



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: 06/19/12
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Kathy M. Gallagher, Director, (805) 346-7101
Director(s)
Contact Info: Raymond McDonald, Workforce Investment Board (WIB)
Executive Director, (805) 681-4446
**SUBJECT: Approval of Workforce Investment Board Youth Agreement with Community
Action Commission of Santa Barbara County (CAC)**

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 a contract for the period of June 19, 2012 through July 31, 2013 with Community Action Commission of Santa Barbara County (CAC), a local vendor, in the amount of \$126,060 to provide WIA Youth Follow-Up Services to eligible youth between the ages of 14-21 years of age in Santa Barbara County.

Summary Text:

The Workforce Investment Act of 1998 (WIA) provides the framework for a unique national workforce preparation and employment system designed to be customer-focused in meeting both the needs of businesses for skilled workers and assisting individuals in easily accessing information and services needed to begin and manage their careers. The WIA law embodies this key principle for youth: innovative youth programs that offer a broad range of coordinated services that are linked more closely to local labor market needs.

Follow-up services are mandated by Federal WIA regulations for all youth participants for a minimum duration of twelve months after successful exit from the program. The types of services provided and the duration of services must be determined based on the needs of the individual. The goals of follow-up services for WIA youth are to enable participants to continue life-long learning and achieve a level of self-sufficiency to ensure job retention, wage gains, and career progress.

Background:

WIA regulations stipulate that local workforce systems must competitively procure contractors of youth programs. Consequently, on January 17, 2012 the Santa Barbara County WIB, in cooperation with the Santa Barbara County Youth Council, released a Request for Proposals (RFP) to competitively award Workforce Investment Act Title I Youth Formula funding for follow-up services to WIA eligible youth in Santa Barbara County.

Proposals were sought that contained a program designed to contact low income, at-risk, in-school and out-of-school eligible youth ages 14-21 who have been exited from the WIB-operated WIA Youth Program successfully, and provide Follow-Up services consistent with the Federal Act.

Two (2) proposals were received by the submittal due date of February 21, 2012.

A Proposal Rating Panel met on February 28, 2012 to read and rate each proposal. The ranking of the proposals were then provided to the WIB Staff and the Santa Barbara County Youth Council.

The Youth Council is an advisory group to the WIB; and, as prescribed by Federal Law, the Council is charged with making the formal recommendation to the WIB on funding of youth programs under WIA. Based upon the Ratings Panel work, and WIB staff recommendation, the Youth Council recommended to the Full WIB that the Community Action Commission be awarded the contract.

The WIB approved the Youth Council recommendation--that included the following conditions that have been negotiated and incorporated into the attached Agreement:

- The level of funding to be awarded the contractor. The budget submitted by CAC was for the maximum amount available \$140,000; and supported a staffing plan that the Raters and WIB staff believe excessive for the number of participants to be served and services to be provided. *Therefore, WIB staff was directed to negotiate staffing levels/funding amount with CAC.*
- More details in the Scope of Service. The submitted proposal contained numerous activities to be provided by the Contractor—however, some of the listed activities will already have been provided to the participants before they are in follow-up and therefore are *not necessary*. At the same time, some listed activities needed more specificity related to frequency of contact and/or provision. *Therefore, WIB staff was directed to work with CAC to assess the necessary level of detail of service.*

The contract contain a clause that allows for termination by the department with 30 days notice in the event funding from any source is diminished or becomes unavailable.

Performance Measure:

- 100% of participants will be contacted either at home, school, employment location, and/or by phone at a minimum of once every ninety (90) days.
- 100 % participant contact information will be updated in Interlink System at a minimum of once every ninety (90) days.

Fiscal and Facilities Impacts:

Funding for this contract is budgeted in the Department's FY 12-13 Operating Budget.

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	\$ 126,060.00		
Fees			
Other:			
Total	\$ 126,060.00	\$ -	\$ -

Narrative:

Approval and execution of these one year contracts will result in direct contract expenditures of no more than \$126,060.

These costs have been allocated as follows: \$126,060 in Fiscal Year 2012-2013. Appropriations for Fiscal Year 2012-2013 have been included in the Department’s Recommended Budget. Funding for this contract comes 100% from the Department’s Workforce Investment Act (WIA) federal allocation. The contract includes a clause that allows the County to reduce the contracted not to exceed amount if revenues are not realized at the Department’s anticipated level. There is no County General Fund impact.

Staffing Impacts:

Legal Positions:

FTEs:

None.

Special Instructions:

Please send one (1) duplicate signature page, and a copy of the minute order to:

Contracts Unit
 C/O Linda Rodriguez
 2125 S. Centerpointe Parkway, 3rd Floor
 Santa Maria, CA 93455

Attachments:

Agreement for Services of Independent Contractor

Authored by:

Raymond McDonald, WIB Executive Director

cc: