



COUNTY OF HUMBOLDT

AGENDA ITEM NO.  
**C-10**

For the meeting of: January 19, 2016

Date: January 4, 2016  
To: Board of Supervisors  
From: Phillip Smith-Hanes, County Administrative Officer *PSH*  
Subject: One-Stop Service Center Operator Designation

RECOMMENDATION(S):

That the Board of Supervisors:

- 1) Receives recommendations from the Humboldt County Workforce Development Board (HC-WDB) and designates the County of Humboldt Department of Health and Human Services Employment Training Division (DHHS-ETD), College of the Redwoods (CR), and Redwood Community Action Agency (RCAA) to act as the lead consortium to operate the one-stop service center, locally known as The Job Market.
- 2) Approves additional partners, Sequoia Personnel Services (SPS) and North Coast Small Business Development Center (NC-SBDC) to become one-stop partners to carry out business services at the one-stop service center.
- 3) Directs staff to work with DHHS-ETD, CR and RCAA to develop and enter into a Memorandum of Understanding (MOU) between the HC-WDB and all one-stop partners.

SOURCE OF FUNDING: Economic Development Fund - Workforce Innovation and Opportunity Act (WIOA)

Prepared by Cynthia Harrington, HC-WDB Executive Director      CAO Approval

*Cynthia Hayes*

REVIEW: Auditor \_\_\_\_\_ County Counsel *PSH* Human Resources \_\_\_\_\_ Other \_\_\_\_\_

TYPE OF ITEM:  
 Consent  
 Departmental  
 Public Hearing  
 Other \_\_\_\_\_

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**  
Upon motion of Supervisor *Bass* Seconded by Supervisor *Fennell*  
Ayes *Sundberg, Fennell, Lovelace, Bohn, Bass*  
Nays  
Abstain  
Absent

PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Meeting of: \_\_\_\_\_

Dated: *Jan 19, 2016*  
By: *[Signature]*  
Kathy Hayes, Clerk of the Board

## DISCUSSION:

In July 2014, the US Congress passed and the President signed the Workforce Innovation and Opportunity Act (WIOA). The WIOA is an amendment to the Workforce Investment Act of 1998. Under WIOA, new guidelines now require local WDB boards, with the agreement of the chief elected officials, to designate or certify one-stop operators through a competitive process. The one-stop service center, locally known as The Job Market, is a federally mandated center. One-stop service centers are designed to provide a full range of assistance to job seekers under one roof. The centers offer training referrals, career counseling, job listings, and similar employment related services. Under new procurement guidelines, the lead operator(s) must either be an entity (public, private or non-profit) or a consortium of entities that, at a minimum, include three or more of the required partners. Locally, the required partners include the following agencies and funding sources:

- State of California Employment Development Division, Wagner-Peyser & Unemployment Insurance funding.
- California Department of Rehabilitation, Rehabilitation Act Title I funding.
- County of Humboldt Department of Health and Human Services, Temporary Assistance for Needy Families (TANF) funding.
- Experience Works, Older American Act Title V funding.
- Redwood Community Action Agency, Community Block Grant funding.
- College of the Redwoods, Adult Education, Literacy and Career and Technical Education funding.

A Request for Proposals (RFP) was released on August 21, 2015 and closed on October 9, 2015. One responsive proposal was received from DHHS-ETD, CR and RCAA, three of the required partners, to act as a lead consortium, to oversee and operate The Job Market. On December 18, 2015, the HC-WDB board approved a recommendation to your Board to designate DHHS-ETD, CR and RCAA to act as the lead consortium to operate the one-stop in Humboldt County.

