

County of Los Angeles  
**DEPARTMENT OF PUBLIC SOCIAL SERVICES**

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BRYCE YOKOMIZO  
Director



September 21, 2004

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Board of Supervisors  
GLORIA MOLINA  
First District  
YVONNE B. BURKE  
Second District  
ZEV YAROSLAVSKY  
Third District  
DON KNABE  
Fourth District  
MICHAEL D. ANTONOVICH  
Fifth District

Dear Supervisors:

**RECOMMENDATION TO INSTRUCT THE DEPARTMENT OF COMMUNITY AND SENIOR SERVICES TO EXTEND AGREEMENTS WITH RITE SERVICE PROVIDERS TO EFFECTIVELY TRANSITION SERVICES TO DPSS STAFF AND TO INSTRUCT THE DEPARTMENT OF PUBLIC SOCIAL SERVICES TO ASSUME RESPONSIBILITY FOR PROVIDING DIRECT SERVICES TO RITE PARTICIPANTS (ALL SUPERVISORIAL DISTRICTS) (3-VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Delegate authority to the Chief Deputy Director of the Department of Community and Senior Services (DCSS) to prepare and execute amendments substantially similar to the attached sample amendment, Attachment A, with ten service providers as shown on Attachment B, for the provision of Refugee Immigrant Training and Employment (RITE) services, extending the current contracts for three months effective October 1, 2004 through December 31, 2004, at an estimated cost of \$ 1,443,641 fully funded with CalWORKs single allocation. There is no additional Net County Cost (NCC) after the required CalWORKs Maintenance of Effort (MOE) is met. Funding for these amendments is included in the FY 2004-05 Adopted Budget.

2. Instruct the Director of the Department of Public Social Services (DPSS), as recommended in the Auditor-Controller's (A-C) RITE Contractor Monitoring Status Report provided to your Board on July 30, 2004, to assume responsibility for providing direct case-management services to non-English/non-Spanish-speaking RITE participants effective January 1, 2005.
3. Delegate authority to the Director of DPSS to execute an amendment to increase the contract maximum amount for the Job Readiness & Career Planning Services Program Contract with the Los Angeles County Office of Education (LACOE), after Chief Administrative Office (CAO) and County Counsel approval, to provide Orientation and Job Club to non-English/non-Spanish-speaking participants effective January 1, 2005. The DPSS Director will notify the Board and the CAO in writing within ten business days after execution of such amendment.
4. Instruct DPSS and CSS to work with the A-C to recoup overpayments identified in their monitoring reviews of the RITE contractors, as specified in the A-C's RITE Contractor Monitoring Status Report provided to your Board on July 30, 2004.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The current service provider contracts for the RITE program will expire on September 30, 2004. Adoption of Recommendation 1 will extend the contracts through December 31, 2004, so that DPSS can assume direct responsibility on January 1, 2005 with no disruption in services to non-English/non-Spanish-speaking CalWORKs Welfare-to-Work (WtW) participants.

The RITE program provides case management and employment services to non-English/non-Spanish-speaking CalWORKs WtW participants. Currently, services are being provided through ten contracts that are managed by DCSS. On July 30, 2004, the A-C submitted his final report to your Board on the monitoring/program reviews of the RITE contractors. In his report, the A-C recommends that the RITE program no longer be contracted and that the responsibility for administering and providing direct services be transferred to DPSS due to the significant problems noted in the administration and operations of the RITE program, potential cost effectiveness issues,

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and the excessive costs for additional County resources that would be needed to monitor and ensure that the contractors correct identified deficiencies. Adoption of Recommendation 2 will enable the A-C's recommendation to be implemented, effective January 1, 2005.

DPSS will notify the RITE providers of the opportunity for their staff to apply for open GAIN Services Worker (GSW) exams. These exams are currently open, and some RITE staff have already applied. DPSS will give hiring priority to displaced RITE staff who are in a reachable band, in accordance with Civil Service Rules.

Per your Board's March 19, 2002 instructions, DPSS entered into a contract effective July 1, 2002, with Los Angeles County Office of Education (LACOE) for Job Readiness and Career Planning Services. The contract includes a provision to amend the contract, with Board of Supervisors' approval, to increase contractor compensation to cover its expenses in providing Job Readiness & Career Planning Services to non-English and non-Spanish-speaking GAIN participants. Amending the Job Readiness & Career Planning Services Program Contracts with LACOE (Recommendation 3) will ensure that these participants receive job services that are comparable to the English and Spanish-speaking GAIN participants. Following your Board's approval of this recommendation, DPSS and LACOE will negotiate the specific terms of this amendment, based on the non-English/non-Spanish caseload projected to access Job Readiness and Career Planning services.

In his audits of the RITE providers, the A-C reported that the contractors overcharged the County. Recommendation 4 will require DCSS to invoke existing contract language and recoup identified overpayments with support and assistance from DPSS and the A-C. The contracts allow the County to withhold the contractors' final invoices pending the County's determination that such funds should be released.

Following your Board's approval of these recommendations, we will work with the CAO to develop a request to your Board for approval of necessary adjustments in DPSS' budget, as required to implement these recommendations.

### **Implementation of Strategic Plan Goals**

The recommended actions are consistent with the principles of the Countywide Goal #5 (Children and Families' Well-Being) to improve the well-being of children and families in Los Angeles County.

**FISCAL IMPACT/FINANCING**

The estimated cost to extend the current RITE contracts through December 31, 2004 is \$1,544,696 (\$1,443,641 for service providers' costs and \$101,055 for DCSS' administrative costs), fully financed with CalWORKs Single Allocation. There is no additional NCC after the required CalWORKs MOE is met.

