



# COUNTY of VENTURA

**MELISSA LIVINGSTON**  
Director

April 9, 2024

## HUMAN SERVICES AGENCY

855 Partridge Drive  
Ventura, CA 93003  
805-477-5100

Board of Supervisors  
County of Ventura  
800 South Victoria Avenue  
Ventura, CA 93009

**JENNIE PITTMAN**  
Deputy Director  
Administrative Services

**VICTORIA JUMP**  
Deputy Director  
Aging & Disability Services

**Subject: Approval of, and Authorization for the Human Services Agency Director to Sign, a Contract Modification with Child Development Resources of Ventura County, Inc., for the Stage One Child Care for CalWORKs Recipients Program to Increase the Not-to-Exceed Amount of the Contract from \$6,100,000 to \$6,895,000, an Increase of \$795,000, Effective April 1, 2024 Through June 30, 2024; Authorization for the Human Services Agency Director to Approve and Sign Additional Limited Contract Modifications; and Authorization for the Auditor Controller to Process Any Necessary Accounting Transactions. (Recommendation #3 Requires 4/5ths Vote.)**

**DAVID SWANSON HOLLINGER**  
Deputy Director  
Children & Family Services

**MARISSA MACH**  
Deputy Director  
Community Access & Engagement

**ELAINE MARTINEZ**  
Deputy Director  
Community Services

### **Recommendations:**

1. Approve, and authorize the Human Services Agency (HSA) Director, or designee, to sign a contract modification with Child Development Resources of Ventura County, Inc., (CDR) for the Stage One Child Care for CalWORKs Recipients Program (Stage One) to increase the not-to-exceed amount of the contract from \$6,100,000 to \$6,895,000, an increase of \$795,000, effective April 1, 2024, through June 30, 2024 (Exhibit 1.)
2. Authorize the HSA Director, or designee, to approve and sign additional limited contract modifications to (a) decrease, or increase up to ten percent, the amount of the contract, (b) extend the time of performance up to six months, and (c) make budget modifications, corrections, clarifications and technical changes to the contract, when the changes are consistent with the original purpose of the contract, subject to County Executive Office and County Counsel review and approval.
3. Authorize the Auditor Controller to process the accounting transactions necessary to establish increased appropriations and additional revenue as follows (requires 4/5ths vote):

#### HSA Direct Recipient Aid – Division 3420

INCREASE	3420-3421	Services and Supplies	\$795,000
INCREASE	3420-3421	Intergovernmental Revenue	\$795,000

**Fiscal/Mandates Impact:**

Mandatory: No  
Source of Funding: Federal  
Funding Match Required: No  
Impact on other Departments: None

**Summary of Revenue and Costs:**

	<u>FY 2023-24</u>	<u>FY 2024-25</u>
<b>Revenue:</b>		
Direct	\$795,000	\$0
<b>Total Revenue</b>	<b>\$795,000</b>	<b>\$0</b>
<b>Costs:</b>		
Direct	\$795,000	\$0
Indirect	Minimal	Minimal
<b>Total Costs</b>	<b>\$795,000</b>	<b>\$0</b>
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>

There is no net County cost associated with this action. The increase in expenditures is fully covered by federal revenues through Temporary Assistance for Needy Families (CFDA 93.558.)

<b>FY 2023-24 Adopted Budget for HSA Direct Recipient Aid – Div. 3420</b>				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$84,212,000	\$84,383,432	\$93,191,000	(\$8,807,568)
Revenue	\$77,621,000	\$77,621,000	\$83,969,000	\$6,348,000
Net Cost	\$6,591,000	\$6,762,432	\$9,222,000	(\$2,459,568)

**Discussion:**

The availability of quality childcare is essential to the success of the California Work Opportunity and Responsibility to Kids (CalWORKs) program. The CalWORKs childcare program has three components, with Stage One being administered by county human services agencies (or their contractors) and Stages Two and Three being administered by California Department of Social Services. The purpose of the Stage One program is to support parents in securing stable, long-term childcare as the parent performs career-related activity, secures gainful employment, and ultimately becomes self-sufficient without cash assistance. Stage One begins when a family starts receiving CalWORKs benefits, and continues until the family situation is stable.

In the eight months from July 1, 2023, through February 29, 2024, CDR provided childcare services for 462 families, inclusive of 830 children—nearly equal to the 858 children that were cared for in the prior twelve months (July 2022-June 2023) and 12% above the 744 children that were cared for in the twelve months prior to that (July 2021-June 2022.) This

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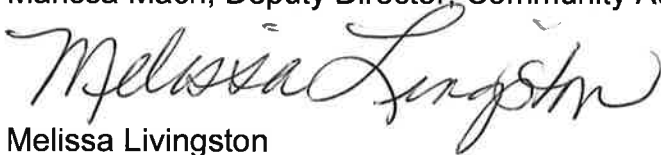
increasing trend is expected to continue as more parents secure employment in our strong labor market or engage in job readiness activities and utilize childcare services. In addition to serving more children each month, the cost of childcare continues to increase.

On June 20, 2023, your Board approved the contract with CDR for the Stage One Program in the amount of \$6,100,000 for the dates of July 1, 2023, through June 30, 2024. We ask that your Board approve and authorize the HSA Director or her designee to sign the contract modification with CDR to increase funding an additional \$795,000, and delegate authority to the HSA Director to approve and sign limited contract modifications, subject to County Executive Office and County Counsel review and approval. We also ask your Board to authorize the Auditor Controller to process the necessary accounting transactions detailed in recommendation three.

**Strategic Plan:**

Given the role that childcare plays in supporting a healthy economy inclusive of working parents, the Stage One Child Care Program contributes to the Board of Supervisors' 2024-2027 Strategic Plan priority to provide 'Fiscal Responsibility and Economic Vitality', Goal (1) Foster a thriving business ecosystem to create jobs, increase wages, and strengthen the local economy.

This item has been reviewed by the County Executive Office, the Auditor-Controller's Office and County Counsel. If you have any questions, please contact me at 805-477-5301, or Marissa Mach, Deputy Director, Community Access & Engagement, at 805-477-5323.

A handwritten signature in black ink, reading "Melissa Livingston". The signature is fluid and cursive, with the first name "Melissa" written in a larger, more prominent script than the last name "Livingston".

Melissa Livingston  
Director

Attachment:

Exhibit 1 – Child Development Resources Stage One Program Contract Modification