

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
ACTION AGENDA SUMMARY

*Ferraro*

DEPT: Community Services Agency

BOARD AGENDA # \*B-11

Urgent  Routine

AGENDA DATE January 15, 2008

CEO Concurs with Recommendation YES  NO   
(Information Attached)

4/5 Vote Required YES  NO

SUBJECT:

Approval to Award Agreements for Welfare to Work Services - Community Services Agency

STAFF RECOMMENDATIONS:

1. Approve the awarding of agreements by the Community Services Agency for Welfare to Work Services with Stanislaus County Alliance Worknet; Arbor E&T, LLC; Central Valley Opportunity Center, Inc.; Computer Tutor Business and Technical Institute; and Kelly Services, Inc. Agreements are not to exceed a total of \$3,750,000.
2. Authorize the Interim Director of the Community Services Agency or her Designee to finalize and execute the agreements and any amendments, not to exceed the agreement amounts detailed in the fiscal impact.

(Continued on Page 2)

FISCAL IMPACT:

Appropriations and estimated revenues to support the recommended agreements have been included in the Community Services Agency's Fiscal Year 2007-2008 Final Budget. The ongoing appropriations and revenues for the awarded contracts will be included in Agency's budget request to the Board for the succeeding fiscal year. The County's CalWORKs Single allocation maintenance of effort

(Continued on Page 2)

BOARD ACTION AS FOLLOWS:

No. 2008-041

On motion of Supervisor Monteith, Seconded by Supervisor Grover  
and approved by the following vote,

Ayes: Supervisors: O'Brien, Grover, Monteith, DeMartini, and Chairman Mayfield

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

- 1) X Approved as recommended
- 2) \_\_\_\_\_ Denied
- 3) \_\_\_\_\_ Approved as amended
- 4) \_\_\_\_\_ Other:

MOTION:

*Christine Ferraro*

ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No.

**STAFF RECOMMENDATIONS (Continued):**

3. Direct the Auditor Controller to increase appropriations and estimated revenues in the amount of \$541,700 as detailed in the Alliance Worknet Budget Journal.

**FISCAL IMPACT (Continued):**

amount has already been met for this fiscal year; these Welfare to Work services will be 100% Federal/State funded. There is no additional cost to the County General Fund associated with these agreements.

In order for the Alliance Worknet to provide startup program development in the current year, it is recommended to increase appropriations and estimated revenues by \$541,700 to augment Alliance Worknet’s Budget as detailed in the attached budget journal. Appropriations and revenues for year 2 will be included in the Alliance budget request for FY 2008-2009.

Listed below are the recommended agreement amounts by vendor:

<b>Contractor</b>	<b>Total Contract</b>	<b>FY 2007-2008</b>
Alliance Worknet	\$2,708,000	\$541,700
Arbor E&T, LLC.	501,000	100,200
Central Valley Opportunity Center, Inc.	175,000	35,000
Computer Tutor Business and Technical Institute	68,000	17,000
Kelly Services, Inc.	298,000	59,500
<b>Total Contracts</b>	<b>\$3,750,000</b>	<b>\$753,400</b>

**DISCUSSION:**

The Deficit Reduction Act of 2005 reauthorized the Temporary Assistance for Needy Families (TANF) program of 1996. Current legislation requires states to engage more TANF cases in productive work activities leading to self-sufficiency. From the inception of the TANF program, welfare reform has proved a tremendous success over the past decade. By insisting on programs that require work and self-sufficiency in return for federal aid, families dependent upon assistance have decreased by more than half since 1996. New federal regulations build on that progress increasing the focus on customer engagement and participation.

What TANF Reauthorization Means

There has been a 60% reduction in welfare nationwide as a result of the implementation of Welfare Reform in 1996. Congress determined that more could be done to increase the number of individuals actively participating in work activities. The Deficit Reduction Act of 2005 reauthorized the TANF program and implemented new guidelines that:

- Increase work participation rates for one parent and two parent families, to 50% and 70% respectively;
- Recalculate State caseload reduction credits;
- Expand the definition of “work-eligible” individuals;
- Provide new, more restrictive, definitions for allowable work activities;
- Enact new requirements for reporting and verifying work activity participation; and
- Impose financial penalties to States for not meeting the new requirements.

California’s Response to the Deficit Reduction Act:

The State of California operates the TANF program as the CalWORKs program. In response to the Federal legislation, California enacted Assembly Bill 1808. Assembly Bill 1808 enacted the following changes:

- Required each county to submit a revised addendum to their Welfare to Work Plan that outlines how counties will increase participation rates through:
  - Upfront Engagement;
  - Reengagement of non-compliant or sanction individuals;
  - Achieving full engagement (32 hours/35 hours);
  - Outcome measurement; and
  - Collaboration.
- Established three Pay for Performance Incentive Opportunities. Counties may be eligible to receive additional funds by:
  - Increasing the employment rate of individuals receiving CalWORKs;
  - Increasing a modified State Work Participation Rate; and
  - Increasing the percentage of families that have earned income three months after being discontinued from CalWORKs.
- Passes on financial penalties to counties should the State not meet Federal Work Participation requirements when that county contributed to the failure.

CalWORKs- Welfare to Work is Successful in Stanislaus County

The implementation of the CalWORKs program in Stanislaus County in 1998 has been a success. Through the excellent work of our employees and through committed partners in the community, families are acquiring the skills needed to become economically self-sufficient. The number of families in Stanislaus County that are receiving cash assistance has declined by over 25%. When CalWORKs was implemented there were an average of 12, 217 families receiving cash aid. In 2003, that number had declined to a low of 8,211. However, the number of families in receipt of CalWORKs is increasing due to County population growth and changes in the economy.

<b>Total CalWORKs Average Monthly Cases per Fiscal Year for Stanislaus County</b>	
<b>Fiscal Year</b>	<b>Average Monthly Cases</b>
1995-1996 (Peak Baseline Year)	<b>12,217</b>
1999-2000 (Year after CalWORKs Implementation)	<b>9,538</b>
2000-2001	<b>8,698</b>
2001-2002	<b>8,445</b>
2002-2003	<b>8,277</b>
2003-2004	<b>8,786</b>
2004-2005	<b>9,190</b>
2005-2006	<b>9,157</b>
<b>2006-2007</b>	<b>9,458</b>

Next Steps for CSA:

Faced with new federal and state requirements, there is urgency in the Community Services Agency's effort to move families towards self-sufficiency as quickly as possible. One of the most critical challenges we face as a social service agency is to raise our work participation rates (WPR) to meet the Federal requirements. Stanislaus County's current participation rate for the period of October 2006 through September 2007 is 17%.

In order to assist customers in attaining job related skills, the Community Services Agency (CSA) through the General Services Agency issued a Request for Proposal (RFP 33-07-TRS) on July 11, 2007 and proposals were opened on August 31, 2007. A total of eleven proposals were received from ten different agencies:

- Alliance Worknet;
- Arbor E&T LLC;
- Aspira;
- Central Valley Opportunity Center (two proposals);
- Charter House;
- Computer Tutor;
- Council for the Spanish Speaking;
- Kelly Services;
- Policy Studies, Inc.; and
- United Way.

The proposals were evaluated and ranked based on specific criteria set forth in the Request for Proposals packet. On December 12, 2007, the ten agencies were notified in writing of the award recommendations and were provided with an opportunity to respond. No formal protests/appeals were received during the protest period. The Agency is now recommending that the Board of Supervisors approve the recommendations and award contracts to the agencies cited.

Following is a table showing the contractors recommended for award, the contract amount, a description of services to be provided and the location of services.

<b>Contractor</b>	<b>Funding Amount</b>	<b>Services to be Provided</b>	<b>Location of Services</b>
Alliance Worknet	\$2,708,000	Job Search/Job Readiness, Community Service Placement, Customer Advocacy through Family Resource Centers, Paid Work Experience	Modesto, Ceres, Turlock, Patterson, Riverbank, and Hughson
Arbor E&T LLC	501,000	Job Search, Retention, and GED for hard to serve, sanction/non-compliant	Modesto
Central Valley Opportunity Center	175,000	Job Search/Job Readiness, Community Service Placement, Paid Work Experience – Spanish Speaking Customers only	Modesto
Computer Tutor	68,000	Bridging Activities – Computer Skills	Modesto
Kelly Services, Inc.	298,000	Temporary Employment Services	County-wide

Additionally, it is recommended Alliance Worknet’s budget be adjusted to include an increase in appropriations and estimated revenues of \$541,700 to provide Welfare-to-Work services startup program development and continued funding for this fiscal year through June 30, 2008.

In keeping with the Board’s contract reporting requirements Attachment 1 details the individual contractor’s cumulative agreements with CSA.

**POLICY ISSUE:**

Approval of this request will allow the Community Services Agency to contract for Welfare to Work services that promote personal responsibility, self-sufficiency and work participation in the CalWORKs program. These contracts will focus services and activities toward meeting Federal work participation rates in support of the Board’s priorities of effective partnerships and efficient delivery of public services.

**STAFFING IMPACT:**

Existing staff in the Community Services Agency provides support to these programs. Approval of the agreements described in this item will fund program staffing for the Alliance Worknet and the community agencies receiving awards.

**AUDITOR-CONTROLLER  
BUDGET JOURNAL**

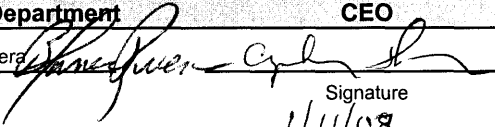

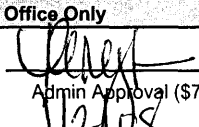


Balance Type	Budget	
Category	Budget - Upload	
Source		
Currency	USD	
Budget Name	LEGAL BUDGET	
Batch Name	JV 92155	BO#
Journal Name		
Journal description		
Period	1/08	
Organization	Stanislaus Budget Org	

