

George Latimer
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

69355

DATE: April 15, 2019

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Kevin M. McGuire, Commissioner
Department of Social Services

SUBJECT: Authority for the County to:

- 1) amend the Third Amendment to an agreement with The Guidance Center of Westchester, Inc. (the "Guidance Center") for the operation of youth employment and work experience programs for economically disadvantaged youth, ages 14-24, under the Workforce Innovation and Opportunity Act ("WIOA"), for the period from July 1, 2018 through June 30, 2019 in an amount not-to-exceed \$140,050, by increasing the not-to-exceed amount by an additional \$20,000.00, from \$140,050.00 to \$160,050.00 for the purpose of providing additional WIOA Youth Work Experience programs; and
- 2) amend the Third Amendment to an agreement with Westhab, Inc. ("Westhab") for the operation of youth employment and work experience programs for economically disadvantaged youth, ages 14-24, under WIOA, for the period from July 1, 2018 through June 30, 2019 in an amount not-to-exceed \$140,050, by increasing the not-to-exceed amount by an additional \$6,000.00, from \$140,050.00 to \$146,050.00 for the purpose of providing additional WIOA Youth Work Experience programs.

By resolution approved on September 17, 2015 (the "September 17th Resolution"), your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Social Services Office of Workforce Development (the "Department"), to enter into a total of seven (7) agreements with seven (7) agencies listed in the September 17th Resolution (the "Agreements"), for the purpose of operating youth employment programs for economically disadvantaged youth, ages 14-24, under WIOA, for the period from July 1, 2015 through June 30, 2016, for a total aggregate amount not-to-exceed \$891,176 in the individual not-to-exceed amounts set forth in the September 17th Resolution, pursuant to approved budgets, with the County having the option, in its sole discretion, to extend the term of each agreement for up to three (3) additional one-year periods. The Agreements were subsequently executed.

Thereafter, by resolution approved on January 21, 2016, your Honorable Board authorized the County to 1) terminate the agreement with the Westchester Community Opportunity Program, Inc., one of the seven (7) agencies listed in the September 17th Resolution, thereby reducing the total number of agencies operating youth employment programs from seven (7) to six (6); and 2) amend the agreement with the Putnam Northern Westchester Board of Cooperative Educational Services (“BOCES”), another of the agencies listed in the September 17th Resolution, in order to expand the scope of services to include 40 additional youth and to increase the not-to-exceed amount by an additional \$72,330, from an amount not-to-exceed \$98,519 to an amount not-to-exceed \$170,849, with all other terms and conditions set forth in the agreement with BOCES to remain the same. The amendment to the agreement with BOCES was subsequently executed.

Thereafter by resolution approved on June 2, 2016 (the “June 2nd Resolution”), your Honorable Board authorized the County to amend the six (6) agreements with the six (6) agencies listed on the June 2nd Resolution in order to 1) expand the scope of services under the Agreements to include summer youth employment and work experience assistance; and 2) increase the total aggregate not-to-exceed amounts authorized thereunder by an additional \$67,580.12 in Work Experience funding, from a total aggregate amount not-to-exceed \$891,176, to a new total aggregate amount not-to-exceed \$958,756.12, and to pay each agency an additional amount not-to-exceed \$11,263.36, as set forth in the June 2nd Resolution, to compensate the agencies for additional services rendered. The amendments to the six (6) agreements with the six (6) agencies were subsequently executed (the “Work Experience Amendments”).

Thereafter, by resolution approved on January 5, 2017 (the January 5th Resolution”), your Honorable Board authorized the County to 1) terminate the Work Experience Amendments; and 2) exercise the first of its three options to extend the six (6) agreements with the six (6) agencies, as listed on the January 5th Resolution, for the purpose of operating youth employment and work experience programs for economically disadvantaged youth, ages 14-24, under WIOA, for an additional one (1) year term commencing on July 1, 2016 and continuing through June 30, 2017, for a total aggregate amount not-to-exceed \$954,115, in the individual not-to-exceed amounts set forth in the January 5th Resolution, payable pursuant to approved budgets, with the County retaining the option, in its sole discretion, to extend the term of each agreement for up to two (2) additional one-year terms, with pricing for the options to be based upon available funding and past performance (the “First Amendments”). The First Amendments were subsequently executed.

Thereafter, by resolution approved on September 28, 2017 (the “September 28th Resolution”), your Honorable Board authorized the County to exercise the second of its three options to extend the six (6) agreements with six (6) agencies, as listed in the September 28th Resolution, for the purpose of operating youth employment and work experience programs for economically disadvantaged youth, ages 14-24, under WIOA, for an additional one (1) year term commencing on July 1, 2017 and continuing through June 30, 2018, for a total aggregate amount not-to-exceed \$806,660, in the individual not-to-exceed amounts set forth in the September 28th Resolution, payable pursuant to approved budgets, with the County retaining the option, in its sole discretion, to extend the term of each agreement for up to one (1) additional one-year term, with pricing for the options to be based upon available funding and past performance (the “Second Amendments”). The Second Amendments were subsequently executed.

Most recently, by resolution approved on November 8, 2018 (the “November 8th Resolution”), your Honorable Board authorized the County to exercise its third and final option to extend the six (6) agreements with six (6) agencies, as listed in the November 8th Resolution, for the purpose of operating youth employment and work experience programs for economically disadvantaged youth, ages 14-24, under WIOA, for an additional one (1) year term commencing on July 1, 2018 and continuing through June 30, 2019, for a total aggregate amount not-to-exceed \$802,399, in the individual not-to-exceed amounts set forth in the November 8th Resolution, payable pursuant to approved budgets (the “Third Amendments”). The Third Amendments were subsequently executed.

