

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

June 22, 2021

**FROM**

**MARLENA SESSIONS, Director, Workforce Development Department**

**SUBJECT**

Amendment to the California Work Opportunity and Responsibility to Kids Youth Employment Program Contracts for Program Year 2021 through 2022

**RECOMMENDATION(S)**

Approve **Amendment No. 1** to the following contracts, to increase the total aggregate contract amount by \$169,100, from \$628,539 to \$797,639, to provide subsidized employment services for eligible youth participating under the California Work Opportunity and Responsibility to Kids Youth Employment Program, and to extend the contract period by one year, for a contract term of January 4, 2021, through June 30, 2022:

1. First Institute Training and Management, Inc. **(Contract No. 20-1226)**
  2. Pathways Management Group, Inc. **(Contract No. 20-1227)**
- (Presenter: Marlena Sessions, Director, 387-9862)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Create, Maintain and Grow Jobs and Economic Value in the County.  
Provide for the Safety, Health and Social Service Needs of County Residents.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). The combined expenditures of these contracts will not exceed \$797,639 and will be fully funded through the California Work Opportunity and Responsibility to Kids (CalWORKs) Youth Employment Program (CYEP). Adequate appropriation and revenue have been included in the Workforce Development Department's (WDD) 2020-21 budget (571-2260) and will be included in subsequent years' departmental budgets.

**BACKGROUND INFORMATION**

The County of San Bernardino's (County) Transitional Assistance Department (TAD) administers CYEP. CYEP is California's job readiness and work-experience training program for participants, ages 16 through 24, in the CalWORKs program.

Each of the contractors will provide CYEP participants with work readiness training and placement into subsidized employment training opportunities for up to 485 hours or six months, whichever comes first. The majority of the funding will be used to pay the salaries of the CYEP participants.

The proposed CYEP contracts will serve the following geographical areas.

**Amendment to the California Work Opportunity and Responsibility to Kids Youth Employment Program Contracts for Program Year 2021 through 2022  
June 22, 2021**

Contractor	San Bernardino County Geographical Area
First Institute Training and Management, Inc.	Central Valley, East Valley, High Desert, & Morongo Basin
Pathways Management Group, Inc.	Central Valley, East Valley, & West Valley

On July 1, 2018, TAD entered into a Memorandum of Understanding (MOU) with WDD to facilitate the provision of CYEP services in the County, under which WDD would provide services to no less than 48 youth participants. During the 2019-20 CYEP program year, WDD placed 66 participants in subsidized employment under this MOU. In addition, on July 1, 2020, the parties amended the MOU to increase the number of CYEP participants to a minimum of 80 youth participants.

On December 15, 2020 (Item No. 72), the Board of Supervisor approved contracts with First Institute Training And Management, Inc. and Pathways Management Group, Inc. each in the aggregate amount of \$628,539 to provide CYEP services for the period of January 4, 2021, through June 30, 2021, with the option to extend these contracts for a maximum of two consecutive one-year periods.

On May 13, 2021, TAD and WDD amended the MOU increasing the total aggregate amount not to exceed \$797,639 and extended the contract term for an additional program year to serve a minimum of 80 CYEP participants. The amendment will allow WDD to continue to provide subsidized employment opportunities that include workforce investment activities, job development, work-readiness training, and subsidized employment placement for the CYEP youth participants.

The proposed amendments to the CYEP contracts support the County and Chief Executive Officer's goals to create, maintain and grow jobs and economic value in the County by working to strengthen the partnerships between workforce boards, businesses, and education by developing a skilled labor force that fulfills business-staffing needs.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Sophie A. Akins, Deputy County Counsel, 387-5455) on May 18, 2021; Purchasing (Bruce Cole, Supervising Buyer, 387-2148) on May 18, 2021; (Kathleen Gonzalez, Administrative Analyst, 387-5412) on May 25, 2021 and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on May 25, 2021.

**Amendment to the California Work Opportunity and Responsibility to  
Kids Youth Employment Program Contracts for Program Year 2021  
through 2022  
June 22, 2021**

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

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Dawn Rowe

Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: June 22, 2021



cc: WDD - Sessions w/agrees  
Contractor - C/O WDD w/agree  
File - w/agree  
CCM 06/30/2021