County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES
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BRYCE YOKOMIZO
Director

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December 14, 2004

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

Dear Supervisors:

RECOMMENDATION TO TRANSFER ADMINISTRATIVE RESPONSIBILITY FOR SEVEN GENERAL RELIEF OPPORTUNITIES FOR WORK ORIENTATION AND JOB SKILLS PREPARATION CLASS SERVICES CONTRACTS FROM THE DEPARTMENT OF COMMUNITY AND SENIOR SERVICES TO THE DEPARTMENT OF PUBLIC SOCIAL SERVICES AND REQUEST FOR FOURTEEN ORDINANCE ITEMS (ALL DISTRICTS - 3 VOTES)

JOINT RECOMMENDATION WITH CHIEF DEPUTY DIRECTOR OF COMMUNITY AND SENIOR SERVICES THAT YOUR BOARD:

1. Authorize the transfer of administrative responsibility for the seven General Relief Opportunities for Work (GROW) Orientation and Job Skills Preparation Class (JSPC) Services contracts shown on Attachment A from the Department of Community and Senior Services (DCSS) to the Department of Public Social Services (DPSS) effective January 1, 2005 or the day after Board approval, whichever is later.

2. Delegate authority to the Director of DPSS to prepare and execute contract amendments with the seven GROW Orientation and JSPC Services contracts to; (a) extend the current contracts for three months effective July 1, 2005 through September 30, 2005 at an estimated cost of $2,927,700 which will be financed using 50 percent Food Stamp Employment Training (FSET) revenue and 50 percent net County cost (NCC) with funding being included in the FY 2005-06 Proposed Budget; (b) reflect the management change from DCSS to DPSS; (c) include enhanced performance standards; and d) increase individual contract amounts by no more than ten percent when the change is

necessitated by additional and necessary services that are required in order for the contractors to comply with changes in federal, State or County requirements. The approval of County Counsel and the Chief Administrative Office (CAO) will be obtained prior to executing such amendments and the Director will notify the CAO in writing ten business days after execution.

3. Approve an appropriation adjustment for DCSS FY 2004-05 Adopted Budget to reduce Intra-Fund Transfers (IFT) by $6,506,000 (Attachment B). There is no NCC impact.

4. Approve interim ordinance authority pursuant to County Code Section 6.06.020 for four Human Services Administrator I's (HSA), one Accountant II, one Senior Clerk and one Intermediate Typist Clerk to enable DPSS to begin the administration of the GROW contracts; and authorize DPSS to fill these positions by transferring staff from DCSS. Sufficient funding for these positions is included in the FY 2004-05 Adopted Budget.

5. Approve interim ordinance authority pursuant to County Code Section 6.06.020 for three HSA II's and four HSA I's to enable DPSS to begin the administration of the RITE contracts; and authorize DPSS to fill these positions by transferring staff from DCSS. Sufficient funding for these positions is included in the FY 2004-05 Adopted Budget.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended action will allow for more efficient administration of the seven contracts by eliminating one County administrative level. On December 15, 1998, your Board passed a motion requiring a mandatory Welfare-to-Work program for General Relief recipients. That motion resulted in the GROW Program. The GROW Program offers employment and training services to employable General Relief participants and is designed to help them obtain jobs and achieve self-sufficiency. The GROW Orientation and JSPC Services contracts are an important part of that program. DPSS and DCSS have collaborated on GROW services since its inception in 1998. Both departments agree that it would be more efficient to have one department administer the entire program.

DCSS, DPSS, and an independent auditor under contract with the Auditor-Controller have monitored the seven contracts. As part of the Board's direction to make contractors more accountable for the programs they operate, DPSS is seeking to negotiate additional standards and incorporate them into the contract through a contract amendment.

The contracts are currently scheduled to terminate July 30, 2005. With the January 1, 2005 assumption of responsibilities for the contracts, the three-month extension will allow DPSS to complete a new competitive solicitation process to relet the contracts to continue these vital services beginning October 1, 2005.

Additionally, on November 16, 2004, your Board approved the transfer of administrative responsibility for the RITE contracts from DCSS to DPSS effective January 1, 2005. Having interim ordinance authority and filling them by transferring seven staff for the GROW Program and seven staff for the RITE Program from DCSS will allow DPSS to begin the administration of these contracts.