Title I of WIOA requires that the County spend a minimum of 20% of its “local area” funds on work experience. During the previous program year (7/1/17 – 6/30/18), the County did not spend its 20% allocation and the U.S. Department of Labor, Employment and Training Administration has given the County until the end of this program year (6/30/2019) to spend such funds. The Youth Employment Programs operated by two of the six providers, Westhab and the Guidance Center, have a sufficient number of candidates available to enable the Department to spend down these funds. It should be noted that the work experience program element can be more than just wages paid to youth in work experience. Allowable expenditures beyond wages can include staff time spent identifying potential work experience opportunities, staff time working with employers to develop the work experience, staff time spent working with employers to ensure a successful work experience, staff time spent evaluating the work experience, participant work experience orientation sessions, classroom training or the required academic education component directly related to the work experience, and orientations for employers.

Accordingly, the County now seeks to amend the Third Amendments with the Guidance Center and with Westhab in order provide additional Work Experience programs during the term of the Third Amendment and to increase the not-to-exceed amounts as follows:

<u>Agency Name</u>	<u>Current Funding Amount</u>	<u>Additional Funding</u>	<u>New Funding Amount</u>
Guidance Center	\$140,050	\$20,000	\$160,050
Westhab	\$140,050	\$6,000	\$146,050
Total	\$280,100	\$26,000	\$306,100

Except as otherwise specifically amended hereby, all remaining terms and conditions set forth in the Agreements with the Guidance Center and Westhab shall remain in full force and effect.

The proposed Agreements will serve a public purpose by facilitating the Westchester Putnam Workforce Development Academy for Youth (WDAY) pursuant to WIOA, to operate youth employment programs which will enhance graduation rates, workforce skills and self-sufficiency among the youth of Westchester and Putnam Counties.

The goals and objectives of the proposed agreements are to serve no less than 361 youth and achieve the following outcomes:

- Placement in employment or education at a rate of 70.5% for the first and third quarters after exit
- Attainment of a degree or certificate at a rate of 65.9%
- Literacy and Numeracy at a rate of 56.7%

The goals and objectives of the proposed agreements are in the best interest of the County in terms of public safety because the youth are less likely to engage in negative social behavior while they are participants in this program. The goals and objectives of the proposed agreements are also in the best interests of the County in terms of fiscal responsibility, as participants who are economically disadvantaged are more likely to become self-sufficient as they obtain educational assistance, job training and other skills necessary to prepare them for the job market. This program would reduce their dependence on public assistance and other related programs as many of them would obtain higher education and employment.

The goals and objectives of the proposed agreements will be monitored and tracked via monthly reports submitted by the contractors. The program staff will review all youth data, including services and outcomes, in the New York State Department of Labor (“NYSDOL”) One Stop Operating System.

Pursuant to the Westchester County Procurement Policy, an RFP was issued on April 30, 2015 on behalf of the Westchester County Office of Workforce Investment to solicit proposals from public and private non-profit agencies to deliver youth employment services to various communities in Westchester and Putnam Counties under the WDAY of Westchester and Putnam Counties. The RFP was posted on the County and One Stop websites, the Journal News and emailed to various One Stop partners. Each of the six (6) agencies listed above submitted proposals in response to the RFP. Following a review of each proposal with reference to the evaluation criteria set forth in the RFP, the review committee recommended that each agency be awarded one contract to serve participants in the Westchester Putnam Workforce Development Academy for Youth.

Accordingly, I most respectfully recommend approval of the attached resolution.

KMM/SNL/jpg
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/30/2015 KIM COCCARPI, SECRETARY

RESOLUTION

Upon a communication from the Commissioner of the Department of Social Services, be it hereby

RESOLVED, that the County of Westchester (the “County”), acting by and through its Department of Social Services Office of Workforce Development (the “Department”), is authorized to:

- 1) amend the Third Amendment to an agreement with The Guidance Center of Westchester, Inc. (the “Guidance Center”) for the operation of youth employment and work experience programs for economically disadvantaged youth, ages 14-24, under the Workforce Innovation and Opportunity Act (“WIOA”), for the period from July 1, 2018 through June 30, 2019 in an amount not-to-exceed \$140,050, by increasing the not-to-exceed amount by an additional \$20,000.00, from \$140,050.00 to \$160,050.00, for the purpose of providing additional WIOA Youth Work Experience programs during the term of the Third Amendment; and
- 2) amend the Third Amendment to an agreement with Westhab, Inc. (“Westhab”) for the operation of youth employment and work experience programs for economically disadvantaged youth, ages 14-24, under WIOA, for the period from July 1, 2018 through June 30, 2019 in an amount not-to-exceed \$140,050, by increasing the not-to-exceed amount by an additional \$6,000.00, from \$140,050.00 to \$146,050.00 for the purpose of providing additional WIOA Youth Work Experience programs during the term of the Third Amendment.

and, be it further

RESOLVED, that except as otherwise specifically amended hereby, all remaining terms and conditions set forth in the Agreements shall remain in full force and effect; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute all documents and take all actions necessary to effectuate the purpose hereof.

Account to be Charged/credited	Fund	Dept.	Unit	Object/ Sub Object	Trust Account	Dollars
	275	22	401T	7340	T401	\$26,000

Budget Funding Year(s) 2018- 2019 Start Date: July 1, 2018 End Date: June 30, 2019
 (Must match resolution)

Funding Source
\$26,000

Tax Dollars:
 State Aid:
 Federal Aid: 100%
 Other: