



# COUNTY OF HUMBOLDT

For the meeting of: 11/7/2023

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File #: 23-1359

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**To:** Board of Supervisors

**From:** County Administrative Office

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Workforce Innovation and Opportunity Act (WIOA) Adult Program Fourth Contract Amendment

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve and authorize the Board Chair to sign the attached contract amendment (Attachment 5) for Humboldt State University Sponsored Program to perform Workforce Innovation and Opportunity Act Adult program activities in compliance with the terms and conditions as set forth by the California State Employment Development Department; and
2. Direct the Clerk of the Board to return the signed original amendment with Humboldt State University Sponsored Programs Foundation to the Economic Development Division.

**SOURCE OF FUNDING:**

Economic Development (1120)

**DISCUSSION:**

The County Administrative Office-Economic Development Division (Economic Development) receives annual non-competitive grants from the U.S. Department of Labor allocated through the State of California Employment Development Department. These funds provide low-income adults, at-risk youth, and dislocated workers the opportunity to participate in training and/or educational programs to obtain employment. Funds are also used to cover costs associated with the development and implementation of local and regional plans, and to provide training for local workforce partners. Additionally, Economic Development receives a portion of both competitive and non-competitive grants to support administrative overhead.

In July 2014, the U.S. Congress passed, and the President signed, the Workforce Innovation and Opportunity Act (WIOA), as an amendment to the Workforce Investment Act of 1998. WIOA requires the Humboldt County Workforce Development Board (HCWDB), with the agreement of the chief elected officials, to designate or certify an American Job Centers of California (AJCC) operator

through a competitive process. On June 29, 2021, your Board chose to move forward with the option to remain a Local Workforce Area and your Board directed Economic Development staff to sole source for these services with Humboldt State University Sponsored Programs Foundation (HSUSPF).

On Oct. 26, 2021, your Board approved the HSUSPF Adult Services Activities contract, in the amount of \$242,936 for fiscal year 2021-22 with its term ending June 30, 2022.

On June 28, 2022, your Board approved the first amendment to this agreement for the purpose of increasing the funding allocated to HSUSPF based on the newly released program year 2022 WIOA allocations. The first amendment 209094 increased the compensation by \$209,094 for a total of \$452,030 and extended the contract term to June 30, 2023.

On Dec. 22, 2022, your Board approved a second amendment adjusting allocations based on a strategic performance metrics. Included in the second amendment was an increase in compensation in the amount of \$40,000 for a total of \$492,030.

On June 27, 2023, your Board approved the third amendment, extending the term to Dec. 31, 2023, and increasing the compensation by \$350,000 for a total of \$842,030.

The fourth amendment further increases funding for Adult Program Activities. This increase is supported by the Employment Development Department's (EDD) Workforce Services Directive 22-09 which allows for the transfer of funds between Dislocated Worker allocations and Adult Program allocations to effectively support programs as funding needs may shift between the two. Further, at the Oct. 20, 2023, HCWDB Executive Committee (EC) meeting the EC directed staff to request that EDD move funds from Dislocated Worker to Adult Program Activities, as well as to increase funding by \$80,000, for a total of \$922,030.

As such, staff recommends that your Board approve said contract amendments.

**FINANCIAL IMPACT:**

|                                      |                        |
|--------------------------------------|------------------------|
| <b>Expenditures (1120287-220)</b>    | <b>FY23-24 Adopted</b> |
| Budgeted Expenses                    | \$435,611              |
| <b>Total Expenditures</b>            | <b>\$435,611</b>       |
| <b>Funding Sources (1120287-220)</b> | <b>FY23-24 Adopted</b> |
| State/Federal Funds                  | \$435,611              |
| <b>Total Funding Sources</b>         | <b>\$435,611</b>       |

*\*Projected amounts are estimates and are subject to change.*

**Narrative Explanation of Financial Impact:**

While the total compensation of the initial contract and subsequent amendments is \$922,030, this amount is spread across fiscal years 2021-22, 2022-23, and 2023-24. The total compensation amount remaining of the contract and amendments is \$430,000 plus \$5,611 in administrative costs and has been included in the fiscal year 2023-24 budget for Economic Development in 1120287-220.

STAFFING IMPACT:

**Narrative Explanation of Staffing Impact:**

This Board item has no direct staffing impacts.

STRATEGIC FRAMEWORK:

This action supports the following areas of your Board's Strategic Framework.

Core Roles: Support business, workforce development and creation of private-sector jobs

New Initiatives: Manage our resources to ensure sustainability of services

Strategic Plan: 3.2 - Stabilize and support a successful cannabis economy

OTHER AGENCY INVOLVEMENT:

California Employment Development Department

Cal Poly/Humboldt State University Sponsored Programs Foundation

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve this contract amendment. This alternative is not recommended as this amendment is for formula WIOA funds granted to Humboldt County by the State. Approving this amendment aligns with the Local Workforce Development Area plan already approved by your Board. Declining this amendment and funds would make these essential workforce services unavailable to county residents.

ATTACHMENTS:

- 1) HSUSPF WIOA Adult Professional Services Agreement
- 2) HSUSPF WIOA Adult Amendment 1
- 3) HSUSPF WIOA Adult Amendment 2
- 4) HSUSPF WIOA Adult Amendment 3
- 5) HSUSPF WIOA Adult Amendment 4

PREVIOUS ACTION/REFERRAL:

Board Order No.: I:2; L:2; D:7; D:16; D:6; D:19

Meeting of: April 6, 2021; June 29, 2021; Oct. 26, 2021, June 28, 2022, Dec. 22, 2022, June 27, 2023

File No.: 21-1396; 21-362; 21-866; 22-716; 22-1719; 23-794