



county of Santa Cruz

165

HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

1000 EMELINE ST., SANTA CRUZ, CA 95060
(408) 454-4130 OR 454-4045 FAX: (408) 454-4642

June 9, 1998

AGENDA: June 23, 1998

BOARD OF SUPERVISORS

County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

BUILDING SELF-SUFFICIENT FAMILIES TRAINING CONTRACT

Dear Members of the Board:

On March 30, 1998, your Board authorized the Human Resources Agency Administrator to execute an agreement with **SolutionsWest**, a training and consultation firm in Sacramento, to provide staff development consultation through June 30, 1998. The consultation, fully funded by the Packard Foundation grant, *Building Self-Sufficient Families: The Next Step in Welfare Reform*, resulted in the development of a customized training plan for Santa Cruz County's CalWORKs program staff.

Following in-depth discussions with CalWORKs staff, **SolutionsWest** recommended specialized training for Employment and Training Specialists, CalWORKs Social Workers, Eligibility Workers, Typist Clerks, and Managers and Supervisors. The trainings will assist staff in the transition to providing expanded case services for clients by developing strategies for effective teamwork, priority setting, and problem solving, and enhancing staff counseling skills that encourage participant self-sufficiency.

We are requesting your Board's approval to implement this plan during Fiscal Year 1998-99 by contracting with California State University, Sacramento (CSUS) to provide the training sessions that were recommended during the consultation process. The curriculum will be incorporated into the agency's annual training plan submitted to the Training Bureau of the California Department of Social Services in August 1998. This contracted training in the amount of \$56,700 is financed through a combination of CalWORKs funds and in-kind match from CSUS. Expenditures for the contract are included in HRA's recommended 1998-99 budget and represent no County cost.

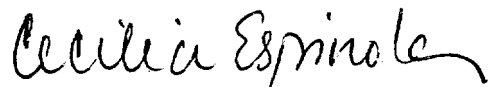
BOARD OF SUPERVISORS

Agenda: June 23, 1998

CSU, Sacramento, Training Contract

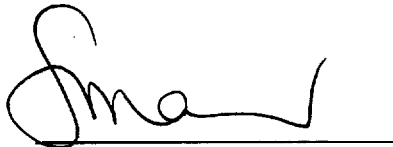
IT IS THEREFORE RECOMMENDED that your Board authorize the Human Resources Agency Administrator to sign the agreement with California State University, Sacramento, to provide staff development training, contingent upon the approval of the recommended FY98/99 HRA budget.

Very truly yours,



Cecilia Espinola
Administrator

RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

Attachments

cc: Auditor-Controller
County Counsel

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**CALIFORNIA STATE UNIVERSITY, SACRAMENTO**

REGIONAL & CONTINUING EDUCATION

AGREEMENT

Agreement No. M700050

THIS AGREEMENT is made and entered into as of this 1st day of July 1998 by and between the COUNTY OF SANTA CRUZ hereinafter called "COUNTY" and CALIFORNIA STATE UNIVERSITY, SACRAMENTO, hereinafter called "UNIVERSITY" for the purpose of providing an annual training program for County Personnel who provide Eligibility Services.

RECITALS

WHEREAS, University, a public education institution accredited by the Western Association of Schools and Colleges, has developed a CalWORKs Training Program, hereafter referred to as "Program," and

WHEREAS, County has need to provide a major skills training program in accordance with their annual training plan for County's personnel who provide eligibility services, and

WHEREAS, social services funds awarded to the California Department of Social Services (DSS) can be used to reimburse the recipient County for 85% of total actual costs;

7750 College Town Drive, Suite 100, Sacramento, California 95826-2344 • (916) 278-4433 • (916) 278-4601 FAX

NOW, THEREFORE IT IS UNDERSTOOD AND AGREED by the parties hereto as follows:

1. University agrees to present Program as set forth in Exhibit A, attached hereto and by this reference made part of this agreement.
2. County shall reimburse University for eighty-five percent (85%) of the total amount of the agreement, as shown in Exhibit A. University shall provide in-kind match on behalf of recipient county. Costs used in developing the daily training rate will be governed by the **OMB** Circular A-21, Principles for Determining Costs Applicable to Grants, Contracts, and other Agreements with Educational Institutions.
3. University will invoice County at the beginning of the quarter in which training is scheduled: Summer Quarter--July 1, Fall Quarter--October 1, Winter Quarter--January 1, Spring Quarter--April 1. In the event course schedule changes affect the quarterly amount billed, adjustments to invoices will be prepared. More than one invoice may be issued during agreement term. County shall make payment to University within thirty days (30) following County's receipt of University invoice. Said invoice shall indicate the total cost, the County share of cost, and the University in-kind contribution for the period. The maximum total cost of the program under this agreement shall not exceed fifty-six thousand seven hundred dollars (\$56,700.00).