Line	Coding Structure						Debit		Credit		Description
	Fund 4	Org 7	Account 5	G/L Proj 7	Loc 6	Misc 6	incr appropriations decr est revenue	decr appropriations incr est revenue			
1	1317	33901	38000	0000000	000000	000000	.0		541,700.00	Inc est. rev for STW LBU	
2	1317	33901	50000	0000000	000000	000000	.0	300,000.00		Inc appr for STW LBU	
3	1317	33901	60400	0000000	000000	000000	.0	3,000.00		Inc appr for STW LBU	
4	1317	33901	61600	0000000	000000	000000	.0	1,600.00		Inc appr for STW LBU	
5	1317	33901	61800	0000000	000000	000000	.0	100.00		Inc appr for STW LBU	
6	1317	33901	62400	0000000	000000	000000	.0	50.00		Inc appr for STW LBU	
7	1317	33901	62420	0000000	000000	000000	.0	50.00		Inc appr for STW LBU	
8	1317	33901	62600	0000000	000000	000000	.0	5,000.00		Inc appr for STW LBU	
9	1317	33901	62630	0000000	000000	000000	.0	5,000.00		Inc appr for STW LBU	
10	1317	33901	62730	0000000	000000	000000	.0	100.00		Inc appr for STW LBU	
11	1317	33901	62780	0000000	000000	000000	.0	50.00		Inc appr for STW LBU	
12	1317	33901	62790	0000000	000000	000000	.0	50.00		Inc appr for STW LBU	
13	1317	33901	63280	0000000	000000	000000	.0	59,256.00		Inc appr for STW LBU	
14	1317	33901	63287	0000000	000000	000000	.0	122,181.00		Inc appr for STW LBU	
15	1317	33901	63500	0000000	000000	000000	.0	1,500.00		Inc appr for STW LBU	
16	1317	33901	65100	0000000	000000	000000	.0	1,250.00		Inc appr for STW LBU	
17	1317	33901	65300	0000000	000000	000000	.0	135.00		Inc appr for STW LBU	
18	1317	33901	65780	0000000	000000	000000	.0	1,000.00		Inc appr for STW LBU	
19	1317	33901	65940	0000000	000000	000000	.0	5,000.00		Inc appr for STW LBU	
20	1317	33901	67400	0000000	000000	000000	.0	5,000.00		Inc appr for STW LBU	
21	1317	33901	73509	0000000	000000	000000	.0	3,450.00		Inc appr for STW LBU	
22	1317	33901	73510	0000000	000000	000000	.0	50.00		Inc appr for STW LBU	
23	1317	33901	73511	0000000	000000	000000	.0	3,658.00		Inc appr for STW LBU	
24	1317	33901	73512	0000000	000000	000000	.0	1,175.00		Inc appr for STW LBU	
25	1317	33901	73514	0000000	000000	000000	.0	1,000.00		Inc appr for STW LBU	
26	1317	33901	73516	0000000	000000	000000	.0	450.00		Inc appr for STW LBU	
27	1317	33901	73517	0000000	000000	000000	.0	25.00		Inc appr for STW LBU	
28	1317	33901	73520	0000000	000000	000000	.0	5,000.00		Inc appr for STW LBU	
29	1317	33901	73540	0000000	000000	000000	.0	250.00		Inc appr for STW LBU	
30	1317	33901	73550	0000000	000000	000000	.0	1,000.00		Inc appr for STW LBU	
31	1317	33901	74011	0000000	000000	000000	.0	1,000.00		Inc appr for STW LBU	
32	1317	33901	74050	0000000	000000	000000	.0	150.00		Inc appr for STW LBU	
33	1317	33901	74060	0000000	000000	000000	.0	1,000.00		Inc appr for STW LBU	
34	1317	33901	74080	0000000	000000	000000	.0	100.00		Inc appr for STW LBU	
35	1317	33901	74100	0000000	000000	000000	.0	750.00		Inc appr for STW LBU	
36	1317	33901	74102	0000000	000000	000000	.0	10.00		Inc appr for STW LBU	
37	1317	33901	74110	0000000	000000	000000	.0	500.00		Inc appr for STW LBU	
38	1317	33901	74120	0000000	000000	000000	.0	150.00		Inc appr for STW LBU	
39	1317	33901	74123	0000000	000000	000000	.0	150.00		Inc appr for STW LBU	
40	1317	33901	74130	0000000	000000	000000	.0	5,000.00		Inc appr for STW LBU	
41	1317	33901	74132	0000000	000000	000000	.0	500.00		Inc appr for STW LBU	
42	1317	33901	74162	0000000	000000	000000	.0	35.00		Inc appr for STW LBU	
43	1317	33901	74172	0000000	000000	000000	.0	50.00		Inc appr for STW LBU	
44	1317	33901	74173	0000000	000000	000000	.0	25.00		Inc appr for STW LBU	
45	1317	33901	74174	0000000	000000	000000	.0	25.00		Inc appr for STW LBU	
46	1317	33901	74175	0000000	000000	000000	.0	150.00		Inc appr for STW LBU	
47	1317	33901	74190	0000000	000000	000000	.0	100.00		Inc appr for STW LBU	

48	1317	33901	74370	0000000	000000	000000	.0	500.00		Inc appr for STW LBU	
49	1317	33901	74700	0000000	000000	000000	.0	100.00		Inc appr for STW LBU	
51	1317	33901	74701	0000000	000000	000000	.0	15.00		Inc appr for STW LBU	
52	1317	33901	75040	0000000	000000	000000	.0	10.00		Inc appr for STW LBU	
53	1317	33901	63340	0000000	000000	000000	.0	5,000.00		Inc appr for STW LBU	
Totals								541,700.00	541,700.00		

Explanation: Additional Funds per Board Order

Requesting Department		CEO	Auditors Office Only	
Blanca Rivera				
Signature		Signature	Prepared By	Admin Approval (\$75K+)
12/26/07		1/11/08		2/08
Date		Date	Date	Date

**Contract Worksheet  
Community Services Agency  
Welfare to Work Services RFP 33-07-TRS  
Contracts over \$100,000**

Department	Budget Unit	Contractor	Brief Description of service provided or Position held	Contract amount for previous contractual period (list amount and period)	Proposed Contract Amount and Period	Cumulative Contract Total
Community Services Agency	Services & Supplies	Arbor E&T LLC	WTW Employment Services	\$1,353,993 7/1/03-3/31/08	\$100,200 4/1/08-6/30/08	\$1,454,193
Community Services Agency	Services & Supplies	Arbor E&T LLC	GED Preparation or High School Diploma Services to Cal-Learn Participants	\$62,400 1/15/07-12/31/07	N/A	\$62,400**
Community Services Agency	Services & Supplies	Central Valley Opportunity Center	WTW Employment Services	\$546,079 7/1/03-3/31/08	\$35,000 4/1/08-6/30/08	\$581,079
Community Services Agency	Services & Supplies	Computer Tutor	WTW Employment Services	N/A	\$17,000 3/1/08-6/30/08	\$17,000**
Community Services Agency	Services & Supplies	Computer Tutor	ILSP Computer Training	\$92,600 1/1/04-12/31/06	N/A	\$92,600**
Community Services Agency	Services & Supplies	Kelly Services Inc.	WTW Employment Services	\$1,036,928 7/1/03-3/31/08	\$59,500 4/1/08-6/30/08	\$1,096,428

\*\*These are separate contracts but total contracted services exceed \$100,000.





BOARD OF SUPERVISORS

2008 MAR 28 P 3:39

COMMUNITY SERVICES AGENCY

Ken R. Patterson  
Director

251 E. Hackett Road  
P.O. Box 42, Modesto, CA 95353-0042

Phone: 209.558.2500 Fax: 209.558.2558

## MEMO

TO: BOARD OF SUPERVISORS  
SUZI SEIBERT

FROM: COMMUNITY SERVICES AGENCY  
JOANNE COSTA - F3C J.C.

DATE: March 26, 2008

SUBJECT: EXECUTED AGREEMENT(S)

ENCLOSED FOR YOUR RECORDS IS A FULLY EXECUTED ORIGINAL OF CONTRACT AMENDMENT #1 BETWEEN STANISLAUS COUNTY COMMUNITY SERVICES AGENCY AND ARBOR E&T, LLC TO PROVIDE EMPLOYMENT PLACEMENT & RETENTION SERVICES. THE BOARD OF SUPERVISORS APPROVED THIS CONTRACT ON JANUARY 15, 2008 WITH BOARD ACTION #2008-041.

IF YOU HAVE ANY QUESTIONS REGARDING THIS AGREEMENT, PLEASE CONTACT DIANE TOLLEFSON, CONTRACTS MANAGER, AT 558-2937.

THANK YOU

ATTACHMENT



ACCREDITED  
COUNCIL ON ACCREDITATION  
OF SERVICES FOR FAMILIES  
AND CHILDREN, INC.

STRIVING TO BE THE BEST COUNTY IN AMERICA

**AMENDMENT 2**

**COUNTY OF STANISLAUS  
COMMUNITY SERVICES AGENCY  
CONTRACT TO PROVIDE  
EMPLOYMENT PLACEMENT  
AND RETENTION SERVICES  
JUNE 1, 2007 THROUGH JUNE 30, 2008**

It is hereby mutually agreed between COUNTY OF STANISLAUS, COMMUNITY SERVICES AGENCY (hereinafter referred to as "County") and **ARBOR E&T, LLC**, a for profit corporation, (hereinafter referred to as "Contractor"), that the Agreement entered into on June 1, 2007 be amended as follows:

**FIRST:** EXHIBIT A, I. SCOPE OF WORK:, first paragraph is hereby deleted and replaced with the following:

Contractor shall provide employment placement and retention services to Welfare-to-Work (WTW) participants, effective June 1, 2007 through June 30, 2008.

**SECOND:** EXHIBIT A, II. COMPENSATION:, A. Costs:, Paragraph 1 through 8., are hereby deleted and replaced with the following:

1. This is a fixed rate cost Agreement. The total Agreement amount shall not exceed \$402,543.
2. The maximum amount per participant is \$3,640 for the period June 1, 2007 through March 31, 2008. The rates are as follows:
  - a. Contractor shall receive \$520 for each participant who completes a minimum of three (3) days enrollment in the Job Club/Job Readiness training.
  - b. Contractor shall receive \$520 for each participant upon completion of job search training or upon job placement. This amount remains the same when an individual's job search training is extended as described in I. A.
  - c. Contractor shall receive \$520 for each participant who receives part-time employment of a minimum 20 hours per week, after entering the Job Club/Job Readiness training and is concurrently enrolled in GED preparation.
  - d. Contractor shall receive \$520 for each participant after a thirty (30) day placement.
  - e. Contractor shall receive \$520 for each participant after ninety (90) day job retention.
  - f. Contractor shall receive \$520 for each participant after one hundred eighty (180) day job retention.
  - g. Contractor shall receive \$520 for each participant after three hundred sixty five (365) day job retention.

3. The maximum amount per participant is \$4,025 for the period April 1, 2008 through June 30, 2008. The rates are as follows:
  - a. Contractor shall receive \$575 for each participant who completes a minimum of three (3) days enrollment in the Job Club/Job Readiness training.
  - b. Contractor shall receive \$575 for each participant upon completion of job search training or upon job placement. This amount remains the same when an individual's job search training is extended as described in I. A.
  - c. Contractor shall receive \$575 for each participant who receives part-time employment of a minimum 20 hours per week, after entering the Job Club/Job Readiness training and is concurrently enrolled in GED preparation.
  - d. Contractor shall receive \$575 for each participant after a thirty (30) day job placement.
  - e. Contractor shall receive \$575 for each participant after ninety (90) day job retention.
  - f. Contractor shall receive \$575 for each participant after one hundred eighty (180) day job retention.
  - g. Contractor shall receive \$575 for each participant after three hundred sixty five (365) day job retention.

**THIRD:** EXHIBIT A, II. COMPENSATION:, C., is hereby deleted and replaced with the following:

C. This Agreement shall be effective June 1, 2007 through June 30, 2008.

**FOURTH:** EXHIBIT A, II. COMPENSATION:, G. Billings:, Paragraph 1., is hereby deleted and replaced with the following:

1. Consultant shall submit billings, in County specified format, within twenty (20) days following the end of service month, for **June 2007 through April 2008** services. **Billings for the service months of May and June 2008 are as follows:**

**May 2008 billing is due June 6, 2008**  
**June 2008 billing is due July 3, 2008**

**FIFTH:** EXHIBIT A, III. REPORTING:, is hereby deleted and replaced with the following:

III. REPORTING:

In addition to the monthly invoice, Contractor shall submit reports or other data as required by County including, but not limited to:



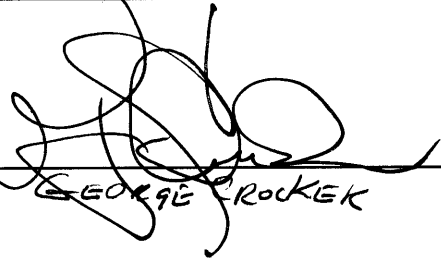
IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate on the day and year first hereinabove written.

