

# Agenda Report

December 14, 2020

**TO:** Honorable Mayor and City Council

**FROM:** Office of the City Manager – Career Services Division

**SUBJECT: RECOGNIZE REVENUE AND APPROPRIATE FUNDS OF \$1,756,732 TO THE FISCAL YEAR 2021 OPERATING BUDGET FOR THE ACCEPTANCE OF WORKFORCE DEVELOPMENT GRANT FUNDS AND APPROVAL OF A CONTRACT AMENDMENT TO PROVIDE INDIVIDUAL TRAINING ACCOUNT SERVICES**

**RECOMMENDATION:**

It is recommended that the City Council:

- 1) Find that the proposed actions are exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 21065 of CEQA and Sections 15060 (c)(2), 15060 (c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required;
- 2) Authorize the City Manager to enter into a contract between the City of Pasadena (administrative entity for the Foothill Workforce Development Board) and the State of California Employment Development Department for the receipt of:
  - a. Workforce Innovation and Opportunity Act Adult Program Year 2020-21 grant funds in the amount of \$518,652 over a 24-month term; and
  - b. Workforce Innovation and Opportunity Act Dislocated Worker Program Year 2020-21 grant funds in the amount of \$502,874 over a 24-month term; and
  - c. Workforce Innovation and Opportunity Act Rapid Response Program Year 2020-21 grant funds in the amount of \$340,056 over a 24-month term; and
- 3) Authorize the City Manager to enter into a contract between the City of Pasadena (administrative entity for the Foothill Workforce Development Board) and the

County of Los Angeles Workforce Development, Aging and Community Services for the receipt of Youth at Work Program Year 2020-21 grant funds in the amount of \$271,650 over a 12-month term.

- 4) Authorize the City Manager to enter into a contract between the City of Pasadena (administrative entity for the Foothill Workforce Development Board) and the South Bay Workforce Investment Board (administrative entity for the City of Inglewood) for the receipt of Transitional Subsidized Employment Program Year 2020-21 grant funds in the amount of \$123,500 over a 12 month term.
- 5) Authorize the City Manager to enter into a contract amendment between the City of Pasadena (administrative entity for the Foothill Workforce Development Board) and the South Bay Workforce Investment Board (administrative entity for the City of Inglewood), for an increase of \$300,000 for a new contract amount not to exceed \$3,160,000.
- 6) Amend the Fiscal Year 2021 Career Services Division Operating Budget to recognize revenues and appropriate expenditures in the amount of \$1,756,732.

**BACKGROUND:**

The City of Pasadena is part of the six city Joint Powers Authority (JPA) that is known as the Foothill Workforce Development Board (Foothill WDB). This partnership includes the cities of South Pasadena, Sierra Madre, Arcadia, Monrovia, and Duarte. As the largest city in this partnership, Pasadena has maintained the role as the administrative agent. Pasadena provides staff and support resources to the JPA. With the exception of modest administrative overhead costs, the Foothill WDB operating budget is fully funded by a series of Federal, State and Local Grants that are allocated to support workforce programs for the under and unemployed. Programs for laid-off workers, veterans, youth, the disabled and those previously incarcerated are among the primary activities. The Foothill WDB operates a One Stop Center located at 1207 East Green Street, Pasadena, CA 91106. Services offered at the One Stop Center include career training information, career assessment, job search workshops, case management, youth and adult work experience, skills upgrade training, entrepreneurship training, and other workforce related services. The Foothill WDB also provides businesses and employers with connections to resources, including on-the-job training, layoff aversion, incumbent worker training, and recruitment. The proposed programs identified above will expand existing services to the adult population, dislocated worker population, youth population, low-income population, and businesses. All proposed programs will be administered at the One Stop Center through existing staff apart from contracted services with the South Bay Workforce Investment Board to provide fiscal agent services in the procurement and payment of training providers subject to State training eligibility requirements. The acceptance of these funds is required for the Foothill WDB to begin providing services to these target populations.

2. Workforce Innovation and Opportunity Act (WIOA) – Adult, Dislocated Worker, and Rapid Response

President Barack Obama signed the Workforce Innovation and Opportunity Act (WIOA) into law on July 22, 2014. The WIOA supersedes the Workforce Investment Act of 1988 (WIA). WIOA is designed to strengthen and improve our nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers.

On September 8, 2020, the State of California Employment Development Department issued an award to the Foothill WDB for WIOA Adult, Dislocated Worker, and Rapid Response funding in the amount of \$1,361,582 with a term of July 1, 2020 through June 30, 2022.

The funding is intended for the Foothill WDB to provide up to 300 adults and dislocated workers access to employment, education, training, and support services while matching employers with the skilled workers they need to compete in the global economy. The Adult and Dislocated Worker programs serve individuals who face barriers to education, training, and employment. Eligible participants will be offered training opportunities to ensure measurable skill gains and credential attainment for job placement in high-demand sectors. Other program services include activities that lead to attainment of occupational skills training, work readiness, and social skills development. Support services payments will be offered to ensure the clients ability to successfully complete work experience and meet their basic needs such as shelter, transportation, and other needs-related payments. The Rapid Response programs are intended for the Foothill WDB to respond to layoffs and business closures by quickly coordinating services and providing immediate aid to companies and their affected workers. The Foothill WDB Rapid Response teams will coordinate with employers, partner organizations, and employee representatives to quickly maximize public and private resources to minimize disruptions associated with job loss. Services include connecting displaced workers with access to direct services offered by the Foothill WDB including training, paid work experience, and support service payments. Other services include layoff aversion, on-the-job training, unemployment benefits information, and training on employment rights and regulations.

