

# county of Santa Cruz

## HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

1000 EMELINE ST., SANTA CRUZ, CA 95060

(408) 454-4130 OR 454-4045 FAX: (408) 454-4642

March 28, 2001

Agenda: April 17, 2001

### BOARD OF SUPERVISORS

County of Santa Cruz

701 Ocean Street

Santa Cruz, CA 95060

### CAREGIVER TRAINING INITIATIVE GRANT FUNDS

Dear Members of the Board:

On January 31, 2001, Governor Davis awarded the Greater Bay Area Training Initiative \$2,690,250 in Caregiver Training Initiative (CTI) funds. The Human Resources Agency/Workforce Investment Board (WIB), as a Greater Bay Area Training Initiative partner, will receive \$300,028 of this award to implement the CTI locally. The purpose of the CTI, which supports the Governor's Aging with Dignity Initiative, is to recruit, train and retain caregivers including Certified Nurse Assistants, Licensed Vocational Nurses, Personal Care Assistants and In-Home Supportive Service Workers, as well as to develop career paths and build capacity in the caregiving field.

The CTI proposal solicitation was released in late September 2000. Workforce Investment Boards, in partnership with health care agencies, public education and labor, were eligible to apply. Representatives from these agencies across the six county area of Alameda, Contra Costa, Monterey, San Benito, Santa Clara and Santa Cruz joined together as the Greater Bay Area Training Initiative to submit a unified proposal. The San Jose/Silicon Valley Workforce Investment Board agreed to act as the fiscal agent for the project.

The regional service strategy, as outlined in the proposal to the state, contains two distinct categories of deliverables: system building and training to individuals. In regard to the former, the WIB will continue to develop the system building strategy

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with its regional partners and will return to your Board should services need to be contracted. In regard to the latter, the individual training strategy includes On-the-Job training to new and current caregivers as a key element with appropriate supports, including transportation and child care. The system is designed to recruit new individuals to the caregiving field, as well as retain current caregivers by allowing them to upgrade their skills and move up the career ladder. Eligible populations for services provided through this Department of Labor (DOL) funded grant include public assistance recipients, former foster care youth and Workforce Investment Act customers.

The CTI grant must be implemented quickly. Forty percent of CTI grant funds are Department of Labor (DOL) Welfare to Work and must be spent by June 29, 2001. The balance of funds, sixty percent, are DOL Workforce Investment Act and may be spent through June 30, 2002.

Due to the extremely short timeline for implementation of training services, at its January 25, 2001 meeting, the Workforce Investment Board recommended that Associates for Research and Behavior (Arbor), Inc., a longtime local provider of On-the-Job training services, be utilized to deliver services in Santa Cruz County through a modification to its existing On-the-Job training contract. The resultant contract amendment for the CTI training services modality with Arbor, Inc. will not exceed \$220,000 for the term March 1, 2001 through June 30, 2002. A scope of services outline for the contract amendment to be executed is attached.

Your Board's action on this contract amendment will allow timely implementation of the Caregiver Training Initiative. The contract amendment will be 100% federally funded and will result in no cost to the County.

IT IS THEREFORE RECOMMENDED that your Board:

1. Adopt a resolution accepting unanticipated revenue in the amount of \$68,200 and appropriate these funds as detailed in the attached AUD-60 (the remaining grant funds of \$23 1,828 will be included in the Fiscal Year 01-02 Human Resources Agency budget);

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2. Approve Arbor, Inc., as the contractor for local Caregiver Training Initiative services with reimbursement not to exceed \$220,000 for the period of March 1, 2001 through June 30, 2002;
3. Approve the scope of services outline for the contract amendment (attached); and
4. Authorize the Human Resources Agency Administrator to execute a contract amendment for Caregiver Training Initiative Services with Arbor, Inc., and make modifications as needed to the contract amendment that do not change the dollar amount or overall purpose of the contract amendment.

