



COUNTY OF HUMBOLDT

For the meeting of: 5/21/2024

File #: 24-396

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Provision of Services for the County of Humboldt Workforce Development Programs and Job Market Operation

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the allocation of 5.0 full-time equivalent (FTE) Administrative Analyst I/II positions (classification 0626A/B, salary range 424/444) in Budget Unit 275 effective June 23, 2024;
2. Approve the allocation of 1.0 FTE Economic Development Specialist position (classification 0640, salary range 464) in Budget Unit 275 effective June 23, 2024;
3. Approve the request from the Humboldt County Workforce Development Board to bring Workforce Innovation and Opportunity Act (WIOA) programs and Job Market operations in-house;
4. Approve and authorize the County Administrative Officer to draft and execute Professional Service Agreements and all subsequent amendments, between the County of Humboldt and Youth Service providers, upon review and approval by County Counsel and Risk Management; and
5. Approve and authorize the County Administrative Officer to execute Professional Services Agreements, and all subsequent amendments, to effectuate this transition, upon review and approval by County Counsel and Risk Management.

STRATEGIC PLAN:

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

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3001 - Support a well-trained workforce

DISCUSSION:

History

On April 6, 2021, your Board directed county staff to explore various options to enhance workforce efforts in Humboldt County and authorized the release of a request for proposal (RFP) for workforce services related to WIOA funded programs. This RFP failed to garner any proposals. Consequently, on June 29, 2021, your Board instructed the County Administrative Office Economic Development Division (EcDev) to sole-source WIOA programs to the Cal Poly Humboldt Sponsored Programs Foundation (CPHSPF).

To ensure compliance with California Employment Development Department (EDD) Workforce Services Directives and in line with the Humboldt County Workforce Development Board (HCWDB) Executive Committee's direction on Nov. 28, 2022, staff drafted three RFPs for WIOA services as follows:

- Youth Program Provider
- Layoff Aversion and Rapid Response Program Provider
- Adult and Dislocated Worker Program Provider and America's Job Center of California (AJCC) Job Market Operator

Your Board approved these RFPs on April 25, 2023. They were publicly posted on April 26, 2023, for thirty days. One week before the deadline no responses or inquiries were received. Staff therefore extended the deadline to July 21, 2023, by which time only one submission (per service area) was received.

After review of this submission by both EcDev staff and California Workforce Association staff, it was concluded that the submission did not meet the requirements of the RFPs.

Resulting from consultation with the state, the HCWDB Executive Committee unanimously voted on Oct. 20, 2023, to close the RFPs and contract with CPHSPF. This decision was ratified by the full Workforce Development Board at the Nov. 17, 2023, meeting, with the Board approving the associated professional services agreements on Nov. 21, 2023.

Transition

In December 2023, during a partner discussion, the CPHSPF Executive Director expressed interest in reevaluating the administration of program services, this led to a discussion wherein the CPHSPF Executive Director, Economic Development Director, and the County Administrative Officer, discussed exploring a transition of WIOA services and AJCC operations back to the county. After discussions between HCWDB staff and CPHSPF staff, it was mutually decided to create a transition plan for WIOA services and AJCC operation to be brought in-house, effective June 23, 2024.

The resulting transition plan was presented to the HCWDB Executive Committee at the March 22, 2024, meeting where it was approved. Since that time, staff has been collaborating closely and in partnership with CPHSPF to ensure a smooth transition without disruption to Job Market employees or community services. This information will be presented to the full California Workforce Development Board (CWDB) at their next regularly scheduled meeting in May.

Additionally, staff has been in contact with state representatives ensuring that all the HCWDB and EDD's requirements are met, as this transition falls outside of the state's normal defined processes. As such, and under direction of the HCWDB Executive Committee, staff is concurrently processing the required waivers, which must be reviewed and approved by the CWDB before the HCWDB is approved to bring services and AJCC operation in-house.

The transition plan highlights the need to hire Job Market staff for county roles, prompting EcDev to request six new positions (1.0 FTE Economic Development Specialist and 5.0 FTE Administrative Analysts) to ensure staffing levels.

The six Job Market staff roles are presently established under the employment of CPHSPF. Consequently, transitioning these positions in-house will not alter the aggregate personnel composition within the Job Market. This adjustment merely transitions the FTE from CPHSPF to the county, thereby preserving existing staffing levels without augmenting the overall employee count. The CPHSPF staff will follow standard county recruitment processes should they choose to apply for these positions.

Additionally, six contract amendments with the County of Humboldt and CPHSPF, featuring transition details and a new end date of June 23, 2024, have been included for your Board's review. The County Administrative Officer was previously given the authority to sign these amendments by your Board, however staff brings these agreements before you today to inform your Board of the significant impact of this transition. These contracts pertain to the following programs:

- Adult
- Dislocated Worker
- Youth

- Rapid Response and Layoff Aversion
- Regional Equity and Recovery Partnership
- QUEST National Dislocated Worker Grant

Finally, Professional Service Agreements will need to be executed between the County of Humboldt and WIOA Youth Program Providers, including but not limited to current Youth Program Providers, Dream Quest and Mattole Restoration Council.

To facilitate this transition, staff has already engaged in preliminary discussions with the following departments and divisions to ensure that they are prepared to support the transition needs:

- Human Resources
- County Counsel
- Information Technology
- Real Property
- ADA
- Purchasing

Benefits

The transition of WIOA program services and the AJCC Job Market operator role from CPHSPF back to the county offers several benefits. Transitioning these responsibilities back to the county allows CPHSPF to refocus its efforts and resources on its core mission and other initiatives. It relieves CPHSPF of the administrative burden associated with managing WIOA programs and operating the AJCC Job Market, enabling them to allocate their resources more efficiently.

While bringing these services in-house enhances the county's capacity to directly oversee and tailor workforce development efforts to the specific needs of the community. It provides the county with greater control and flexibility in program implementation and ensures alignment with local priorities. Additionally, it strengthens the county's role as a provider of essential services, contributing to its overall mission of serving the community.

Transitioning employment from CPHSPF to the county offers AJCC Job Market staff potential for career advancement within the county's organizational structure. It ensures continuity of employment and benefits for these staff members while aligning them more closely with county policies and procedures. Moreover, it may offer opportunities for professional development and access to resources and support services available within the county.

The transition ensures continuity and stability of services for workforce participants by maintaining the operation of the AJCC Job Market and delivery of WIOA programs without interruption. It allows for a seamless transition of services, preventing disruptions in access to vital resources and support for individuals facing employment barriers. Additionally, the county's direct oversight may lead to enhanced coordination and integration of services, potentially improving outcomes for workforce participants.

Overall, this transition benefits both the service providers and recipients by streamlining operations, enhancing oversight, and ensuring continuity and stability of services for the community. Therefore, it is recommended that the Board adopt and approve the transition plan, providing necessary support and authority to facilitate a smooth transition process.

County staff, EcDev, and the HCWDB wish to extend their gratitude to CPHSPF for their service as WIOA service provider and AJCC Job Market operator. It's recognized that CPHSPF's involvement was intended as temporary to stabilize programs and provide continuity of services to individuals in our community facing employment barriers.

SOURCE OF FUNDING:

Economic Development (1120), Workforce Development Youth (1120 - 287300), Workforce Development Rapid Response (1120-287200) Workforce Development Layoff Aversion (1120 - 287210), Workforce Development Adult (1120 - 287220) and Workforce Development Dislocated Worker (1120-287160), Workforce Development Regional Equity and Recovery Program (1120-287140), QUEST National Dislocated Worker Grant (1120-287105)

FINANCIAL IMPACT:

| <i>Expenditures (Fund, Budget Unit)</i> | FY23-24 | FY24-25 Projected* | FY25-26 Projected* |
|---|----------------|---------------------------|---------------------------|
| Budgeted Expenses | 2,605,331.38 | 2,880,741.00 | 2,880,741.00 |
| Additional Appropriation Requested | | | |
| Total Expenditures | 2,605,331.38 | 2,880,741.00 | 2,880,741.00 |

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

| <i>Funding Sources (Fund, Budget Unit)</i> | FY23-24 | FY24-25 Projected* | FY25-26 Projected* |
|--|----------------|---------------------------|---------------------------|
| State/Federal Funds | 2,605,331.38 | 2,880,741.00 | 2,880,741.00 |
| Total Funding Sources | 2,605,331.38 | 2,880,741.00 | 2,880,741.00 |

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

Narrative Explanation of Financial Impact:

Expenditures related to the provision of these workforce services are included in the fiscal year (FY) 2023-24 budget and have been included in the proposed \$2,880,741 in the FY 2024-25 budget for EcDev in budget unit 1120-287. These services are paid for by Federal WIOA grants received by EDD.

STAFFING IMPACT:

| <i>Position Title</i> | <i>Position Control Number</i> | <i>Monthly Salary Range (1A-E Step)</i> | <i>Additions (Number)</i> | <i>Deletions (Number)</i> |
|---------------------------------|--------------------------------|---|---------------------------|---------------------------|
| Administrative Analyst (I/II) | 275-0626A/B | \$25.01-33.73 | 5 | 0 |
| Economic Development Specialist | 275-0634 | \$30.53-37.27 | 1 | 0 |

Narrative Explanation of Staffing Impact:

This request would increase staff levels at the County Administrative Office Economic Development Division by 6.0 FTE. Newly allocated positions include 1.0 FTE Economic Development Specialist and 5.0 FTE Administrative Analysts to ensure staffing levels at the Job Market. The six Job Market staff roles are presently established under the employ of CPHSPF, consequently, transitioning these positions in-house will not alter the aggregate personnel composition within the Job Market. This adjustment merely transitions their formal employment from CPHSPF to the county, thereby preserving existing staffing levels without augmenting the overall employee count.

OTHER AGENCY INVOLVEMENT:

Cal Poly Humboldt Sponsored Programs Foundation, California Employment Development Department, California Workforce Development Board

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to approve these recommendations. However, this is not recommended as declining these recommendations would negatively impact the provision of WIOA programs making essential workforce services unavailable to county residents.

ATTACHMENTS:

1. 23_24-27_28 CPHSPF WIOA Adult_ Fully Executed
2. CPHSPF WIOA Adult_ Amendment 1
3. 23_24-27_28 CPHSPF WIOA Dislocated Worker_ Fully Executed
4. CPHSPF WIOA Dislocated Worker_ Amendment 1
5. 23_24-27_28 HSUSPF WIOA Youth_ Fully Executed
6. CPHSPF WIOA Youth_ Amendment 1
7. 23_24-27_28 CPHSPF WIOA Rapid Response and Layoff Aversion_ Fully Executed
8. CPHSPF WIOA Rapid Response and Layoff Aversion_ Amendment 1
9. 23_24-24_25 CPHSPF RERP_ Fully Executed

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10. CPHSPF RERP_ Amendment 1
11. 23_24-24_25 CPHSPF QUEST NDWG_ Fully Executed
12. CPHSPF QUEST NDWG_ Amendment 1

PREVIOUS ACTION/REFERRAL:

Meeting of: July 24, 2018; June 25, 2019; Nov. 19, 2019; April 14, 2020, April 6, 2021; June 14, 2022, Nov. 28, 2023

File No.: 18-932; 19-933; 19-1563; 20-435; 21-362; 22-717; 23-1458