

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

DEPT: Alliance Worknet

BOARD AGENDA # *B-12

Urgent

Routine

AR

AGENDA DATE August 26, 2008

CEO Concurs with Recommendation YES NO
(Information Attached)

4/5 Vote Required YES NO

SUBJECT:

Approval to Implement Service Center and Job Club Services on the County's Eastside

STAFF RECOMMENDATIONS:

1. Authorize the Alliance Worknet to temporarily establish a Service Center and Job Club in Oakdale in the vacant space formerly used by the State Employment Development Department at 1405 West F Street in Oakdale, for a not-to-exceed period of one year.
2. Authorize the Health Services Agency Women, Infants, and Children Program to establish a joint location and operations with Alliance Worknet at the Oakdale facility on a temporary basis and maintain existing operations and location in Riverbank.

(Continued on Page 2)

FISCAL IMPACT:

There will be no cost to the General Fund for this action. Generally, the partners will collectively accrue a cost of \$3,500 per month for rent plus a share of utilities for the proposed East County location. Partners will also share costs of data, phone, and power upgrades estimated to be less than \$10,000 for the facility. All these are program costs and funds are available in current, approved budgets.

BOARD ACTION AS FOLLOWS:

No. 2008-618

On motion of Supervisor Monteith, Seconded by Supervisor O'Brien
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) 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. Authorize the Community Services Agency to establish joint operations with Alliance Worknet in Oakdale on a temporary basis and maintain existing operations and location in Riverbank.
4. Authorize the Purchasing Agent to negotiate and enter into a short-term lease agreement on behalf of the Alliance Worknet for the property located at 1405 West F Street in Oakdale.

DISCUSSION:

Alliance Worknet (formerly the Department of Employment and Training) has provided workforce development services to Stanislaus County Community Services Agency (CSA) customers in various programs and degrees, for approximately ten years. In August 2007, Alliance Worknet submitted a concept in response to a Request for Proposals from the Community Services Agency. The proposal called for an innovative and in some ways radically different approach to providing services to Welfare to Work customers across Stanislaus County. The key changes in the proposed service delivery model involved working with Family Resource Centers (FRC) around the County to leverage community connections and good will in an effort to attract, engage and re-engage Welfare to Work customers that were not meeting State and Federal participation requirements.

Overview

Alliance Worknet currently offers workforce development services including Job Clubs, the Community Service Program, Work Experience, Job Training and job search assistance in Modesto, Turlock and Patterson. Under the new program of services now being implemented, Alliance Worknet will partner with the CSA and Health Services Agency's Women, Infants, and Children (WIC) Program to extend services to East County. The City of Riverbank has expressed great interest in locating these services in Riverbank; however, to date a suitable facility has not been found. The County and the City will continue to look for ways to partner in a suitable facility. In order for the Alliance Worknet to fulfill its obligations to the Welfare to Work program, a temporary location has been selected from which to provide services to the East County. The proposed East County One-Stop Service Center site will be located at 1405 West F Street in Oakdale. This site is available for lease and the owner is agreeable to a short-term lease.

Alliance Worknet Considerations Alliance Worknet's interest in extending services to East County is rooted in two program requirements. In the County's Workforce Investment Act (WIA) Five-Year Plan, one of the approved objectives is to offer easier access to workforce development services in various areas of the County. This goal is complemented by the objectives of the Alliance Worknet StanWORKS program, launched in July 2008. New Welfare to Work mandates (SB 84 and AB 1084)

have prompted the new Alliance Worknet StanWORKS program with a key goal of extending Job Clubs and other Welfare to Work services to public assistance customers throughout the County. Other notable factors related to the Alliance Worknet decision to pursue the Oakdale Employment Development Department location include:

- An increase in East County residents seeking Alliance Worknet services;
- Timely and very rare end-of-year fund balance that made a venture into Oakdale feasible for Alliance Worknet;
- The new subcontractor relationship with Center for Human Services (CHS) and their desire to obtain space in East County to fulfill their contract obligations to serve Welfare to Work customers; and
- The combined Workforce Investment Act (WIA) and Welfare to Work customer base (all working age adults are considered WIA general public customers and there are an estimated 9,000 public assistance customers in Oakdale and Riverbank).