**APPROVED AS TO FORM:**

**COUNTY OF STANISLAUS  
COMMUNITY SERVICES AGENCY**

**ARBOR E&T, LLC**

By:   
Patrice Dietrich

By:   
GEORGE CROCKER

Title: Interim Director

Title: Sup, COO

Dated: 3/21/08

Dated: 3/14/08

**APPROVED AS TO FORM:**

**COUNTY COUNSEL  
MICHAEL H. KRAUSNICK**

**COUNTY OF STANISLAUS**

By: 

Approved per BOS Item #: 2008-041

Title: Deputy County Counsel

Dated: January 15, 2008  
(Amendment #2)

Dated: 3/7/08



COMMUNITY SERVICES AGENCY

BOARD OF SUPERVISORS

Ken R. Patterson  
Director

2008 MAR 28 P 3:39

251 E. Hackett Road  
P.O. Box 42, Modesto, CA 95353-0042

Phone: 209.558.2500 Fax: 209.558.2558

## MEMO

TO: BOARD OF SUPERVISORS  
SUZI SEIBERT

FROM: COMMUNITY SERVICES AGENCY  
JOANNE COSTA - F3C *J.C.*

DATE: March 28, 2008

SUBJECT: EXECUTED AGREEMENT(S)

ENCLOSED FOR YOUR RECORDS IS A FULLY EXECUTED ORIGINAL OF CONTRACT AMENDMENT #2 BETWEEN STANISLAUS COUNTY COMMUNITY SERVICES AGENCY AND CENTRAL VALLEY OPPORTUNITY CENTER, INC. TO PROVIDE JOB PLACEMENT & RETENTION SERVICES FOR LIMITED OR NON-ENGLISH SPEAKING STANWORKS CUSTOMERS. THE BOARD OF SUPERVISORS APPROVED THIS CONTRACT AMENDMENT ON JANUARY 15, 2008 WITH BOARD ACTION #2008-041.

IF YOU HAVE ANY QUESTIONS REGARDING THIS AGREEMENT, PLEASE CONTACT DIANE TOLLEFSON, CONTRACTS MANAGER, AT 558-2937.

THANK YOU

ATTACHMENT



ACCREDITED  
COUNCIL ON ACCREDITATION  
OF SERVICES FOR FAMILIES  
AND CHILDREN, INC.

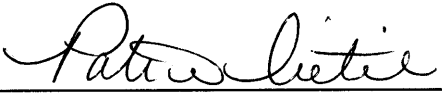
STRIVING TO BE THE BEST COUNTY IN AMERICA

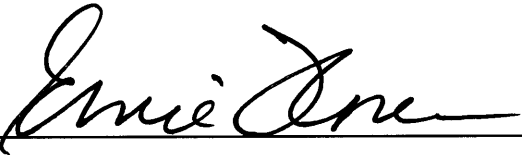
IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate on the day and year first hereinabove written.

**APPROVED AS TO FORM:**

**COUNTY OF STANISLAUS  
COMMUNITY SERVICES AGENCY**

**CENTRAL VALLEY OPPORTUNITY  
CENTER, INC.**

By:   
Patrice Dietrich

By: 

Title: Interim Director

**ERNIE FLORES  
EXECUTIVE DIRECTOR**  
Title: \_\_\_\_\_

Dated: 3/25/08

Dated: 3/19/08

**APPROVED AS TO FORM:**

**COUNTY COUNSEL  
MICHAEL H. KRAUSNICK**

**COUNTY OF STANISLAUS**

By: 

Approved per BOS Item #: 2008-041

Title: Deputy County Counsel

Dated: January 15, 2008  
(Amendment #2)

Dated: 3/19/08

**CENTRAL VALLEY OPPORTUNITY CENTER, INC.  
 CONTRACT TO PROVIDE  
 JOB PLACEMENT AND RETENTION SERVICES FOR LIMITED OR NON-ENGLISH SPEAKING  
 STANWORKS CUSTOMERS  
 JUNE 1, 2007 THROUGH JUNE 30, 2008**

**PERSONNEL COSTS**

Job Club Instructor Salary \$ 33,111  
 \$2,547 x 13 mos. x 1 FTE

Job Club Instructor \$ 30,836  
 \$2,372 x 13 mos. x 1 FTE

Fringe Benefits (42%) \$ 26,858

**OPERATIONAL COSTS**

Travel (Staff Local Travel) \$ 1,446  
 250 miles per mo. x .445 per mile  
 \$111.25 x 13 mos. =\$1,446

Space Costs – Rent, Utilities, Maintenance \$ 9,750  
 \$750 per month x 13 mos.

Program Supplies (paper, printing, pens, pencils,  
 booklets, etc) \$ 6,364  
 \$50 per mo. x 13 mos.  
 Plus cost of textbooks

GED – Books, supplies, testing \$ 3,607

Postage/Advertising \$ 2,228  
 Telephone/Internet - \$120 per mo. x 13mos. \$ 1,560  
 Liability Insurance - \$40 per mo. x 13 mos. \$ 520  
 Equipment Leases - \$90 per mo. X 13 mos. \$ 1,170  
 Phone system & copier

On the Job Training Contracts \$ 7,133

4 contracts x 240 x \$4.00 per hr  
 Participant Support \$ 3,900  
 (passes, gas, etc)

Computer Equipment 4,000

Subtotal \$132,482

Indirect Costs \$ 19,183  
 (14.48% of total program operating costs)

**GRAND TOTAL \$151,666**







COMMUNITY SERVICES AGENCY

Ken R. Patterson  
Director

251 E. Hackett Road  
P.O. Box 42, Modesto, CA 95353-0042

Phone: 209.558.2500 Fax: 209.558.2558

## MEMO

TO: BOARD OF SUPERVISORS  
SUZI SEIBERT

FROM: COMMUNITY SERVICES AGENCY  
JOANNE COSTA - F3C *J.C.*

DATE: March 28, 2008

SUBJECT: EXECUTED AGREEMENT(S)

ENCLOSED FOR YOUR RECORDS IS A FULLY EXECUTED ORIGINAL OF CONTRACT AMENDMENT #2 BETWEEN STANISLAUS COUNTY COMMUNITY SERVICES AGENCY AND KELLY SERVICES, INC TO PROVIDE EMPLOYMENT PLACEMENT SERVICES. THE BOARD OF SUPERVISORS APPROVED THIS CONTRACT AMENDMENT ON JANUARY 15, 2008 WITH BOARD ACTION #2008-041.

IF YOU HAVE ANY QUESTIONS REGARDING THIS AGREEMENT, PLEASE CONTACT DIANE TOLLEFSON, CONTRACTS MANAGER, AT 558-2937.

THANK YOU

ATTACHMENT

**AMENDMENT 2**

**COUNTY OF STANISLAUS  
COMMUNITY SERVICES AGENCY  
CONTRACT TO PROVIDE  
EMPLOYMENT PLACEMENT SERVICES  
JUNE 1, 2007 THROUGH JUNE 30, 2008**

It is hereby mutually agreed between COUNTY OF STANISLAUS COMMUNITY SERVICES AGENCY (hereinafter referred to as "County") and **KELLY SERVICES, INC.**, a Delaware for-profit corporation, (hereinafter referred to as "Contractor"), that the Agreement entered into on June 1, 2007 be amended as follows:

**FIRST:** EXHIBIT A, I. SCOPE OF WORK:, first paragraph is hereby deleted and replaced with the following:

Contractor shall provide employment placement services to Welfare-To-Work (WTW) Participants effective June 1, 2007 through June 30, 2008.

**SECOND:** EXHIBIT A, III. COMPENSATION:, A. Costs:, Paragraph 1., is hereby deleted and replaced with the following:

1. This is a fixed cost Agreement. The maximum hourly rate shall be \$25.00. This maximum hourly rate can be increased with a written approval of the case manager's supervisor. The maximum amount of this Agreement for the period June 1, 2007 through June 30, 2008 shall not exceed \$198,406.

**THIRD:** EXHIBIT A, III. COMPENSATION:, A. Costs:, Paragraph 6., is hereby deleted and replaced with the following:

6. This Agreement shall be effective June 1, 2007 through June 30, 2008.

**FOURTH:** EXHIBIT A, III. COMPENSATION:, B. Billings:, Paragraph 1., is hereby deleted and replaced with the following:

1. Contractor shall submit billings in a County specified format weekly, for June 2007 through May 31, 2008. Final Billings for June 2008 are due July 3, 2008.

**FIFTH:** EXHIBIT A, III. REPORTING:, is hereby deleted and replaced with the following:

III. REPORTING:

In addition to monthly invoice, Contractor shall submit reports or other data as required by County including, but not limited to:

A. Quarterly Scorecard – Contractor will submit the Scorecards, Exhibit B, by the 30<sup>th</sup> day of the month following the quarter. Receipt of the report is required in order to make payment to vendor. The County will provide the Contractor with the forms via e-mail and/or hard copy. Methods for submittal of the report are in order of preference and will depend on Contractor available access:

- 1) Email
- 2) Hardcopy

Reports should be submitted to:  
Contracts and Outcomes, Accountant III  
Community Services Agency  
PO Box 42  
Modesto, CA 95353  
(209) 558-3986  
E-mail - CSAReport@stancounty.com

B. Semi-Annual Program Narrative – Contractor shall submit a semi-annual narrative within 30 days of the end of semi-annual period, to the County detailing Contractor’s progress towards the outcomes established in Exhibit C. The report format shall follow the guidelines specified by the County in Exhibit D, which is incorporated by this reference.

C. Annual Reporting – Due within 30 days of the end of the Program/Contract Year as follows:

- 1. Program Narrative - Contractor shall submit an annual narrative to the County describing if the expected outcomes of the program were met and the current status of the program, including recommended revisions of the scope of work, measurement tools, and outcomes. **The report format shall follow the guidelines specified by the County in Exhibit D, which is incorporated by this reference.**
- 2. Annual Scorecard – Contractor will submit an annual scorecard which will include year to date outcomes.
- 3. Result of Contractor Customer Satisfaction Survey – Contractor will submit a summary report of the results of the Contractor’s Customer Satisfaction Survey
- 4. County will notify Contractor of any form and/or submittal procedure changes.

**SIXTH:** All references to the Agreement ending date of March 31, 2008 are deleted and replaced with June 30, 2008.

**All other terms and conditions of the Agreement shall remain in full force and effect.**




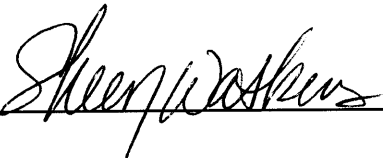
IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate on the day and year first hereinabove written.

**APPROVED AS TO FORM:**

**COUNTY OF STANISLAUS  
COMMUNITY SERVICES AGENCY**

**KELLY SERVICE, INC.** <sup>3</sup> <sup>SW</sup>

By:   
Patrice Dietrich

By: 

Title: Interim Director

Title: VP

Dated: 3/25/08

Dated: 3/19/08

**APPROVED AS TO FORM:**

**COUNTY COUNSEL  
MICHAEL H. KRAUSNICK**

**COUNTY OF STANISLAUS**

By: 

Approved per BOS Item #: 2008-041

Title: Deputy County Counsel

Dated: January 15, 2008  
(Amendment #2)

Dated: 3/4/08



COMMUNITY SERVICES AGENCY

Christine C. Applegate  
Director

251 E Hackett Road  
P.O. Box 42, Modesto, CA 95353-0042

Phone: 209 558 2500 Fax: 209 558 2558

BOARD OF SUPERVISORS  
2009 DEC 29 1 A 8:08

MEMO TO: SUZI SEIBERT  
CLERK TO THE BOARD OF SUPERVISORS

FROM:  SHANNEN LOVE  
CONTRACTS ADMINISTRATION

DATE: DECEMBER 22, 2008

SUBJECT: FULLY EXECUTED CONTRACTS  
=====

Enclosed for your record is one (1) original of each of the following fully executed contract & amendments 1 & 2:

- ◆ **STANISLAUS COUNTY ALLIANCE WORKNET** to provide Welfare-to-Work/StanWORKs Program Services effective July 1, 2007 through March 31, 2008.
- ◆ **STANISLAUS COUNTY ALLIANCE WORKNET** amendment #1 & #2 to provide Welfare-to-Work/StanWORKs Program Services effective July 1, 2007 though June 30, 2009.

