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2016 AUG 12 AM 9:26

# AGENDA REPORT

**TO:** Sabrina B. Landreth  
City Administrator

**FROM:** Mark Sawicki,  
Director, EWD

**SUBJECT:** Additional Workforce Development  
Board Contracts from Midcycle  
Appropriations

**DATE:** August 2, 2016

City Administrator Approval

Date:

8/11/16

## RECOMMENDATION

**Resolution Amending Resolution Number 86253 C.M.S., Which Adopted The Fiscal Year 2016-17 Workforce Investment Budget And Authorized Service Provider Contracts, to (1) Authorize Additional Contracts With The Unity Council And The Oakland Private Industry Council, Inc., To Operate One-stop Neighborhood Career Centers, (2) Increase Contract Amounts For Lao Family Community Development, Youth Employment Partnership, And Youth Uprising For Summer Youth Jobs, And (3) Increase The Contract Amount For Civicorps for Youth Services**

## EXECUTIVE SUMMARY

At the June 21, 2016 City Council meeting, the City Council approved amendments to the Midcycle Budget to allocate an additional \$533,000 of General Fund subsidy for one-time funding of workforce providers. The additional funding was presented to the Oakland Workforce Development Board (OWDB) on Thursday, August 4 for its approval of contracts.

The reason this resolution is included in the Mayor's Summer Recess is because the additional one-time funding that City Council approved was not included in the resolution approving the Fiscal Year (FY) 2016-17 OWDB budget that was presented for Council approval. This resolution provides Council's formal approval of contracts associated with the increased funding that was authorized. Since the additional funding was intended to allow providers to continue certain services into the new fiscal year, a delay in the approval timeline of these new funds could lead to a disruption in funding to providers and services to clients.

Item: \_\_\_\_\_  
Mayor's Summer Recess  
August 23, 2016

## **BACKGROUND / LEGISLATIVE HISTORY**

The OWDB is a Federally-mandated policy body appointed by the Mayor and charged with approving the use of U.S. Department of Labor Workforce Innovation and Opportunity Act (WIOA) funds allocated annually to Oakland through the State Employment Development Department (EDD). The Chief Elected Official of an area receiving WIOA funds (which in Oakland's case is the Mayor) and the OWDB must agree on the budget. Since WIOA does not supersede local governance, the Oakland City Charter mandates that the Oakland City Council must also approve the allocation of WIOA funds. Within the City's budget, WIOA funds and other workforce-related funds are received and distributed through the Workforce Development Division (Fund 2195) of the Economic & Workforce Development Department.

A Request for Proposals (RFP) for WIOA-funded contract service providers was issued on January 27, 2016. A bidder's conference took place on February 10, 2016 and the deadline to submit proposal applications was March 15, 2016.

The approach to service delivery emerged out of a participatory process responding to local need, regional opportunity, and national policy change. The Board, its Committees, staff, contractors, and diverse community stakeholders contributed to the development of the 2013-2017 Strategic Plan, which lay the groundwork for the RFPs. Subsequently, Board and its Committees met to define policy principles and conceptual frameworks for the service models described in RFP.

The City and the OWDB contract with experienced organizations to provide workforce development services for adults and dislocated workers. The overall goals of the workforce organization are to help adults and dislocated workers develop the skills to attain the knowledge, and access the resources needed to thrive in their careers; and provide employers with the skilled workers needed to sustain and competitively grow their businesses. OWDB envisions a coordinated set of relationships among providers and partners in the Workforce system that can connect residents, particularly those with barriers to employment, to career pathways leading to family-sustaining jobs in growing industries.

On June 21, 2016, the City Council adopted the OWDB budget for FY 2016-17 and approved contracts awarded to multiple service providers based on the proposed budget allocations for such services, for a term of one year through June 30, 2017. In addition, Council directed staff to prepare for approval contracts to service providers for additional services that would be funded through additional General Fund appropriations that were added to the adopted Midcycle Budget.

## **ANALYSIS AND POLICY ALTERNATIVES**

The amendments to the Midcycle Budget that were allocated to workforce development providers total \$533,000. Table 1 represents the four Midcycle Budget amendments that will require contracts to be written or extended by the WDB staff:

<b>Table 1: Amended City Council Allocated General Fund Subsidy</b>			
<b>One-Time Additions:</b>		<b>Provider</b>	<b>Total Midcycle Budget Amendments to Providers:</b>
1	Supplemental Youth Program Provider	<b>Civicorps</b> <i>(supplemented by non-WIOA funds to support cost *)</i>	<b>\$103,000</b>
2	One-Time Funding for Neighborhood Centers for Adult/Dislocated Workers	<b>Unity Council One-Stop Career Center</b>	<b>\$100,000</b>
3		<b>OPIC: Comprehensive Career Center for West Oakland One-Stop Career Center</b>	<b>\$130,000</b>
4	Additional Funding for Classroom2Careers	<b>Lao Family Community Development, Youth Employment Partnership and Youth UpRising</b>	<b>\$200,000</b>
<b>TOTAL CONTRACTS</b>			<b><u>\$533,000</u></b>

\* Additional funds of \$103,000 to support a sixth youth provider, Civicorps, are in addition to \$106K from WIOA budget. This total amount matches allocations to the other five youth providers.

The first amendment was already approved by the Workforce Development Board. On June 2, 2016, the OWDB, during its budget deliberations, voted to fully fund six youth providers, which would require an additional \$103,000 subsidy from the General Fund in order to fully fund the sixth provider, Civicorps, at the same amount as the other five youth providers. The additional General Fund allocation was approved by Council as part of the Midcycle Budget. The proposed resolution amends the original workforce resolution, increasing Civicorps' contract to include this supplement approved by the Council.

The second amendment is for an existing provider, Unity Council, that the OWDB approved as a sector access point provider. City Council requested that, in addition to the previously approved funding for a sector access point contract, Unity Council would receive one-time funding of \$100,000 as a neighborhood one-stop center.

The third amendment is for a provider and service that was not proposed for funding by the OWDB, since they did not apply under the FY 2016-19 RFP. However, the City Council requested that the Oakland Private Industry Council (OPIC) be provided one-time funding to continue operating the West Oakland one-stop career center at a similar level as the prior fiscal year.

The fourth amendment is for summer youth contracts under the Classroom2Careers program. . The additional \$200,000 will increase the number of students served by 80.

### **FISCAL IMPACT**

The Midcycle Budget amendments are one-time funding opportunities for providers, approved by the City Council as part of the Midcycle General Fund Budget approval. . Contracts for these services will be written for one year only and expire on June 30, 2017.

### **PUBLIC OUTREACH / INTEREST**

The OWDB is presently the City's largest volunteer policy body subject to the Brown Act and Sunshine Ordinance. All meetings are publicly noticed and there is active public participation in its committees and full OWDB meetings. Prior to issuing RFPs for developing the workforce system, the OWDB staff facilitated presentations to spread awareness of Oakland's workforce system at 13 community and business organizations, reaching 259 community stakeholders. Staff collected feedback from 230 employers, job seekers and workers, and conducted executive interviews with a dozen chief executive officers and human resource leads from Oakland employers and business organizations

### **COORDINATION**

Contracts are supported by the Office of Contracts and Compliance. Workforce Development staff works closely with the Finance and Management Agency to ensure fiscal compliance with the expenditure of WIA funds. Staff also works closely with the City Attorney's Office for counsel and advice matters such as proper noticing, Board process, conflict of interest, and other legal matters. Workforce Development is now a unit of the new Department of Economic and Workforce Development under the one director.

### **SUSTAINABLE OPPORTUNITIES**

**Economic:** Oakland's Workforce Development System provides qualified workers for Oakland businesses, and prepares Oakland residents for gainful employment and career paths leading to family sustaining jobs.

**Environmental:** This report does not directly address environmental sustainability.

**Social Equity:** Participants who receive intensive services in Oakland's Workforce Development System have multiple barriers to employment, are unemployed or have require support in gaining the pre-employment and vocational skills needed to become gainfully employed.

**ACTION REQUESTED OF THE CITY COUNCIL**

Resolution amending resolution number 86253 C.M.S., which adopted the FY 2016-17 workforce investment budget and authorized service provider contracts, to (1) authorize additional contracts with the Unity Council and the Oakland Private Industry Council, Inc., to operate one-stop neighborhood career centers, (2) increase contract amounts for Lao Family Community Development, Youth Employment Partnership, and Youth Uprising for summer youth jobs, and (3) increase the contract amount for Civicorps for youth services.

The outcomes of adopting this Resolution are the authorization of the Oakland WDB to contract:

- Adult and dislocated worker services with Oakland Private Industry Council (OPIC) for the West Oakland One-Stop Neighborhood Career Center in the amount of \$130,000;
- Adult and dislocated worker services with Unity Council in the amount of \$100,000 for a central neighborhood center;
- Youth services to Civicorps in the amount of \$103,000 to match other five youth provider contracts;
- Summer Youth services to Lao Family Community Development, Youth Employment Partnership, and Youth UpRising Civicorps in the amount of \$200,000 total;

For questions regarding this report, please contact Mark Sawicki, Director, Economic & Workforce Development, at (510) 238-2992.