Community Services Agency Considerations The Community Services Agency currently has minimal operations at the Riverbank Casa and has had on-going discussions with the City of Riverbank to find potential sites to extend more services to public assistance recipients in East County. While the City of Riverbank has, for sometime, actively sought to find additional facilities to meet Community Services Agency and Alliance Worknet needs for a One Stop Service Center, appropriate facilities are not available currently. Recently the City has identified options which may allow for a facility to be used in the coming fiscal year to meet the needs that have been discussed for the past several years with the City. The City of Riverbank and the County continue discussions on a possible one-stop shop for public services that would allow relocation of CSA staff and services in Riverbank. The large customer base in the East County (approximately 9,000 public assistance customers) and the legislative pressure to improve work participation rates makes a short-term, immediate project necessary.

Women, Infants, and Children Program Considerations The Women, Infants, and Children Program is particularly interested in the opportunity to offer more service to more clients in East County. Availability of additional, dedicated space will allow the WIC Program to increase service to more clients. The WIC Program will realize a slight cost savings under the proposed plan while obtaining better support and larger facilities. The WIC Program has provided service in Oakdale since 1982, but has been forced to relocate several times as facilities and communications infrastructure proved inadequate over time to support the growing demand for services.

Current WIC Program operations in Riverbank are housed in the Community Center in shared space, with set up and tear down of tables required for the three days a month service is available there. This has always been considered a temporary site, due to the lack of dedicated space, the lack of privacy afforded to customers, and the lack of information technology and communications infrastructure and support. The WIC Program will continue to operate out of the Riverbank community center, but is interested in locating to a permanent Riverbank site when one becomes available.

The proposed Oakdale facility will allow the WIC Program to extend services to more customers in East County. The program will operate 12-16 days per month, instead of the current five days per month. WIC program funding allows for this program improvement.

Alliance Worknet is extending services to East County based on program performance requirements to engage and serve more of the eligible populations. Working with the Community Services Agency, Alliance Worknet has developed a new service delivery model, relying on various partners around the County to leverage community connections and good will. These partners are: ASPIRAnet, operating the Turlock Family Resource Center; the Center for Human Services, operating Family Resource Centers in Modesto, Ceres and Patterson; and Sierra Vista Child and Family Services, operating Family Resource Centers in North Modesto and Hughson. Using this extensive partnership, the goal is to attract, engage and serve Community Services Agency Welfare to Work customers that traditionally were not meeting State and Federal participation mandates.

Since starting the new service delivery system in July 2008, Alliance Worknet has focused increasing attention on developing West and East County sites, obtaining equipment, facilities and staffing to provide services in these locations. Patterson Welfare to Work Job Club services became available to Community Services Agency customers on August 18, 2008 at the Center for Human Services (CHS) partner facility in Patterson. Pending the completion of negotiations with the prospective landlord, Alliance Worknet intends to start offering Job Club services to residents of the East County on or about October 1, 2008 at the site on West F Street.

The Best, Presently Available East County Option Alliance Worknet, the Community Services Agency and partners visited various sites around Riverbank seeking locations suitable for the services described above. All the proposed sites currently available have several common issues that, while being addressed in the build-to-suit or renovation option, made them unsuitable at present. Common issues were:

- Parking was inadequate to meet demand or was not accessible enough for the particular needs of the client base. American's with Disabilities Act (ADA) compliance and handicapped customer access was limited. Often the proposed sites could be retrofitted to meet certain of these needs, but based on past experiences, were likely too costly.
- Significant tenant improvements were required for restroom facilities, classrooms, and telecommunications. The time needed to make the improvements and the costs associated with the improvements would impact Alliance Worknet's ability to meet contract obligations.

The facility in Oakdale was designed specifically with a public service purpose. It provides a potential for a broad range of workforce development services available at a One-Stop resource center, including: self-directed job search, labor market research, résumé writing, job applications, and assisted job search.

