



# COUNTY OF HUMBOLDT

For the meeting of: 10/8/2019

---

File #: 19-1209

---

**To:** Board of Supervisors

**From:** County Administrative Office

**Agenda Section:** Consent

**SUBJECT:**

Professional Services Agreement with Pathways Consultants for Use of Workforce Accelerator 7.0 Grant Funds and Supplemental Budget (4/5 Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the following supplemental budget for Fiscal Year 19-20 in Fund 1120, Budget Unit 287 (4/5th vote required);

Revenue:

1120287130-4511	State Revenue - Workforce	\$112,788
-----------------	---------------------------	-----------

Expense:

1120287130-2118	Professional Services	\$112,788
-----------------	-----------------------	-----------

2. Approve and authorize the Chair of the Board of Supervisors to sign two copies of the contract between the County of Humboldt and Pathways Consultants relating to Workforce Accelerator 7.0 Grant funds; and
3. Direct the Clerk of the Board to return all executed copies of the attached contracts to the Executive Director of the Humboldt County Workforce Development Board.

**SOURCE OF FUNDING:**

Workforce Accelerator 7.0 Grant Funds from the California Workforce Development Board (CWDB) and the Employment Development Department (EDD).

**DISCUSSION:**

The County Administrative Office-Economic Development Division was awarded a 16-month grant from the California Workforce Development Board to improve labor market and skills outcomes for target groups through the development of strategies that fill gaps, accelerate processes, or customize services to ensure greater access to workforce services and employment opportunities. To achieve the goals of this funding, professional services are required to assist with the training and coaching on the Careerhub platform. Careerhub is a cloud-based application that improves communications between

public service agencies and community clients. During Phase I of this initiative, Careerhub will primarily be used by the Humboldt County Probation department. Phase II of this virtual service model will include Workforce Innovation and Opportunity Act (WIOA) Step-Up Youth Programs. This application will have the ability to send automated text messages regarding important meeting times and job seeking opportunities. Community members and clients who receive texts or emails from this platform, and attend scheduled meetings, will be eligible for a small incentive. The incentives for this program are not to exceed a \$10 maximum value. Current Careerhub users include school districts, Community Resource Centers, and Workforce Development agencies. Careerhub indicates that current users have increased their response rate and attendance from clients by 75%. Furthermore, agencies who use Careerhub have decreased the amount of time caseworkers spend trying to reach their clients by 50%.

This agenda item will designate a contract with Pathways Consultants to train and coach Caseworkers on the Careerhub platform, that serves as the technical application for Workforce Accelerator 7.0 grant objectives. Pathways Consultants will provide the following services:

- Coordination between partnering agencies for the planning of the Careerhub Training of Trainers.
- Provide the Training of Trainers on the Careerhub virtual service model for program partners.
- Assist in the development of Careerhub tracking documents.
- Provide ongoing technical assistance and planning meetings to coach partners on application data and virtual service implementation.
- Cooperate with county staff in the planning, operation, and monitoring of the program.
- Contribute to progress reporting and final report to the California Workforce Development Board.
- Compliance with all sections of WIOA legislation and directives released by the EDD.
- Maintain all necessary program and fiscal records.

#### FINANCIAL IMPACT:

The requested supplemental budget will increase the Economic Development-Workforce Development funds by \$112,788. Ten percent of these funds are allocated towards administrative costs. \$12,651 is for staff salary and benefits, \$1,520 is for required travel to a grantee convening, and \$829 will be used for operating expenses such as consumable supplies, facilities and utilities. \$18,000 will be used for contracting with an Evaluator, as required by the granting agency. \$7,200 will be used to translate Careerhub materials and communications for justice involved limited language speakers. \$6,400 will be used to purchase equipment such as phones and electronic devices that can send and receive text messages. This amount is grant funded and will result in no impact to the county General Fund. The total amount of the contract with Pathways Consultants is not to exceed \$103,400. For Fiscal Year 2019-2020 it is estimated that the project will spend \$112,788. The remaining \$37,212 will be allocated to Fiscal Year 2020-2021 Budget.

#### STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service and supporting the self-reliance of citizens.

**OTHER AGENCY INVOLVEMENT:**

Humboldt County Probation Department

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

Your Board may choose not to approve this contract. This alternative is not recommended because the strategies, actions and outcomes have been determined by industry and are included in the budget submitted to the state. Furthermore, declining these funds would result in losing access to the 10% allocation towards administration.

**ATTACHMENTS:**

1. Professional Services Agreement by and between County of Humboldt and Pathways Consultants for Workforce Virtual Model Services for Fiscal Years 2019-2020 Through 2020.

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: N/A

File No.: N/A