The above mentioned original contract was not approved by the Board of Supervisors; however Amendment #1 was approved by the Board of Supervisors with Action #2008-041, Board Agenda #B-11 on January 15, 2008 and Amendment #2 was approved with Action #2008-352, Board Agenda #B-5 on May 20, 2008.

If you have, any questions regarding these documents please contact Pam Thompson at 558-3986.

Thank you.

G:\MSword\Shannen\BOS Fully Executed Contract.doc



**COUNTY OF STANISLAUS** BOARD OF SUPERVISORS  
**COMMUNITY SERVICES AGENCY**  
**CONTRACT TO PROVIDE** JUL 05 2008 A 8:08  
**WELFARE-TO-WORK/STANWORKS PROGRAM SERVICES**  
**JULY 1, 2007 THROUGH MARCH 31, 2008**

This Agreement is made and entered into this first day of July 2007 by and between the County of Stanislaus, Community Services Agency, (hereinafter referred to as CSA) and the County of Stanislaus, Alliance WorkNet (hereinafter referred to as **ALLIANCE WORKNET**).

INTRODUCTION

This Agreement is let in accordance with Title XX, of the Social Security Act, California State Welfare and Institutions Code (WIC), sections 12300, et seq.; California Department of Social Services (CDSS) Manual of Policy and Procedures (MPP), divisions 10, 19, 21, 22, 25, 30, and 46 et seq.; The Personal Responsibility and Work Opportunity Reconciliation Act (HR3437) and the California Work Opportunity and Responsibility to Kids Act (AB 1542) for the purpose of administering the CalWORKs program.

WHEREAS, the California Department of Social Services (CDSS) is the state agency responsible for administration of the CalWORKs program;

WHEREAS, the Stanislaus County CSA is responsible for administering the CalWORKs program in Stanislaus County (hereinafter referred to as StanWORKs);

WHEREAS, certain portions of the StanWORKs program may be contracted out under specific criteria;

NOW, THEREFORE, in consideration of the mutual promises, covenants, terms, and conditions hereinafter contained, the parties hereby agree as follows:

TERMS AND CONDITIONS

1. DUTIES AND RESPONSIBILITIES:

- A. ALLIANCE WORKNET agrees to provide Welfare-To-Work (WtW)/StanWORKs direct program services in accordance with Exhibit A - Description of Services, the Stanislaus County StanWORKs County Plan, the CSA StanWORKs Policy Manual, CDSS Eligibility and Assistance Standards (EAS) Manual of Policies and Procedures (MPP) 42-700, et. seq., CDSS Fiscal Management and Control MPP Division 25, et. seq., Federal TANF requirements, which are hereby incorporated by this reference.
- B. CSA agrees to reimburse ALLIANCE WORKNET for WtW/StanWORKs direct program services, as detailed in Exhibit A - Description of Services, Exhibit B - Contract Budget and Cost Allocation Methodology for FY 2007/2008, and Exhibit C - Time Study and Instructions hereby incorporated by this reference.
- C. ALLIANCE WORKNET and CSA shall provide, in writing, to the Department Heads of the respective agencies, the name of the Manager III who has primary responsibility to act on behalf of their respective organizations to ensure compliance with all contract provisions.

2. GENERAL PROVISIONS:

A. Availability of Funds:

Payment of all services provided in accordance with the provisions of this Agreement is contingent upon the availability of County and other local funds, State and Federal funds.

B. General Accountability:

1. In the event of an audit exception or exceptions, or any other kind of sanction, the party responsible for not meeting the program requirement or requirements shall be responsible for the deficiency.
2. In the event of any State hearings, cash grant award or lawsuit award resulting from ALLIANCE WORKNET's failure to perform as required by this Agreement, reimbursement shall be made to the damaged party by ALLIANCE WORKNET.
3. Additional costs to CSA for maintaining any portion of the Agreement as a result of ALLIANCE WORKNET's failure to perform, as required by this Agreement, are subject to recoupment by CSA through withholding from billings.
4. It is agreed that Workforce Investment Act (WIA) funds can not be used to reimburse CSA for instances detailed in items B.1. through B.3, above. Any necessary adjustments will be made by journal entry charge to the ALLIANCE WORKNET - StanWORKs Legal Budget Unit.

C. Term:

1. The term of this Agreement shall be from July 1, 2007 until March 31, 2008, with the option of extending for an additional two (2) months.
2. This Agreement may be terminated with Stanislaus County Board of Supervisors' approval, when a thirty (30) day written notice is provided to the other party.

D. Equipment and Supplies:

All equipment purchased by ALLIANCE WORKNET, including the Welfare-to-Work (WtW) C-IV must be depreciated in accordance with 45 CFR 95.705. All equipment, materials, supplies or property of any kind purchased from funds reimbursed or furnished by CSA under the terms of this Agreement shall be fully consumed or aged out in the course of the Agreement/program. CSA reserves the right to physically reclaim any/all such property at the conclusion of the Agreement in accordance with 45 Code of Federal Regulations, Part 74, Administration of Grants.

E. Records and Audit:

1. ALLIANCE WORKNET shall maintain all writings, documents, and records prepared or compiled in connection with the performance of this Agreement for a minimum of five (5) years from the termination or completion of this Agreement or until such records and their supporting documentation are released due to closure of Federal/State audit, whichever is longer. This includes any handwriting, typewriting, printing, photostatic, photographing, electronic data, and every other means of recording upon any tangible thing, any form of communication or representation including letters, words, pictures, sounds, or symbols or any combination thereof.
2. Records shall be destroyed in accordance with California Department of Social Services (CDSS) Manual of Policy and Procedures (MPP) Division 23, Section 350.



3. Any authorized representative of CSA shall have access to any writings as defined above for the purposes of making audit, evaluation, examination, excerpts, and transcripts during the period such records are to be maintained by ALLIANCE WORKNET. Further, CSA has the right at all reasonable times to audit, inspect, or otherwise evaluate the work performed or being performed under this Agreement.
4. ALLIANCE WORKNET shall provide all required records and information to CSA within seven (7) working days of the request to enable CSA to prepare and present the County's position at State Hearings.
5. ALLIANCE WORKNET shall comply with the decision of CSA and/or the Administrative Law Judge. Upon determination that corrective action is needed, CSA shall return case records to ALLIANCE WORKNET for implementation.
6. ALLIANCE WORKNET shall submit billings, statistical reports and other information as requested by CSA.
7. CSA shall have the right to audit all billings and records of ALLIANCE WORKNET related to this Agreement as required by State law.
8. Monitoring by CSA may be accomplished by the following means: field reviews, audit claims, monthly review of records, case reviews, electronic review, etc.
9. ALLIANCE WORKNET agrees that their financial records shall contain itemized records of all costs and be available for inspection in Stanislaus County by County, State or Federal agencies.

F. Grievance:

ALLIANCE WORKNET shall provide a system by which recipients of service shall have the opportunity to express and have considered their views, grievances, and complaints regarding ALLIANCE WORKNET's delivery of services. A copy of the grievance policy shall be submitted to CSA for approval within fifteen (15) days of execution of this Agreement.

G. Subcontracting:

ALLIANCE WORKNET shall not assign or subcontract this Agreement without the express written consent of CSA. Further, ALLIANCE WORKNET shall not assign any monies due or to become due under this Agreement without the prior written consent of CSA. All subcontracts must be let in accordance with CDSS MPP Section 23-600, et seq.

H. Confidentiality:

ALLIANCE WORKNET shall comply and require its officers and employees to comply with the provisions of Section 10850 of the Welfare and Institutions Code and Division 19 of the CDSS Manual of Policies and Procedures to assure that:

1. All applications and records concerning any individual made or kept by a public officer or agency in connection with the administration of the provision of the Welfare and Institutions Code relating to any form of public social services for which grants in aid are received by this State or by the Federal government will be confidential and will not be open to examination for any purpose not directly connected with the administration of public social services.



**ALLIANCE WORKNET  
CONTRACT TO PROVIDE  
WTW/STANWORKS PROGRAM SERVICES  
JULY 1, 2007 THROUGH MARCH 31, 2008**

A. SCOPE OF WORK

ALLIANCE WORKNET shall have the following responsibilities:

1. Provide direct customer services, including, Job Club/Job Search, Community Service Program, job referral or job placement, and expedited supportive services to customers referred by CSA within the fiscal restraints, in accordance with CDSS CalWORKs Regulations, the State-approved Stanislaus County StanWORKs Plan, the StanWORKs Policy Manual and any subsequent revisions. Paid Work Experience may be offered on a limited basis contingent on an assessment of how the services will benefit the customer, and the availability of funds, with or without co-enrollment in the WIA program with ALLIANCE WORKNET.
  - a. Job Club/Job Search Workshop, an intensive four week (32-35 hours/week) program.
    - Job site expectations and behavior.
    - Provide daily supervised job search.
    - Provide daily or as needed, no less than weekly communication with CSA case managers and supervisors through utilization of:
      - phone calls
      - face to face meetings
      - e-mails
      - C-IV Journal documentation
      - ALLIANCE WORKNET to enter attendance in C-IV on a daily basis
    - ALLIANCE WORKNET will notify CSA case managers regarding customers attendance on the following:
      - attendance/non attendance of day one
      - attends an activity
      - drops out
      - no shows
      - stops attending
    - Curriculum will be formatted to accommodate different learning styles. The curriculum for the Workshop shall include but not be limited to:

**Job Applications:**

      - Apply previous work experience to the position the customer is applying for.

- The ability to complete a variety of job application types, including but not limited to, on line applications.
  - Collect, organize and maintain employment history and personal information pertinent to an application e.g., references, driver's license.
- Do's and Don'ts on appropriateness of questions.
- How to address the issues of convictions and other legal issues.
- Receive written instructional materials and resources to assist customer with post Job Club/Job Search.

**Resumes:**

- Ability to complete a basic position appropriate resume including an online resume.
  - Ability to apply appropriate information and language to a resume.
  - Ability to format a resume.
  - Ability to modify a resume.
- Customers complete Job Club with a hard copy Job Search ready Resume.

**Interview Skills:**

Ability to:

- Professional letter writing including, but not limited to, letters of introduction, cover letters, thank you letters, etc.
- Provide letter of recommendation.
- Interview before an individual or panel.
  - Mock interview.
- Identify the do's and don'ts on appropriateness of questions.
- Know what is appropriate dress and appearance.
- ALLIANCE WORKNET to evaluate and rate the interview on a pass or fail scale. Expectation 80% of customers will pass a mock interview.

Customers will leave Job Club with a hard copy of a Job Search ready Resume, job search skills, and knowledge about how to adapt their skills to match the position for which they are applying.

**Job Search Skills to include but not be limited to:**

- Phone calling skills including cold calling and calling scripts.
- The ability to Job search using the internet.
- Life skills including but not limited to arriving to work on time, problem solving, identifying skills, how to project a positive attitude, budgeting, goal setting, etc.

- Job Search techniques including but not limited to cold calling, internet, and networking.
- Community Resources information that the customer can take with them and knowledge of online CVIR.
- Recognition- for example certificates of completion at completion of activity.

b. Develop a variety of Community Service Program (CSP) sites that addresses the different diversity of customer skill levels. Develop and maintain appropriate sites that will accommodate the customer's needs. Provide orientation and placement at a work site including customer contact and monitoring of customer performance at a minimum of every thirty (30) days including a minimum of one (1) site visit every thirty (30) days. ALLIANCE WORKNET will record a journal entry reflecting the customer's progress at their CSP site including a ranking of one (1) through ten (10) as the customer's progress at their CSP site.

