

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

June 14, 2022

FROM

BRADLEY GATES, Director, Workforce Development Department

SUBJECT

Amendment to the California Work Opportunity and Responsibility to Kids Subsidized Employment Program Contracts for Program Year 2022-23

RECOMMENDATION(S)

Approve **Amendment No. 2** to the following contracts, to increase the total aggregate contract amount by \$1,218,902, from \$4,033,688, to \$5,252,590 to provide subsidized employment services under the California Work Opportunity and Responsibility to Kids Subsidized Employment Program, and extend the contract periods by one year for contract terms from January 4, 2021, through June 30, 2023:

1. California Association of Health & Education Linked Professions (**Contract No. 20-1219**)
 2. Career Institute (**Contract No. 20-1220**)
 3. Colton Redlands Yucaipa ROP (**Contract No. 20-1221**)
 4. First Institute Training and Management, Inc. (**Contract No. 20-1222**)
 5. Hawkeye Properties, Inc. (**Contract No. 20-1223**)
- (Presenter: Bradley Gates, 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 impact Discretionary General Funding (Net County Cost). The combined expenditures of these contracts will not exceed \$5,252,590 and will be fully funded through the California Work Opportunity and Responsibility to Kids (CalWORKs) Subsidized Employment Program (CSEP). CalWORKs received additional funds from the State of California to continue providing subsidized employment services. Adequate appropriation and revenue have been included in the Workforce Development Department's (WDD) 2022-23 Recommended Budget and will be included in subsequent years' departmental budgets.

BACKGROUND INFORMATION

The San Bernardino County (County) Transitional Assistance Department (TAD) administers the CSEP funding received from the California Department of Social Services. CSEP is California's job readiness and work-experience training program for participants above the age of 25, in the CalWORKs program.

In order to facilitate the provision of CSEP services in the County, on July 1, 2018, TAD entered into a Memorandum of Understanding (MOU) with WDD, under which WDD would provide

Amendment to the California Work Opportunity and Responsibility to Kids Subsidized Employment Program Contracts for Program Year 2022-23
June 14, 2022

services to no less than 186 participants. Pursuant to this MOU, during the 2019-20 CSEP program year, WDD placed 277 participants in subsidized employment. In addition, on July 1, 2020, TAD and WDD amended the MOU to increase the number of CSEP participants to a minimum of 400 participants, with an average cost of \$10,084 per participant.

On December 15, 2020 (Item No. 71), the Board of Supervisors (Board) approved contracts in an aggregate not-to-exceed amount of \$3,443,908, with California Association Health & Education Linked Professions, Career Institute, Colton Redlands Yucaipa Regional Occupational Program (ROP), First Institute Training and Management, Inc. and Hawkeye Properties, Inc. to provide CSEP 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 to extend the MOU term for an additional program year, with a new total aggregate amount not to exceed \$4,033,688, which will allow WDD to continue to provide subsidized employment opportunities, including workforce investment activities, job development, work-readiness training and subsidized employment placement to CSEP participants.

On June 22, 2021 (Item No. 104), the Board approved Amendment No. 1, which increased the total aggregate contract amount for all five contractors by \$589,780, from \$3,443,908 to \$4,033,688, to provide CSEP services and extended the term from January 4, 2021 through June 30, 2022.

On April 7, 2022, TAD and WDD amended the existing MOU and exercised their final one-year term extension. As a result, consistent with the amended MOU between TAD and WDD, Amendment No. 2 will increase the total aggregate contract amount with the below contractors by \$1,218,902, from \$4,033,688 to \$5,252,590, to provide CSEP services and extend the term by a year through June 30, 2023.

Each of the contractors provides CSEP participants with work readiness training and placement into subsidized employment 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 CSEP participants.

The CSEP contracts serve the following geographical areas.

Contractors	San Bernardino County Geographical Areas
California Association Health & Education Linked Professions	High Desert
Career Institute	West Valley, High Desert, & Mountains
Colton Redlands Yucaipa ROP	East Valley
First Institute Training and Management, Inc.	Central Valley, East Valley, High Desert, & Morongo Basin
Hawkeye Properties, Inc.	Central Valley, East Valley, & West Valley

The proposed amendments to the CSEP 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

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Kids Subsidized Employment Program Contracts for Program Year
2022-23
June 14, 2022**

developing a skilled labor force that fulfills business-staffing needs.

The County may immediately terminate the contracts due to uncured breach or default. Either party may terminate the contract for convenience upon 30 days written notice to the other party.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Sophie Akins, Deputy County Counsel, 387-5455) on April 26, 2022; Purchasing (Bruce Cole, Supervising Buyer, 387-2148) on May 4, 2022; Finance (Erika Rodarte, Administrative Analyst III, 387-4919) on May 20, 2022; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on May 20, 2022.

**Amendment to the California Work Opportunity and Responsibility to
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2022-23
June 14, 2022**

Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: June 14, 2022



cc: WDD - Gates w/agree
Contractor - C/O WDD w/agree
File - w/agree
CCM 07/8/2022