



# County of Santa Cruz

## HUMAN RESOURCES AGENCY

Cecilia Espinola, Administrator

1000 Emeline Avenue, Santa Cruz, CA 95060

(831)454-4130 or 454-4045 FAX: (831)454-4642

November 6, 2001

AGENDA December 4, 2001

### BOARD OF SUPERVISORS

County of Santa Cruz

701 Ocean Street

Santa Cruz, CA. 95060

### **APPROVE CABRILLO COLLEGE CONTRACT FOR FAST TRACK TO WORK, CAREER LADDERS PROJECT, 1000 LOCAL JOBS FOR LOCAL PEOPLE, AND DIESEL MECHANICS TRAINING PROJECT**

Dear Members of the Board:

**On** June 28, 2001, the Workforce Investment Board (WIB) approved the Workforce Investment Act (WIA) budget for Fiscal Year (FY) 2001-02 which included funding for continuation of projects operated by Cabrillo College: Fast Track to Work, 1000 Local Jobs for Local People and Diesel Mechanics Training Project. Funding for the three WIA projects, as well as the CalWORKs funding for the Cabrillo College Career LADDERS Project, were included in the Human Resources Agency (HRA) FY 01-02 budget adopted by your Board during budget hearings. The purpose of this letter is to seek your Board's approval of a contract with Cabrillo College in the amount \$178,765 to support the various workforce development projects and to authorize the Human Resources Agency Administrator to sign the contract. The projects are 100% Federally funded and there will be no cost to the County.

#### Fast Track to Work:

The contract provides continued support for Fast Track to Work with \$61,700 of WIA funding for staff costs to support Career Center customers, WIA adult participants and dislocated workers with professional and matriculation services at Cabrillo College that include recruitment, priority registration assistance, individual and career counseling, attendance tracking, academic progress reporting, and tutoring. The WIA participants attend classes to prepare them for employment.

#### Career LADDERS

**As** you may recall, Cabrillo College developed the Career LADDERS Project in conjunction with the Santa Cruz County Coalition for Workforce Preparation in 1998. The David and Lucile Packard

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Foundation refunded LADDERS with \$250,000 for two years which is matched with \$70,000 from HRA and \$20,000 from Cabrillo College. The project identifies and responds to the needs of CalWORKs recipients and other low-income persons by identifying and preparing people for opportunities for upward mobility, family supporting wages, and increasing work skills. For ~~this~~ next phase, LADDERS will promote Spanish and English models of the career ladder previously developed and train Workforce Santa Cruz County Career Center employment and training **staff** how to use the information. The Computer Proficiency Test will be implemented with local job seekers and employers. The English proficiency English as a Second Language (ESL) Pilot will be implemented with 30 of the hardest-to-employ, least English proficient CalWORKs customers. Work-based learning opportunities for CalWORKs customers will be developed in collaboration with the Fast Track to Work program and methods to measure success will be designed. LADDERS will work with its Steering Committee to continuously measure the success of projects and adapt them accordingly.

1000 Local Jobs for Local People

The 1000 Local Jobs for Local People project was approved by your Board on March 6, 2001 for the period January 1, 2001 through June 30, 2002 in response to an action plan developed by a leadership ~~team~~ of the Santa Cruz Region Cluster Analysis. The project goal approved by the WIB is to connect 1000 local residents of Santa Cruz County with local jobs with career potential over the next 5 years. Career LADDERS manages the project with \$35,185 of WIA funding for **staff** costs in this fiscal year. The planning and coordination with employers and the workforce network will continue to focus on the occupational strands of health care, computer technology, and employers with administrative support **staff** needs. Work plans **are** designed to mobilize local employers and workforce development agencies to develop and take specific actions which would help fill local positions. Key emphasis is on basic work skill preparation for high school students, career awareness for local residents, recruitment, outreach and placement and a way to develop a system that allows employers to communicate changing workforce needs to local education and training organizations.

Diesel/General Mechanics Training Project

Also, in the March 6, 2001 item, your Board approved funding for the planning and development of a Diesel/General Mechanics Training Project for the period January 1, 2001 to June 30, 2002. The need for diesel and general mechanics was identified by business leaders on the WIB and is supported by Labor Market data. The Career LADDERS Project at Cabrillo College continues **as** lead in the planning and implementation for this fiscal year with \$11,880 of WIA funding for staff costs. A regional partnership has been formed comprised of Cabrillo, Gavilan, Hartnell and Monterey Peninsula Colleges to address the collective challenges of the project. The start date for training is currently contingent on working with local employers and partners to secure the necessary equipment for the classes.

