

# Agenda Report

July 31, 2023

**TO:** Honorable Mayor and City Council

**FROM:** Department of the City Manager

**SUBJECT: AUTHORIZATION TO AMEND CONTRACT NO. 31641 WITH SOUTH BAY WORKFORCE INVESTMENT BOARD TO EXTEND THE TERMS TO JUNE 30, 2025 TO PROVIDE TRAINING-RELATED SERVICES**

## **RECOMMENDATION:**

It is recommended that the City Council:

- 1) Find that the recommended action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines per Section 15061 (b) (3), the "common sense" provision that CEQA only applies to projects that may have an effect on the environment;
- 2) Authorize the City Manager to amend City Contract No. 31641 with South Bay Workforce Development Board on the behalf of the City of Inglewood to extend the term for a period of two years to June 30, 2025 for an amount not to exceed \$3,160,000 to provide California Eligible Training Provider List and Individual Training Account services; and
- 3) Grant the proposed contract amendment exemption from the Competitive Selection process pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

## **BACKGROUND:**

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 funds for training services. Under the federal WIOA, most vocational classroom training must be provided through vouchers known as Individual Training Accounts (ITAs). An America's Job Center of California (AJCC) may issue an Individual Training Account (ITA) to a participant that is eligible under WIOA Title I, subtitle B (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 Eligible Training Providers List

(ETPL). 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.

The Foothill Workforce Development Board ("Foothill WDB") represents a consortium of five cities (Pasadena, Arcadia, Duarte, Sierra Madre, and South Pasadena). Under the Foothill WDB program, ITAs are issued to job seekers that reside in, or were laid off from, employers that were located in one of the five consortium cities.

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 workforce development areas, including the Foothill WDB for the past 17 years. The scope of services under the proposed contract amendment with South Bay WIB that align with the state's requirements include:

- Accepting applications from training providers to be listed on the training provider list and vetting the applicants ensuring they:
  - Meet the state's minimum performance standards
  - Provide their Bureau for Private Postsecondary Education (BPPE) Annual Report
  - Provide evidence of their reported outcomes
- Processing of ITA payments to training providers on behalf of Foothill WDB participants;
- Maintaining a system for determining training provider eligibility;
- Developing a contract with each training provider;
- Evaluating and monitoring the quality of ITA training provider services annually;
- Providing Foothill WDB with electronic access to the approved lists and performance data for each listed provider; and
- Developing, administering, and maintaining a system for investigating complaints made by Foothill WDB participants against the listed training providers.

The South Bay WIB has been the local designated Board that has managed submissions to the online training provider list in Los Angeles County, and has procured and contracted with approximately 200 ITA providers for inclusion on its Intra-State Training and Information Resource Network (I-TRAIN). I-TRAIN and California's Eligible Training Provider Lists contain program and performance information on Southern California private and public training providers that are approved to receive WIOA training funds through ITAs. The types of training providers include colleges, universities, public and private schools, Adult Education Centers, and Regional Occupational Centers/Programs. A participant can select from a wide list of trainings across various disciplines including accounting, construction, automotive repair, certified nursing assistance (CNA), cybersecurity, and beauty arts and sciences. There are also apprenticeship programs offered that eligible participants can enroll in.

On November 1, 2019, the City Council authorized the City Manager to enter into a contract with South Bay WIB to provide payment processing and monitoring services in connection with payments to eligible providers of training and education services to customers of Foothill WDB. The First Amendment (April 30, 2020) added additional funding of \$1,500,000 to the original contract. The Second Amendment (July 1, 2020) added additional funding of \$360,000 to the contract to account for new grants that were awarded, and the Third Amendment (February 17, 2021) extended the time of performance of the contract to June 30, 2022 and added additional funding of \$300,000 to the contract increasing the total contract amount to \$3,160,000. The Fourth Amendment (September 19, 2022) extended the time of performance of the contract to June 30, 2023. As of the end of FY 2023, the total expensed on the contract was \$1,773,729, which leaves a balance of \$1,386,271 remaining on the contract. The Fourth Amendment of the contract expired on June 30, 2023, and the proposed Fifth Amendment would extend the term of the contract by two years to June 30, 2025. No other changes are proposed.

It is in the City's best interest to continue this contract as the South Bay WIB has provided superior performance of their contractual obligation to the City for over seventeen years. As a workforce development board, South Bay WIB has met the regional needs of their workforce development board customers.

**ENVIRONMENTAL ANALYSIS:**

The action proposed herein is not a project subject to 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 a contract for training-related services is an organizational and administrative action that would 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 Guideline. Since the action is not a project subject to CEQA, no environmental document is required.

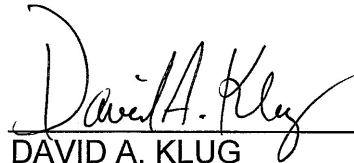
**COUNCIL POLICY CONSIDERATION:**

The proposed action supports and promotes the quality of life and growth of the local economy – a goal of the City Council's Strategic Plan – through the development of a skilled labor force within Pasadena and the other four cities that the Foothill WDB consortium serves.

**FISCAL IMPACT:**

Funding for this action was included as anticipated revenue and expenditures in the current adopted FY 2024 Operating Budget. There is no anticipated fiscal impact on the General Fund as a result of this action and it will not have indirect or support costs requirements. The anticipated impact to other operational programs as a result of this action will be none.


Respectfully submitted,



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DAVID A. KLUG  
Economic Development Director

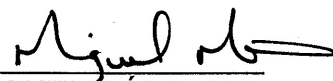
Prepared by:



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Dianne Russell-Carter  
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Approved by:



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MIGUEL MÁRQUEZ  
City Manager