



SUMMARY REPORT

Agenda Date: 11/8/2022

To: Board of Supervisors

Department or Agency Name(s): Human Services

Staff Name and Phone Number: Katie Greaves, 565-8501 and Michelle Revecho, 565-5557

Vote Requirement: Majority

Supervisorial District(s): Countywide

Title:

Employment and Training Program Coordinator for Sonoma County Job Link.

Recommended Action:

Adopt a position resolution approving the addition of 1.0 time-limited Employment and Training Program Coordinator for the Employment & Training Division, Sonoma County Job Link through October 24, 2024.

Executive Summary:

Under the federal Workforce Innovation and Opportunity Act, local Workforce Development Boards are required to appoint a One Stop Operator, responsible for creating a seamless partnership among workforce development, economic development, business, and community agencies in order to meet the needs of employers and job seekers within the workforce area. The prior One Stop Operator contractor, California Human Development, opted out of the final year of services, effective July 1, 2022, citing internal reasons. The Request for Proposals issued on May 19, 2022 resulted in only one proposal which did not meet the needs laid out in the procurement. The Human Services Department has received permission from the State of California Employment Development Department to provide One Stop Operator services using County staff for 24 months.

Discussion:

In compliance with the federal Workforce Innovation and Opportunity Act (WIOA) of 2014, local Workforce Boards are required to conduct an open and competitive process in order to select their America's Job Center of California (AJCC) One Stop Operator. One Stop Operators are responsible for coordinating service delivery among all One Stop partners and service providers within the designated Local Workforce Area.

Comprehensive public workforce services are expected to be provided through a One-Stop Career Center, which in Sonoma County is Job Link. Services are delivered through partner agencies using various funding sources. The role of the One Stop Operator ("Operator") is equivalent to a managing partner. In this role, the Operator is responsible for ensuring coordinated service delivery of all twelve partner organizations.

The public workforce system is characterized by three critical hallmarks of excellence: (1) The needs of businesses and workers drive workforce solutions; (2) One Stop centers provide excellent customer service to job seekers and employers and focus on continuous improvement; and (3) The workforce system supports strong regional economies and plays an active role in community and workforce development. The Operator develops and enhances the workforce development system by focusing on a fully coordinated and integrated

customer service strategy. The goal is to create a “single-point of contact” model that is market driven and offers value-added services to Sonoma County’s employer and job seeker customers.

The Workforce Investment Board and the Human Services Department (HSD) previously contracted with California Human Development (CHD) starting in 2019 to provide One Stop Operator services. CHD requested to terminate its contract effective July 1, 2022 citing internal reasons. HSD conducted a Request for Proposals (RFP) in May 2022, and in July 2022 declared a failed procurement, due to having received only one proposal which did not meet the needs laid out in the RFP. In order to maintain continuity of One Stop Operator services, Human Services staff have been patchworking coverage of One Stop Operator duties until additional staff are in place. The CA Employment Development Department, which has oversight responsibility of Local Workforce Area funding, has given permission for HSD to internally staff the One Stop Operator role for 24 months.

Having a dedicated Employment and Training Program Coordinator assigned to the mandated tasks and service delivery of the One Stop Operator will enable the Workforce Investment Board to fulfill statutory requirements associated with running the multi-agency One-Stop Career Center, Sonoma County Job Link.

HSD will move forward with another Request for Proposals in 2024 with the goal of transitioning the function of the One Stop Operator to a contracted provider to coincide with the end of the approved 24-month period.

Strategic Plan:

N/A

Prior Board Actions:

March 16, 2021: Job Link One Stop Operator contract amendment with California Human Development of \$100,000.

October 22, 2019: Approval of the California Human Development contract for Job Link One Stop Operator services.

FISCAL SUMMARY

Expenditures	FY 22-23 Adopted	FY 23-24 Projected	FY 24-25 Projected
Budgeted Expenses	108,500	167,700	58,200
Additional Appropriation Requested			
Total Expenditures	108,500	167,700	58,200
Funding Sources			
General Fund/WA GF			
State/Federal	108,500	167,700	58,200
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources	108,500	167,700	58,200

Narrative Explanation of Fiscal Impacts:

Appropriations in the amount of \$400,000 were budgeted for provider contract services in the adopted Fiscal Year 2022-2023 HSD budget in anticipation of a contract renewal. One Stop Operator services will be funded by 25% each from state allocations for Enhanced Subsidized Employment (CalWORKs), CalWORKs Single Allocation, WIOA Adult and WIOA Dislocated Worker.

No County General Fund monies will be used for this position.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Employment and Training Program Coordinator	\$5,722 - \$6,955	1	0

Narrative Explanation of Staffing Impacts (If Required):

This position will be housed within the Employment & Training Division, under the supervision of the Program Planning and Evaluation Analyst responsible for managing the Workforce Investment Board. The Coordinator position will not have subordinates reporting to it.

Attachments:

Position Resolution

Related Items "On File" with the Clerk of the Board:

N/A