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Project status reports **are** provided to the WIB **as** appropriate and all activities **are** coordinated with the Workforce Santa Cruz County Career Center system. Additionally, the Career LADDERS Project reports **to** a Steering Committee which includes the HRA Administrator, the CareerWorks Division Director, the WIB Director, and representatives of other partners agencies. A copy of the contract is on file with the Clerk of the Board.

IT IS THEREFORE RECOMMENDED that your Board:

1. Approve the contract with Cabrillo College for \$178,765 for Fast Track to Work, Career LADDERS, 1000 Local Jobs for Local People, and the Diesel/General Mechanics Project;
2. Authorize the Human Resources Agency Administrator to sign the contract; and
3. Authorize the Human Resources Agency Administrator to act on behalf of the County in all matters pertaining to the contract and to execute any minor modifications to the Scope of Work that do not change the term, cost or overall purpose; and sign all necessary documents **as** appropriate.

Very truly yours,



CECILIA ESPINOLA  
Administrator

CEAKZDL

RECOMMENDED:



SUSANA MAURIELLO

County Administrative Officer

CC: County Administrative Office  
Auditor Controller  
HRA-Fiscal  
HRA-WIB

# COUNTY OF SANTA CRUZ

## REQUEST FOR APPROVAL OF AGREEMENT

TO: Board of Supervisors  
County Administrative Office  
Auditor Controller

FROM: Human Resources Agency (Department)  
BY: Adriana P. Bulicz (Signature) 10/31/01 (Date)  
Signature certifies that appropriations/revenues are available

AGREEMENT TYPE (Check One)

Expenditure Agreement ☒

Revenue Agreement ☐

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

1. Said agreement is between the Human Resources Agency (Department/Agency)

and Cabrillo College, 6500 Soquel Drive, Aptos, Ca 95003 (Name/Address)

2. The agreement will provide continued services to CalWorks and WIA clients participating in one of the following special projects: Fast Tract to Work, LADDER, Diesel Mechanics, 1000 Local Jobs.

3. Period of the agreement is from July 01 to June 30, 2002

4. Anticipated Cost is \$ 178,765.00 ☐ Fixed ☐ Monthly Rate ☐ Annual Rate ☒ Not to Exceed

Remarks: 1) 3921-5665 \$ 70,000 LADDERS Project CalWorks; 2) 3916-5243 \$ 61,700 Fast Tract to Work WIA; 3) 3916-5243 \$ 11,880 Diesel Mechanics WIA Incentive; 4) 3916-5243 \$ 35,185 Local Jobs WIA Incentive. 12-13

5. Detail: ☐ On Continuing Agreements List for FY 01 - 02 . Page CC- # Contract No: 11495 OR ☐ 1st Time Agreement

☐ Section II No Board letter required, will be listed under Item 8  
☐ Section III Board letter required  
☐ Section IV Revenue Agreement

392100 - 5665 \$ 70,000.00  
391600 - 5243 \$ 108,765.00

6. Appropriations/Revenues are available and are budgeted in (Index) (Sub object)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACHED COMPLETED AUD-74 OR AUD-60

Appropriations are available and have been encumbered.  
are not available and will be encumbered.

Contract No: 11495

by: Adriana P. Bulicz Date: 11/7/01  
Auditor-Controller Deputy

CC-12,13

Proposal and accounting detail reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize

(Dept/Agency Head) to execute on behalf of the (Department/Agency)

Date: 11/19/01 Contract Analyst: D. Lundberg x 4584  
By: [Signature]  
Fiscal Analyst: B. Cow-Bulicz x 4591 County Administrative Office

Distribution:

Board of Supervisors - White  
Auditor Controller - Canary  
Auditor-Controller - Pink  
Department - Gold

State of California  
County of Santa Cruz

I, [Signature] 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 Office by an order duly entered in the minutes of said Board on 20

ADM - 29 (8/01)  
Title Section 300 Proc Man

By: Deputy Clerk

AUDITOR-CONTROLLER USE ONLY

CO	\$	Document No.	JE Amount	Lines	H/TL	Keyed By	Date
TC110	\$						
24		Auditor Description	Amount	Index	Sub object	User Code	