Currently, DHHS-ETD has a lead role as an operator of The Job Market in Humboldt County. DHHS-ETD receives WIOA funding to deliver the Adult, Dislocated Worker, Eureka Youth, and Rapid Response programs. DHHS-ETD has a history of performing well under WIOA requirements and managing The Job Market. DHHS-ETD staff is well trained, meets performance measures, works well with required partners, leverages resources in an effective manner, and provides clients with meaningful services and support. The proposal submitted by DHHS-ETD, CR, and RCAA builds on a solid model that is effective and expands in a way that will enhance services and better serve job seekers and employers in Humboldt County. DHHS-ETD will continue to provide all WIOA prescribed services for Adult, Dislocated Worker, Eureka Youth and Rapid Response Event programs. DHHS-ETD will take the lead in coordination of partner services and program design. CR will provide a learning lab on-site staffed by CR instructors and continue to provide customized training courses designed for the one-stop system along with its full programming of Community and Adult Education courses, Career Technical Education certificates, and Associate in Arts (A.A.) and Associate in Science (A.S.) degrees. RCAA will provide direct support through referrals and coordination of services into outlying areas of Humboldt County. At one time, when funding was ample, The Job Market had satellite offices in Northern and Southern Humboldt. As funds decreased, satellite locations were no longer possible. RCAA will provide an opportunity to take one-stop services to Eastern, Northern and Southern Humboldt, utilizing space at family resource centers.

The WIOA guidelines provide that in addition to the required partners, local WDB boards, with agreement of the chief elected officials, may approve additional agencies that carry out workforce development programs or services. SPS and NC-SBDC are included in the proposal to provide business and employer services at the one-stop service center. SPS will have primary responsibility for interfacing with employers and NC-SBDC will provide education and technical assistance to business owners and entrepreneurs.

It is recommended that your Board designate DHHS-ETD, CR and RCAA to act as the lead consortium to operate the one-stop service center. In addition to the required partners, it is recommended that your Board approve SPS and NC-SBDC to be included as partners to provide business services.

The WIOA requires that the HC-WDB enter into a MOU with the one-stop partners. The MOU will outline the roles, responsibilities, client referral agreement, service delivery model, and cost sharing agreement. It is requested that the Board directs and authorizes staff to work with the one-stop partners to develop a MOU. Once developed, the MOU will be brought back to the Board for approval.

The HC-WDB will maintain responsibility for oversight of all activities that fall under the one-stop service center. This will include annual monitoring, quarterly reports, review of the MOU, shared cost reports, funding and performance.

The United States Department of Labor is currently proposing a requirement that local boards select one-stop operators through a competitive process at least once every four years. The final rule has not been released. If the final rule does not change then designating CR, DHHS-ETD and RCAA, to act as a lead consortium, will be a four year term, starting on July 1, 2016 and ending on June 30, 2020. In the event that the final rule is different, the one-stop designation will comply with that ruling.

OTHER AGENCY INVOLVEMENT: County of Humboldt Department of Health and Human Services, College of the Redwoods, Redwood Community Action Agency, Sequoia Personnel Services, North Coast Small Business Development Center, State of California Employment Development Division, California Department of Rehabilitation, Experience Works, Humboldt County Workforce Development Board.

FINANCIAL IMPACT: Annual notice of funding amounts is received annually from the State of California Employment Development Department, funding varies from year to year. In the likely event that one-stop contracts will be good for a period of four years, it is estimated that annual funding for the one-stop would be approximately \$809,000. The estimated total over the course of the four year period is \$3,236,000. The funding will be effective beginning July 1, 2016. During the transition period of February 1, 2016 through June 30, 2016, the new consortium and partners will receive WIOA transitions funds in the amount of \$82,254 in preparation for the July 1<sup>st</sup> start date.

The one-stop service center supports business and workforce development, a Core Role in the Board's Strategic Framework.

ALTERNATIVES TO STAFF RECOMMENDATIONS: The Board could choose not to designate DHHS-ETD, CR and RCAA as the one-stop operators and direct HC-WDB staff to issue a new RFP for one-stop operators. This is not recommended because a one-stop operator needs to be in place by July 1, 2016 and due diligence occurred during the RFP process. A sub-committee of the HC-WDB thoroughly reviewed the proposal and determined it was responsive, pertinent and enhanced the current system. The recommendation of the sub-committee was reviewed by the Executive Committee of the HC-WDB and the full HC-WDB before putting forth the recommendation to your Board.

ATTACHMENTS: None