Very truly yours,

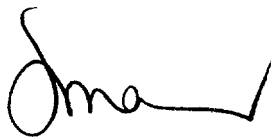


Cecilia Espinola  
Administrator

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RECOMMENDED



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Susan A. Mauriello  
County Administrative Officer

cc: Arbor, Inc.

BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

Resolution No. \_\_\_\_\_

On the motion of Supervisor \_\_\_\_\_  
duly seconded by Supervisor \_\_\_\_\_  
the following resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

Whereas, the County of Santa Cruz is a recipient of funds from Department of Labor  
\_\_\_\_\_ for Caregiver Training Initiative program; and

WHEREAS, the County is recipient of funds in the amount of \$ 68,200.00 which are either in excess of those anticipated or are not specifically set forth in the current fiscal year budget of the County; and

WHEREAS, pursuant to Government Code Section 29130( c ) / 29064( b ), such funds may be made available for specific appropriation by four-fifths vote of the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County Auditor-Controller accept funds in the amount of \$ 68,2000.00 into Department \_\_\_\_\_

<u>T I C</u>	<u>Index Number</u>	<u>Revenue Subiect Number</u>	<u>Account Name</u>	<u>Amount</u>
011	391600	1130	Federal-Other Gov. Agencies	\$ 68,200.00

and that such funds be and are hereby appropriated as follows:

<u>T/C</u>	<u>Index Number</u>	<u>Espenditure Subioiect Number</u>	<u>PRJ/UCD</u>	<u>Account Name</u>	<u>Amount</u>
021	391600	3100		Regular Pay-Permanent	\$ 6,200.00
021	391600	5243		<b>Contracts</b>	\$ 62,000.00

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been researched and that the Revenue(s) (has been) (will be) recieved within the current fiscal year.

By *Marcos Elias*  
Department Head

Date *3/30/01*

COUNTY ADMINISTRATIVE OFFICER

   *Feb*    Recommended to Board

           / Not recommended to Board

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ by the following vote (requires four-fifths vote for approval ):

AYES: SUPERVISORS

NOES: SUPERVISORS

ABSENT: SUPERVISORS

\_\_\_\_\_  
Chairperson of the Board

ATTEST:

\_\_\_\_\_  
Clerk of the Board

APPROVED AS TO FORM:

*Henry A. Oberhelman III*  
County Counsel 12/16/97

# 391600  
APPROVED AS TO ACCOUNTING DETAIL:

*P. J. Blough 4-5-01*  
Auditor-Controller

Distribution:

- Auditor-Controller
- County Counsel
- County Administrative Officer
- Originating Department

AUD60 (REV 12/97)

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**Arbor, Inc., Caregiver Training Initiative Contract Modality  
Scope of Services Outline**

Total Funding Not to Exceed: \$220,000

Minimum Number to be Served: 30

Service Period: March 1, 2001 through June 30, 2002

Funding Parameters:

- 40% of budget shall be Welfare to Work funds and shall be expended by June 28, 2001 unless applicable laws regarding dates are amended
- 60% of the budget shall be Workforce Investment Act funds and shall be expended by June 30, 2002

Service Description:

Arbor, Inc, will provide the following services:

1. Outreach, recruitment, eligibility and registration/enrollment of no less than 30 participants (including both new and incumbent workers wishing to advance in the field) into Welfare to Work and/or Workforce Investment Act Caregiver Training Initiative Services.
2. Provide individual assessments and develop an Individual Service Strategy for each participant to discern the need for training.
3. Provide pre-vocational training as may be needed, including basic skills instruction such as basic literacy, vocational ESL, safety training, and job-readiness skills such as training in finding and retaining employment.
4. Provide training as may be needed, including work experience, On-the-Job training, and/or classroom training.
5. Provide supportive services as may be needed, which may include books, uniforms, transportation, child care and/or emergency payments (car repairs, housing).
6. Provide follow-up services as may be needed, which will include continued case management to ensure employment success and retention. In addition, follow up services may include employer liaisons provided by the One-Stop System to work with participating employers and employees during the first 180 days of employment, an Emergency Assistance Program for emergency one-time funds, regional mentoring/peer services, and /or continued job development and placement.