



county of Santa Cruz

HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

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May 21, 2002

Agenda: June 4, 2002

BOARD OF SUPERVISORS

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

WORKFORCE INVESTMENT BOARD PROCUREMENT FOR YOUTH PROGRAM

Dear Members of the Board:

The purpose of this letter is to provide your Board with the results of the Workforce Investment Board's Youth Program procurement for July 1, 2002 through June 30, 2004. The resulting service agreements are on file with the Clerk of the Board. The agreements will be fully federally funded and will result in no cost to the County. Additionally, this letter provides an overview of the Workforce Investment Act Youth Program as requested by your Board at its April 9, 2002 meeting.

Program Design

The current Youth Program service design was developed by the Workforce Investment Board and included in the local Five-Year Strategic Plan approved by both your Board and the State of California. Under the design, the Human Resources Agency Careerworks Division as the One Stop Career Center Operator, was designated to provide **primary** case management services and the Workforce Investment Act mandated service elements in which the organization had expertise. These included work experience, summer employment, supportive services, occupational services and follow-up. This strategy conformed with the Workforce Investment Act emphasis on connecting youth services to the One-Stop Career Center service delivery system, leveraged youth funding with other resources supporting that system and provided a platform for offering long-term, family-centered employment services.

The design also provided that services that were new under the Act, including dropout prevention, tutoring, study skills, referrals to alternative schools, mentoring, leadership, and counseling, be put out to bid. Based on the Workforce Investment Board's funding recommendations, your Board approved a two-year contract with the County Office of Education to provide these new services. Accordingly, Careerworks and the County Office of Education implemented the Youth Program on July 1, 2000.

Through this design, up to 200 eligible youth per year are served. Eligible youth, as defined by the Workforce Investment Act, must meet federally prescribed low income guidelines, be between the ages of 14 and 21 and meet one of **six** criteria which include deficiency in basic skills; school dropout; homeless runaway or foster child; pregnant or parenting; offender; or ethnic minority. A small portion

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(5%) of youth served may be above income guidelines but must be between the ages of 14 and 21 and meet at least one of eight similar criteria. Additionally, **as** approved in the local Five-Year Strategic Plan, **an** emphasis is placed on serving youth in South County, the area of the highest unemployment in the County.

Youth are recruited to the Program through a variety of outreach methods including referrals from schools, CalWORKs and community organizations and are invited to an orientation session. Key components of program registration are eligibility determination and objective assessment. The latter includes assessments to determine the youth's interests and aptitudes. Using objective assessment information, the Individual Service Strategy is developed. It sets the goals for the youth's program participation, which may include increasing basic skills and learning skills to get and keep a job.

Based on the Individual Service Strategy, Careerworks may refer a youth to any, or all, of the ten Workforce Investment Act mandated youth services. For example, a youth with little or no work experience may be provided subsidized work experience in the public or private sector. Youth learn work skills through this hands-on approach, while earning a paycheck that often contributes to their family's budget. Work maturity courses are generally provided to youth prior to or in concert with their work experience. These courses provide instruction on how to get a job, including application/resume preparation and interviewing skills, **as** well **as** how to keep a job, including learning proper work attire and attitudes and behaviors. Careerworks also determines the need for supportive services to help ensure a youth's success in the Program. Supportive services include assistance with transportation (i.e. bus passes), childcare, work uniforms and school supplies.

Based on the Individual Service Strategy, Careerworks may refer youth to the County Office of Education. A youth assessed **as** basic skills deficient at registration will be referred for one or more educational services to assist the youth to increase his/her basic skills level. Youth are also referred to the County Office of Education to receive mentoring from volunteer adults, to receive leadership services, which may include participating on the Youth Council, and other activities to foster decision making skills, and to receive guidance and counseling for substance abuse or other barriers to academic and career achievement.

Finally, once a youth has completed his/her Individual Service Strategy goals, he/she is exited from the Youth Program. To ensure that the gains made in the Youth Program are maintained, the Workforce Investment Act provides for a minimum of 12 months of follow-up services for each youth. Careerworks currently provides these services which include regular contact with the youth, with the youth's employer, and assistance in obtaining better paying jobs, career development and further education.

Program Years 2002 and 2003 Service Design and Procurement

As you may know, the Workforce Investment Board released a Request for Proposals for Workforce Investment Act Youth Program services for the period of July 1, 2002 through June 30, 2004, with the option to extend the resulting service agreements for one year based on

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contract performance and the recommendation of the Workforce Investment Board. The procurement process has been completed and the Workforce Investment Board is now requesting authorization to execute the recommended service agreements in order to ensure continuity of services on July 1, 2002. Current service agreements expire June 30, 2002. The new agreements will be fully federally funded and will result in no cost to the County.

Since the implementation of the current Youth Program, final Workforce Investment Act Regulations have been published which allow the grant fiscal agent, in this case the Human Resources Agency, to provide services for program registration, objective assessment and the development of an Individual Service Strategy, while the ten mandated youth services must be competitively procured. Further, based on Department of Labor guidance, the Workforce Investment Board Youth Council developed a new program design for Program Years 2002 and 2003. The Youth Program design, approved by the Workforce Investment Board, provided for the Human Resources Agency Careerworks Division to provide the services noted above, including registration and objective assessment, and divided the ten required Workforce Investment Act youth services into "thematic groups". These thematic groups were put out to bid individually but collaboration was encouraged and bonus points were awarded for agencies collaborating to provide more than one thematic group. Qualified public, non-profit and for-profit agencies were invited to apply for the following thematic group(s):

- Improving Educational Achievement (tutoring, study skills training, dropout prevention strategies and other instruction);
- Preparing for and Succeeding in Employment (work experience, summer employment, occupational skill training and supportive services);
- Supporting Youth (leadership development, adult mentoring, guidance and counseling);
- Follow-up Services (assistance in further education, career development and securing better-paying jobs for a duration of 12 months after completion of all other program activity).

In response to the Request for Proposals, four proposals were received. The Review Team included three Youth Council members and two community members with expertise in youth issues. Proposers could receive up to 120 points, including up to 20 bonus points for collaboration. The proposing organization/group and proposed thematic group(s) of services to be provided follow, as do the Review Team's average score for each proposal:

- Progressive Learning (*Improving Educational Achievement*): 55.3;
- Santa Cruz Barrios Unidos (*Improving Educational Achievement* and *Preparing For and Succeeding in Employment*): 71.4;
- Suefios Collaborative, including the City of City of Watsonville (*Follow-up Services*), Santa Cruz Human Resources Agency/Career Works (*Preparing For and Succeeding in Employment*) and the Santa Cruz County Office of Education (*Improving Educational Achievement* and *Supporting Youth*): 102.8;
- and Sylvan Learning Systems (*Improving Educational Achievement*): **68.4.**

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The Review Team recommended the Sueños Collaborative for funding based on its overall collaborative program design and receiving the highest cumulative score. The Sueños Collaborative proposed to provide all ten required Workforce Investment Act youth services to the full number of youth projected to be served.

At its March 20, 2002 meeting, the Youth Council considered the Review Team recommendations. At that time, the Council requested that the two proposers meeting the minimum threshold score of 70, the Sueños Collaborative and Santa Cruz Barrios Unidos, develop a joint recommendation for collaboration. Accordingly, at a special session of the Youth Council on April 8, 2002, the two groups discussed their new collaborative model that included the County Office of Education and Careerworks subcontracting with Santa Cruz Barrios Unidos to provide educational and employment services. At its April 8, 2002 meeting, the Youth Council recommended funding this model. The Workforce Investment Board approved this recommendation at its April 25, 2002 meeting.

The service agreements are on file with the Clerk of the Board. The agreements are with the City of Watsonville for *Follow-up Services* in an annual amount not to exceed \$88,680; with the Santa Cruz County Human Resources Agency Careerworks for registration, objective assessment and related services and *Preparing for and Succeeding in Employment* in an annual amount not to exceed \$897,274 including approximately \$380,000 annually in work experience and supportive services for youth; and with the Santa Cruz County Office of Education for *Improving Educational Achievement and Supporting Youth* in an annual amount not to exceed \$266,040 for the term July 1, 2002 through June 30, 2004. Program Year 2002-2003 WIA funds (\$1,251,994) for these services are included the proposed Human Resources Agency budget (budget units 3921, 3916, and 3917). The balance of funds for Program Year 2003-2004 will be appropriated during the 2003-2004 County budget process. The scope of work outline is attached for the Human Resources Agency Careerworks Division's subcontract with Santa Cruz Barrios Unidos. Standard County contract and Workforce Investment Act boilerplate language will be included in the subcontract.

Your Board's action on these service agreements and the Human Resources Agency Careerworks Division's subcontract with Santa Cruz Barrios Unidos will allow continuity of comprehensive workforce development services to local youth as mandated in the Workforce Investment Act.

IT IS THEREFORE RECOMMENDED that your Board:

1. Approve the Service Agreements with the City of Watsonville in an annual amount not to exceed \$88,680; the Santa Cruz County Human Resources Agency Careerworks in an annual amount not to exceed \$897,274; and the Santa Cruz County Office of Education in an amount not to exceed \$266,040; to provide Workforce Investment Act Youth Services

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for the period of July 1, 2002 through June 30, 2004 with the option to extend the Service Agreements to June 30, 2005, contingent upon satisfactory performance and the approval of the Workforce Investment Board;

2. Authorize the Human Resources Agency Director to sign the contracts with the City of Watsonville and the Santa Cruz County Office of Education and to execute the Memorandum of Understanding between the Workforce Investment Board, Santa Cruz County Human Resources Agency Careerworks and Santa Cruz County Human Resources Agency Administrative Services;
3. Approve the attached Scope of Work Outline for the Human Resources Agency Careerworks Division's subcontract with Santa Cruz Barrios Unidos and authorize the Human Resources Agency Director to execute the subcontract to partially fund a staff position in an annual amount not to exceed \$31,776 for the period of July 1, 2002 through June 30, 2004; and
4. Authorize the Human Resources Agency Director to act on behalf of the County in all matters pertaining to the Agreements, including the subcontract with Santa Cruz Barrios Unidos, and to make modifications as needed to the Scope of Work that do not change the dollar amount or overall purpose of the Agreements.

Very truly yours,

Cecilia Espinola (48)

Cecilia Espinola
Director

CE:KZ:LG
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RECOMMENDED

Susan A. Mauriello

Susan A. Mauriello
County Administrative Officer

cc: City of Watsonville
Santa Cruz Barrios Unidos
Santa Cruz County Office of Education
Santa Cruz County Human Resources Agency Careerworks Division
County Administrative Office
Auditor Controller
HRA-Fiscal

Total Funding Not to Exceed: \$31,776 per year

Service Period: July 1,2002 through June 30,2004; Pending Compliance with local performance measures/goals and with the approval of the Workforce Investment Board, may be extended through June 30,2005

Service Description: At the Workforce Santa Cruz County Career Center in Watsonville, Santa Cruz Barrios Unidos will provide a .5 FTE, bi-lingual Spanish/English, position to offer the following services to any individual youth enrolled in WIA services in need of services as defined by individual assessments and the individual's Individual Service Strategy:

- Provide work readiness and employment services support to WIA referred youth which includes:
 - Supervising youth assigned by Careerworks
 - Implementing the Youth Council approved curriculum
 - Assisting in the administration of required tests and instruments
 - Supporting youth in obtaining, and succeeding in, work experience opportunities (WEX)
 - Monitoring WEX and summer employment opportunities for assigned youth
 - Insuring meaningful job skills and opportunities in WEX and summer employment
 - Determining exits for assigned youth

Other job duties to be performed by the Barrios Unidos staff member include the following:

- Maintaining a caseload: plan and schedule work which could include:
 - Preparing reports, forms, plans and agreements on a timely basis
- Conducting follow-up with youth and employers to evaluate progress and take necessary action
- Determining necessary supportive services for youth and make necessary and appropriate referrals
- Tracking and documenting all contracted program activities and outcomes
- Evaluating customer satisfaction in coordination with collaborative partners
- Working with employers to develop employment opportunities
- Inputting, assessing and analyzing data using a computer
- Utilizing effectively community and agency resources
- Motivating high-risk youth

Services provided are to meet outcome and performance levels which are subject to state guidelines and negotiated rates. Both standard County contract and Workforce Investment Act boilerplate language will be included in the subcontract. The subcontract scope of work will be subject to modifications as needed that do not change the dollar amount or overall purpose of the Agreement.