DPSS provides the funding to DCSS through an intra-fund transfer. Funding for these amendments and administrative costs is included in the FY 2004-05 Adopted Budget.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

There is a Memorandum of Understanding (MOU) between DCSS and DPSS to provide employment services to DPSS' non-English/non-Spanish-speaking CalWORKs WtW participants. The MOU will terminate effective December 31, 2004, simultaneous with expiration of the RITE contracts.

The A-C has reviewed and concurs with the recommended actions. County Counsel has approved Attachment A as to form.

**CONTRACTING PROCESS/MONITORING**

No additional solicitation process was required for the RITE amendments since they are to extend existing contracts. The extension will result in a total contract term of three years, the maximum allowed by California Department of Social Services contracting regulations without additional State approval.

The Job Readiness and Career Planning Services contract with LACOE was non-competitively negotiated per California Department of Social Services Operations Manual regulation 23-650 that allows contracts to be awarded with other public agencies without a competitive solicitation process.

The A-C has agreed to continue working with the departments to monitor the RITE contractors through the term of their agreements (December 31, 2004).

These recommendations will allow the County to ensure uninterrupted WtW and case management services to non-English/non-Spanish-speaking WtW participants, which will assist them in achieving self-sufficiency.

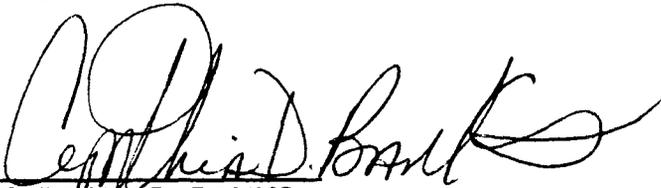
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Amending these contracts will not infringe on the rights of the County in relationship to its residents and the County's ability to respond to emergencies will not be impaired. There is no change in risk exposure to the County.

Respectfully submitted,



BRYCE YOKOMIZO  
Director  
Department of Public Social Services



CYNTHIA D. BANKS  
Chief Deputy Director  
Department of Community and Senior Services

BY:sc

Attachments (2)

c: David E. Janssen  
Raymond G. Fortner, Jr.  
Violet Varona-Lukens  
J. Tyler McCauley



Contract # \_\_\_\_\_  
Amendment # \_\_\_\_\_

**COUNTY OF LOS ANGELES  
REFUGEE AND IMMIGRANT TRAINING AND EMPLOYMENT PROGRAM  
CONTRACT AMENDMENT**

**THIS AMENDMENT** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, by and between the **COUNTY OF LOS ANGELES**, hereinafter referred to as the "COUNTY" and \_\_\_\_\_, hereinafter referred to as the "CONTRACTOR".

**WHEREAS**, the parties hereto have previously entered into a Contract on \_\_\_\_\_ for an amount not to exceed \_\_\_\_\_ in CalWORKs/RITE Program Program funds for Fiscal Year (FY) 2004-05 to serve refugees/immigrants.

**WHEREAS**, the County Board of Supervisors approved an allocation of FY 2004-05 CalWORKs/RITE Program monies to the currently funded agencies;

**WHEREAS**, the parties hereto have previously entered into a month-to-month contract for a period not to exceed three (3) months, effective July 1, 2004 through September 30, 2004; and

**WHEREAS**, the parties desire to amend said Contract in accordance with the terms and conditions set forth below.

**NOW, THEREFORE**, the parties agree to amend the contract as follows:

I. **CONTRACT TERM** is amended as follows:

The term of this contract shall extend on a month-to-month basis from October 1, 2004 through December 31, 2004.

II. **CONTRACT FUNDING** is amended as follows:

COUNTY shall reimburse CONTRACTOR an additional amount not to exceed \$ \_\_\_\_\_ in CalWORKs/RITE Program Grant funds, such that the total amount of the contract, as amended, shall not exceed \_\_\_\_\_ through December 31, 2004 for services provided through CalWORKs/RITE program funds.

III. **THE FOLLOWING CONTRACT EXHIBIT** is hereby superseded and replaced in its entirety by the new/revised document which is attached hereto, effective October 1, 2004, as applicable:



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

\_\_\_\_\_  
(Print or Type Name)

\_\_\_\_\_  
Title (Print or Type)

Executed at: \_\_\_\_\_  
City

\_\_\_\_\_  
Date

**COUNTY OF LOS ANGELES  
COMMUNITY AND SENIOR SERVICES  
October 1, 2004 - December 31, 2004  
RITE CONTRACT ALLOCATIONS**

3 Month Extension

	Supv. Dist.	SPA	Agency Name	October - December 2004 Allocation
1	1,2,3,5	2,4	ARMENIAN EVANGELICAL SOCIAL SERVICE CENTER	153,514
2	1,2,3,5	2,4,7	ARMENIAN RELIEF SOCIETY	127,806
3	1,2,3,4,5	2,3,4,8	CATHOLIC CHARITIES OF LOS ANGELES	228,565
4	2,3	4	CBD COLLEGE	125,669
5	4	8	COMMUNITY REHABILITATION INDUSTRIES	122,631
6	1,3	2,3,4	ECONOMIC AND EMPLOYMENT DEVELOPMENT CENTER	125,462
7	1,2,3,5	2,3,5	INTERNATIONAL INSTITUTE OF LOS ANGELES	155,366
8	2,3	2,4	JEWISH VOCATIONAL SERVICES	95,287
9	1,2,3,4,5	2,3,4,8	LOS ANGELES UNIFIED SCHOOL DISTRICT	182,457
10	1,2	3,4,8	PACIFIC ASIAN CONSORTIUM IN EMPLOYMENT	126,884
			TOTAL SERVICE PROVIDERS' COST	<b>1,443,641</b>
			CSS ADMINISTRATION COST (7%)	<b>101,055</b>
			TOTAL	<b>1,544,696</b>