



## Legislation Text

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**File #:** 2021-0134, **Version:** 1

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**To:** Sonoma County Board of Supervisors  
**Department or Agency Name(s):** Human Services  
**Staff Name and Phone Number:** Katie Greaves, 565-8501  
**Vote Requirement:** Majority  
**Supervisorial District(s):** Countywide

**Title:**

Job Link One-Stop Operator Contract Amendment

**Recommended Action:**

Authorize the Director of the Human Services Department to execute an amendment to increase a Board-approved contract with California Human Development (CHD) by \$100,000 for a new contract amount not to exceed \$434,000 to expand Job Link services to satellite locations throughout Sonoma County. The term of the agreement will remain from 11/01/2019 to 06/30/2021.

**Executive Summary:**

In November of 2019, the Sonoma County Workforce Investment Board (WIB) entered into a contract with California Human Development, a local non-profit partner, to administer the One-Stop Operator (OSO) contract required for Sonoma County Job Link, our local America's Job Center of California (AJCC). Since the execution of this contract, CHD has provided One-Stop Operator services at Job Link's Capricorn Way location in southwest Santa Rosa. The contractor is expanding services and will temporarily hire four part-time employment service navigators at locations in West County, Sonoma Valley and North County. Funding for the additional navigation services is provided by the California Employment Development Department (EDD) through a COVID-19 Additional Assistance Grant.

**Discussion:**

The California Workforce Development Board (WDB) requires that One-Stop Operator services be contracted out per the Workforce Innovation Opportunity Act (WIOA). CHD has been the One Stop Operator for Sonoma County Job Link since November 2019. CHD's vast OSO and workforce experience is an important part of providing robust workforce services in Sonoma County.

Through the EDD COVID-19 Additional Assistance Grant, Sonoma County Job Link will expand basic employment services and increase the provision of supportive services to customers that reside outside of the central Santa Rosa area and will increase the number of navigation staff at Job Link and at other community hubs in outlying areas to amplify outreach to customers affected by layoffs due to COVID-19. Navigation staff will provide one-to-one customer assistance for all elements of basic career services including a warm handoff to more intensive Workforce services such as vocational counseling, subsidized training and job placement.

Customers need basic career and supportive services as they navigate the unemployment system and consider next steps for employment. For those customers in need of training services, enrollment in more intensive

individualized career services will be facilitated. In order to provide easier access and greater support to job seekers who reside outside of Santa Rosa, navigators will be staffed throughout locations in Guerneville, Cloverdale, Boyes Hot Springs and Petaluma. This additional funding would support four 0.5 FTE navigation staff and support other program needs such as web-based services, workshop facilitations and the purchase of program supplies for each of the four sites.

Targeted populations for this increased outreach include community members who are designated as priority populations for Job Link, with enhanced outreach to communities who have traditionally been underserved due to access barriers. For example, individuals without convenient transportation, very low-income individuals and underemployed individuals who cannot get to Job Link due to distance and hours of operations will be served more effectively through the increase in CHD staffing.

**Prior Board Actions:**

9/11/2020: FY 2020-21 Budget adopted by the Board of Supervisors

10/22/2019: Approval of the California Human Development contract for One Stop Operator services.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 20-21 Adopted</b>	<b>FY21-22 Projected</b>	<b>FY 22-23 Projected</b>
Budgeted Expenses	\$434,000		
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>\$434,000</b>		
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal	\$434,000		
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>\$434,000</b>		

**Narrative Explanation of Fiscal Impacts:**

\$334,000 in base funding was included in the budget adopted for FY 20-21. Additional funding of \$100,000 for the One-Stop Operator expanded navigation services from EDD was anticipated and included, as well, in the adopted budget. Program expenses will be filed with EDD to create a reimbursement claim for HSD’S accounts receivables.

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>

**Narrative Explanation of Staffing Impacts (If Required):**

N/A

**Attachments:**

One-Stop Operator Contract Amendment No. 1

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

None