



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: June 25, 2024
Placement: Administrative
Estimated Time: N/A
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: Maria Gardner, Social Services Assistant Director
(805) 346-8289
SUBJECT: Internship Host Agreement with Santa Barbara County Education Office for Student Intern Placement through Partners in Education 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 Director of the Department of Social Services, or designee, to execute the Internship Host Agreement with Santa Barbara County Education Office (local vendor), to provide student interns through its Partners in Education Program for a total contract amount not to exceed \$5,400 for the period of June 25, 2024 through June 25, 2025;
- b) Authorize the Director of the Department of Social Services, or designee, to execute up to five (5) one-year extensions of the term of this Agreement subject to annual appropriations for a total contract amount not to exceed \$10,000 for each of the extension periods; and
- c) 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 authorize the Director of the Department of Social Services (DSS) or designee, to execute the Internship Host Agreement with Santa Barbara County Education Office

(SBCEO), to provide student interns for placement through its Partners in Education Program (Partners) for a total contract amount not to exceed \$5,400 for the period of June 25, 2024 through June 25, 2025.

Background:

Partners is a paid student internship program administered by SBCEO, whose mission is to empower and prepare students through business, school, and community collaboration. Through their program, Partners places student interns with organizations that can further develop the student’s career interests.

This program helps student interns obtain the skills and training needed to build a successful future. Interns gain access to leadership opportunities, college preparation, financial literacy, and training opportunities. Partners provides job readiness training which consists of communication in a professional setting, time management and career coaching prior to placement.

DSS is looking to participate in Partners as an intern host work site to provide structured and meaningful work experience to the student interns. As the intern host, DSS will designate a supervisor to support the student intern. However, SBCEO will be the employer of record. As the employer of record, SBCEO will process all payroll and employment documentation.

This item is on the agenda, as this contract in combination with other contracts in the aggregate will exceed the \$200,000 threshold with SBCEO for our County.

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			\$ 5,400.00
State			
Federal			
Fees			
Other:			
Total	\$ -	\$ -	\$ 5,400.00

Narrative: DSS appropriated funds in its FY 2024-25 budget to make payments under this agreement. Funds are derived from the General Fund as they are not part of and they do not meet the criteria to be part of the Administrative County Expense Claim.

Key Contract Risks:

The risk assessment worksheet has been completed and DSS has determined that SBCEO is a low risk vendor. SBCEO is insured for General and Professional Liability.

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 Nereida Zarate
 2125 S. Centerpointe Parkway, 3rd Floor
 Santa Maria, CA 93455
 Email: nzarate@countyofsb.org

Attachments:

1. Attachment 1 – SBCEO/Partners in Education – Internship Host Agreement

Authored by:

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