

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT  
BETWEEN THE COUNTY OF HUMBOLDT  
HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION

This First Amendment shall be effective on \_\_\_\_\_, 2022, and shall modify the Professional Services Agreement entered into on October 26, 2021, between the County of Humboldt, a political subdivision of the State of California ("COUNTY"), and Humboldt State University Sponsored Programs Foundation ("CONTRACTOR") may be collectively referred to as the "Parties" herein.

RECITALS

WHEREAS, the Parties entered into the Agreement for Contractor to provide Workforce Innovation and Opportunity Act (WIOA) Regional Organizer and Regional Training Coordinator; and

WHEREAS, the Parties now wish to amend the WIOA Regional Organizer and Regional Training Coordinator scope of services.

NOW THEREFORE, pursuant to the recitals above which are incorporated as though set forth in full below, the Parties now agree as follow:

1. Description of Services. Exhibit A – Scope of Services, is revised to include Exhibit A1 – Scope of Services, attached hereto and incorporated herein by reference as if set forth in full.
2. CONTRACTOR agrees to perform Regional Organizer and Regional Training Coordinator activities required by this Agreement for an amount not to exceed Two Hundred Ninety-Five Thousand Five Hundred Eleven Dollars (\$295,511).
3. Term. The Agreement shall be effective until December 31, 2022.
4. All other provisions of the Agreement remain unchanged.

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IN WITNESS WHEREOF, County and Contractor have executed this First Amendment on the dates set forth below. By their signatures below each signatory represents that they have the authority to execute this amendment and to bind the Party on whose behalf their execution is made.

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION:

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

COUNTY OF HUMBOLDT:

By: \_\_\_\_\_

Date: \_\_\_\_\_

Virginia Bass  
Chair, Humboldt County Board of Supervisors

Attachments:

Exhibit A1 – Scope of Services

Exhibit C1– Certificate of Insurance

**EXHIBIT A1**  
**SCOPE OF SERVICES**

Humboldt State University Sponsored Programs Foundation  
07/01/2021 – 06/30/2022

Workforce Innovation and Opportunity Act (WIOA) Regional Organizer and Regional Training  
Coordinator

1. SERVICES:

The CONTRACTOR shall carry out the activities as Regional Organizer as follows:

- A. Serves as liaison to state regional initiatives and share information with the Humboldt County Workforce Development Board.
- B. Completes regional quarterly reports and exhibits for the state, working with the COUNTY
- C. Schedule and coordinate monthly Humboldt Workforce Coalition meetings, providing summaries on regional initiatives.
- D. Work with regional partners, as needed, to facilitate attainment of regional outcomes.
- E. Complete the following Regional Plan Implementation 4.0 activities:
  - a. Create a PowerPoint presentation on the state of the eight industry clusters identified in the 2019-2021 Targets of Opportunity report.
  - b. Share the presentation on the state of the eight industry clusters identified in the 2019-2021 Targets of Opportunity report with the Workforce Development Board.
  - c. Attend educational and job fairs throughout the county.
  - d. Create a presentation on the benefits of internships.
  - e. Collaborate with education and industry partners to rebuild the internship and apprenticeship pipeline.
  - f. Provide a living wage/cost of living analysis for Humboldt County
  - g. Research online job vacancy advertisement data by industry cluster for the past year.
  - h. Attend industry cluster meetings and share findings from the Targets report. Gather input on workforce needs.
- F. Maintain fiscal and programmatic/outcomes tracking of Humboldt Workforce Coalition regional grants to be shared at monthly Humboldt Workforce Coalition meetings.
- G. Attend regional organizer convenings.
- H. Support development and maintenance of regional sub-awards.

The CONTRACTOR shall carry out the activities as Regional Training Coordinator (RTC) as follows:

- A. Represent Humboldt Workforce Coalition on RTC monthly calls and convenings.
- B. Maintain tracking of Humboldt Workforce Coalition trainings.
- C. Serve as liaison with the state and share information with local directors.

- D. Serve as liaison for California Workforce Association (CWA) in regard to regional training – monitor training list, work with CWA to develop training contracts as needed, facilitate contract signatures.
- E. Ensure trainings include state-required training evaluations, collect evaluations, and submit to appropriate state organization and training provider.
- F. Serve as contact for state entities in relation to regional trainings.
- G. Provide summaries to directors at monthly Humboldt Workforce Development meetings.
- H. Work with Humboldt Workforce Development Board to match fiscal invoices training
- I. Complete RTC quarterly reports and exhibits for the state.

2. REPORTING REQUIREMENTS:

- A. The Regional Coordinator shall provide reports quarterly to the Humboldt County Workforce Development Board. Reports to include the following:
  - i. Number of businesses and partners contacted outreach efforts.
  - ii. Provide meeting agendas, minutes, and exhibits from all regional meetings and convenings
- B. The RTC shall provide reports quarterly to the Humboldt County Workforce Development Board. Reports to include the following:
  - i. Number of trainings completed,
  - ii. Number of participants that attended training, and
  - iii. Number of training hours completed.

3. COUNTY RESPONSIBILITIES:

The COUNTY shall carry out the following activities:

- A. Act as fiscal agent for all WIOA programs, funds, and grants.
- B. Provide CONTRACTOR technical assistance.
- C. Provide CONTRACTOR with the appropriate reporting forms, collect data, and file required reports with the State of California.
- D. Monitor CONTRACTOR for compliance with this Agreement and with local, state, and federal requirements annually.