



Board Report

File #: 23-368, Version: 1

- a. Approve and authorize the Executive Director of the Workforce Development Board (WDB) to execute Amendment No. 1 to the Agreement with Brennan Workforce Consulting (BWC), in an aggregate amount not to exceed \$80,000, to provide WIOA policy development and training 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% (\$8,000) 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 Workforce Development Board (WDB) to execute Amendment No. 1 to the Agreement with Brennan Workforce Consulting (BWC), in an aggregate amount not to exceed \$80,000, to provide WIOA policy development and training 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% (\$8,000) and does not substantially change the scope of work or terms of the Agreement

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). In addition, the WDB is also required to develop its own policies and procedures based on those developed by the DOL and EDD.

Request for Qualifications Process

On June 23, 2022, BWC was approved by the WDB to provide WIOA policy development and training 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 policy development and training services to be executed with BWC for up to a three-year period, after which the WDB would 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 with BWC in an amount not to exceed \$45,000 for policy development and training 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 Executive Director's delegated authority, the Executive Director is requesting the approval and authorization of the Board to execute Amendment No. 1 to extend the WIOA Policy Development and Training Agreement for one (1) additional year and increase the total amount of the Agreement by \$35,000 to \$80,000. Funding for Amendment No. 1 to the Agreement with BWC for WIOA policy development and training 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% (\$8,000) and does not substantially change the scope of work or terms of the Agreement.

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 \$80,000 will be used to fund the Policy Development and Training Amendment No. 1 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 continue to comply with local, state, and federal policies.

√ 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 Policy Development Training Agreement

2022-24 BWC Policy Development Training Amendment No. 1