



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:** February 28, 2017  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Daniel Nielson, Director, Social Services 681-4451  
Director(s)  
Contact Info: Raymond McDonald, Executive Director, Workforce Development Board 681-4446

**SUBJECT:** Agreement with Foundation for California Community Colleges to Provide Career Catalyst Services

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:** Risk Management

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve and authorize the Santa Barbara County Department of Social Services (DSS), on behalf of the Santa Barbara County Workforce Development Board (WDB), to utilize the California Workforce Association (CWA) competitive procurement process for the purpose of awarding a new contract to provide Career Catalyst services as part of the WDB's Career Pathways for Youth (CPY) Project (Attachment 1); and
- b) Approve and authorize the Chair to execute an Agreement with Foundation for California Community Colleges, to provide payroll services, for the period of February 28, 2017 through June 1, 2017, in an amount not to exceed \$226,413.00 (Attachment 2); and
- c) Determine that the above recommended actions are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), finding that the above recommended actions are covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment, the activities are not subject to CEQA.

**Summary Text:**

This item is on the agenda in order to approve the Agreement with the Foundation for California Community Colleges (FCCC) to provide Career Catalyst services as part of the WDB's Career Pathways for Youth (CPY) Project based on its response to the Request for Proposal (RFP) conducted by the California Workforce Association (CWA) on behalf of its' membership. CWA issued the RFP to procure a payroll service that was intended to benefit local Workforce Development Boards across the State of California. FCCC's response included payroll services amongst other services that are part of their Career Catalyst suite of services.

CWA represents all 46 Workforce Development Boards in the State of California. The Santa Barbara County Workforce Development Board (WDB) maintains membership with the CWA. CWA's mission is to enhance and inspire California's local workforce development boards and their partners through strategic advocacy, partnership convening, and capacity building.

On August 30, 2016, your Board approved the execution of a Grant Agreement to receive \$2,000,000.00 in Federal grant funding on behalf of the WDB. The United States Department of Labor Employment and Training Administration (DOLETA) approved grant funding for the WDB for a project entitled Santa Maria Summer Jobs and Beyond: Career Pathways for Youth (CPY Project). The County, through DSS, is the fiscal agent for the grant.

It is the recommendation of DSS to authorize and execute this Agreement with FCCC.

**Background:**

DOLETA awards Federal grant funding for CPY Projects to local WDBs for the purpose of providing employment-related services to eligible youth who are new entrants to the workforce, including those with limited current or past work experience. These projects do not require cost sharing or matching funds. The \$2,000,000.00 Federal grant that DOLETA awarded to the County allows funds to be drawn down on an as needed basis using DOLETA's Payments Management System.

The CPY Project aligns community based organizations to connect youth participants in the project with paid work experience opportunities and related training. The Work Experience activity provides youth subsidized work experience at minimum wage for up to 200 hours. FCCC will be providing services to support the WDB in achieving its goal to provide disadvantaged youth with these job opportunities, decrease violence in the community, and to ensure youth obtain the skills necessary to land their first job.

CWA issued an RFP to procure a payroll services vendor that could be accessed by the membership of the CWA. Currently there is no contractor in the California Workforce System that is able to offer the flexibility to support CWA's membership. FCCC will be responsible for providing these services for all members of CWA that wish to contract with FCCC.

FCCC will provide the Career Catalyst suite of services for the WDB, which includes:

- On Boarding Assistance
- Assistance with Employee Relations Issues
- Payroll Services
- Assistance with Leave Management

- Assistance with Workers Compensation Claims
- Assistance with Unemployment

FCCC assumes liability, performs all necessary human resource functions, and ensures youth participants are compensated for their work at their selected worksites. FCCC provides the tools, materials, and expertise necessary to support employers and ensure workers gain knowledge of the skills and attributes necessary to be successful in the workplace.

**Performance Measure:**

- FCCC shall provide services for the CPY Project for 70 youth between the ages of 16-24 (both in school and out of school) for up-to 200 hours per youth.
- FCCC shall work together with the WDB, participants, employers and the work experience coordination vendor (currently Goodwill Industries of Ventura and Santa Barbara Counties) to ensure participants are provided the necessary tools that facilitate the learning experience during participation in the CPY Project.

**Fiscal and Facilities Impacts:**

Budgeted: Yes **Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund			
State			
Federal	\$ 226,413.00		\$ 226,413.00
Fees			
Other:			
<b>Total</b>	<b>\$ 226,413.00</b>	<b>\$ -</b>	<b>\$ 226,413.00</b>

Narrative:

The County will fund the \$226,413.00 contract with Foundation for California Community Colleges using \$226,413.00 of Department of Labor Employment and Training Administration (DOLETA) Workforce Investment Act (WIA) Dislocated Worker National Reserve Demonstration Grant funds. There is no General Fund Contribution.

**Key Contract Risks:**

The Risk Assessment worksheet has been completed and DSS determined FCCC to be Medium Risk. FCCC is a new contractor for DSS. FCCC has been in business since 1999.

**Staffing Impacts:**

**Legal Positions:**  
0

**FTEs:**  
0

**Special Instructions:**

Please send two (2) duplicate original of the minute order to:  
 DSS Contracts Unit  
 C/O Tricia Beebe  
 2125 S. Centerpointe Parkway, 3<sup>rd</sup> Floor  
 Santa Maria, CA 93455

**Attachments:**

Attachment 1 – CWA Request for Proposal dated 8/21/15

Attachment 2 – FCCC Agreement for Services

**Authored by:**

Luis Servin, Department Business Specialist II

Raymond L. McDonald, Workforce Development Board Executive Director

Tricia Beebe & Emma Duncan, Contracts Coordinators