It also provides the opportunity to partner with agencies providing related services, including the Community Services Agency, Health Services Agency Women, Infants, and Children Program, and a new Family Resource Center Partner, the Center for Human Services.

The addition of this service site addresses various issues related to the expectations and economic needs of the residents of the communities to be served. Currently clients must travel, often with children, to Modesto for services; an East County site would significantly reduce customers' travel time and transportation costs, making services more accessible and convenient.

Due to fairly long term lack of a tenant at the site, the landlord is very interested in offering the County flexible terms for occupation including: a short term lease with potential for longer term lease; access to additional staff and customer parking access; subdivision of the larger facility into areas favorable for our partners. Should the recommendations be approved, the Alliance Worknet and its partners intend to remain flexible and receptive to relocation options that may become available.

The proposed site is on the Riverbank Oakdale Transit Authority (ROTA) bus route giving customers convenient access to the facility. The proposed One-Stop Service Center will provide the opportunity for East County residents to access services from three County departments at a facility that is affordable and requires minimal renovation.

The plan allows for the immediate needs for community service programs operated by the Alliance, and service in both Riverbank and Oakdale as well as the ability to continue the long-term discussions with the City of Riverbank about a one-stop public agency facility.

POLICY ISSUE

These recommendations support the following Board priorities:

- A strong local economy – by providing access to Alliance Worknet job development and job preparation services;
- Efficient delivery of public services – by consolidating services in a true one-stop location, allowing partner agencies to share and reduce infrastructure and lease costs that they would otherwise bear alone.
- Effective partnerships – The three County partners will provide services at one location for a common customer base. The Center for Human Services will also operate at the facility and there is space for future community partners.

STAFFING IMPACT

Currently, Alliance Worknet staff rotates to the various worksites now in operation in Modesto, Patterson, and Turlock. Approval of this recommendation will add an East County site to that rotation. No additional Alliance Worknet staff will be required. Similarly, the Women, Infants, and Children Program moves staff to various sites on a rotation basis. Current WIC staff will continue this rotation and no new staff will be required. The Community Services Agency will redirect staff from the main CSA facility to the temporary Oakdale site. The CSA staff currently working in Riverbank will remain at that location until a new, larger location in Riverbank is identified.

ORIGINAL

MEMORANDUM OF AGREEMENT (MOA) # 08-12

Between

STANISLAUS COUNTY (ALLIANCE WORKNET)

And

STANISLAUS COUNTY HEALTH SERVICES AGENCY
WOMEN INFANTS CHILDREN (WIC) PROGRAM

Parties: This Memorandum of Agreement (MOA) is made by and between Stanislaus Alliance Worknet (AW), and the Health Services Agency Women Infants Children (WIC) program.

Purpose of this MOA: To share costs of office space at 1405 W F. Street in Oakdale, for the East County Operations (ECO) initiative.

Basis for Entering into an MOA: To show commitment by all parties to the success of the joint service center in Oakdale as directed by the County Board of Supervisors. (See Stanislaus County Board of Supervisors Agenda Item B12, of August 26, 2008, for details about the Oakdale operations site.)

It is therefore agreed that:

1. AW acts as fiscal agent for the ECO facility, serves as primary occupant and facilities coordinator for the East County Operations conducted at 1405 W. F. Street in Oakdale
2. AW coordinates directly with the property landlord in accordance with the lease requirements (Attachment A)
3. AW will pay share of rent, utilities, maintenance and infrastructure charges for the ECO facility as each becomes due, based on the cost allocation plan in Attachment B. Should any of the facility's unoccupied office space be leased during the balance of this lease, the prorated share of costs for WIC will be reduced accordingly.
4. WIC agrees to pay share of costs of the facility at 1405 W. F Street in Oakdale, in accordance with the lease (Attachment A) and based on the ratio of occupancy of the facility, as identified in the attached spreadsheet (Attachment B), within 30 days of receipt of invoice.
5. Effective Date. Upon signature of officers granted authority to sign this MOA by the respective agencies, the effective date of this MOA is **September 15, 2008.**
6. Amendment. Modification of this MOA shall be executed only upon signature of the officers appropriately given authority to make such changes by each of the parties to this Agreement.

