



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN SERVICES AGENCY

File #: 19-1059

Board Meeting Date: 11/5/2019

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Iliana Rodriguez, Interim Director, Human Services Agency
Subject: Agreement with University of California, Davis Extension for Training Services

RECOMMENDATION:

Adopt a resolution waiving the Request for Proposals process and authorizing an agreement with the Regents of the University of California, on behalf of the UC Davis Extension, to provide training services to the Human Services Agency for a total obligation amount not to exceed \$170,000 and a term commencing on August 20, 2019 and expiring on June 30, 2021.

BACKGROUND:

The Human Services Agency's (HSA) 2020 strategic plan ensures that all staff have the required knowledge, skills, and resources to deliver high quality services to the community. HSA has an annual benchmark requiring that 90% or higher of HSA staff will meet 20 hours or more of training. HSA continues to develop the skills of its trainers as well as collaborate with external training partners to provide relevant training for staff.

The California Department of Social Services (DSS) and the California Department of Health Care Services (DHCS) issue several mandates throughout the year to county welfare departments. Often these mandates require training in order to fully implement operational changes which contribute to HSA's 20-hour training requirement for staff. HSA staff in Economic Self Sufficiency, Employment Services, Children and Family Services, and Staff Development are required to either deliver the training or attend the training sessions. The training services provided by the University of California, Davis Extension (UC Davis) meet the requirements set forth by DSS and DHCS.

DISCUSSION:

UC Davis closely tracks federal and state regulations and tailors training sessions to meet requirements set forth by DSS and DHCS. UC Davis is highly knowledgeable of federal/state regulations and their impact on social services operations. This is especially true for the Economic Self Sufficiency and Employment Services branches. HSA is collaborating with UC Davis to provide training courses that will strengthen the quality of our services and help ensure regulatory compliance.

UC Davis will provide training to staff from four (4) HSA branches: Staff Development (trainers, program policy analysts, and Quality Assurance staff), Employment Services, Economic Self Sufficiency, and Children and Family Services. Each branch has developed a training plan unique to its staff for the upcoming year. Additionally, these mandated trainings through UC Davis contribute to the fulfillment of HSA's 20-hour education requirement for staff.

HSA is recommending the Board waive the Request for Proposal process in accordance with the County's Administrative B-1 Memorandum approved on November 29, 2017, which allows departments to waive the competitive solicitation requirements when entering into an agreement with another public agency (page 7, Paragraph B.).

The resolution contains the County's standard provisions allowing amendments of the County's fiscal obligations by a maximum of \$25,000 (in aggregate).

The agreement and resolution have been reviewed and approved by County Counsel as to form.

It is anticipated that for FY 2019-20 at least 96% of staff in Employment Services, Economic Self Sufficiency, Children and Family Services, and Staff Development served under this agreement will meet the 20-hour training requirement and receive training/instruction relevant to their job function. This measure is expected to increase to 97% in FY 2020-21. These performance targets reflect continuous improvement from previous years.

PERFORMANCE MEASURE:

Measure	FY 2018-19 Actual	FY 2019-20 Estimated	FY 2020-21 Projected
Percentage of staff in Children and Family Services meeting 20-hour training requirement	95%	96%	97%
Percentage of staff in Economic Self Sufficiency meeting 20-hour training requirement	98%	98%	99%
Percentage of staff in Employment Services meeting 20-hour training requirement	100%	100%	100%
Percentage of staff in Staff Development meeting 20-hour training requirement	95%	98%	100%

FISCAL IMPACT:

The amount of this agreement is \$170,000 for the term of August 20, 2019 through June 30, 2021. Funding is estimated to be 82% State and Federal sources (\$139,400) and 18% Net County Cost (\$30,600). Appropriation for this agreement is included in FY 2019-20 Adopted Budget and will be included in the FY 2020-21 Recommended Budget.