptable conformity with the performance measures thus far:

- FCCC shall provide services for the CPY Project for 260 Youth between the ages of 16 – 24 (both in school and out of school) for up-to 200 hours per youth.
- FCCC shall provide services for the Wildfire NDWG Project for approximately 75 participants for up to 566 hours per Participant.

Participants shall be allowed to work more than the maximum number of total project hours provided the COUNTY Representative approves in writing that the Participant may exceed the maximum number of project hours and provided that funding is available.

- FCCC shall work together with the COUNTY, WDB, Participants, employers, and the work experience coordination vendor (Goodwill Industries of Ventura and Santa Barbara Counties for CPY Project and KRA Corporation for Wildfire NDWG Project) to ensure Participants are provided the necessary tools that facilitate the learning experience during their participation in the project(s).

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>	<u>Project Cost</u>
General Fund				
State				
Federal	\$ 59,786	\$ 379,811	\$ 1,571,343	\$ 2,010,940
Fees				
Other:				
Total	\$ 59,786	\$ 379,811	\$ 1,571,343	\$ 2,010,940

Narrative:

The County will fund all contracts totaling \$2,010,940 with FCCC using \$864,910 of DOLETA Workforce Investment Act Dislocated Worker National Reserve Demonstration Grant funds and \$1,146,030 of EDD 2017 California Wildfires National Dislocated Worker funds.

Approval and execution of this Amendment will result in total direct contract expenditures of \$1,571,343 for Fiscal Year (FY) 2018/2019. DSS requests approval and authorization to execute the amendment in the amount of \$1,571,343 for FY 2018/2019. Funds were expended in the amount of \$59,786 and \$379,811 for FY 2016/2017 and FY 2017/2018, respectively.

Budget Journal Entry No. 0005975 will increase appropriations of \$424,445 for FY 2018/2019 to complete the program services. DSS's FY 2018/2019 adopted budget only includes a budget of \$1,146,898 for FCCC, but will need to increase the appropriations by \$424,445 to have a total appropriations of \$1,571,343 for FY 2018/2019. There is no impact to General Fund.

Key Contract Risks:

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

Staffing Impacts:

Legal Positions:
0

FTEs:
0

Special Instructions:

Please email scanned copy of minute order to Emma Duncan at e.duncan@sbcsocialserv.org.

and mail hardcopy to:

DSS Contracts Unit

C/O Emma Duncan

2125 S. Centerpointe Parkway, 3rd Floor

Santa Maria, CA 93455

Attachments:

Attachment 1 – FCCC Third Amendment to Agreement for Career Catalyst Services

Attachment 2 – BJE #0005975

Authored by:

Luis Servin, Department Business Specialist II

Emma Duncan, Contracts Coordinators