



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
County Manager



**Date:** October 3, 2013  
**Board Meeting Date:** October 22, 2013  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** David G. Holland, Assistant County Manager

**Subject:** Second Amendment to the Agreement with JobTrain, Inc.

**RECOMMENDATION:**

Adopt a Resolution authorizing an amendment to the agreement with JobTrain, Inc., to continue to provide employment, training and other One-Stop services as a PeninsulaWorks One-Stop Career Center, increasing the amount by \$248,000 to \$992,000.

**BACKGROUND:**

On June 25, 2013, the Director of the Human Services Agency approved an agreement extension as a minor modification per Resolution Number 070840, with the understanding that an Request For Proposal (RFP) would be completed. However; due to the sequestration of the Workforce Investment Board (WIB) and uncertainty of their budget, the WIB was uncomfortable in processing a long term agreement. The WIB is asking for another short-term extension for this Agreement and has planned an RFP for February 2014.

**DISCUSSION:**

JobTrain through its One-Stop Career Center services will provide job preparation, workshops, employment counseling, structured job search and vocational training for Workforce Investment Act (WIA) eligible participants.

The Contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits. County Counsel has reviewed the Agreement and Resolution as to form and Risk Management has approved the Contractor's insurance. The WIB is requesting a waiver of the RFP requirement because of the potential effect of sequestration.

Approval of this second amendment to the Agreement contributes to the Shared Vision 2025 outcome of a Prosperous Community by providing educational, vocational and support services to WIA eligible participants. The employment and training services provided will assist individuals in finding gainful employment and reaching self-sufficiency.

**PERFORMANCE MEASURE(S):**

<b>Measure</b>	<b>FY 2012-13 Actual</b>	<b>FY 2013-14 Projected</b>
Participants served through Employment Services.	371	135
Placement (employment) rate for Adults and Dislocated WIA participants.	67%	79%

**FISCAL IMPACT:**

The amount of the Second Amendment is \$248,000. The term of the Agreement is July 1, 2010 to June 30, 2014. This Second Amendment is funded using the regular allocations of the federal Workforce Investment Act (WIA). The total obligation of the Agreement is \$992,000. Funding is included in the FY 2013-14 Budgets. There is no Net County Cost.