



# COUNTY OF VENTURA HUMAN SERVICES AGENCY

Melissa Livingston  
Director

September 15, 2020

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

Jennie Pittman  
Deputy Director  
Administrative Services

Marissa Mach  
Deputy Director  
Adult & Family Services

Judy Webber  
Deputy Director  
Children & Family Services

Curtis Updike  
Deputy Director  
Community Services  
Department

**Subject:** Adoption of a Resolution Establishing Four Fixed-Term Position Allocations for the Human Services Agency, Adult and Family Services Department, Effective October 2, 2020, to Support the Pathway Home Program to Support Employment and Training for Pre- and Post-Release Incarcerated Individuals.

**Recommendation:**

Adopt the attached resolution (Exhibit 1) to add four (4) full-time equivalent fixed-term position allocations in Budget Unit 3452 (Workforce Innovation and Opportunity Act (WIOA) Program Operations) effective October 2, 2020, and expiring on June 30, 2023, funded by U.S. Department of Labor (DOL) Pathway Home funds, as set forth below:

Job Code	Classification Title	FTE	Annual Salary Range	Budget Unit	Dept. Sub-Org
00297	HS Employment Specialist III- Fixed Term	2	\$50,673.43 - \$67,571.21	VCHSA-WIOA Program Ops	3452
01688	Account Executive III- Fixed Term	1	\$57,128.11 - \$72,281.19	VCHSA-WIOA Program Ops	3452
01347	Office Assistant IV-Fixed Term	1	\$37,368.86 - \$52,636.72	VCHSA-WIOA Program Ops	3452

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	Federal: DOL, Employment and Training Administration
Funding Match Required:	No
Impact on other Departments:	None

Summary of Revenue and Total Costs:

	<u>FY 2020-21</u>	<u>FY 2021-2022</u>
<b>Revenue:</b>		
Direct:	\$312,072	\$416,097
<b>Total Revenue</b>	<b>\$312,072</b>	<b>\$416,097</b>
<b>Costs:</b>		
Direct	\$312,072	\$416,097
Indirect Costs	Minimal	Minimal
<b>Total Costs</b>	<b>\$312,072</b>	<b>\$416,097</b>
<b>Net County Cost Incl. Indirect</b>	<b>\$0</b>	<b>\$0</b>

There are no Net County Costs associated with this funding. HSA has sufficient revenue and appropriations in the FY 2020-21 approved recommended budget and proposed budget. Should additional appropriations be necessary this fiscal year, they will be requested during the mid-year budget adjustment. Future fiscal year funding amounts will be incorporated during the annual budget process.

<b>Current FY 2020-21 Budget Projection for Workforce Development Board – BU 3450</b>				
	Recommended Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$7,066,172	\$7,066,172	\$7,066,172	\$0
Revenue	\$7,066,172	\$7,066,172	\$7,066,172	\$0
Net Cost	\$0	\$0	\$0	\$0

**Discussion:**

**A. Background**

The DOL's Employment and Training Administration announced the availability of approximately \$65,000,000 in grant funds authorized by the DOL Appropriations Act, 2019 (Pub. L. 115-245) for ex-offender activities under section 169 of the WIOA. Grantees are expected to provide the following services:

- Pre-release services including job preparation; establishing individual development plans; identifying barriers to employment; career exploration; and planning, counseling and assisting with linking inmates to the social services required to help them transition back to their communities.
- Post-release activities including skill-building services, such as apprenticeships and occupational training in in-demand industries leading to industry-recognized credentials that may be put to use by individuals with criminal records.

On May 5, 2020, your Board ratified submission of the grant application and authorized HSA's Director to accept funding and sign related agreements, contingent upon County Executive Office and County Counsel review and approval. It was noted at the time that HSA would return to your Board if additional fixed-term position allocations would be necessary, with the staffing plan to be finalized based on the approved grant amount.

HSA has been awarded a grant totaling \$2,417,711. The four fixed-term position allocations being requested will be fully funded with the approved grant funds.

The 42-month grant project, titled Bridges to Work, will focus on establishing a Pre-Release Specialized Job Center to serve inmates at the Todd Road Jail. The original application proposed to serve 300 inmates, but due to the reduction in the funded grant amount, the project is now estimated to serve approximately 200 inmates. Bridges to Work will place HS Employment Specialists at the Todd Road Jail whose focus will be on inmates who are fewer than 180 days away from release. In partnership with the Ventura County Sheriff's Office Todd Road Jail staff, HSA staff will provide career services including skills assessments, resume preparation, interview training, access to job boards and job placement services, and connections to skills training. Once participants are released from incarceration, they will report (virtually or physically) to local America's Job Center of California locations, where training, job placement, follow-up services and referral coordination will be provided. Measurable program outcomes will include skills gains, improvements in job placement and retention, wage levels and ultimately decreased recidivism rates.

## **B. New Fixed-Term Position Allocations Justification**

### **1. HS Employment Specialist IIIs:**

The two HS Employment Specialist IIIs (ES IIIs) will possess knowledge of the principles of individual and group behavior and awareness of the impact of physical and mental health issues on a client's career plan. They will also demonstrate interviewing and crisis intervention techniques and familiarity with available County and community resources. The selected candidates will have the ability to establish and maintain cooperative working relationships with people of diverse socio-economic backgrounds. The ES IIIs will provide case management, prepare and maintain case reports, conduct group presentations and workshops in the correctional facility, develop and oversee client employment career plans and authorize tangible assistance to program participants.

### **2. Account Executive III:**

The Account Executive III (AE III) will have knowledge of employment and training program practices and job matching techniques and the ability to establish rapport with clients, vendors and outside agencies. The AE III will provide case management, employee liaison activities, and job development services for clients, create and manage on-the-job training agreements, and make referrals to community resources and social services programs.

3. Office Assistant IV:

The Office Assistant IV (OA IV) will have considerable knowledge of techniques to expedite or improve clerical tasks and record processing, and will have excellent written communication skills. The OA IV will provide support duties requiring interpretation of rules and regulations and assessment of individual circumstances to determine the appropriate course(s) of action for the program.

**C. Recommendation**

HSA requests that your Board adopt the resolution for four new fixed-term position allocations effective October 2, 2020, and expiring on June 30, 2023.

The recommendations contained in this Board action are consistent with County Strategic Plan Focus Area #4: Community Well-Being, Strategic Goal #2: Ensure that individuals and families are provided timely and efficient assistance to meet/sustain basic needs, and transition quickly into pathways of productivity and self-sufficiency.

This letter 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, Rebecca Evans, WDB Executive Director, at 805-477-5306, or Marissa Mach, Deputy Director, Adult and Family Services, at 805-477-5323.

A handwritten signature in black ink that reads "Melissa Livingston". The signature is fluid and cursive, with the first name "Melissa" and last name "Livingston" clearly distinguishable.

Melissa Livingston  
Director

Attachment:  
Exhibit 1 – Board Resolution