



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: May 17, 2022
Placement: Administrative
Estimated Time:
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: Christina Groppetti, Economic Assistance and Employment
Services Branch Operations Manager
(805) 346-7116
SUBJECT: Agreement with Foundation for California Community Colleges for Human
Resources, Expanded Subsidized Employment - 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 an Agreement with Foundation for California Community Colleges to provide Human Resource Services, for the CalWORKs Expanded Subsidized Employment Program through Career Catalyst Services for a total contract amount not to exceed \$782,221.50 (contract amount shall not exceed \$242,226 for the period of May 17, 2022 through June 30, 2022, contract amount shall not exceed \$539,995.50 for the period of July 1, 2022 through June 30, 2023);
- b) Authorize the Director of Social Services, or designee, to reallocate the budgeted line items of the Agreements without exceeding the total contract amount; 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 approve the Agreement with Foundation for California Community Colleges (FCCC) to provide Human Resource Services, for the CalWORKs Expanded Subsidized Employment Program (ESE) through Career Catalyst Services for a total contract amount not to exceed \$782,221.50 (contract amount shall not exceed \$242,226 for the period of May 17, 2022 through June 30, 2022, contract amount shall not exceed \$539,995.50 for the period of July 1, 2022 through June 30, 2023). FCCC will provide human resource and payroll services as the Employer of Record.

Background:

Assembly Bill 74 (Chapter 21, Statutes of 2013) created the ESE Program to expand subsidized employment opportunities for CalWORKs participants in California. The California Department of Social Services (CDSS) is encouraged by this expansion and the benefits of the ESE Program for CalWORKs participants.

The purpose of the ESE program is to connect CalWORKs participants with employers in meaningful job placements as a stepping-stone to unsubsidized employment. The ESE placements are fully subsidized. ESE placements will provide the CalWORKs participants with the incentive of a paycheck while building skills and experience. ESE placements are limited to six (6) months with total participation in the ESE Program not to exceed 12 months. On a case-by-case basis, extensions beyond the initial 6-month placement may be granted when approved by DSS. FCCC will provide human resource and payroll services as the Employer of Record. These services include but are without limitation to: on-boarding assistance, issuing payroll based on FCCC's bi-weekly payment schedule, resolving day-to-day employee relations issues, Worker's Compensation and Employment Claims, and completing employment and income verification requests by outside agencies or prospective employers.

FCCC will collaborate with the Santa Barbara County DSS to ensure each of the performance outcomes, as established by ESE, are met.

Performance Measure:

The following performance measures are added to the Agreement:

1. FCCC shall need to meet or exceed the following goals:
 - Within one to three business days after receiving the intake form, Participants are notified by email with a username and password to login to Workday and begin the onboarding process.
 - Process and complete new hire paperwork within 3 business days and begin ESE placement post background check completion provided all requested information is submitted on time by COUNTY and Participants and is complete and accurate.
 - Process, complete, and issue Participants' payroll timely based on Contractor's bi-weekly payment schedule.
 - Serve 100% of Participants referred, estimated at 30 in the first year of contract (May 17, 2022 through June 30, 2022) and 40 in the second year (July 1, 2022 through June 30, 2023).

Fiscal Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>FY 2021/2022</u>	<u>FY 2022/2023</u>	<u>Total Contract Cost</u>
General Fund			
Federal/State	\$ 242,226.00	\$ 539,995.50	\$ 782,221.50
Fees			
Other:			
Total	\$ 242,226.00	\$ 539,995.50	\$ 782,221.50

Narrative:

Approval and execution of this agreement will result in expenditures of \$242,226 for Fiscal Year (FY) 2021/2022 and \$539,995.50 in FY 2022/2023. Appropriations and associated funding are included in the Social Services, Economic Assistance Program funds. This contract will be funded with 100% federal and state funds. There is no impact to County General Fund.

Key Contract Risks:

The risk assessment worksheet has been completed and DSS has determined that FCCC is a medium risk vendor. FCCC is insured for General and Professional Liability. The County has experience with FCCC 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 Nereida Zarate
 2125 S. Centerpointe Parkway, 3rd Floor
 Santa Maria, CA 93455
 Email: nzarate@countyofsb.org

Attachments:

1. Attachment 1 – Agreement – FCCC – HR ESE CCS

Authored by:

Christina Groppetti, Economic Assistance and Employment Services Branch Operations Manager
 Nereida Zarate, Contracts Coordinator