



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

Submitted on:
(COB Stamp)

Department Name:	Social Services
Department No.:	044
Agenda Date:	December 9, 2025
Placement:	Administrative Agenda
Estimated Time:	
Continued Item:	No
If Yes, date from:	
Vote Required:	Majority

TO: Board of Supervisors

FROM: Department Director: Daniel Nielson, Social Services Director
Contact: Luis Servin, Executive Director, Workforce Development Board

SUBJECT: Agreement with Career Team, LLC to Provide Transitional Jobs Program Services and Employer of Record Services

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- Approve and authorize the Chair to execute an Agreement with Career Team, LLC to operate Transitional Jobs Program and provide Employer of Record services for a total contract amount not to exceed \$408,054 or the period of December 9, 2025 through May 7, 2027;
- Authorize the Director of Social Services, or designee, to extend the Agreement and allocate the amount of unused funds from the previous Fiscal Year budget to the next Fiscal Year Budget, subject to appropriations and budget approval;
- Authorize the Director of Social Services, or designee, to execute Work Site Agreement (Exhibit E of the Agreement with Career Team, LLC for Transitional Jobs Program) for work site placement of participants;
- Authorize the Director of Social Services, or designee, to adjust the Line Item Budget of the Agreement without exceeding the total contract amount; and

- e) 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 to approve the Agreement with Career Team, LLC to operate the Santa Barbara County Workforce Development Board (SBWDB), Workforce Innovation and Opportunity Act (WIOA), Transitional Jobs Program (TJP) and related Employer of Record services for a total contract amount not to exceed \$408,054 for the period of December 9, 2025 through May 7, 2027. This program will target special populations that have distinct workforce needs and barriers to employment, including but not limited to justice-involved adults and youth, individuals experiencing homelessness, students who are basic skills deficient, and individuals who have been long-term unemployed. Special emphasis will be provided to military members, those transitioning into the civilian workforce, and their families, including spouses of active military members residing in Santa Barbara County. The services provided through this agreement will enhance the skills and employability of individuals while meeting the labor needs of local businesses.

Discussion:

The recommended action seeks Board of Supervisor (Board) approval to execute a contract with Career Team, LLC to implement and operate a WIOA TJP for job seekers in Santa Barbara County. In addition, the Board is being asked to approve the same contractor for CAREER Team, LLC, to manage the required Employer of Record (EOR) services associated with the program.

TJP is designed to support individuals with significant barriers to employment by offering time-limited, wage-paid work experiences combined with job readiness training and supportive services. The goal is to increase participants’ employability and facilitate long-term workforce attachment. The contractor will also manage EOR responsibilities, including payroll processing, tax withholdings, and workers’ compensation coverage for program participants.

The recommended contractor was selected through a competitive procurement process and has demonstrated the capacity and experience necessary to deliver these services effectively. The dual role of program operator and EOR ensures streamlined service delivery, improved coordination, and administrative efficiency.

Career Team LLC will engage 150 participants in workforce development activities, including job readiness workshops, and provide 25 job seekers with individualized career services. Performance will be measured through established WIOA indicators, including job placement rates, retention outcomes, and participant earnings. Contractor performance will be monitored regularly to ensure compliance with federal, state, and local requirements, and periodic reports will be provided to the Board.

Background:

WIOA was signed into law on July 22, 2014. It supersedes the Workforce Investment Act of 1998 taking effect July 1, 2015 with the goal of providing job seekers access to employment, education,

training and support services to succeed in the labor market and to match employers with skilled workers they need to compete in a global economy.

TJP is being funded with WIOA Title I funds to provide TJP. Under WIOA, transitional jobs are a type of work-experience local workforce development boards can offer as an individualized career service to Participants. TJPs are time-limited, wage-paid work experiences that are fully subsidized. TJPs can be in the public, private, or nonprofit sectors and are available to individuals with barriers to employment including chronically unemployed, or those who have inconsistent work history.

Additionally, EOR services will support the TJP participant and their work experience opportunity. EOR services include onboarding, payroll processing, employee relations, and the administration of workers' compensation and unemployment claims. The contractor will serve as the employer of record, handling all employment-related functions such as wage payments, tax withholding, background checks, and compliance labor laws.

Performance Measure:

The following performance measures are included in the Agreement:

- A. Engage 150 participants in workforce development activities, including job readiness workshops, and other workforce services and referrals.
- B. Register 85% of participants served through this program into the Career Edge on-line Platform.
- C. Provide individualized career services to at least 25 participants.
- D. Provide paid work experience opportunities to at least 21 participants.
- E. Meet or exceed State's negotiated annual performance goals below:

WIOA Title I Adult	State Goals
Employment Rate 2 nd Quarter After Exit	72.0%
Employment Rate 4 th Quarter After Exit	73.0%
Median Earnings 2 nd Quarter After Exit	\$8,185 Quarterly Earnings
Credential Attainment 4 th Quarter After Exit	66.9%
Measurable Skill Gains	57.0%

Fiscal and Facilities Impacts:

The County will fund the \$408,054 Agreement with Career Team, LLC using prior year unused funding from the Department of Labor Employment and Training Administration (DOLETA) Adult and Dislocated Worker allocation. The contract is funded with 100% federal funding with 0% state, local, and/or non-federal sources. These funds are already accounted for in the Department of Social Services' Fiscal Year 2025-26 Adopted budget. There is no impact to the General Fund.

Fiscal Analysis:

Funding Source	FY 2025-26	FY 2026-27	Total
General Fund	0	0	0
State	0	0	0
Federal	\$ 200,000	\$ 208,054	\$ 408,054
Fees	0	0	0
Total	\$ 200,000	\$ 208,054	\$ 408,054

Special Instructions:

Please scan, email and send one (1) duplicate original Agreement, and a copy of the minute order to:

DSS Procurement and Contracts Unit
C/O Tricia Beebe
2125 S. Centerpointe Parkway, 3rd Floor
Santa Maria, CA 93455
Email: TBeebe@countyofsb.org

Attachments:

Attachment A – Agreement – Career Team –TJP and EOR 25-27

Contact Information:

Luis Servin
WDB Executive Director
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