In the event that performance by either party is rendered impossible (permanently or temporarily) by reason of strikes, lockouts, labor disputes, Acts of God,

governmental restrictions, regulations or other causes beyond the reasonable control of such party, said event shall excuse performance by such party, or in the event of temporary impossibility, shall excuse performance only for a period commensurate with the period of impossibility. In such cases, County shall be responsible for payment of all expenses incurred to the point at which University receives notice of the cancellation or temporary impossibility.

In the event County requests cancellation or rescheduling of any training class within 10 calendar days of start date, County shall be liable for all expenses incurred up to the date of the notice of cancellation or rescheduling is received by University.

4. The term of this agreement shall be for fiscal year 98/99. University shall make a good faith effort to schedule and deliver classes prior to June 30, 1999. In the event classes are not complete prior to June 30, 1999, both parties hereto agree that classes shall be scheduled and delivered as soon as feasible after June 30, 1999. However, all classes must be complete before September 30, 1999.
5. County shall limit participation to no more than thirty (30) persons per course session without the prior written approval of the University.
6. University shall maintain adequate records to support and verify costs of Program and shall retain said records for a period of not less than four (4) years following termination of this agreement. Said records shall be available, at all reasonable times during normal working hours, for inspection by the Federal or State government or by County or its authorized representative.

7. The parties hereto shall indemnify and hold one another, their officers, agents and employees harmless from and against any and all claims, losses, liabilities, damages, demands and actions, (all collectively referred to as “liability” herein) arising out of the parties’ respective performance of this agreement, but only in proportion to and to the extent such liability is caused by **or** results from the negligent act or omission of the indemnifying party, its officers, agents or employees.
8. University agrees not to discriminate, in the provision of service under this agreement, on the basis of race; color; religion; marital status; national origin; ancestry; sex; physical or mental handicap; medical condition; political **affiliation**; **status** as a Vietnam-era veteran or disabled veteran; or, within the limits imposed by law or University regulations, because of age or citizenship. University is an affirmative action/equal opportunity employer.
9. County shall not use the name of the University in any form or manner in advertisements, reports or other information released to the public without the prior written approval of University.
10. It is understood and agreed between the parties hereto that in the performance of this agreement each shall be and act as an independent contractor and not as the agent or employee of the other party.

11. University agrees to safeguard information received through the performance of this agreement in accordance with Welfare and Institution Code Section 10850.
12. Either party may terminate this agreement by giving thirty (30) days' written notice to the other party.
13. All notices under this agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows:

To University: **Office** of Continuing and Extended Education
 California State University, Sacramento
 6000 J Street
 Sacramento, CA 958 19

To County: Santa Cruz
 Human Resources Agency
 1020 Emeline Avenue
 Santa Cruz, CA 95060

Either party may, by written notice to the other, change its own mailing address.

14. This agreement shall be governed by the laws of the State of California.
15. This agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and **al)** prior oral or written agreements regarding such subject matter. No waiver, modification or addition to the agreement shall be binding unless expressed in writing and signed by both parties,

IN WITNESS WHEREOF, this agreement has been executed as of the date first set forth above.

COUNTY OF SANTA CRUZ COUNTY
HUMAN RESOURCES AGENCY

REGIONAL AND CONTINUING EDUCATION
CALIFORNIA STATE UNIVERSITY, SACRAMENTO

By _____

By Cristina Galeste

Title _____

Title Associate Director

APPROVED AS TO FORM
COUNTY COUNSEL

PROCUREMENT/CONTRACT SERVICES
CALIFORNIA STATE UNIVERSITY, SACRAMENTO

By Joe M. Scott

By Paul P. Hansen

Title Manager

COUNTY OF SANTA CRUZ

BY _____

Title _____

Approved a4 to insurance
By Janet McKinley
Risk Management Division Chief
Date 6-8-98

The program shall consist of the following:

TRAINING

Twenty-one days of training in the CalWORKs subject area from the California State University, Sacramento, Office of Regional and Extended Education. The twenty-one days consists of a five-day training series for four groups and one day for one group of CalWORKs staff. The curriculum will be incorporated into the agency's annual training plan submitted to the Training Bureau of the California Department of Social Services. The series topics are listed below:

Group 1: CalWORKs Managers and Supervisors – 5 Days

Day One

- Managing and Supervising in a Performance Measure-Based Personnel System
- Managing and Supervising for Performance Outcomes
- Setting Outcome Objectives for Projects and Ongoing Tasks

Day Two

- Establishing a Model of Self-Responsibility: Providing Appropriate Rewards
- Counseling on Performance
- Empowering Employees to Improve Performance

Day Three

- Fostering Teamwork: Dynamics of Effective Teams
- Empowering Involvement by Team Members
- Fostering Teamwork: Planning Meetings and Projects to Empower Staff