3. Youth at Work Program:

On July 13, 2020, the County of Los Angeles Workforce Development, Aging, and Community Services issued an award and distributed a standard agreement to the Foothill WDB for Youth at Work Program Grant funding in the amount of \$271,650 with a term of July 1, 2020 through June 30, 2021.

The funding is intended for the Foothill WDB to provide 100 youth with paid job opportunities that lead to long-term career pathways in high-growth, in-demand

industries. The program serves eligible youth, ages 14 to 24, with a focus on at risk youth including foster, system involved, juvenile justice, and low-income populations. Eligible youth will be offered up to 120 hours of paid work experience with a variety of employers in the public, private, or non-profit sectors, providing for opportunities to build knowledge, develop skills, and build work habits that prepare youth for unsubsidized employment opportunities.

4. Transitional Subsidized Employment:

On August 5, 2020, the South Bay Workforce Investment Board issued an award and distributed a standard agreement to the Foothill WDB for Transitional Subsidized Employment (TSE) Grant funding in the amount of \$123,500 with a term of July 1, 2020 through June 30, 2021.

The funding is intended for the Foothill WDB to provide 95 adults with temporary subsidized employment opportunities to overcome barriers to employment through fully supervised paid work experience, on-the-job training, and classroom training. The program serves the low-income population with a focus on at-risk adults who suffer from homelessness, mental health, substance abuse, domestic violence, and criminal records. Eligible participants will be offered up to 10-months of full time paid work experience with a variety of employers in the public, private, or non-profit sectors, providing for opportunities to build knowledge, develop skills, and build work habits that prepare participants for unsubsidized employment opportunities.

5. South Bay Workforce Investment Board Contract Amendment:

The City of Pasadena (administrative entity for the Foothill WDB), and the South Bay Workforce Investment Board entered into agreement No. 31641, dated as of July 1, 2020 for an amount not to exceed \$2,860,000 over a two-year term. Since the execution of the original contract, the Foothill WDB has been awarded additional funding from the California Employment Development Department to be utilized to provide training. The Foothill WDB desires to amend the original contract with an increase of \$300,000 for a total contract amount not to exceed \$3,160,000 to provide additional funding for training services.

Under the Workforce Innovation and Opportunity Act (WIOA), Section 122 requires states to establish and maintain a list of training providers who are eligible to receive WIOA Title I funds for training services. An America's Job Center of California (AJCC) may issue an Individual Training Account (ITA) to a WIOA Title I, subtitle B eligible individual (out of school youth age 16-24, adult or dislocated worker) to fund training services. The training provider must be selected from those listed on the List (ETPL). Under the federal WIOA, most vocational classroom training must be provided through vouchers known as Individual Training Accounts (ITAs). The State of California has established a policy that requires Local Workforce Development Boards to develop procedures for accepting applications of ITA training providers, contracting, payment, and monitoring of performance.

In accordance with state policy, Local Boards may authorize a single Local Board to act on their behalf in making determinations for initial and/or subsequent eligibility of training providers. The South Bay Workforce Investment Board (“South Bay WIB”) is the Local Board in the Los Angeles County Area that has acted on the behalf of local workforce development areas, including the Foothill WDB for the past seventeen (17) years.

Training opportunities are offered through individual case management at the One Stop Center located at 1207 East Green Street, Pasadena, CA 91106. Training is available to eligible populations on a first come first serve basis and is subject to available funding. The selection of training and training providers are customer choice in accordance with the Workforce Innovation and Opportunity Act.

**COUNCIL POLICY CONSIDERATION:**

Approval of the recommended actions will support local services for those seeking jobs and will have a positive impact on the current economic challenges facing Pasadena and the other partner cities in the Foothill WDB region.

**ENVIRONMENTAL ANALYSIS:**

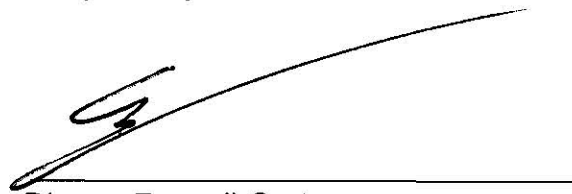
The actions proposed herein are exempt from the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. Entering into this agreement will not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a “project,” subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.



**FISCAL IMPACT:**

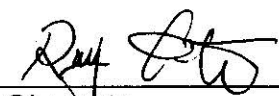
Approval of the recommended action will result in the City recognizing \$518,652 in WIOA Adult Grant revenue fund (68111011-630100-47526) and appropriation account (68111011-47526/47609); \$502,874 WIOA Dislocated Worker Grant revenue fund (68111011-630300-47535) and appropriation account (68111011-47535/47610); \$340,056 WIOA Rapid Response Grant revenue fund (68111011-630400-47616/47633) and appropriation account (68111011-47616/47703/47633/47638); and \$271,650 Youth at Work Grant revenue fund (68111011-636300-47691) and appropriation account (68111011-47691/47693/47695/47697/47699/47701); and \$123,500 Transitional Subsidized Employment Grant revenue fund (68111011-632000-47499) and appropriation account (68111011-47499). The Council action also increases Pasadena's contract with the South Bay Workforce Investment Board by \$300,000 to funding appropriation account (68111011-813000-47690).

Respectfully submitted,



Dianne Russell-Carter  
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