



# Monterey County

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

Legistar File Number: A 20-200

June 02, 2020

Introduced: 5/13/2020

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

- a. Approve and authorize the Executive Director of the Monterey County Workforce Development Board (WDB) to execute an Agreement with Brennan Workforce Consulting (BWC), in an amount not to exceed \$50,000, to provide WIOA program and fiscal monitoring services to the WDB, as recommended by the Monterey County Workforce Development Board on April 3, 2019, for the period of March 1, 2020 through June 30, 2022; and
- b. Authorize the Executive Director of the WDB to execute one (1) renewal to extend the Agreement for one (1) additional year, subject to County Counsel review, on substantially the same terms

### 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 an Agreement with Brennan Workforce Consulting (BWC), in an amount not to exceed \$50,000, to provide WIOA program and fiscal monitoring services to the WDB, as recommended by the Monterey County Workforce Development Board on April 3, 2019, for the period of March 1, 2020 through June 30, 2022; and
- b. Authorize the Executive Director of the WDB to execute one (1) renewal to extend the Agreement for one (1) additional year, subject to County Counsel review, on substantially the same terms

### SUMMARY:

#### **Background**

The Monterey County Workforce Development Board (MCWDB), in partnership with the Board of Supervisors as the County's Chief Elected Official, is required to develop and implement plans and procedures to monitor subrecipients of WIOA funding in accordance with policies developed by the local workforce development boards and based on the Governor's standards for local board oversight.

The MCWDB was awarded WIOA funds to provide centralized comprehensive workforce services to adults, dislocated workers, and youth through its comprehensive and affiliate America's Job Centers of California. As a pass-through entity for WIOA funds, the MCWDB must monitor the activities of its subrecipients as necessary to ensure that the WIOA subaward is used for authorized purposes, in compliance with federal statutes, regulations, policies, directives, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

Annual subrecipient monitoring must include a review of financial and performance reports required by the pass-through entity; and following up to ensure that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the federal subaward provided to the subrecipient from the

pass-through entity as detected through audits, on-site reviews, and other means.

**Request for Qualifications Process**

On March 7, 2018, the Executive Committee of the MCWDB authorized the release of a Request for Qualifications and Quote (RFQ) for WIOA program and fiscal/procurement compliance monitoring services. On March 20, 2018, an RFQ was released, and two responsive proposals were received. Based on the recommendation of the Selection Committee, Brennan Workforce Consulting (BWC) was approved by the MCWDB Executive Committee on April 26, 2018 to provide the requested subrecipient monitoring services to the MCWDB.

On April 24, 2018, the Board of Supervisors concurred in the MCWDB'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 MCWDB Executive Director, the MCWDB entered into an agreement not to exceed \$25,000 with BWC for annual subrecipient monitoring services during the period from May 14, 2018 through October 31, 2018. The agreement with BWC for subrecipient monitoring was subsequently amended to extend the term to October 31, 2019, with an additional \$20,000 for annual program and fiscal monitoring services in 2019, for total funding of \$45,000.

DISCUSSION:

On April 3, 2019, BWC was again approved by the MCWDB to provide program and fiscal monitoring services following its selection through a regional RFQ process in early 2019 to identify a consultant pool for local and regional WIOA services for the workforce development boards of Monterey, Santa Cruz, San Luis Obispo, and Santa Barbara counties. Based on the recommendation of the Selection Committee, the MCWDB approved contracts to be executed with BWC and other consultants selected through the regional RFQ process, as needed, for up to three years.

The Board is asked to authorize the Executive Director of the MCWDB to execute an amendment to extend the Agreement with BWC for one (1) additional year, subject to County Counsel review, to ensure that the MCWDB will remain in compliance with state and federal subrecipient monitoring requirements under WIOA.

OTHER AGENCY INVOLVEMENT:

The parties to the Agreement were involved in its development. County Counsel has reviewed the Agreement as to form.

FINANCING:

Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth grant funding in an amount not to exceed \$50,000 will be used to fund the WIOA Program and Fiscal Monitoring Agreement and is budgeted in Fund 021, Appropriations Unit CAO030, Unit 8478. There is no financial impact to the General Fund resulting from approval of this Agreement.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Authorizing the Executive of the WDB to execute this Agreement with Brennan Workforce Consulting will allow the WDB to ensure that its operations comply with state and federal requirements.

Prepared by:

Approved by:

*Prepared by: Elizabeth Kaylor*

Elizabeth Kaylor  
Management Analyst II  
(831) 755-5385

*Christopher Donnelly*

Christopher Donnelly  
Executive Director  
(831) 759-6644

ATTACHMENTS:

Agreement between the Monterey County Workforce Development Board and Brennan Workforce Consulting