- Provide a minimum of two (2) English CSP orientations per week at Hackett and a minimum of one (1) per month in Turlock.
- Assyrian CSP orientations scheduled as needed at Hackett or Turlock.
- A minimum of one (1) Spanish CSP orientation per month as needed at Hackett.
- Spanish CSP orientations in Turlock scheduled as needed.
- Refer customers to job opening as appropriate.

**Skills:** ALLIANCE WORKNET, in conjunction with CSP sites, will ensure that customers develop the following life skills during assignment at CSP sites including, but not limited to:

- Attendance, punctuality, cooperation, attitude, quality of work, ability to follow instructions, overall job performance.
- Develop other job related responsibilities such as but not limited to: keeping site supervisor aware of any occurrence that might effect their work site participation.
- Arrange child care and transportation (including a back up plan).
- Appropriate dress.
- Completing assigned tasks, staying focused on task and keeping busy.
- Conflict resolution and communication.
- Follow all work place rules, regulations (including safety and health codes).

c. Job referral services and job development shall be provided for all customers beginning in orientation and through out participation in an ALLIANCE WORKNET activity matching customer's skill with unsubsidized jobs. Job development services will include but not be limited to:

- ALLIANCE WORKNET will provide a minimum of five (5) job referrals to an unsubsidized employment for each customer per month while in CSP.
- ALLIANCE WORKNET will provide a minimum of five (5) job referrals to an unsubsidized employment for each customer per month while in Job Club/Job Search.

d. Provide recommendations to CSA case manager for referral to the WIA program for On the Job Training (OJT) for StanWORKs customers. Documentation of these

activities will be provided through completion of OJT forms designated by ALLIANCE WORKNET and attached in Exhibit G.

- e. Customer Survey: ALLIANCE WORKNET and CSA will develop and implement a Customer survey that will measure effectiveness of service/information and value of information and/or services provided. Customer surveys will be distributed to customers at the end of the following activities: Job Club/Job Search, CSP orientation, and quarterly to all participants in CSP. ALLIANCE WORKNET will provide to CSA a survey report on a monthly basis for Job Club/Job Search, CSP orientation, and quarterly for CSP.
  - f. ALLIANCE WORKNET will provide daily or immediate notification to CSA in customer employment placements.
  - g. ALLIANCE WORKNET will provide designated CSA staff with materials and notification of job opportunities (e.g., job fairs, open recruitment etc). This will be provided as they occur ALLIANCE WORKNET will provide job leads to CSA staff through electronic access of the ALLIANCE WORKNET homepage.
  - h. Provide access to One Stop Centers/Career Resource Centers to TANF customers.
  - i. ALLIANCE WORKNET staff will participate as an active member on the CSA WTW Technical Team, Coordinated case planning and staffing, and on the Learning Disabilities committee.
2. To the extent possible within the fiscal constraints of this Agreement, provide direct customer services as outlined in #1 above for limited and non-English speaking customers. Ensure that bi-lingual staff and/or interpreters are available to assist non-English or limited English speaking customers.
  3. Schedule workshops and other activities and to comply with StanWORKs work participation requirements.
  4. Inform CSA within twenty-four (24) hours of any non-compliance, such as, any customer who is not attending scheduled activity for the required weekly/monthly scheduled hours, not making satisfactory progress, or not otherwise complying with program requirements.
  5. Maintain documentation of staff activity consistent with reporting requirement of the Agreement. ALLIANCE WORKNET shall develop the Time Study Forms and Instructions to ensure all staff time and activities are consistently and appropriately recorded. Welfare-to-Work/StanWORKs Program Services must be in accordance with CDSS Casework Program Code Descriptions. The Time Study Form and related CDSS instructions are attached as Exhibit C, which is hereby incorporated by reference.
  6. Cooperate with CSA contract monitoring staff and provide on a monthly basis all outcomes-based information requested by CSA.
  7. Comply with all Court Orders related to the administration of the WtW/ StanWORKs Programs, as directed by CSA regulations.
  8. Adhere to the C-IV Policy and Security Agreement and guidelines established to ensure the protection of Stanislaus County CSA and customer records in accordance with all Federal and State Regulations. (Exhibit D, E, and F)

9. Enter C-IV attendance, activities and journals as appropriate for provided services as outlined in the state and federal legislation as established within the scope of work.
10. Develop and provide services to customers who are actively participating in Behavioral Health Services (BHS) activities. ALLIANCE WORKNET will participate in case staffing.
11. Arrange for Expedited Supportive Services, Drug Testing, and Fingerprinting of customers as required for participation in a specified activity. These services are limited by fiscal constraints of the Agreement.

B. FISCAL PROVISIONS:

ALLIANCE WORKNET shall be compensated for the services provided under this Agreement as follows:

1. Costs:

- A. This is a cost reimbursement contract. The rates and all costs attendant to the provision of service are described in Exhibit B- Fiscal Year 2007/2008 Contract Budget and Cost Allocation Methodology which are hereby incorporated by reference.
- B. Costs must conform with federal Costs regulation: OMB Circular A-87, A Guide for State and Local Government Agencies, 48 CFR, Part 31, Subpart 31.2 (for profit agencies), and OMB Circular A-122 (for nonprofit agencies). All equipment purchased by Contractor must be depreciated in accordance with 45 CFR 95.705. All equipment, materials, supplies or property of any kind purchased from funds reimbursed or furnished by County under the terms of this Agreement shall be fully consumed or aged out in the course of the Agreement/program. County reserves the right to physically reclaim any/all such property at the conclusion of the Agreement in accordance with 45 Code of Federal Regulations, Part 74, Administration of Grants.
- C. A separate legal budget for StanWORKs shall be used to accumulate all direct casework staff salaries, direct support costs and direct customer charges for subsidized employment and drug testing. All indirect charges including County Service Department allocated costs, rent and other related space costs for the Community Services Facility, and general operating costs will be charged to ALLIANCE WORKNET and allocated to StanWORKs based on time studies and/or other acceptable cost allocation methods (sq. footage, enrollments).

1. In addition, ALLIANCE WORKNET may charge this legal budget unit for Accounting staff based on the same ratio of casework time studies as described above. Director's Salary is distributed on number of staff less exceptions. Other Administrative Costs are based on time studies. It is the responsibility of ALLIANCE WORKNET to ensure that the cost allocation methodology and resulting charges to StanWORKs are in accordance with OASC 10 - The Guide for State & Local Agencies - Cost Principles and Procedures for Establishing Cost Allocation Plans and Indirect Cost Rates for Grants and Contracts with the Federal Government.

The final Contract Budget and Cost Allocation Methodology are described in Exhibit B. ALLIANCE WORKNET charges to the Contract Budget will be held to the account category level, not individual line items. Funds budgeted for Direct

customer support costs: drug testing fees, subsidized employment payments are separate from the balance of the contract budget funds and not allowable for transfer or any other purpose.

2. Invoicing:

- A. ALLIANCE WORKNET shall not bill CSA for services that would otherwise be available to WtW and StanWORKs registrants free of charge in the absence of available WtW and StanWORKs funding.
- B. ALLIANCE WORKNET shall invoice CSA in accordance with the information requirements specified in Exhibit B - Contract Budget and Cost Allocation FY 2007/2008. The Invoice format shall be designed by ALLIANCE WORKNET staff and approved by CSA Accounting Staff. Invoice and back-up documentation (time studies, time study summary, customer listing and expenditure summary) must be submitted to CSA within twenty (20) working days following the month in which services were provided.

Please note: Welfare programs are accounted for on a CASH BASIS method of accounting; invoices should be completed in accordance with this method (MPP Fiscal Management Control 25-801.2).

3. Payments:

- A. If the conditions set forth in this Agreement are met, CSA shall, on or before the thirtieth (30th) day of each month following the month of billing, transfer the sum of money claimed by the approved billings, (less any credit due CSA for adjustments of prior billing) to ALLIANCE WORKNET via Auditor-Controller's Office Journal Voucher. If the conditions are not met, CSA shall pay when the necessary processing is completed.

Reimbursement shall be made as follows:

Debit :        1631 45301 73750 CSA StanWORKs/ALLIANCE WORKNET Contract  
Credit :       1317 33901 38000 ALLIANCE WORKNET StanWORKs Revenue

- B. CSA retains the right to withhold payment on disputed claims.
- C. Final payment under Agreement may be held until a termination audit is completed.
- D. ALLIANCE WORKNET, through the County General Fund, is responsible for the repayment of all audit exceptions and disallowances taken by CSA, State or Federal agencies related to this Agreement.

4. Local Match Participation:

This Agreement does not include any revenue sharing agreements between the two agencies which will be covered in a separate agreement.

5. Outcomes:

- A. Contractor shall meet the following Outcomes during the term of this Agreement:



➤ See Exhibit H, Contractor Scorecard, for outline of Expected Outcomes, which is hereby incorporated by reference and made a part hereof.

B. Contractor shall establish an Internal Monitoring Plan to monitor and meet the outcomes set forth in this Agreement.

6. Reporting:

A. Contractor shall submit the Scorecards as specified in Exhibit H, which is incorporated by this reference, within thirty (30) days of the end of the quarter period. Methods for submittal of the report are in order of preference and will depend on Contractor available access:

- 1) Email
- 2) Hardcopy

Scorecards should be submitted to:

Community Services Agency  
PO Box 42  
Modesto, CA 95353  
(209) 558-3986  
E-mail [\\_CSARreport@co.stanislaus.ca.us](mailto:CSARreport@co.stanislaus.ca.us)

B. Semi-Annual Program Narrative – Contractor shall submit a semi-annual narrative within thirty (30) days of the end of semi-annual period, to the County detailing Contractor's progress towards the outcomes established in Exhibit H, which is incorporated by this reference.

C. Annual Reporting – Due within thirty (30) days of the end of the Program/Contract Year as follows:

- i. Program Narrative - Contractor shall submit an annual narrative to the County describing if the expected outcomes of the program were met and the current status of the program, including recommended revisions of the scope of work, measurement tools, and outcomes.
- ii. Annual Scorecard - Contractor will submit an annual scorecard which will include year to date outcomes.
- iii. Result of Contractor Customer Satisfaction Survey – Contractor will submit a summary report of the results of the Contractor's Customer Satisfaction Survey.

**ALLIANCE WORKNET  
CONTRACT TO PROVIDE  
WTW/STANWORKS PROGRAM SERVICES  
JULY 1, 2007 THROUGH MARCH 31, 2008**

BUDGET CATEGORY(1)

Salaries & Benefits	\$1,004,635
Services & Supplies	\$ 47,258
Other Charges	<u>\$ 55,260</u>
Subtotal StanWORKs budget	\$1,107,153
OJT, Drug Tests and Supportive Services	<u>\$ 42,616</u>
 TOTAL:	 <u>\$1,149,769</u>

(1) Line Item Budget included in contract file

**ALLIANCE WORKNET  
CONTRACT TO PROVIDE  
WTW STANWORKS PROGRAM SERVICES  
EMPLOYMENT SERVICES TIME STUDY AND INSTRUCTIONS  
JULY 1, 2007 THROUGH MARCH 31, 2008**

A time study is to be completed monthly by ALLIANCE WORKNET staff engaged in WtW/StanWORKs Employment training services to StanWORKs applicants/customers and other eligible customers to enable them to obtain employment. These include the following:

1. All caseworkers and their first line supervisors\* who directly provide WtW/ StanWORKs employment training services.
2. Fiscal administrative staff in support of the WtW/StanWORKs program, assigned to ALLIANCE WORKNET/WtW/StanWORKs.
3. Time study will be developed by ALLIANCE WORKNET based on the codes provided by CSA.

