



County of Monterey

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

Board Report

File #: 22-021, Version: 1

Approve and authorize the Executive Director of the Monterey County Workforce Development Board (WDB) to execute Amendment No. 1 to the WDB's Agreement with Brennan Workforce Consulting (BWC) to provide additional, mid-year WIOA program and fiscal monitoring services to the WDB retroactive to March 1, 2020 for the period from March 1, 2020 through June 30, 2022, for a total amount not to exceed \$56,400

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. 1 to the WDB's Agreement with Brennan Workforce Consulting (BWC) to provide additional, mid-year WIOA program and fiscal monitoring services to the WDB retroactive to March 1, 2020 for the period from March 1, 2020 through June 30, 2022, for a total amount not to exceed \$56,400

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.

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 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 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's Executive Director, the WDB 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.

Because the WDB's Executive Director had reached the limit of his authority to amend the subrecipient agreement based on the total amount of the prior agreement as amended, the Executive Director received

approval from the Board of Supervisors on June 16, 2020 to execute an Agreement with BWC to provide WIOA program and fiscal monitoring services, in an amount not to exceed \$50,000, for the period of March 1, 2020 through June 30, 2022.

DISCUSSION:

Based on the WDB's need for mid-year WIOA subrecipient monitoring services to begin as soon as possible, the Executive Director is requesting the approval and authorization of the Board to execute Amendment No. 1 to increase the amount of the Agreement by \$6,400, for total funding not to exceed \$56,400. Funding for Amendment No. 1 to the Agreement with BWC for WIOA subrecipient monitoring is consistent with the FY 2021-22 Final Budget approved by the WDB at its meeting on October 7, 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 \$56,400 will be used to fund the WIOA subrecipient 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. 1 to the WIOA subrecipient monitoring services 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.

Prepared by: Elizabeth Kaylor, Management Analyst II, Ext. 5385

Approved by: Christopher Donnelly, Executive Director, Ext. 6644

ATTACHMENTS:

Board Report

2020-22 Brennan Workforce Consulting (BWC) WIOA Subrecipient Monitoring Agreement

BWC WIOA Subrecipient Monitoring Amendment No. 1