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 Coy - Tulez* (Signature) 5/17/02 (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 City of Watsonville, P.O. BOX 50000, Watsonville, CA 95076 (Name/Address)

2. The agreement will provide follow-up services to exited WIA youth (Assistance in Career Development, furthering education, and securing higher paying jobs).

3. Period of the agreement is from July 1, 2002 to June 30, 2004

4. Anticipated Cost is \$ 177,360.00 Fixed Monthly Rate Annual Rate Not to Exceed
Remarks: FY 02-03 \$ 88,680.00; FY 03-04 \$ 88,680.00

5. Detail: On Continuing Agreements List for FY _____ Page CC- _____ Contract No: _____ 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
FY 2002-2004 WIA Youth Services

6. Appropriations/Revenues are available and are budgeted in 391600 (Index) 5243 (Sub object)

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

Appropriations are available and will be encumbered. Contract No: ~~1278~~ 22784
are not available and will be encumbered. By: *Adriana Coy* Date: 5/23/02
Auditor Controller Deputy

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: _____ Contract Analyst: Lacie Gray X 4225 By: _____ County Administrative Office

Distribution:
Board of Supervisors - White State of California
Auditor Controller - Canary County of Santa Cruz
Auditor Controller - Pink I _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
Department - Gold 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 I, Section 300 Proc Man By: Deputy Clerk

AUDITOR-CONTROLLER USE ONLY

CO	\$	Lines	H/TL	Keyed By	Date
Document No.	JE Amount				
TC110	\$	Amount	Index	Sub object	User Code 40
Auditor Description					

**COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT**

0246

TO: Board of Supervisors
County Administrative Office
Auditor Controller

FROM: Human Resources Agency (Department)

BY: *Richard J. Coy - Auditor* (Signature) 5/17/02 (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 Santa Cruz County Office of Education 609-H Bay Avenue, Capitola, CA 95010 (Name/Address)

2. The agreement will provide educational and support services to WIA enrolled Youth: Adult mentoring, Support of Academic Endeavors, Tutoring, Basic Skills Training, Leadership Development, Guidance and Counseling.

3. Period of the agreement is from July 1, 2002 to June 30, 2004

4. Anticipated Cost is \$ 532,080.00 Fixed Monthly Rate Annual Rate Not to Exceed

Remarks: FY 02-03: \$ 266,040.00; FY 03-04 \$ 266,040.00

5. Detail: On Continuing Agreements List for FY _____ Page CC-_____ Contract No: _____ 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
FY 2002-2004 WIA Youth Services

6. Appropriations/Revenues are available and are budgeted in 391600 (Index) 5243 (Sub object)

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

Appropriations are available and have been encumbered. Contract No: ~~22783~~ 22783
are not will be encumbered. By: *Richard J. Coy* Date: 5/23/02
Auditor Controller Deputy

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: _____ Contract Analyst: Lacie Gray X 4225 By: _____ County Administrative Office

Distribution:
Board of Supervisors - White
Auditor Controller - Canary
Auditor-Controller - Pink
Department - Gold
State of California
County of Santa Cruz
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 Office by an order duly entered in the minutes of said Board on _____ 20____
ADM - 29 (8/01)
Title I, Section 300 Proc Man
By: Deputy Clerk

AUDITOR-CONTROLLER USE ONLY

CO	\$	Lines	H/TL	Keyed By	Date
Document No.	JE Amount				
40		\$			
Auditor Description	Amount	Index	Sub object	User Code	