GENERAL INSTRUCTIONS FOR COMPLETING THE TIME STUDY

ALLIANCE WORKNET is responsible for providing time study instructions to all staff; necessary instructions include but are not limited to the following:

- A. Complete the time study on a continuous basis throughout the day.
- B. Round hours to the nearest quarter hour.
- C. Record the total hours worked for each day.
- D. Record travel time to the program with which it is associated.
- E. Record holidays, jury duty, military leave, sick leave, and vacation as nonallocable. Lunch, dock time and normal days off are not recorded.
- F. Record time spent in continuing training to the associated program; if not identifiable to a program (Generic) record as nonallocable. (Generic training examples include stress management, time management, back safety, etc.)
- G. Record time for conferences and staff meetings to the associated program or function; if not identifiable to either, record as nonallocable.
- H. First-line supervisors of caseworkers record their nonallocable time and any direct time spent on casework activity on a daily basis. Time spent on supervision is allocated to the appropriate programs at the end of the time study period based on the allocable time of their staff.

\* First line supervisors will not time study unless direct time is spent on casework. General WtW Caseworker Activities include: time spent arranging for the customer's entry into the WtW/StanWORKs component; tracking and monitoring customer activities; arranging for or providing

employment or training-related counseling; completing subsequent Activity Agreements, preparing for and presenting information at hearings, and providing customer services.

## CODE DEFINITIONS

### **CODE 6201 WtW PRE-ASSESSMENT: (JOB CLUB, JOB READINESS, ORIENTATION AND CASAS)**

Includes providing a StanWORKs applicant/customer with WtW Program appraisal orientation to the WtW Program and conducting the available supportive services; advising the customer of his/her rights and responsibilities; conducting activities associated with the Welfare Tax Credit (WOTC) Program; administering the basic skills screening tests; developing and documenting the preliminary employment goal; completing the General Agreement, and referring the customer to the initial assignment; referral to job readiness workshop (JOB CLUB) and activities related to supervised/unsupervised job search. Also includes Program Operations, including supportive services as needed and documenting narratives with C-IV, as appropriate.

CODE 6781 WtW STATE-ONLY TWO-PARENT FAMILIES: PRE-ASSESSMENT will be allocated based on a percentage provided by CSA.

CODE 6211 WtW POST-ASSESSMENT: COMMUNITY SERVICE

CODE 6791 WtW STATE-ONLY TWO-PARENT FAMILIES: COMMUNITY SERVICE will be allocated based on a percentage provided by CSA.

CODE 6221 WtW POST-ASSESSMENT: OTHER (WEX)  
Includes any WtW activities other than those related to either the Vocational Education or Community Service WtW components.

CODE 6821 WtW STATE-ONLY TWO-PARENT FAMILIES: POST-ASSESSMENT OTHER (WEX) will be allocated based on a percentage provided by CSA.

CODE 6221 WtW POST-ASSESSMENT: OTHER (OJT)  
Includes any WtW activities other than those related to either the Vocational Education or Community Service WtW components.

CODE 6821 WtW STATE-ONLY TWO-PARENT FAMILIES: POST-ASSESSMENT OTHER (OJT) will be allocated based on a percentage provided by CSA.

## NONALLOCABLE

All other time; paid time not specifically associated with direct WtW/StanWORKs or other program time.



Please Print  
 Last name \_\_\_\_\_, First name \_\_\_\_\_  
 Dist # \_\_\_\_\_ Telephone # \_\_\_\_\_

## POLICY – SECURITY AGREEMENT FOR USE OF THE C-IV SYSTEM

Anyone who is approved for access to the C-IV system is bound by the policies and procedures stated in this document.

These guidelines are established to ensure the protection of Stanislaus County Community Services Agency (CSA) and customer records in accordance with all Federal and State regulations.

All documents stored in the C-IV system are the property of CSA. To properly maintain and manage these resources, C-IV Administration has the right to examine all data stored on this system.

### A. File Use

- The C-IV system is intended for appropriate business use. An individual's signature on this document verifies knowledge of this requirement.
- Files containing offensive or harassing material are strictly prohibited.

### B. Privacy

- Disclosure of information on the C-IV system to law enforcement – CSA may be required, based on a subpoena, to release personal files to law enforcement agencies in criminal investigations.

### C. C-IV System Connection

- Anyone wishing to receive a C-IV User Password must have a "Request for Connection to C-IV System" form completed with the appropriate signatures. This signed security agreement must also accompany all requests.
- When a password for C-IV is no longer necessary, a "Request for Disconnection from C-IV System" form must be completed. The contracted department must have a designated staff person responsible for such requests.

# REQUEST FOR CONNECTION TO C-IV SYSTEM

CONNECTION FOR: \_\_\_\_\_ CSP PARTICIPANT? Y N

AGENCY/DEPT.: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ DISTRICT NUMBER, IF APPLICABLE: \_\_\_\_\_

NETWORK ID: \_\_\_\_\_

LOCATION: \_\_\_\_\_

COMMUNITY SERVICES FACILITY: COLOR/POD: \_\_\_\_\_ LOCATION NUMBER: \_\_\_\_\_

OTHER ADDRESS: \_\_\_\_\_

CHECK ALL THINGS THIS PERSON WILL BE DOING ON C-IV.

- |   |   |
|---|---|
| <input type="checkbox"/> Viewing narratives and other screens, but not making entries in them | <input type="checkbox"/> Registering customers                  |
| <input type="checkbox"/> Making narrative entries   | <input type="checkbox"/> Entering Activity information          |
| <input type="checkbox"/> Running ad hoc reports (please specify which menu)                   | <input type="checkbox"/> Entering Attendance information        |
|   | <input type="checkbox"/> Case management                        |
|   | <input type="checkbox"/> Printing letters for classes           |
|   | <input type="checkbox"/> Making fiscal payments (account clerk) |

DATE THE CONNECTION IS NEEDED BY? \_\_\_\_\_

DESIGNATED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

### PSS USE ONLY

GROUP: \_\_\_\_\_

UAF: \_\_\_\_\_

### MENU NEEDED:

- PSS
- CLERICAL
- CASE MANAGEMENT

USERNAME: \_\_\_\_\_

- Approved Password
- Denied Password

\_\_\_\_\_  
CSA T02 Manager

\_\_\_\_\_  
Date

## REQUEST FOR DISCONNECTION FROM C-IV SYSTEM

DISCONNECTION FOR: \_\_\_\_\_

CSA EMPLOYEE DISTRICT #: \_\_\_\_\_ PHONE #: \_\_\_\_\_

NON-CSA EMPLOYEE AGENCY/DEPT: \_\_\_\_\_

PHONE#: \_\_\_\_\_

C-IV USER PASSWORD  YES  NO

PHYSICAL CONNECTION  YES  NO

LOCATION:

COMMUNITY CENTER VI: POD \_\_\_\_\_ LOCATION # \_\_\_\_\_

JACK # \_\_\_\_\_

OTHER ADDRESS: \_\_\_\_\_

DESIGNATED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

**Stanislaus County  
Alliance WorkNet (AW)  
On-the-Job (OJT) Agreement**

In conformance with the Workforce Investment Act (WIA) and Federal, State and local Welfare to Work Laws and regulations, the goals of the AW OJT are: 1) to provide Trainees with the skills essential to the full and adequate performance of the job, 2) to reimburse employers up to 50% of the wage rate of a participant, for the extraordinary costs of providing and supervising training, 3) to be of limited duration appropriate to the occupation being trained.

The Stanislaus County Alliance WorkNet (hereafter, County); and \_\_\_\_\_  
\_\_\_\_\_ (hereafter, Employer) enter into this agreement in the city of Modesto, County of Stanislaus.

County and Employer agree to the terms and conditions outlined below.

1. The term of this agreement is from \_\_\_\_\_ through \_\_\_\_\_.
2. Employer shall employ and train County referred employee: \_\_\_\_\_  
SSN# \_\_\_\_\_ (hereafter, Trainee) in the occupation(s) and in accordance with the OJT training outline(s) attached as Exhibit A.
3. This is a cost-reimbursement contract. The County will reimburse Employer up to 50% of the agreed wage rate for the time the Trainee actually works. Employer may invoice the County on a weekly, bi-weekly, monthly or other basis as arranged at contract signing. Reimbursement cannot exceed the "hourly rate" or "total cost" identified in Exhibit A. County will reimburse Employer at the agreed hourly rates only. Any differential (for overtime, holiday time, etc.) is the responsibility of the employer.
4. The Employer shall not subcontract any portion of the OJT training.
5. During the training, the Employer shall insure that each Trainee 1) is on the Employer's payroll, 2) receives all benefits that accrue to other employees in the same or similar work, 3) receives compensation as outlined in Exhibit A, 4) receives appropriate company orientation, clothing, tools and safety training afforded to other employees performing the same or similar work.
6. The Employer shall hire the Trainee as a regular member of the work force and shall continue to employ the Trainee after successful completion of the training, subject to the same conditions of employment as all other employees.
7. The County has the right to observe and monitor the performance of this agreement and has the right to verify costs or charges invoiced according to the agreement. County may do this by examining the Employer's books, records or documents solely pertaining to this agreement during the Employer's normal business hours.
8. Training location will be: \_\_\_\_\_
9. Training Supervisor will be: \_\_\_\_\_
10. Either party may terminate this agreement upon ten days written notice or in the event that funding is not available to AW to carry out the agreement. No alteration or variation of the terms of this agreement shall be valid and/or binding unless made in writing and signed by the parties hereto; no oral understandings or agreements are a part of this agreement. Pages one, two and Exhibit A on page three, constitute the entire agreement.
11. The Employer's federal identification number is: \_\_\_\_\_
12. Employer guarantee not to use any Trainee to displace any employee performing substantially the same or similar function. Furthermore, this OJT Trainee will not infringe in any way upon the promotional opportunities of current employees.
13. The Employer shall comply with all applicable federal, state and local laws and ordinances in the conduct of this training agreement.



Agreement No: \_\_\_\_\_  
Fund: 0907

**Stanislaus County  
Alliance WorkNet (AW)  
On-the-Job (OJT) Agreement**

In the performance of this agreement, the Employer, its agents and employees, shall act in an independent capacity and not as officers, employees, or agents of the County, nor the State of California.

**In witness whereof**, this agreement has been executed in triplicate, in and on behalf of the parties hereto, the day and the year first above written.

Employer

_____ Name and Title	_____ Signature
_____ Name and Title	_____ Signature (Alternate)
_____ Firm Name	_____ Mailing Address and Telephone
_____ Type of Organization	

Reviewed By: \_\_\_\_\_  
Employment and Training Program Manager

The County of Stanislaus

_____ Name and Title	_____ Signature
-------------------------	--------------------

Additional Signatory Authorities (if desired):

_____ Name and Title	_____ Signature
-------------------------	--------------------

_____ Name and Title	_____ Signature
-------------------------	--------------------

**Stanslaus County  
Alliance WorkNet (AW)  
On-the-Job (OJT) Agreement**

Exhibit A

**1. On-the-Job Training Description**

- a. Occupation: Stock Clerks-Stockroom, Warehouse, or Storage Yard
- b. O\*NET Code: 43-5081.03
- c. Job Zone: 2
- d. Hourly Starting Wage: \$7.00

**2. OJT Cost**

Hourly Reimbursement Rate \$3.50
-------------------------------------

Total Hours of the OJT 320
-------------------------------

Total Contract Amount \$1,120
----------------------------------

**3. OJT Outline and Trainee Assessment**

Training Element Briefly describe the critical job function to be learned.	Trainee experience before OJT			Supervisor's Certification of OJT Goals/Objectives date attained/initials
	1=no experience 2=limited experience 3=experienced	Int	Rvw Rvw	
1. Unload trucks, sort and hang donated materials by different Categories such as gender, usable and unusable items.	1			
2. Inspect clothing for any damages and price accordingly.	1			
3. Separate, label clothes and price according to pricing chart.	1			
4. Operate cash register, processing credit card payments and Balance cash drawer daily.	1			
5. Set up advertising displays of merchandise on shelves, counters or tables to attract more business and promote sales, dress mannequins.	1			

4. Brief description of training method:  
Learn by observation, instruction and hands on experience.
5. Employer must notify County in the event that employee does not complete any of the training elements described. Employer will attach a copy of this completed form (Exhibit A) to final invoice.
6. Unless Employer stipulates otherwise, submission of final invoice in accordance with the provisions of this contract will serve as the employer's certification of completion of training and fulfillment of the training obligation. Upon verification of completion of training, signature of trainee and receipt of final invoice, County will issue Trainee a certificate of completion.
7. Unless otherwise amended under provisions of paragraph 10 above, this contract ends on the term date stipulated in paragraph 1. Employer must submit all invoices for reimbursement within 60 days of the last day worked. County is not obligated to process any claims beyond that date.

