

Agenda Report

TO: CITY COUNCIL

DATE: March 12, 2001

FROM: CITY MANAGER

SUBJECT: **AUTHORIZATION TO EXECUTE Foothill EMPLOYMENT
AND TRAINING CONSORTIUM CONTRACTS**

RECOMMENDATION:

It is recommended that the City Council adopt the attached resolution authorizing the following positions to execute training and training-related contracts, on behalf of the Foothill Employment and Training Consortium (FETC) Workforce Investment Board (WIB): Career Services Division Administrator, Human Services, Recreation, and Neighborhoods Department Director, and the City Manager.

BACKGROUND:

On June 12, 2000, the City Council adopted a resolution approving a Joint Powers Agreement (JPA) between the cities of Pasadena, Arcadia, Duarte, Monrovia, Sierra Madre, and South Pasadena. That JPA established the Foothill Employment and Training Consortium Workforce Investment Board (WIB) to receive federal employment and training funds and implement the delivery of services with those funds. Under the JPA and the Workforce Investment Act, the WIB, not the City, is assigned the role of reviewing and approving certain contracts.

The JPA designates the City of Pasadena to act as grant recipient, fiscal agent, and administrator for the consortium and to implement workforce investment area programs, under the supervision and direction of the Policy Board and the Workforce Investment Board. The Policy Board (composed of one elected official from each of the six consortium cities) is designated as the FETC chief elected official.

This recommendation for Council action is in keeping with the Workforce Investment Act's mandate that the WIB, not the grant recipient, be responsible for the identification and selection of all WIA one-stop operators, youth services providers, and adult and dislocated worker intensive and training services. WIA also specifies that the grant recipient shall disburse funds immediately upon receiving such direction from the local WIB.

Under the JPA, the City of Pasadena has the power to enter into and sign contracts on behalf of the Consortium. The Human Services, Recreation and Neighborhoods (HSR&N) Department is requesting that the City Manager, HSR&N Director, and the CSD Administrator (in his role as FETC Executive Director) be authorized to sign all training contracts approved by the Foothill Workforce Investment Board, without the necessity of additional review by the City Council. The WIB shall adopt a policy setting limitations as to the dollar amounts of contracts that each of the three positions can approve.

Contracts that would be impacted by this requested action include those for the provision of vocational training, customized employer training, on-the-job training, short-term pre-vocational workshops (e.g. stress management, how to use the Internet for job search, résumé preparation, etc.), comprehensive assessment, and other services directly provided to the unemployed and other job seekers under federal, state, and local grant programs. The affected grant programs include those funded by the federal Workforce Investment Act, Welfare to Work program, the Los Angeles County General Relief Opportunities for Work (GROW) program, and other grant funds given to the Foothill WIB.

The primary recipients of such funds include local school districts and community colleges, community based organizations, and private for profit training institutions. Recent contractors have included the Pasadena Unified School District, Pasadena City College, the Urban League, and Practical Data Processing, Inc.

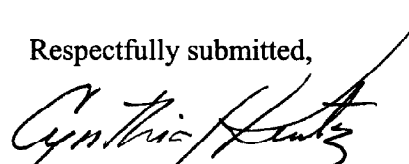
The Foothill WIB does not approve contracts or purchase orders for goods and services related to general operations, such as equipment and facility leases. Consequently, these items would be subject to City Council review, as required by City of Pasadena procurement rules.

The Compliance Review Division of the State Employment Development Department (EDD), as the grantor of WIA and other employment and training funds, conducts an annual review of all local WIB fiscal and procurement systems and activities.

FISCAL IMPACT:

There is no impact on City funds as all programs administered by the WIB are grant funds. This action will enable FETC to award training and employment contracts to qualified organizations selected in compliance with federal and state procurement standards. It is projected that approximately \$1,500,000 in total will be awarded to a number of such organizations for all employment and training programs administered by the WIB over a period of a year.

Respectfully submitted,



Cynthia J. Kurtz

Prepared by:



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Approved by:



Patricia A. Lane
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Attachment