



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: June 18, 2024
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: Grigor Arzumanyan, Economic Assistance and Employment
Services Division Chief, (805) 681-4410
SUBJECT: Work Site Agreement with Goodwill Industries of Ventura and Santa Barbara
Counties for Program Internships

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: No

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Director of the Department of Social Services, or designee, to execute the Work Site Agreements with Goodwill Industries of Ventura and Santa Barbara County (local vendor) to provide interns through their various internship programs (Youth Career Services, Department of Rehabilitation Student Services Paid Work Experience, and Student Training and Employment Program), with the concurrence of County Counsel, Risk Management, and Auditor-Controller;
- b) Delegate authority to the Director of Social Services, or designee, to amend the Work Site Agreement by accepting the Participant Form Addendum, which is Attachment A to the Work Site Agreement; 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 authorize the Director of the Department of Social Services (DSS), or designee, to execute the Work Site Agreements with Goodwill Industries of Ventura and Santa Barbara County (Goodwill) to provide interns through their various internship programs (Youth Career Services, Department of Rehabilitation Student Services Paid Work Experience, and Student Training and Employment Program), with the concurrence of County Counsel, Risk Management, and Auditor-Controller.

DSS will provide interns the opportunity to work in various entry-level assignments performing tasks such as data entry, scheduling appointments, and special project assistance which will enhance long term employability skills through work exposure (career exploration) and to gain entry level work readiness skills (work maturity) for future employment opportunities.

Background:

Goodwill offers opportunities to help youth and adults gain the skills and training needed to build a successful future. Through their internship programs (Youth Career Services, Department of Rehabilitation Student Services Paid Work Experience, and Student Training and Employment Program), each organization helps participants gain access to leadership opportunities, college prep services and financial literacy, tutoring and training opportunities. Participants in the program earn job experience.

Goodwill is looking at DSS to participate as a host work site to provide paid work experience to the participants in their programs. Participants will have the opportunity to perform entry-level tasks such as data entry, scheduling appointments, customer service to clients, and special project assistance.

The mission of this partnership with Goodwill is to empower and prepare student interns through an intentional collaboration. Through their programs, participants are placed with organizations that align with the participant's career interests. In addition to participants gaining access to leadership opportunities, these programs also provide participants with job readiness training that consists of interviewing skills, communication in a professional setting, time management and other job-related soft skills. Participants in the program earn valuable job experience, while providing the intern host the opportunity to prepare the future workforce.

Fiscal Impacts:

There are no costs to the County related to these internships; the County only participates as a work site and Goodwill pays the participants for their work experience.

Key Contract Risks:

The risk assessment worksheet has been completed and DSS has determined that Goodwill is a low risk vendor. Under section 6 of the Work Site Agreement, the County will indemnify Goodwill for claims or damages arising from the performance or service of the Work Site Agreement. Goodwill is the provider and has agreements with DSS for Youth Career Services and Student Training and Employment Program. Under Section 15 of those Agreements, the County will indemnify Goodwill for claims or damages arising from the performance or service of the Work Site Agreement. Goodwill provides the Department of Rehabilitation Student Services Paid Work Experience program, but not through an Agreement with DSS.

Special Instructions:

Please scan, email and send one (1) 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:

1. Attachment 1 – Work Site Agreement

Authored by:

Tricia Beebe, Procurement and Contracts Supervisor