0295



# **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

April 17,2002 AGENDA: May 7,2002

BOARD OF SUPERVISORS County of Santa Cruz 701 Ocean Street Santa Cruz. CA. 95060

#### AMENDMENT TO CONTRACT WITH SHORELINE OCCUPATIONAL SERVICES

#### Dear Members of the Board:

On September 25,2001 your Board approved a contract with Shoreline Occupational Services for the Post Employment Career Advancement Project (PECAP) to provide career advancement services for Human Resources Agency (HRA) Careerworks program participants. The purpose of this letter is to request your Board's approval of a contract amendment to increase project funding by \$7,036.00 for a total amount of \$163,047.00. Funds for this amendment are available from the CalWORKs single allocation and are included in the Human Resource Agency Budget for FY 2001-2002. This represents no additional County cost.

Services provided by this project include career advancement counseling for newly employed Career Works participants, assistance arranging for skill upgrade training, and assistance arranging for necessary supportive services such as child care and transportation. This amendment is needed so that Shoreline Occupational Services can increase current enrollment and service levels in anticipation of program continuation in the coming fiscal year.

IT IS THEREFORE RECOMMENDED that your Board approve the attached contract amendment with Shoreline Occupational Services to increase funding by \$7,036.00 and authorize the Human Resources Agency Administrator to sign the contract amendment on behalf of the County, as recommended by the **Human** Resources Agency Administrator.

Very truly yours,

Ceutia Espirola (ET) CECILIA ESPINOLA

Administrator

CE/CW:cw

## **BOARD** OF SUPERVISORS

Agenda: May **7,2002** 

### AMENDMENT TO CONTRACT WITH SHORELINE OCCUPATIONAL SERVICES

RECOMMENDED:

SUSAN A. MAURIELLO County Administrative Officer

#### Attachments

CC: County Administrative Office

Auditor Controller

Contractor HRA **Fiscal** 

#### **EXHIBIT D**

### REVISED PROJECT BUDGET SUMMARY FY 2001-02

0297

## Shoreline Occupational Services - Post-Employment Career Advancement Project

Contract # 2661-02; Amendment #1; March 19, 2002

Salaries and Benefits	
Salaries and Wages	97,932.00
Fringe Benefits	27,421.00
Total Salaries and Benefits	125,353.00
Services and Supplies Space	
400 sq. ft@\$1.00/sq. ft./month	4,800.00
facility Maintenance: @\$66/month	792.00
Utilities@\$99/month	1,188.00
Equipement Rental / Maintenance, Small tools and	1,000.00
Communications	
4 Pager / Cell Phones @300/month	1,920.00
Telephone (includes Internet service)	1,200.00
Postage	120.00
Travel	0.704.00
Local Travel 2000 miles @ \$.29/mile/month Other Travel costs	2,784.00 1,500.00
Other Havercosts	1,500.00
Staff Training	1,590.00
Supplies and Printing	1,750.00
Professional Services and SubContractors	1,000.00
Insurances/ Bond/Audit	2,400.00
Other	
Participant incentives	2,465.00
Advertising and Recruitment	650.00
Total Services and Supplies	25,159.00
Administrative1Indirect Costs	12,535.00
Grand Total - All Expenses	\$163,047.00

# COUNTY OF SANTA CRUZ REQUEST FOR APPROVAL OF AGREEMENT

TO:	Board of Supervisors	FROM:	Human Res	ources Age	ncy	(Department)			
	County Administrative Office Auditor Controller	BY:	Signature certifie	that appropri	(Sk ations/revenues are av	gnature) 3/19/62(Date) allable			
AGR	EEMENT TYPE (Check One) Amendme	ent	Expenditure Agre	ement 🗌	Revenue Agreeme	ent 🗌			
	The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of same.								
1.	. Said agreement is between the Santa Cruz County/ Human Resources Agency (Department/Agency)								
	and Shoreline Occupationa	<u>l Services</u>	nad make saken ni digada ada kipa ang Pada Maka Saka Saka Saka Saka Saka Saka Sak	Management of the state of the	and the last the same of the same to the same the same of the same	(Name/Address)			
2.	amendment The agxxxxxxxxvvIII provide <u>Welfare</u> CalWorks participants.		pportive se		an additional	30 to 35			
3.	Period of the agreement is from7/				30/02				
	Anticipated Cost is \$ 163,047.00					Rate XX Not to Exceed			
5.	Remarks: Current encumbrances of \$ 5,100 to 5243 and \$ 150,911 to 5665.  Additional encumbrances of \$ 7,036. to 5665.  Detail: On Continuing Agreements List for FY Page CC- Contract No: 12261-02 OR 1st Time Agreement  Section II No Board letter required, will be listed under Item 8  Section IV Revenue Agreement Amendment Agreement								
6.	Appropriations/Revenues are available an	nd are budgeted	in <u>392100</u>	and growing the state of the st	(Index)5	665 (Sub object)			
	NOTE: IF APPROPR	RIATIONS ARE I	NSUFFICIENT, AT	ACHED COMP	ETED AUD-74 OR AU	D-60			
	are available and will are not will are not ar		bered. By:	Auditor Conty		Date: 4 24 02			
_	HRA Administrator	Mary are soon a sail	Dept/Agency Head	) to execute or	behalf of the	HRA			
D	ate: 4/25/02	no, manipulation de contraction de c	Ву:	S.C. County Adminis	strative Office	(Department/Agency)			
D	istribution: Board of Supervisors - White Auditor Controller - Canary Auditor-Controller - Pink Department - Gold	proved by sai	ata Cruz ex-office ex-office exrnia, do hereby ce d Board of Supervi	rtify that the for sors as recomin	pregoing request for ap	of the County of Santa Cruz, oproval of agreement was ap- Administrative Office by an 20			
_	ADM - 29 (8/01) Title I, Section 300 Proc Man	By: Deputy C	lerk						
7	AUDITOR-CONTROLLER USE ONLY				And the second s				
(	CO\$	Lin	es H/	1	Keyed By	Date			
3	Auditor Description	\$_ Ar	nount	Index	Sub object	User Code			

0299 **226**/ County Contract# <del>2661-02/</del>

Amendment: #1 Date: March 5,20024

AMENDMENT TO AGREEMENT between the COUNTY OF SANTA CRUZ – HUMAN RESOURCES AGENCY- Careerworks Division and Shoreline Occupational Services-Goodwill Industries of Santa Cruz, Monterey and San Luis Obispo Counties, Inc.

Contract number 2661-67, commencing on July 1,2001, by and between the County of Santa Cruz and Shoreline Occupational Services, is hereby amended by revising the financial obligation and Exhibit D, Program Budget Summary FY 2001-2002. This contract is amended to read:

Obligation: Total contract cost will not exceed \$163,047.00.

Exhibit D: Revised Project Budget Summary, FY 2001-2002 (attached) replaces the

original Exhibit D.

All other provision of this contact shall remain the same.

THIS CONTRACT AMENDMENT IS APPROVED BY THE PARTIES HERETO AND BECOMES EFFECTIVE ON THE  $19^{TH}$  DAY OF MARCH 2002.

COUNTY OF SANTA CRUZ Human Resources Agency	CONTRACTOR Shoreline Occupational Services			
By: Cecilia Espinola, Administrator	By: Michael Paul			
Date:	Date: 4/17/02			
Approved as to Form By: Marie Costa County Counsel	<u>4-/7-2002</u> Date			
Approved as to Insurance By: Arch Management	4-16-2007 Date			

Distribution: Auditor Controller

**Human Resources Agency** 

Contractor HRA Fiscal