



# County of Monterey

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

## Board Report

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**File #: 23-366, Version: 1**

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- a. Approve and authorize the Executive Director of the Monterey County Workforce Development Board (WDB) to execute Amendment No. 1 to the Agreement with Brennan Workforce Consulting (BWC), in an aggregate amount not to exceed \$70,000, to provide annual WIOA program and fiscal monitoring services to the WDB for the period from July 1, 2022, through June 30, 2024; 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, so long as the amendment does not exceed 10% (\$7,000) and does not substantially change the scope of work or terms of the Agreement

### 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. 1 to the Agreement with Brennan Workforce Consulting (BWC), in an aggregate amount not to exceed \$70,000, to provide annual WIOA program and fiscal monitoring services to the WDB for the period from July 1, 2022, through June 30, 2024; 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, so long as the amendment does not exceed 10% (\$7,000) and does not substantially change the scope of work or terms of the Agreement

### 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 June 23, 2022, BWC was approved by the WDB to provide WIOA monitoring services following its selection through a regional RFQ process earlier in 2022 to identify a consultant pool for local and regional WIOA services for the workforce development boards of Monterey, Santa Cruz, and San Benito counties. Based on the recommendation of the Selection Committee, the WDB approved an Agreement for WIOA subrecipient 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 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 with BWC in an amount not to exceed \$45,000 for annual subrecipient monitoring services during the period from July 1, 2022 through June 30, 2023

### DISCUSSION:

Because the amount of the Agreement as amended would exceed the limit of the WDB Director's authority, the Executive Director is requesting the approval and authorization of the Board to execute Amendment No. 1 to extend the subrecipient monitoring Agreement for one (1) additional year and increase the total amount of the Agreement by \$25,000 to \$70,000. Funding for Amendment No. 1 to the Agreement with BWC for WIOA subrecipient monitoring is consistent with the FY 2022-23 budget approved by the full WDB on June 23, 2022.

The Board is also asked to authorize the Executive Director of the MCWDB to execute one (1) renewal to extend the Agreement for one (1) additional year, subject to County Counsel review, so long as the amendment does not exceed 10% (\$7,000) and does not substantially change the scope of work or terms of the Agreement, 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 \$70,000 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 Director 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.

√ Administration - Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency

Prepared by: Elizabeth Kaylor, Management Analyst II, 5385  
Approved by: Christopher Donnelly, Executive Director, 6644

ATTACHMENTS:

Board Report

2022-23 BWC Agreement for Subrecipient Monitoring

2022-24 BWC Subrecipient Monitoring Amendment No. 1