Respectfully submitted,



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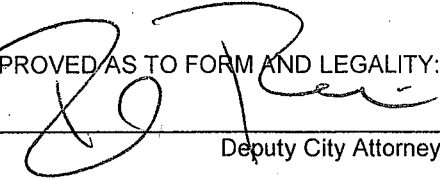
Mark Sawicki  
Director, EWD

Prepared by:  
Kristy Schaffler  
Workforce Development

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APPROVED AS TO FORM AND LEGALITY:



Deputy City Attorney

**OAKLAND CITY COUNCIL**  
**RESOLUTION No. \_\_\_\_\_ C.M.S.**

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**RESOLUTION AMENDING RESOLUTION NO. 86253 C.M.S., WHICH ADOPTED THE FISCAL YEAR 2016-17 WORKFORCE INVESTMENT BUDGET AND AUTHORIZED SERVICE PROVIDER CONTRACTS, TO (1) AUTHORIZE ADDITIONAL CONTRACTS WITH THE UNITY COUNCIL AND THE OAKLAND PRIVATE INDUSTRY COUNCIL, INC., TO OPERATE ONE-STOP NEIGHBORHOOD CAREER CENTERS, (2) INCREASE CONTRACT AMOUNTS FOR LAO FAMILY COMMUNITY DEVELOPMENT, YOUTH EMPLOYMENT PARTNERSHIP, AND YOUTH UPRISING FOR SUMMER YOUTH JOBS, AND (3) INCREASE THE CONTRACT AMOUNT FOR CIVICORPS FOR YOUTH SERVICES**

**WHEREAS**, on June 21, 2016, the City Council adopted Resolution No. 86253 C.M.S. approving Oakland's FY 2016-2017 workforce investment budget, including an appropriation of \$4,152,806 in new Workforce Innovation and Opportunity Act of 2014 ("WIOA") funds, and authorizing contracts with service providers to provide employment and training services to adults, dislocated workers, youth and business including rapid response and lay-off aversion services, with WIOA Title I formula funds; and

**WHEREAS**, on June 21, 2016, the City Council adopted Resolution No. 86250 C.M.S. adopting amendments to the City's Fiscal Year 2015-17 Biennial General Purpose Fund Budget; and

**WHEREAS**, those amendments include General Purpose Fund funding of one-stop neighborhood career centers in West Oakland and Central Oakland, additional funds for summer youth jobs, and additional youth services funding for Civicorps pending exploration of utilizing Measure Z funds, along with \$346,984 for increased WIOA grant subsidies; and

**WHEREAS**, the Oakland Private Industry Council ("OPIC") is under contract as the designated service provider for the West Oakland One-Stop Neighborhood Career Center; and

**WHEREAS**, the Unity Council is under contract as the designated sector access point service provider for the Central Oakland One-Stop Neighborhood Career Center; and

**WHEREAS**, Civicorps is under contract as a designated youth service provider; and

**WHEREAS**, Lao Family Community Development, Youth Employment Partnership, and Youth UpRising are under contract as designated summer program youth service providers; and

**WHEREAS**, the Oakland Workforce Development Board at its meeting on August 4, 2016, approved the additional funding, contracts and workforce budget amendments authorized by this Resolution; now, therefore, be it

**RESOLVED:** That Resolution No. 86253 C.M.S. is hereby amended to authorize the City Administrator to negotiate and enter into additional contracts for FY 2016-17, one-time funding through June 30, 2017, to provide employment and training services to adults, dislocated workers and youth services with the following service providers in not-to-exceed amounts set forth below:

- Adult and dislocated worker services to the Oakland Private Industry Council, Inc., for the West Oakland One-Stop Neighborhood Career Center in the amount of \$130,000
- Adult and dislocated worker services to the Unity Council for the Central Oakland One-Stop Neighborhood Career Center in the amount of \$100,000

and be it

**FURTHER RESOLVED:** That Resolution No. 86253 C.M.S. is hereby further amended to increase the contract amount to Civicorps for youth services by \$103,000, pending exploration of utilizing Measure Z funds; and be it

**FURTHER RESOLVED:** That Resolution No. 86253 C.M.S. is hereby further amended to authorize the City Administrator to negotiate and enter into additional contracts or contract amendments in an amount up to \$200,000 with Lao Family Community Development, Youth Employment Partnership, and Youth UpRising in respective amounts as determined by the Oakland Workforce Development Board for additional 80 work experience youth placements for summer 2016; and be it

**FURTHER RESOLVED:** That the General Purpose Funds from 85111 shall be placed in Workforce Development Fund (2195), Workforce Development Org (85311), various Expenditure Accounts, in Projects to be determined; and be it

**FURTHER RESOLVED:** That the Fiscal Year 2016-2017 workforce investment budget adopted by Resolution No. 86253 C.M.S. is hereby amended to reflect the additional funding and contracts authorized by the midcycle FY 16-17 General Purpose Fund budget amendments and this Resolution; and be it

**FURTHER RESOLVED:** That the City Administrator or her designee is hereby authorized to spend funds and take other action with respect to the adopted workforce budget as amended and authorized contracts as amended consistent with this Resolution and its basic purposes.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_

**PASSED BY THE FOLLOWING VOTE:**

AYES -

NOES-

ABSENT-

ABSTENTION-

ATTEST: \_\_\_\_\_

LaTonda Simmons  
City Clerk and Clerk of the Council  
of the City of Oakland, California