



Board Report

File #: 22-813, Version: 1

- a. Approve and authorize the Executive Director of the Monterey County Workforce Development Board (WDB) to execute Amendment No. 2 to the WDB's Agreement with the California Employers Association (CEA) for the period of October 1, 2022, through September 30, 2023, for a total agreement amount not to exceed \$64,590; and
- b. Authorize the Executive Director of the WDB to execute one (1) renewal to extend the Agreement for one (1) additional year and increase the annual amount of the Agreement (\$19,795) by an amount not to exceed 10% (\$1,980), subject to County Counsel review, on substantially the same items

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Executive Director of the Monterey County Workforce Development Board (WDB) to execute Amendment No. 2 to the WDB's Agreement with the California Employers Association (CEA) for the period of October 1, 2022, through September 30, 2023, for a total agreement amount not to exceed \$64,590; and
- b. Authorize the Executive Director of the WDB to execute one (1) renewal to extend the Agreement for one (1) additional year and increase the annual amount of the Agreement (\$19,795) by an amount not to exceed 10% (\$1,980), subject to County Counsel review, on substantially the same items

SUMMARY:

Background

The WDB was awarded federal Workforce Innovation and Opportunity Act (WIOA) funds to provide employment services and occupational skills training to adults and dislocated workers, as well as funds to provide business services to assist local employers with their workforce needs.

During the pandemic, the WDB has provided additional support to Monterey County's businesses through grants, information, and other services to employers impacted by COVID-19. The WDB approved the California Employers Association to provide a Human Resources hotline and other employer-related services including webinars and workshops pursuant to a July 2020 Request for Quotes process. CEA was selected based on capacity and competitive price as compared to two other entities - Zywave and BLR - offering similar services.

Delegation of Contracting Authority

On April 24, 2018, the Board of Supervisors concurred in the WDB's April 4, 2018, delegation of contracting authority to the Executive Director to sign WIOA and non-WIOA funded contracts, subject to a \$45,000 cap, prior County Counsel review, and other limitations.

Based on the delegation of contracting authority to the WDB Executive Director, the WDB entered into an Agreement with CEA not to exceed \$25,000, effective October 1, 2020, through September 30, 2021. Due to lower-than-expected business engagement during the first two years of the pandemic, staff was able to negotiate a lower rate for the same services such that Amendment No. 1 to the Agreement with CEA was executed for an annual amount of \$19,795 for the period of October 1, 2021, through September 30, 2022, for a

total agreement amount not to exceed \$44,795.

DISCUSSION:

Because the total amount of the Agreement has reached the limit of the WDB Executive Director's authority, the Executive Director is requesting the approval and authorization of the Board to execute Amendment No. 2 to extend the Agreement with the WDB for one (1) additional year and increase the amount of the Agreement by \$19,795, for total funding not to exceed \$64,590. Funding for Amendment No. 2 to the Agreement with California Employers Association (CEA) is consistent with the FY 2022-23 Draft Budget approved by the full WDB on June 23, 2022.

The Executive Director is also requesting authorization to execute one additional renewal and increase the annual amount of the Agreement (\$19,795) by an amount not to exceed 10% (\$1,980), subject to County Counsel review, on substantially the same terms.

OTHER AGENCY INVOLVEMENT:

The parties to the Agreement were involved in its development. County Counsel has reviewed Amendment No. 2 as to form.

FINANCING:

Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker grant funding in an amount not to exceed \$19,795 will be used to fund Amendment No. 2 with CEA and is budgeted in Fund 021, Appropriations Unit CAO030, Dept. 1050, Unit 8478. There is no financial impact to the General Fund resulting from the approval of this Amendment No. 2.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Authorizing the Executive Director of the WDB to execute Amendment No. 2 to the Agreement with CEA for HR services will allow the WDB to continue to provide business support to Monterey County's employers.

- √ Economic Development: Through collaboration, strengthen economic development to ensure a diversified and healthy economy.
- √ Administration: Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability, and transparency.

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Approved by: Christopher Donnelly, Executive Director, 6644

ATTACHMENTS:

Board Report
Agreement with California Employers Association (CEA)
Amendment No. 1 to CEA Agreement
Amendment No. 2 to CEA Agreement