Day Four

- Supervising and Managing Multi-Disciplinary Teams: Developing Expertise in Different Programs
- Supervising and Managing Multi-Disciplinary Teams: Classifications and Work Assignments

Day Five

- Anticipating Change: Techniques for Producing Staff Ownership of Changes
- Using Expertise in Planning for Change
- Applied Problem-solving: Group Activity

Group 2: CalWORKs Employment and Training Specialists; CalWORKs Social Workers – 5 Days:

Day One

- Change in Program Focus and Demands
- Priority Setting (this class to include Typist Clerks in ETS unit)
- Establishing Personal Outcomes

- . Establishing Work Priorities and Timelines (this class to include TC's in ETS unit)

Day Two

- . Early Evaluations of Participants for Behavioral Barriers to Participation and Work Retention
- Action Planning and Participant Empowerment

Day Three

- Teamwork with EW's: What we Do (mixed class with EW's)
- When Do We Need EW Expertise (mixed class with EW's)
- Group Activity: What We Need to Know from You About Our Cases (mixed class with EW's)

Day Four

- Vocational and Behavioral Assessments
- . Results as Predictors of Success
- . Necessary Interventions
- . Action and Activity Planning
- . Applied Practice
- Developing "Profiles" for Activity Planning
- Intervention Action Plan

Day Five

- . Toward More Effective Job Services
- Alternative Methods and Techniques for Job Search Activity
- . Effective Documentation and Caseload Management

Groups Three and Four: CalWORKs Eligibility Workers - 5 Days:

Day One

- Change in Program Focus and Demands
- Priority Setting (this class to include Typist Clerks in EW unit)
- Establishing Personal Outcomes
- Establishing Work Priorities and Timelines (this class to include TC's in EW unit)

Day Two

- Participant Self-Responsibility and Customer Service
- Providing Service that Encourages Transitions to Self-Support (this class to include TC's in EW unit)
- Shift in Program Focus: Counseling Skills to Encourage Self-Sufficiency

Day Three

- Teamwork with ETS's: What we Do (mixed class with ETS's/SW's)
- When Do We Need ETS and SW Expertise (mixed class with ETS's/SW's)
- Group Activity: What We Need to Know from You About Our Cases (mixed class with ETS's/SW's)

Day Four

- Problem Solving and Participant Self-Responsibility
- . Assisted Referrals: Self-Disclosure and Interviewing for Self-Disclosure
- Applied Practice: Case Scenarios for Problem-solving and Assisted Referrals

Day Five

- Time Limits: Providing Participants with Support for Making Informed Choices
- Case Documentation and Participant Tracking

Group 5: CalWORKs Typist Clerks – 1 Day:

- Negotiating Deadlines While Serving Multiple Staff

CSUS, Office of Continuing and Extended Education, will provide the following:

- Needs assessment, curriculum planning and implementation
- Instructional and student services
- Evaluation and feedback
- Off-site coordination of training

The County will provide the following:

- On-site training facility and audio-visual equipment
- On-site coordination of training

Total cost of training under this agreement **is** \$56,700.00

University's in-kind contribution \$ 8,505.00

County's share of cost \$48,195.00

COUNTY OF SANTA CRUZ

REQUEST FOR APPROVAL OF AGREEMENT

176

0: Board of Supervisors
County Administrative Officer
County Counsel
Auditor-Controller

FROM: Human Resources Agency (Dept.)
H. Anne Adams (Signature) 6/8/98 (Date)

he Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

Said agreement is between the County of Santa Cruz Human Resources Agency (Agency)
and California State University, Sacramento, 6000 J St., Sacramento, CA (Name & Address)
95819

The agreement will provide Cal Works Staff Development Training

3. The agreement is needed to provide 21 days of self-sufficiency training

4. Period of the agreement is from 7/1/98 to 6/30/99

5. Anticipated cost is \$ 48,195 (Fixed amount; Monthly rate; Not to exceed)

5. Remarks: Contract amount - \$56,700

Contact: Nora Krantzler, est. 5406

7. Appropriations are budgeted in 392100 (Index#) 3665 (Subobject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available and have been encumbered. Contract No. CO 81707 Date 6/10/98
are not will be

subject to 98/99 Final Budget

GARY A. KNUTSON, Auditor - Controller

By Linda J. Chou Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the
to execute the same on behalf of the

(Agency).

Remarks: ES (Analyst)

County Administrative Officer

By Eh S. S. S. Date 6/11/98

Agreement approved as to form. Date

Distribution:

Bd. of Supv. - White
Auditor-Controller - Blue
County Counsel - Green *
Co. Admin. Officer - Canary
Auditor-Controller - Pink
Originating Dept. - Goldenrod

*To Orig. Dept. if rejected.

41 DM 129 (6/95)

State of California)
County of Santa Cruz) ss

I, _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
State of California, do hereby certify that the foregoing request for approval of agreement was approved by
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered
in the minutes of said Board on _____

By _____ Deputy Clerk