

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

June 25, 2024

**FROM**

**BRADLEY GATES, Director, Workforce Development Department**

**SUBJECT**

Amendment to Contracts for California Work Opportunity and Responsibility to Kids Youth Employment Program

**RECOMMENDATION(S)**

1. Approve **Amendment No. 1** to the following contracts for the provision of subsidized employment services for eligible youth participating under the California Work Opportunity and Responsibility to Kids Youth Employment Program, revising enrollment numbers, increasing the aggregate contract amount by \$5,234,505, from \$1,395,868 to \$6,630,373, and extending by one year, for a contract period of July 1, 2023 through June 30, 2025:
  - a. California Association Health and Education Linked Professions, **Contract No. 23-613**
  - b. Career Institute, Inc., **Contract No. 23-614**
  - c. First Institute Training & Management, Inc., **Contract No. 23-615**
  - d. Goodwill Industries of Southern California, **Contract No. 23-616**
  - e. Hawkeye Properties and Workforce Innovation, Inc., **Contract No. 23-617**
2. Authorize the Director of the Workforce Development Department to execute amendments to extend the term of these contracts for a maximum of three consecutive one-year periods, subject to review by County Counsel.
3. Direct the Director of the Workforce Development Department to transmit any amendments extending the contracts to the Clerk of the Board of Supervisors within 30 days of execution.  
(Presenter: Bradley Gates, Director, 387-9856)

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

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

**Operate in a Fiscally-Responsible and Business-Like Manner.**

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

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

**Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). The combined aggregate expenditures of these contracts will not exceed \$6,630,373 and will be fully funded through a Memorandum of Understanding (MOU) with the Transitional Assistance Department (TAD) for the California Work Opportunity and Responsibility to Kids (CalWORKs) Youth Employment Program (CYEP). Sufficient revenue and appropriation for the proposed contracts have been included in the Workforce Development Department's (WDD) 2024-25 budget (571-2260).

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**BACKGROUND INFORMATION**

CYEP is California's job readiness and work-experience training program for CalWORKs participants, ages 16 through 24. TAD receives CalWORKs funding and distributes a portion of the funding to WDD who administers CYEP.

On May 24, 2023, TAD and WDD entered into a MOU, which became effective on July 1, 2023, under which WDD would provide CYEP services to no less than 140 participants through June 30, 2024. Pursuant to the MOU, WDD recommended entering into contracts in order to provide subsidized employment opportunities, including job development, work-readiness training, and subsidized employment placement to a minimum of 140 CYEP participants.

On June 27, 2023 (Item No. 123), as the result of a competitive procurement process, the San Bernardino County Board of Supervisors approved the contracts listed in Recommendation No. 1 to provide subsidized employment services to CYEP participants, in an aggregate amount not to exceed \$1,395,868, for the period of July 1, 2023 through June 30, 2024.

On June 3, 2024, TAD and WDD extended the MOU, under which WDD will provide services to no less than 105 participants through June 30, 2025, in the amount of \$1,046,901. There was a 25% cut to the program from the previous year affecting funding and the number of participants to be served. WDD recommends amending its existing contracts to increase the aggregate not to exceed amount by \$5,234,505, from \$1,395,868 to \$6,630,373, to accommodate future MOU and contract extensions over a total term of five years, and to extend the current term under which the contractors will continue to provide subsidized employment opportunities, including job development, work-readiness training, and subsidized employment placement.

Each of the contractors will continue to provide CYEP participants with work readiness training and placement into subsidized employment training opportunities for up to six months. The CYEP contracts serve the following geographical areas:

<b>Contractor</b>	<b>San Bernardino County Geographical Area</b>
California Association of Health and Education Linked Professions	High Desert
Career Institute, Inc.	High Desert
First Institute Training & Management, Inc.	Central Valley, East Valley, West Valley, Morongo Basin, High Desert
Goodwill Industries of Southern California	High Desert, East Valley
Hawkeye Properties and Workforce Innovation, Inc.	West Valley, Central Valley, East Valley

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Sophie A. Curtis, Deputy County Counsel, 387-5455) on May 15, 2024; Finance (Carl Lofton, Administrative Analyst, 387-5404) on June 5, 2024; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on June 8, 2024.

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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Curt Hagman   Seconded: Joe Baca, Jr.  
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY  \_\_\_\_\_  
DATED: June 25, 2024



cc:    WDD - Gates w/ agrees  
      Contractor c/o WDD w/ agree  
      File w/ agree  
JLL    07/1/2024