## OUTCOME - BASED CONTRACT SCORECARD AND PROGRAM LOGIC MODEL

Agency Alliance Worknet Program Name: Community Service Program Date: \_\_\_\_\_ Service Month: \_\_\_\_\_

Goal: Build America's Best Workforce, One Success At A Time

**WHY?** To assist customer to achieve financial self-sufficiency, assist employers to maintain a competitive advantage, and to improve the quality of life in Stanislaus County

**WHAT?**

**HOW?**

**WHAT IF?**

EXPECTED OUTCOMES	INPUTS OR RESOURCES	ACTIVITIES	OUTPUTS	MEASUREMENTS & INDICATORS	ACTUAL OUTCOMES
<p><b>Short Term:</b></p> <ul style="list-style-type: none"> <li>The average CSP Orientation evaluation rating will be 4 (scale 1-5).</li> </ul> <p><b>Intermediate:</b></p> <ul style="list-style-type: none"> <li>The average CSP placed customers' evaluation rating will be 4 (scale 1-5).</li> <li>100% of CSP customers will be provided Job Development services.</li> </ul> <p><b>Long Term:</b></p> <ul style="list-style-type: none"> <li>The average rating score of all CSP customers (per Site Sup) placed at a worksite will be 7 (scale 1-10).</li> <li>10% of customers who attend CSP Orientation will gain employment.</li> </ul>	<p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>4 Staff members to provide CSP placements and Job Development services</li> <li>1 Supervisor</li> <li>1/2 Lead Worker</li> <li>Approx. 800 CSP positions with a variety of required skill levels available for placement in non-profit, public sector sites throughout the county</li> </ul> <p><b>Services:</b></p> <ul style="list-style-type: none"> <li>English, Assyrian, and Spanish CSP Orientations</li> <li>Ongoing placement, monitoring, and case management services to customers</li> <li>Individual Job Development services</li> </ul>	<ul style="list-style-type: none"> <li>Resume updating, job coaching, and referral to jobs and job orders.</li> </ul>	<ul style="list-style-type: none"> <li>2 English CSP orientations per week and 1 Spanish CSP orientation per month in Modesto</li> <li>1 English CSP orientation per month and 1 Spanish CSP orientation every 2 months in Turlock</li> <li>Assyrian CSP orientations scheduled as needed</li> <li><b>At least 1 face to face contact with placed CSP customer per month</b></li> </ul>	<p><b>Monthly Statistical Reports:</b></p> <ul style="list-style-type: none"> <li># of customers referred from CSA</li> <li># of customers attended CSP orientation</li> <li># of customers placed in CSP sites</li> <li># of customers employed</li> <li>CSP Customer Improvement Rating</li> <li>CSP Orientation Evaluation</li> <li>Placed CSP Customers' Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>The average CSP Orientation evaluation rating was 4.9 (scale 1-5).</li> <li>The average CSP placed customers' evaluation rating was 4.5 (scale 1-5).</li> <li>100% of CSP customers were provided Job Development services.</li> <li>The average rating score of all CSP customers (per Site Sup) placed at a worksite was 7.2 (scale 1-10).</li> <li>26% of customers who attended CSP Orientation gained employment.</li> </ul>

COMMENTS: \_\_\_\_\_



## OUTCOME - BASED CONTRACT SCORECARD AND PROGRAM LOGIC MODEL



Agency Alliance Worknet Program Name: Community Service Program Date: \_\_\_\_\_ Service Month: \_\_\_\_\_

Goal: Build America's Best Workforce, One Success At A Time

**WHY?** To assist customer to achieve financial self-sufficiency, assist employers to maintain a competitive advantage, and to improve the quality of life in Stanislaus County

I certify that the data provided is a true and accurate report of our organization's activities for the service month listed above.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prepared by

\_\_\_\_\_  
Phone

## OUTCOME - BASED CONTRACT SCORECARD AND PROGRAM LOGIC MODEL

Agency: Alliance Worknet \_\_\_ Program Name: Welfare to Work Orientation/ Job Club \_\_\_ Date: \_\_\_ Service Month: \_\_\_

Goal: Build America's Best Workforce, One Success At A Time

**WHY:** Assist customers to achieve financial self-sufficiency, Assist employers to maintain a competitive advantage, and Improve the quality of life in Stanislaus Co.

<b>WHAT?</b>		<b>HOW?</b>		<b>WHAT IF?</b>	
EXPECTED OUTCOMES	INPUTS OR RESOURCES	ACTIVITIES	OUTPUTS	MEASUREMENTS & INDICATORS	ACTUAL OUTCOMES
<p><b>Short Term:</b> 30% of TANF customers who attend Job Club (day 1) will gain employment or complete the full 4 weeks.</p> <p><b>Intermediate:</b> Customers will obtain a minimum average Job Club Post Test score of 20.3 (75%) out of 27 possible points - covering Resume, Interview, &amp; Applications skills (English only)</p> <p>85% of Job Club attendees will have a minimum of two skill appropriate job leads*.</p> <p>80% of JC customers will pass their Mock Interview</p> <p>Customer satisfaction results for JC &amp; WTWO will have a minimum rating of 70%</p>	<p>6 FSS Ills to provide WTWO, Job Club instruction and Job Development, on a rotational basis. 1 Admin Clerk II 1/2 FSS IV 1 FS Sup.</p> <p><b>Services:</b> 1/2 day WTWO (English, Assyrian) covering general WTW responsibilities, rights, &amp; guidelines, CC &amp; BHS presentations, time limits info, supportive services info, transportation info, parenting, &amp; job resources. <b>Paperwork:</b> WtW1, Stan WtW 3, Stan GEN 48, CCP 7, DET Questionnaire, DET half sheet for post Job Search</p> <p><b>Recommendations:</b> <b>ESL Orientations</b> for non-English speakers (other than Assyrian) ▪ DET will coordinate interpreters with CSA for languages other than Assyrian</p>	<p>Job Club Modules:</p> <ul style="list-style-type: none"> <li>• Job search skills</li> <li>• Interviewing skills</li> <li>• Resume creation</li> <li>• Applications</li> <li>• Goal Setting</li> <li>• LMI</li> <li>• Resource Centers</li> <li>• Career Exploration</li> <li>• Basic Computer skills</li> <li>• Career Assessment</li> <li>• Professional letter writing</li> <li>• Money Management</li> <li>• Motivation</li> <li>• Trouble-shooting</li> <li>• Problem solving</li> <li>• Community services</li> </ul> <p>JDServices include one-on-one intensive counseling, research on customer's behalf, job and resource referrals, and follow up. Alternative Job Search provided with JD services for guided job search over 4 weeks.</p>	<p><b>Minimum Services</b></p> <ul style="list-style-type: none"> <li>• One WTWO each week in Turlock</li> <li>• Three WTWO each week in Modesto</li> <li>• One Assyrian WTWO every six weeks</li> <li>• One "other language" orientation per week</li> <li>• Two Modesto Job Clubs per month</li> <li>• One Turlock Job Club per month</li> <li>• One Assyrian Job Club per every six weeks</li> <li>• JD Contact for each Job Club group</li> <li>• Alternative Job Search scheduled each week</li> </ul> <p><b>Monthly reports including:</b></p> <ul style="list-style-type: none"> <li>• # referred to each activity</li> <li>• # attended WTWO</li> <li>• # attended first day of Job Club</li> <li>• #completed Job Club</li> <li>• # attended Alternative Job Search</li> <li>• # gained employment</li> <li>• customer satisfaction summary statistics</li> </ul>	<ul style="list-style-type: none"> <li>• Statistical reports</li> <li>• DetNet reports: customer satisfaction, post test scores, Job Club completed, attendance results, &amp; employment statistics</li> </ul>	<ul style="list-style-type: none"> <li>• Statistical report provided to CSA on a monthly basis.</li> <li>• ###% of customers that attended Day 1 of Job Club (JC) completed.</li> <li>• The average JC Post Test score was ### (###%).</li> <li>• The majority of JC customers (over ###%) received a minimum of 2 job referrals.</li> <li>• ###% of customers passed the JC Mock Interview</li> <li>• Customer satisfaction rating for Job Club was ###.</li> <li>• ###% of customers who attended Job Club (Day 1) obtained employment.</li> </ul>



## OUTCOME - BASED CONTRACT SCORECARD AND PROGRAM LOGIC MODEL



Agency: Alliance Worknet Program Name: Welfare to Work Orientation/ Job Club Date: \_\_\_\_\_ Service Month: \_\_\_\_\_

Goal: Build America's Best Workforce, One Success At A Time

**WHY:** Assist customers to achieve financial self-sufficiency, Assist employers to maintain a competitive advantage, and Improve the quality of life in Stanislaus Co.

<p><b>Long Term:</b> 10% of customers that attended Day 1 of Job Club will be employed *</p> <p>*May not be available to non-English customers or those without HS Dip/GED</p>	<p><b>Job Club</b> comprehensive job search skill instruction including (English &amp; Assyrian):</p> <ul style="list-style-type: none"> <li>• 4 weeks Job Club curriculum &amp; supervised job search</li> <li>• Job Development with an assigned point of contact</li> <li>• <b>Alternative Job Search</b> 4 week job search activity for the rare customers who can not be accommodated by JC (English Only)</li> </ul>	<p>Job Search follow-up for 90 days after completion of JC.</p> <p><i>(CVOC provides job search for Spanish speaking customers)</i></p> <p>All customers receive written materials and resources to assist them with their post Job Club job search.</p>	<ul style="list-style-type: none"> <li>• % increase/decrease in pre/post test results</li> <li>• Average post test results</li> </ul>		<ul style="list-style-type: none"> <li>• ##% of JC customers completed without obtaining a job.</li> <li>• Customer satisfaction rating for WtWO was ##%.</li> </ul>
--	--	--	---	--	--

COMMENTS: \_\_\_\_\_

I certify that the data provided is a true and accurate report of our organization's activities for the service month listed above.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_ Prepared by \_\_\_\_\_ Phone \_\_\_\_\_

