



# COUNTY of VENTURA

**MELISSA LIVINGSTON**  
Director

January 24, 2023

Board of Supervisors  
County of Ventura  
800 S. Victoria Avenue  
Ventura, CA 93009

**HUMAN SERVICES AGENCY**  
855 Partridge Drive  
Ventura, CA 93003  
805-477-5100

**JENNIE PITTMAN**  
Deputy Director  
Administrative Services

**MARISSA MACH**  
Deputy Director  
Adult & Family Services

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

**ELAINE MARTINEZ**  
Deputy Director  
Community Services

**Subject: Approval of, and Authorization for the Human Services Agency Director, or Designee, to Sign, a Contract with Managed Career Solutions, Social Purpose Corporation, Effective February 1, 2023, through September 30, 2026, in the Amount Not to Exceed \$755,000 for the SkillUp Ventura County Program to Provide Career Services and Skills-Building Training to 1,000 Individuals with Barriers to Employment; and Authorization for the Human Services Agency Director, or Designee, to Approve and Sign Limited Contract Modifications Upon Certain Conditions.**

**Recommendations:**

1. Approve, and authorize the Human Services Agency (HSA) Director, or designee, to sign, a contract with Managed Career Solutions, Social Purpose Corporation (MCS), effective February 1, 2023, through September 30, 2026, in the amount not to exceed \$755,000 for the SkillUp Ventura County program to provide career services and skills-building training to 1,000 individuals with barriers to employment (Exhibit 1).
2. Authorize the HSA Director, or designee, to approve and sign limited contract modifications to (a) decrease, or increase up to ten percent, the amount of the contract, (b) extend the time for performance up to six months, and (c) make budget modifications, corrections, clarifications and technical changes, when the changes are consistent with the original purpose of the contract, subject to County Executive Office and County Counsel review and approval.

**Fiscal/Mandates Impact:**

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

**Summary of Revenue and Costs:**

	<u>FY 2022-23</u>	<u>FY 2023-24</u>
<b>Revenue:</b>		
Direct	\$0	\$0
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>
<b>Costs:</b>		
Direct	\$86,000	\$206,000
Indirect	Minimal	Minimal
<b>Total Costs</b>	<b>\$86,000</b>	<b>\$206,000</b>
<b>Net County Cost</b>	<b>\$86,000</b>	<b>\$206,000</b>

In addition to the amounts shown above, the remaining contract of \$463,000 will be spent in FY 2024-25 through FY 2026-27. The appropriations and county costs for this contract will be covered through future budget adjustments.

<b>FY 2022-23 Adopted Budget for HSA Workforce Development Division - BU 3450</b>				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$9,520,311	\$11,479,173	\$11,479,173	\$0
Revenue	\$9,520,311	\$9,520,311	\$9,520,311	\$0
Net Cost	\$0	\$1,958,862	\$1,958,862	\$0

**Discussion**

SkillUp Ventura County will help 1,000 job seekers upgrade their skills and train for certifications while bringing workforce services to clients where they are—particularly in those areas that are underserved or have large numbers of individuals experiencing difficulties accessing in-person and/or online services—and will provide multiple access points for outreach and engagement within the communities, including during evenings and weekends, at sites such as libraries, community centers, food banks, shelters, community colleges, and other trusted convenient locations. The program will maintain a focus on serving job seekers who live in communities with low healthy community conditions, as identified by the California Healthy Places Index (HPI), a rating of eight conditions that shape health outcomes in neighborhoods across California, including economic, education, transportation, social, neighborhood, housing, clean environment, and healthcare access. Ventura County communities with low HPI scores include areas within Santa Paula, Fillmore, Piru, Ventura and Oxnard.

SkillUp Ventura County will incorporate a virtual learning management system, Metrix Learning, and individualized career counseling services that use a community-based approach to ensure services are provided equitably and through a human-centered lens. Through the use of the Metrix Learning web-based system, participants will have the opportunity to acquire new skills, enhance existing skills, or prepare for certification training.

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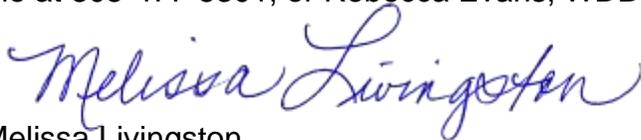
The Metrix Learning platform offers more than 5,000 online courses in a variety of in-demand and high-growth industry sectors, including, but not limited to, information technology, customer service, project management and digital literacy. Available courses span from basic work readiness skills for new workers, to tailored training for those re-entering the workforce, plus training tracks leading to more than 100 industry certifications. Many of the courses are available in Spanish, further expanding access to those for whom English is not their primary language.

Procurement Services released a Request for Proposals (RFP) to engage an organization that has expertise in providing employment services to customers with barriers to employment as they move toward discovering and accomplishing their career goals. MCS was the only respondent to the RFP. An external panel of reviewers evaluated the MCS proposal and company experience and positively recommended MCS as a service provider for this project.

Funding for this project will be from the General Fund as previously approved by your Board after the County's 18-month process that was finalized on October 11, 2022, and December 13, 2022, and that completed the County's funding strategy for the State and Local Fiscal Recovery Funds (SLFRF) made available through the American Rescue Plan Act (ARPA). This plan included \$1,500,000 for the SkillUp Ventura County project.

We ask that your Board approve, and authorize the HSA Director, or designee, to sign a contract with MCS effective February 1, 2023, through September 30, 2026, in the amount not to exceed \$755,000 for the SkillUp Ventura County program. We further ask your Board to authorize the HSA Director, or designee, to approve and sign limited contract modifications as detailed in item two above.

This item has been reviewed by the County Executive Office, the Auditor-Controller's Office, County Counsel and GSA Procurement Services. If you have any questions, please contact me at 805-477-5301, or Rebecca Evans, WDBVC Director, at 805-477-5306.



Melissa Livingston  
Director

Attachment:

Exhibit 1 – MCS SkillUp Ventura County Contract