



County of Monterey

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

Board Report

File #: 21-826, **Version:** 1

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 policy development and training services to the WDB retroactive to July 1, 2021 for the period from July 1, 2021 through June 30, 2022, for a total amount not to exceed \$74,200

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 policy development and training services to the WDB retroactive to July 1, 2021 for the period from July 1, 2021 through June 30, 2022, for a total amount not to exceed \$74,200

SUMMARY:

Background

The WDB was awarded federal Workforce Innovation and Opportunity Act (WIOA) funds to provide employment services and occupational skills training to adults, dislocated workers, and youth according to specific WIOA policies and procedures developed by the federal Department of Labor (DOL) and the State of California's Employment Development Department (EDD). The WDB is also required to develop its own WIOA policies and procedures based on those developed by the DOL and EDD.

Request for Qualifications (RFQ) Process

On April 3, 2019, BWC was approved by the WDB to provide WIOA policy development services to the Monterey County and Santa Cruz County WDBs 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 policy consulting and development 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 its local and 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 \$20,000 with BWC for WIOA policy development during the period from June 1, 2019 through June 30, 2020. The Agreement with BWC for policy development services was subsequently amended to add WIOA fiscal staff policy training, extend the term of the Agreement to June 30, 2021, and increase the amount of the Agreement by \$16,800, for total funding of \$36,800.

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 Agreement with BWC for WIOA policy development and training for one (1) additional year; add new trainings in the areas of WIOA Employment Training Provider List (ETPL) policy and coordination, subrecipient monitoring policy, and administrative policy training and development; and increase the amount of the Agreement by \$37,400, for total funding not to exceed \$74,200. Funding for Amendment No. 2 to the Agreement with BWC for WIOA policy development and training 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 \$74,200 will be used to fund the WIOA policy development Agreement with BWC 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 Agreement with BWC for WIOA policy development 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.

Prepared by: Elizabeth Kaylor, Management Analyst II, 5385

Approved by: Christopher Donnelly, Executive Director, 6644

ATTACHMENTS:

Board Report

Agreement with BWC for WIOA Sub-Regional Policy Development

BWC WIOA Sub-Regional Policy Development Amendment No. 1

BWC WIOA Sub-Regional Policy Development Amendment No. 2