ALLIANCE WORKNET  
FY 07-08 PROPOSED BUDGET

		Column D	REVISED 9/20/07
		Proposed	Comment
		07-08	
Name/Acct	Position		
<i>Program Manager/Clerical Support</i>			
Steve Hopkins	Program Manager	56,378	
Maria Luna	7263/AdmClerk II	41,746	
Yolanda Rameno	8438/AdmClerk II	27,909	
		126,033	
<i>Supervisor/IV</i>			
Martha Armstrong	2248/FSS Sup	56,450	
Bruce Merchant	6219/FSS Sup	56,100	
Moona Givargis	337/FSSIV	49,773	
		162,322	
<i>Line Staff</i>			
Brenda Aust	1073/FSS III	29,507	
Virginia Bork	6569/FSSIII	44,600	
Michelle Campunar	135/FSS III	0	
Silvia Cockrell	129/FSS III	44,507	
Gwen Edmondson	8233/FSS III	44,600	
Teresa Green	8622/FSS III	48,392	
Cynthia Homen	6149/FSS III	47,514	
Joan Ingram	6568/FSS III	48,392	
Pamela Kinser	1050/FSS III	48,392	
Vivian Francis (Lazar)	702 FSS III	52,464	
Margarita Ramos	6153/FSS III	52,464	
Wutha Seng	8232/FSS III	47,218	
		508,051	
Sub-Total Salaries		796,406	
Move to SW from other units		0	Move to 6328/6595 Rec. Ctr
Proj inc due to contract negotiation		40,298	
Move to CMS			
Sub-Total Salaries		836,704	
<i>Extra Help</i>			
		836,704	
<b>50010</b>	<b>Overtime/Comp Time Paid</b>		
<b>50020</b>	<b>Extra help</b>		
<b>50100</b>	<b>Comp Time Taken</b>		
<b>50210</b>	<b>Vac/Holiday Cash Out</b>	1,098	
<b>50220</b>	<b>Term Cash Out</b>		
53000	Grp Health Ins.- <i>INCREASE ONLY</i>	10,025	
53020	Unemployment	2,210	
53051	Administrative Fee \$2 pp/pay	612	
54000	Worker Compensation	18,132	
55200	Employee Assistance	1,001	
Total of Sals and Fringes		869,782	



ALLIANCE WORKNET  
FY 07-08 PROPOSED BUDGET

			Column D	
			Proposed	Comment
			07-08	
<b>Staff Operational Cost</b>				
60400	Commuincation		7,382	
60850	Janitorial		0	
61600	Maint-Equip		1,585	
61800	Maint-Stuct		385	
<b>62200</b>	<b>Membership</b>		<b>0</b>	
62210	Annual Lic-Software		1,577	
<b>62400</b>	<b>Misc Exp</b>		<b>150</b>	
<b>62420</b>	<b>TQM Staff Recognition</b>		<b>200</b>	
<b>62601</b>	<b>Safety Eq und 1000</b>		<b>150</b>	
<b>62600</b>	<b>Office Suplies</b>		<b>3,000</b>	
<b>62630</b>	<b>Printing</b>		<b>1,875</b>	
<b>62730</b>	<b>Postage</b>		<b>375</b>	
<b>62780</b>	<b>Books</b>		<b>100</b>	
<b>62790</b>	<b>Subscription</b>		<b>100</b>	
<b>62840</b>	<b>Computer Software</b>		<b>0</b>	
<b>62860</b>	<b>Equipment &lt;\$1000</b>		<b>0</b>	
<b>62980</b>	<b>PC Equipment &gt; \$1000 &lt; \$5000</b>		<b>0</b>	
<b>62990</b>	<b>Oth Equip &gt; \$1000 &lt;\$5000</b>		<b>0</b>	
<b>63000</b>	<b>Professional Services</b>		<b>525</b>	
63280	Contracts (Other Staff costs)		87,465	
63500	Security		1,103	
<b>65000</b>	<b>Publication</b>		<b>0</b>	
65100	Rent-equip		2,880	
65300	Rent-Struct		337	
65600	Special Departmental Expense		0	
<b>65780</b>	<b>Ed &amp; Trng</b>		<b>2,000</b>	
<b>65940</b>	<b>Library &amp; Ref Book</b>		<b>50</b>	
<b>66170</b>	<b>Training Material</b>		<b>500</b>	
<b>67040</b>	<b>Travel</b>		<b>2,000</b>	
		Sub-total 60000	113,738	
73509	Rent-Struct		10,389	
73510	Grand Jury		247	
73511	Cty Auditor		10,977	
73512	Cty Dept Billing		1,168	
73513	Cty Bldg Maint		0	
73514	Cty Risk Management		2,888	
73516	BLDG Mtc-MTC Labor Charges		490	
73517	Bldg Mtc-Mtc Supplies		98	
73520	A-87 Charges		13,643	
73521	A-87 CarryF		-1,125	
73540	County Counsel		520	
73550	Utilities		3,152	
73560	Janitorial		1,907	
73660	Govt Fingerprintin		0	

ALLIANCE WORKNET  
FY 07-08 PROPOSED BUDGET

74011	Telecommunication		3,101	
74050	Auto Liability		432	
74060	Self Ins General Liability		3,176	
74080	Central Service Prtg		8	
74090	Quick Copy		0	
74100	Mail room Postage Meter		933	
74102	Presort Postage		19	
74110	Mailroom Services		121	
74120	Messenger Serv		520	
74123	Salvage Disposal		112	
74130	Data Processing		0	100 % FACT
74131	Dove		0	100 % FACT
74132	PeopleSoft		0	100 % FACT
74162	Morgan Shop Fuel		75	
74172	Fleet Svc - Repair & Maint		128	
<b>74173</b>	<b>Fleet Svc-Fuel</b>		<b>75</b>	
74174	Fleet Svc-Damaged Vech L		12	
<b>74175</b>	<b>Fleet Svc - Motor Pool</b>		<b>750</b>	
74180	Cty Gas		0	
74190	Pick Up & Delivery		87	
74370	Storage-Office Suppl		866	
74700	Commercial Insurance		434	
74701	Fire & Property Deductible		29	
75040	Fiduciary Liability Ins		27	
		Subtotal 7000	55,259	
<b>81000</b>	<b>EQUIPMENT</b>		<b>0</b>	
<b>81830</b>	<b>PC Computer System &gt; \$ 5000</b>		<b>0</b>	
<b>82770</b>	<b>Computer Software</b>		<b>0</b>	
<b>84420</b>	<b>PC Hardware Equipment &gt; \$5000</b>		<b>0</b>	
		Subtotal 8000	0	
	Total Operating Cost		168,997	
	<b>Total Stanwork Operating Budget</b>		<b>1,038,780</b>	
	Client Services			
65950	Resource Center		68,373	
<b>50090</b>	<b>Enrollee Wages</b>			
<b>52030</b>	<b>Enrollee Benefits</b>			
<b>54100</b>	<b>Worker Comp</b>			
<b>63275</b>	<b>OJT Contracts</b>		33,366	
<b>63340</b>	<b>Drug Tests</b>		5,250	
<b>65660</b>	<b>Supportive Services</b>		4,000	
			110,989	
	Total StanWorks Budget		1,149,769	<b>1149769 Check</b>
5000	Clerical Project			
63280	Salaries		15,000	Adm Support
50090	Adm. Cost (direct Staff)		19,232	Direct Staff
52030	Enrollee Wages		179,715	
54010	Enrollee Benefits			
	Worker Comp			
	Total Clerical Project		213,947	

COUNTY OF STANISLAUS  
COMMUNITY SERVICES AGENCY  
CONTRACT TO PROVIDE  
WELFARE-TO-WORK/STANWORKS PROGRAM SERVICES  
JULY 1, 2007 THROUGH JUNE 30, 2008

It is hereby mutually agreed between the County of Stanislaus, Community Services Agency, hereinafter referred to as "CSA" and STANISLAUS COUNTY ALLIANCE WORKNET, hereinafter referred to as "AW", that the Agreement entered into on July 1, 2007 for the purpose of providing a Welfare-to-Work/StanWORKS program services is hereby amended as follows:

**FIRST:** C. Term:, Paragraph 1. is hereby deleted and replaced with the following:

1. The term of this Agreement shall be from July 1, 2007 until June 30, 2008.

**SECOND:** EXHIBIT B is hereby deleted and replaced with EXHIBIT I

**THIRD:** All references to Agreement ending date of March 31, 2008 are hereby deleted and replaced with June 30, 2008.

All other terms and conditions of the Agreement shall remain in full force and effect.

////////////////////////////////////  
IN WITNESS WHEREOF, the parties have executed this Agreement in Modesto, California.

APPROVED AS TO CONTENT:

COMMUNITY SERVICES AGENCY

ALLIANCE WORKNET

By:   
Patrice Dietrich

By:   
Jeffrey Rowe

Title: 1  
Interim Director

Title: Director

Dated: 5/15/08

Dated: 5/6/08

BOARD OF SUPERVISORS  
2008 DEC 29 A 8:08

**ALLIANCE WORKNET  
CONTRACT TO PROVIDE  
WTW/STANWORKS PROGRAM SERVICES  
JULY 1, 2007 THROUGH JUNE 30, 2008**

BUDGET CATEGORY(1)

Salaries & Benefits	\$ 1,114,782
Services & Supplies	\$ 198,540
Mobile Computer Lab	\$ 28,590
Family Resource Center Contracts	\$ 62,181
Other Charges	<u>\$ 81,637</u>
Subtotal StanWORKs budget	\$1,485,730
Special Program	\$ 103,554
OJT, Drug Tests and Supportive Services	<u>\$ 47,616</u>
<b>TOTAL:</b>	<b>\$ 1,636,900</b>



BOARD OF SUPERVISORS  
JAN -7 A 8:03

COMMUNITY SERVICES AGENCY

Christine C. Applegate  
Director

251 E Hackett Road  
P.O. Box 42, Modesto, CA 95353-0042

Phone: 209 558 2500 Fax: 209 558 2558

MEMO TO: SUZI SEIBERT  
CLERK TO THE BOARD OF SUPERVISORS

FROM:  SHANNEN LOVE  
CONTRACTS ADMINISTRATION

DATE: JANUARY 6, 2009

SUBJECT: FULLY EXECUTED SERVICE PURCHASE ORDER

=====

Enclosed for your record is one (1) copy of the following fully executed Service Purchase Order:

- ◆ **COMPUTER TUTOR** to provide Computer Skills Training effective March 10, 2008 through June 30, 2008.

The above mentioned service purchase order was approved by the Board of Supervisors with Action #2008-041, Board Agenda #B-11 on January 15, 2008.

If you have, any questions regarding these documents please contact Pam Thompson at 558-3986.

Thank you.

G:\MSword\Shannen\BOS Fully Executed Contract.doc





# STANISLAUS COUNTY

## Purchasing Division

P.O. Box 3229  
 1010 TENTH ST, SUITE 5400  
 MODESTO, CALIFORNIA 95353  
 TEL: (209) 525-6319  
 FAX: (209) 525-7787

SHIP TO

COMMUNITY SERVICES AGENCY  
 251 EAST HACKETT ROAD  
 MODESTO, CA 95358

PURCHASE ORDER NO. REVISION PAGE		
79196	0	1
THIS PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CARTONS AND CORRESPONDENCE RELATED TO THIS ORDER		
DATE OF ORDER	BUYER	
06-MAR-08	T Snow, Jr.	
DATE OF REVISION BUYER		

VENDOR: COMPUTER TUTOR  
 COMPUTER TUTOR  
 4306 SISK RD  
 MODESTO, CA 95356

**BILL TO**

COMMUNITY SERVICES AGENCY  
 (209) 558-2442  
 PO BOX 42  
 MODESTO, CA 95353

CUSTOMER ACCT NO.	VENDOR NO.	PAYMENT TERMS	FREIGHT TERMS	F.O.B.	SHIP VIA
	491	30 NET	PREPAID	DESTINATION	COMMON CARRIER
CONFIRM TO TELEPHONE	REQUESTOR / DELIVER TO				
GEORGE RAWE	(209) 545-5200		Garcia, Karla		

Line	PART NUMBER / DESCRIPTION	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	EXTENSION	TAX
1	COMPUTER PROGRAMS TRAINING FROM 3/10/08 - 6/30/08 PAYABLE AT \$120 PER STUDENT THAT COMPLETED ONE FULL DAY OF THE SCHEDULED ACTIVITY FOR A TOTAL OF \$17,000  1631.45301.63471.1808.201.	NEEDED: 12-MAR-08				17,000.00	

**Total** 17,000.00

*[Signature]*  
 AUTHORIZED SIGNATURE