7. Severability. If any portion of this MOA or application of the MOA to any person or circumstance shall be declared invalid by a court, or if it is found in contravention of any existing or changed federal, state or county statute, ordinance, regulation, directive, policy or funding that would preclude its application, the impacted provisions of the MOA shall automatically terminate and the remaining provisions of this MOA shall remain in full force and effect to the extent that the provisions of this MOA are severable.
8. Termination. Unless extended by mutual agreement, this agreement shall terminate on **June 30, 2009**. Withdrawal from this MOA may be made by any of the parties upon written notification by an appropriate officer to the other party 30 days prior to the proposed date of withdrawal/termination.
9. Notice. Any notice, communication, amendment, addition or deletion to this MOA, including change of address of any party during the term of this MOA, which either party shall be required or may desire to make shall be in writing and may be personally served or, alternatively, sent by prepaid first class mail to the respective parties as follows:

To AW: Stanislaus County Alliance WorkNet
Attention: Jeff Rowe, Director (209) 558-2150
251 E. Hackett Road, Suite C-2, Modesto, CA 95358
P.O. Box 3389
Modesto, CA 95353

To WIC: Stanislaus County Health Services Agency
Women, Infants and Children Program
Attention: Elaine Emery (209) 558-1214
251 E. Hackett Rd.
Modesto, CA 95358

9. Entire Agreement. This MOA contains all of the terms and conditions agreed upon by the parties. No other agreements, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind any of the parties hereto.
10. Governing Law and Venue. This MOA is made under, and shall be governed by and construed in accordance with, the laws of the State of California. Any action brought to enforce the terms or provisions of this MOA shall have venue in the County of Stanislaus, State of California.
11. Assignment. This is an MOA for the coordination of administrative and fiscal services between AW and WIC in support of the East County Operations Center. AW relies upon the skills, knowledge, experience and training of WIC and its employees as an inducement to enter into this MOA. WIC shall not assign or subcontract this MOA without the express written consent of AW.
12. Nondiscrimination. During the performance of this MOA, AW and WIC (including their officers, employees, agents, representatives or subcontractors) shall not unlawfully discriminate in violation of any federal, state or local law, rule or regulation against any employee, applicant for employment or person receiving services under this MOA because of race, religion, color, national origin, ancestry, physical or mental handicap, medical condition (including genetic characteristics), marital status, age, political affiliation or sex. AW and WIC (and their officers, employees, agents, representatives or subcontractors) shall comply with all applicable Federal, State and local laws and regulations related to nondiscrimination and equal opportunity, including without limitation the County's nondiscrimination policy; the Fair Employment and Housing Act

(Government Code sections 12900 et seq.); California Labor Code sections 1101, 1102 and 1102.1; the Federal Civil Rights Act of 1964 (P.L. 88-352), as amended; and all applicable regulations promulgated in the California Code of Regulations or the Code of Federal Regulations.

13. Indemnity. Neither party, nor any of its officers or employees, shall be responsible for any damage or liability occurring by reason of anything done or omitted being done by the other party under or in connection with any work delegated to that party under this MOA. The parties further agree, pursuant to Government Code section 895.4, that each party shall fully indemnify and hold harmless the other party and its agents, officers, employees and contractors from and against all claims, damages, losses, judgments, liabilities, expenses and other costs, including litigation costs and attorney fees, arising out of, resulting from, or in connection with any work delegated to or action taken or omitted to be taken by such party under this MOA.
14. Authority and Signatures. The parties represent and warrant that the individuals signing below have the authority to commit the party they represent to the terms of this MOA, and do so commit by signing.

Stanislaus County Health Services Agency

By: Mary Ann Lee
Mary Ann Lee, Managing Director
Health Services Agency

Dated: 11/10/08

Stanislaus Alliance Worknet

By: Jeffrey Rowe
Jeffrey Rowe, Director
Alliance Worknet (AW)

Dated: 11/18/08

Attachments: A – Lease Agreement between Alliance Worknet and A. D. Klabanos
B – Cost Allocation Diagram/Spreadsheet