



COUNTY of VENTURA

MELISSA LIVINGSTON
Director

HUMAN SERVICES AGENCY

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

March 28, 2023

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

JENNIE PITTMAN

Deputy Director
Administrative Services

MARISSA MACH

Deputy Director
Adult & Family Services

Subject: Approval of, and Authorization for the Human Services Agency Director, or Designee, to Sign, a Contract with Career Team, LLC, Effective April 1, 2023, through October 31, 2025, in the Amount Not to Exceed \$450,000 to Administer the Regional Equity and Recovery Partnerships Program; and Authorization for the Human Services Agency Director, or Designee, to Approve and Sign Limited Contract Modifications Upon Certain Conditions.

DAVID SWANSON HOLLINGER

Deputy Director
Children & Family Services

ELAINE MARTINEZ

Deputy Director
Community Services

Recommendations:

1. Approve, and authorize the Human Services Agency (HSA) Director, or designee, to sign, a contract with Career Team, LLC, effective April 1, 2023, through October 31, 2025, in the amount not to exceed \$450,000 to administer the Regional Equity and Recovery Partnerships (RERP) program to provide 79 entry-level and low-skilled workers and job seekers with access to training programs that establish and improve digital and manufacturing skills and build pathways to quality jobs (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, or to the length that matches the grantor's extension, 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:	State
Funding Match Required:	No
Impact on other Departments:	None

Summary of Revenue and Costs:

	<u>FY 2022-23</u>	<u>FY 2023-24</u>
Revenue:		
Direct	\$44,000	\$176,000
Total Revenue	\$44,000	\$176,000
Costs:		
Direct	\$44,000	\$176,000
Indirect	Minimal	\$Minimal
Total Costs	\$44,000	\$176,000
Net County Cost	\$0	\$0

There is no net county cost associated with this contract. There are sufficient revenue and appropriations in the HSA Adjusted Budget for FY 2022-2023. In addition to the amounts displayed above, it is estimated that the remaining revenue and appropriations of \$230,000 will be realized in Fiscal Year (FY) 2024-2025 through FY 2025-2026.

FY 2022-23 Adjusted Budget for HSA Workforce Development Division - BU 3450				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$9,520,311	\$11,479,173	\$10,327,173	\$1,152,000
Revenue	\$9,520,311	\$9,520,311	\$10,327,173	\$806,862
Net Cost	\$0	\$1,958,862	\$0	\$1,958,862

Discussion

Employers and industries throughout Ventura County are experiencing a need for basic digital skills training for their entry-level employees and technical upskilling for incumbent workers as technology changes and new digital and automation technologies become more commonplace. In 2021, there were 13,448 manufacturing job postings in our region. The top twelve occupations in assembly, production, drafting and inspection earn a median wage of \$23.75 per hour, well above the national median earnings of \$18.94 per hour for these occupations. Unfortunately, the region does not currently produce enough skilled candidates to meet the demand, causing a significant gap for employers. To address this need, the RERP program will focus on digital skills, manufacturing industries, and information and communication technologies. Career Team, LLC, will work in collaboration with the Workforce Development Board of Ventura County (WDBVC), and Ventura County's three community colleges to enroll 79 entry-level and low-skilled workers or job seekers into training programs that establish or improve digital and manufacturing skills, thereby creating a pipeline of skilled labor to fill expanding skills gaps experienced by area businesses. Identified training programs include paths in Computer Numerical Control Machinist at Ventura College, Computer Network Systems Engineering at Moorpark College, and Information Technology & Cybersecurity and Computer Networking at Oxnard College, each with an option to receive a certificate or credential. Participants will also receive case

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management services, including career guidance, job placement, mentoring and other needed services to aid with their success.

Procurement Services released a Request for Proposals (RFP) to engage an organization that has expertise in both working with community colleges and serving entry-level and low-skilled workers and job seekers. No applicants responded to the RFP. The Purchasing Agent and WDBVC staff subsequently identified Career Team, LLC, as a qualified service provider of this project. Career Team, LLC, has provided workforce development, education and technology solutions to communities across the nation since 1996.

We ask that your Board approve the contract with Career Team, LLC, in the amount not to exceed \$450,000 and authorize the HSA Director to sign the contract and approve limited contract modifications as detailed in recommendation two.

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 Executive Director, at 805-477-5306.

A handwritten signature in cursive script that reads "Melissa Livingston".

Melissa Livingston
Director

Attachment:

Exhibit 1 – Career Team Regional Equity and Recovery Partnerships Contract