



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: Human Resources
Department No.: 064
For Agenda Of: September 10, 2019
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors

FROM: Department Maria Elena De Guevara, Human Resources Director x2817
Director(s)
Contact Info: Yvonne Torres, Employment and Workforce Planning Chief,
x3075

SUBJECT: California Adult Education Block Grant, Fiscal Year 2019-2020

County Counsel Concurrence

As to form: Yes

Other Concurrence: N/A

As to form: No

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions: That the Board of Supervisors:

- a) Accept a grant of \$68,940 from the Santa Barbara California Adult Education Program (CAEP) Consortium to fund the implementation of the Passport to Public Service Internship Program, a career preparation initiative designed to provide local job seekers with job experience including structured on the job training, classroom learning and career networking opportunities.
- b) Approve Budget Revision Request #0006532 to increase Appropriations of \$68,940 in Human Resources General Fund for Salaries and Benefits (\$62,940) and Services and Supplies (\$6,000) funded by unanticipated revenue from the Adult Education Block Grant.
- c) Determine that the above actions are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(4), because it consists of government funding mechanisms or other government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

Summary Text:

The Santa Barbara County Human Resources Department has been awarded a grant of \$68,940 from the Santa Barbara California Adult Education Program (CAEP) Consortium to implement a new internship program that is focused on assisting unemployed and underemployed job seekers within Santa Barbara County. This experiential learning internship will provide participants an opportunity to engage with

County employees, network with County leaders, build confidence through on the job learning, receive customized training, and equip them with skills and tools that will prepare them to pursue a career with one of various County of Santa Barbara departments. This program will enable County Human Resources the opportunity to establish a pipeline to develop guide and cultivate talent for future workforce hires.

Background:

The CAEP program is the result of Assembly Bill 104, which provides funds to eligible consortia for the purpose of developing regional plans for adult education. The Santa Barbara CAEP Consortium is comprised of Santa Barbara City College, Santa Barbara County Education Office, Santa Barbara County Workforce Development Board, and the Carpinteria Unified School District. In 2016, County Human Resources was awarded a grant of \$114,750 from the Santa Barbara Consortium through the CAEP Adult Education Block Grant (AEBG) to develop and implement a training program that was focused on assisting unemployed and underemployed County residents to develop the skills necessary to successfully apply for entry level positions within the County. Phase I of the program targeted the following critical groups and taught participants how to apply for jobs and navigate the County's recruitment processes:

- Vulnerable populations who are unemployed or underemployed;
- SBCC students requiring workplace experience and business exposure to become employable; and
- Existing military personnel and veterans

Approval of the recommended actions allows the County to implement Phase II of this program which establishes an internship program and focuses on participants who have successfully completed Phase I. Phase II of this grant emphasizes placement of unemployed and/or underemployed job seekers into positions to gain experience working in County government.

This internship program will focus on specific job classifications and populations with the intent to provide participants the opportunity to work in departments to further understand local government operations and the County culture. The overall purpose of the program is for interns to seek job opportunities relevant to their interest, training and skillset and to create a talent pipeline for Santa Barbara County. To ensure a successful program, County HR will collaborate and partner with County Departments to identify critical training needs, utilize skills assessment tools, and establish performance metrics.

Approval of the recommended actions will fund a first year goal of putting local job seekers through a six month internship program, 3 months unpaid and 3 months paid, that will help interns develop the skills and experience necessary to successfully apply to County of Santa Barbara open positions.

Performance Measure:

In compliance with grant requirements County Human Resources will track the success of program participants through a variety of measures including:

- 90% of participants complete the assigned learning objectives
- 80% of participants apply for County employment
- 80% achieve placement on a certified eligibility list.

- 80% satisfaction rating from interns and hiring managers regarding the learning and internship experience.

Fiscal and Facilities Impacts:

Budgeted: No

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	\$ 68,940.00		\$ 68,940.00
Federal			
Fees			
Other:			
Total	\$ 68,940.00	\$ -	\$ 68,940.00

Narrative:

This grant has not been budgeted in FY 2019-20. Budget Revision Request #0006532 recognizes the grant revenue and appropriations in Salaries & Benefits for the person administering the program (\$40,000) and Services & Supplies (\$6,000), and intern salaries (\$22,940) under project code CAEP. The expenditures are primarily for Extra Help staff to coordinate outreach, screening, skills assessments, data capture and evaluation. There is no negative impact on the General Fund as a result of accepting this grant. At the end of the year, County HR will evaluate the program to see if it should be continued, modified and make a determination on whether to seek additional funding.

Staffing Impacts:

Legal Positions: N/A **FTEs:** N/A

Special Instructions:

Attachments:

Budget Revision Request #0006532
CAEP SB County Award Letter to County Human Resources

Authored by:

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CC: