



# Monterey County

Item No.11

## Board Report

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

Legistar File Number: 21-827

October 12, 2021

**Introduced:** 9/24/2021

**Current Status:** General Government -  
Consent

**Version:** 2

**Matter Type:** General Agenda Item

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 Brennan Workforce Consulting (BWC) to provide WIOA Employment Training Provider monitoring services retroactive to July 1, 2021 for the period from July 1, 2021 through June 30, 2022, for a total amount not to exceed \$65,000

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

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 Brennan Workforce Consulting (BWC) to provide WIOA Employment Training Provider monitoring services retroactive to July 1, 2021 for the period from July 1, 2021 through June 30, 2022, for a total amount not to exceed \$65,000.

### SUMMARY:

#### **Background**

The Monterey County Workforce Development Board, 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 contractors receiving federal Workforce Innovation and Opportunity Act (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 WDB was awarded WIOA funds to provide occupational skills training to adults, dislocated workers, and youth through its local and regional training providers that have qualified for placement on a State-approved Employment Training Provider List (ETPL). The WDB is required to monitor the activities of its contracted occupational training providers as necessary to ensure that the WIOA funding is used for authorized purposes and in compliance with federal statutes, regulations, policies, directives, and the terms and conditions of the WDB's ETPL agreements with its training providers.

Annual ETPL monitoring must include a review of WIOA Equal Opportunity compliance, the training providers' grievance and complaint procedures, and their employment practices and policies.

### **Request for Qualifications (RFQ) Process**

On April 3, 2019, BWC was approved by the WDB to provide WIOA 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 WDB approved an Agreement for WIOA ETPL monitoring to be executed with BWC for up to a three-year period, after which the WDB will need to conduct a new RFQ process for regional, WIOA-related 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 not to exceed \$14,970 with BWC for annual ETPL monitoring during the period from June 1, 2019 through June 30, 2020. The Agreement with BWC for ETPL monitoring services was subsequently amended to extend the term to June 30, 2021 and increase the amount of the Agreement by \$30,030, for total funding of \$45,000.

### **DISCUSSION:**

Because the 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 ETPL monitoring Agreement for one (1) additional year and increase the amount of the Agreement by \$20,000, for total funding not to exceed \$65,000. Funding for Amendment No. 2 to the Agreement with BWC for ETPL monitoring is consistent with the FY 2021-22 Final Budget approved by the Executive Committee on September 23, 2021, which was based on the preliminary budget approved by the full WDB on June 24, 2021.

### **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 a total amount not to exceed \$65,000 will be used to fund the WIOA ETPL monitoring services 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 Director of the WDB to execute this Amendment No. 2 to the WIOA ETPL monitoring Agreement with BWC will allow the WDB to ensure that its operations continue to comply with state and federal requirements.

- √ 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

Brennan Workforce Consulting (BWC) ETPL Monitoring Agreement

BWC ETPL Monitoring Agreement Amendment No. 1

BWC ETPL Monitoring Agreement Amendment No. 2