



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: August 27, 2019
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors
FROM: Department Daniel Nielson, Social Services Director
Director(s) (805) 346-7101
Contact Info: Raymond L. McDonald, Executive Director, Workforce
Development Board (805) 884-6830
SUBJECT: **Agreements with Foundation for California Community Colleges and Goodwill of
Ventura and Santa Barbara Counties for Summer Training and Employment
Program for Students**

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 (not a local vendor), to serve as the designated agency responsible for managing the grant funds for the Summer Training and Employment Program for Students and to provide Career Catalyst Services paid from the total grant amount of \$250,000 for the period of August 27, 2019 through April 30, 2020;
- b) Approve and authorize the Chair to execute an Agreement with Goodwill of Ventura and Santa Barbara Counties (a local vendor), to serve as operator in Santa Barbara County for the Summer Training and Employment Program for Students, for a total contract amount not to exceed \$30,000 from August 27, 2019 through April 30, 2020;
- c) Approve and authorize the Director of Social Services or designee to execute the Contractor Certification Clauses set forth in Exhibit D to the Agreement with Foundation for California Community Colleges;
- d) Approve Budget Journal Entry No. 0006544 to increase appropriations by \$76,000 in the Department Social Services Fund 0058 for Salaries and Benefits of staff in the amount of

\$44,800, \$1,200 for travel costs, and \$30,000 for Summer Training and Employment Program for Students program. The expenditures are funded by the 2019 Summer Training and Employment Program for Students Grant (Attachment 1) (4/5 Vote Required); and

- e) Determine that the activity is not a “Project” subject to California Environmental Quality Act (CEQA) review per CEQA Guideline Section 15378(b)(4), the creation 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; and 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:

These items are on the agenda in order to approve the following Agreements:

1. Agreement with Foundation for California Community Colleges (FCCC), to serve as the designated agency responsible for managing the grant funds for the Summer Training and Employment Program for Students (STEPS) and to provide Career Catalyst Services paid from the total grant amount of \$250,000 for the period of August 27, 2019 through April 30, 2020; and
2. Agreement with Goodwill of Ventura and Santa Barbara Counties (Goodwill) to serve as operator in Santa Barbara County for the for STEPS, for a total contract amount not to exceed \$30,000 from August 27, 2019 through April 30, 2020.

The County of Santa Barbara Workforce Development Board (WDB) applied for and was awarded the STEPS grant to provide job preparation training, including job exploration, workplace readiness skills training, and work-based learning experiences, as well as summer and year-round work experience opportunities for Students with Disabilities (SWD). Of the \$250,000 STEPS grant, the WDB will be allocated \$76,000 (\$46,000 for salaries/benefits and administrative costs, \$30,000 for the Goodwill Agreement) to administer the pre-vocational training and work experience services for SWDs in Santa Barbara County.

Background:

The California Department of Rehabilitation, in coordination with FCCC, will be funding and administering the STEPS to provide job preparation training, including job exploration, workplace readiness skills training, and work-based learning experiences, as well as summer and year-round work experience opportunities for SWD.

The FCCC conducted a Solicitation for Proposals for the 2019 STEPS grant. The WDB applied for and was awarded the 2019 STEPS grant. FCCC is the designated agency responsible for managing the STEPS grant funds. The FCCC will distribute funds to WDB and serve as the official employer of record for all paid work experience through its Career Catalyst Services. As such, FCCC will provide comprehensive human resource and payroll services for all SWD placed in paid work experience. The WDB is the agency administering and implementing the program in Santa Barbara County and will contract with Goodwill to serve as the STEPS program operator. Goodwill has extensive experience operating workforce programs for SWD and justice-involved-youth.

These STEPS grant funds are allocated in the following amounts:

\$174,000	Funds retained by FCCC for STEPS Career Catalyst Services
\$46,000	WDB – Salaries/Benefits of staff and administrative costs
\$30,000	Goodwill - Santa Barbara County STEPS operator
\$76,000	Total allocated to WDB
\$250,000	Total grant

Performance Measure:

FCCC Agreement:

1. DSS shall report on the 20th of each month to track grant activities and submit invoices for services rendered.

Goodwill Agreement:

1. Serve 50 SWD.
2. Provide 40 hours of paid pre-vocational preparation training to each SWD to include:
 - a. Job Exploration
 - b. Workplace Readiness Skills Training
3. Recruit 60 local businesses for Work Experience Sites.
4. Provide 50 SWD with 200 hours of Work Experience paid at no less than \$12.00 per hour. Full or part time.
5. Co-enroll 10 SWD in the Workforce Innovation and Opportunity Act (WIOA) Title I Programs.

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			
State			
Federal			\$ 76,000.00
Fees			
Other:			
Total	\$ -	\$ -	\$ 76,000.00

Narrative: FCCC will reimburse the WDB for any activity relating to the STEPS. There is no impact to General Fund.

Key Contract Risks:

DSS has determined that Goodwill and FCCC are medium risk vendors per the completion of the risk assessment worksheet.

Staffing Impacts:

Legal Positions:

None

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 Emma Duncan
 2125 S. Centerpointe Parkway, 3rd Floor

Board Letter for FCCC and Goodwill for STEPS

Santa Maria, CA 93455

e.duncan@sbcsocialserv.org

Attachments:

1. Attachment -BJE No. 0006544
2. Attachment -Agreement with FCCC for STEPS Grant-& CCS
3. Attachment - Agreement with Goodwill for STEPS

Authored by:

Luis Servin, Workforce Development Board

Emma Duncan, Contracts Coordinator