

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF THE COUNTY OF SAN BERNARDINO
AND RECORD OF ACTION**

July 28, 2020

FROM

SANDRA HARMSSEN, Interim Director, Workforce Development Department

SUBJECT

Contract with the Foundation for California Community Colleges for Career Catalyst Employer of Record Services

RECOMMENDATION(S)

1. Approve a **Non-Competitive Contract No. 20-620** with the Foundation for California Community Colleges in a total amount not to exceed \$6,000,000 annually to provide on-boarding assistance, employee relations issues, payroll services, and process workers' compensation and unemployment claims for the period of August 1, 2020 through August 31, 2021.
2. Approve the standard Worksite Agreement for Private Business template for utilization between San Bernardino County Workforce Development Department and various private businesses in the County, to facilitate the placement of participants in work experience sites for the period of August 1, 2020 through June 30, 2025, authorizing any non-substantive changes thereto approved by County Counsel.
3. Authorize the Director of the Workforce Development Department, Interim Director of the Workforce Development Department, or their designees, to execute the Worksite Agreement for Private Business with private businesses in the County, as such agreements may be modified with non-substantive changes approved by County Counsel.
4. Authorize the Auditor/Controller/Treasurer/Tax Collector to post necessary budget adjustments in the amount of \$3,000,000 to the Workforce Development Department's 2020-21 budget as detailed in the Financial Impact section (Four Votes required).

(Presenter: Sandra Harmsen, Interim Director, 909-387-9862)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Promote the Countywide Vision.

Create, Maintain and Grow Jobs and Economic Value in the County.

Ensure Development of a Well-Planned, Balanced, and Sustainable County.

Provide for the Safety, Health and Social Service Needs of County Residents.

FINANCIAL IMPACT

Approval of this item will not impact additional Discretionary General Funding (Net County Cost). The combined expenditures of this contract will not exceed \$6,000,000 and will be fully funded through the California Work Opportunity and Responsibility to Kids Youth Employment Program (CYEP) and California Work Opportunity and Responsibility to Kids Subsidized Employment Program (CSEP). CYEP and CSEP is funded through an amended Memorandum of Understanding between the Workforce Development Department (WDD) and the Transitional Assistance Department (TAD) to include an additional \$3,000,000 for WDD to provide services

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for the CYEP and CSEP programs. WDD currently has \$3,000,000 for CSEP and CYEP in its 2020-21 budget and received notice of additional funding that became available for 2020-21 for these programs. Necessary appropriation and revenue adjustments in WDD's 2020-21 budget (571- 2260) are requested at this time, as follows:

COST CENTER	COMMITMENT ITEM / GL	DESCRIPTION	ACTION	AMOUNT
5710002260	53003703	Adult Work Experience	Increase	\$ 2,500,000
5710002260	53003908	Youth Work Experience	Increase	\$ 500,000
5710002260	55415013	Transfer In	Increase	\$ 3,000,000

BACKGROUND INFORMATION

The Foundation for California Community Colleges (FCCC) develops programs and services that promote excellence in education and provide valuable learning opportunities for students throughout the state.

FCCC has been supporting student jobs since 1998 through their Career Catalyst service, which enabled state agencies to hire interns and temporary employees while the Foundation carried the burden of liability, human resources, and payroll needs.

Career Catalyst is a suite of services to offer paid work experience. FCCC assumes liability, performs all necessary human resource functions, and ensures these individuals are compensated for their work at the employer site. They provide 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.

FCCC will serve up to 600 participants through their Career Catalyst service. The participants will be completing work-based learning while in high school that compliments their career pathway training or participants receiving cash aid through the TAD. The Foundation will provide the following services:

Deliverable	Description
On-Boarding Assistance	Virtual and onsite orientation sessions lead by the Foundation. Single point of contact for new hire paperwork. Streamlined and electronic tools to assist with hiring. Maintain personnel records.
Employee Relations Issues	Respond to all day-to-day employee relations issues and employee/supervisor inquiries regarding Policies and Procedures. Provide coaching, guidance, and legal assistance with employee relations issues with supervisors / manager(s), Workforce Development, and Legal staff. Initiate communication with employee to address and resolve issue.
Payroll Services	Manage and maintain the Human Resource Information System (HRIS) and processing of new hires, salary increases, promotions, transfers and terminations for the Program. On-line timekeeping training for students, supervisors, and contract manager(s). Tax documentation and information.

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Leave Management	Single point of contact for administrative and medical leaves of absence. Generate paperwork, track time out of the office, and facilitate/manage communication between the employee and supervisor. Liaison between individual and Employment Development Department (EDD) for State Disability Insurance (SDI) and Paid Family Leave (PFL) insurance/payments.
Workers' Compensation Claims	Single point of contact for workers' compensation claims. Generate paperwork, track time out of the office, and facilitate communication between the employee and supervisor. Liaison between employee and insurance carrier for workers' compensation insurance/payments.
Unemployment	Single point of contact for unemployment claims, generate paperwork, and serve as the liaison between employee and EDD for unemployment payments.

On March 20, 2018, (Item No. 59) the Board of Supervisors (Board) approved the first iteration of the Worksite Agreement for Private Businesses. On September 11, 2018, (Item No. 58) the Board approved the second iteration of the Worksite Agreement for Private Business after WDD collaborated with private business worksites to simplify the agreement.

The approval of the template Worksite Agreement for Private Businesses will allow WDD to continue to develop work experience sites for TAD as expeditiously as possible. Use of the template will allow for a more efficient process that will strengthen collaborative efforts in and across the County.

PROCUREMENT

This is a non-competitive procurement as FCCC has specialized credentials to provide the services to our participants through the use of their Career Catalyst Program. Purchasing has reviewed and concurs with the recommendation for non-competitive procurement. FCCC has previously provided Employer of Record services, including on-boarding assistance and payroll services to participants receiving assistance from the TAD. Through an MOU with TAD, WDD provides work experience to youth and adults to provide them with job experience in preparation to join the workforce. FCCC has been supporting participants since 1998 through the Career Catalyst service. Using Career Catalyst has enabled WDD to offer paid work experience for participants with disadvantaged backgrounds. The FCCC assumes liability, performs all necessary human resources functions, and ensures the participants are compensated for their work.

WDD desires to utilize this centralized benefit and enter into a contract with FCCC to provide Career Catalyst services for the period of August 1, 2020 through August 31, 2021.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Sophie A. Akins, Deputy County Counsel, 387-5455) on July 14, 2020; Purchasing (Bruce Cole, Supervising Buyer, 387-2098) on July 14, 2020; Auditor-Controller/Treasurer/Tax Collector (Erika Gomez, General Accounting Manager, 382-3196) on July 14, 2020; Finance (Kathleen Gonzalez, Administrative Analyst, 387-5412) on July 14, 2020; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on July 20, 2020.

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Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Josie Gonzales Seconded: Robert A. Lovingood
Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: July 28, 2020



cc: WDD- Harmsen w/agree
Contractor- C/O WDD w/agree
File- w/agree
la 07/31/2020