The CAO and the Department of Human Resources support the request for interim ordinance authority for 14 provisional allocations for the remainder of FY 2004-05. Justification for inclusion of additional 14 funded ordinance positions in the DPSS FY 2005-06 Proposed Budget will be provided by the CAO and DHR as part of the budget process.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan: Goal #1: Service Excellence: Provide the public with easy access to quality information and services that are both beneficial and responsive and Goal #3 Organizational Effectiveness: Ensure that service delivery systems are efficient, effective, and goal-oriented.

FISCAL IMPACT/FINANCING

There is no FY 2004-05 fiscal impact on DPSS as funding for the seven contracts is included in the FY 2004-05 Adopted Budget.

The estimated cost to extend the current GROW contracts for three months beginning July 1, 2005 through September 30, 2005 is $2,927,700 which will be financed using 50 percent FSET revenue and 50 percent NCC. Funding will be included in the FY 2005-06 Proposed Budget.

For FY 2004-05, DCSS budgeted $13,012,000 as anticipated IFT from DPSS for providing GROW program services. The $6,506,000 appropriation adjustment reflects a reduction in DCSS' budgeted IFT as a result of the transfer of administrative responsibility for the contracts to DPSS. There is no NCC impact.

As agreed upon by both departments, the Department Service Order for FY 2004-05 is $6,506,000 of which $651,000 is for DCSS administrative costs and $5,855,000 is for direct services costs.

Due to vacancies throughout DPSS, there is sufficient funding in the FY 2004-05 Adopted Budget to cover the cost of the 14 positions for the remainder of the fiscal year.

Following your Board's approval of these recommendations, DCSS will work with the CAO to develop requests to your Board for approval of other adjustments in their budget as necessary.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On June 8, 2004, your Board approved DCSS' request to fund and renew contracts with each of the seven agencies to continue to provide GROW Program services for the period of July 1, 2004 through June 30, 2005.

On December 15, 1998, your Board passed a motion requiring a mandatory Welfare-to-Work program for General Relief recipients. That motion resulted in the GROW Program. To implement the program, In 1998, DPSS and DCSS entered into a Memorandum of Understanding (MOU) to provide services to GROW participants through non-Proposition A (Prop A) contracts administered by DCSS. As the contracts require the development and utilization of resources, training and logistical support which are not routinely performed by County staff, they continue to be non-Prop A services. With your Board's approval of the transfer of administrative responsibility for the seven contracts, the MOU between DPSS and DCSS will be cancelled.

IMPACT ON CURRENT SERVICES

The recommended action will not infringe on the role of the County in relationship to its residents and the County's ability to respond to an emergency will not be impaired. There is no change in risk exposure to the County. The Honorable Board of Supervisors

CONCLUSION

The Executive Officer, Board of Supervisors, is requested to return two (2) adopted stamped Board Letters, one to DPSS and one to DCSS.

Respectfully submitted,

Bryce Yokomizo, Director
Department of Public Social Services

Cynthia Banks, Chief Deputy Director
Department of Community and Senior Services

BY/CB:dok

Attachments (3)

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

DRAFT

Attachment A

GROW ORIENTATION AND JOB SKILLS PREPARATION CLASS CONTRACTORS
FUNDING LEVELS
July 1, 2004 – June 30, 2005

SERVICE PROVIDER	DPSS SITE	SUP. DISTRICT	SITE ALLOCATION	TOTAL ALLOCATION
Career Planning Center, Inc.	Rancho Park	2 & 3	$ 497,699	
	Lancaster	5	451,615	$ 949,314
Chicana Service Action Center	Metro King	2	304,160	
	Metro East	1	626,726	930,901
R. L. Klein and Associates	Pomona	1	78,342	78,342
Los Angeles County Office of Education	South Central	1 & 2	331,799	
	South Special	2 & 4	1,493,096	
	Southwest Special	2	1,317,980	3,142,875
Los Angeles Unified School District	Metro Special		11,179,698	
	East Valley (Glendale)	5	322,576	
	San Fernando Valley	3	304,106	
	San Gabriel Valley	1	525,308	
	Pasadena	5	359,422	2,691,110
MCS Rehabilitation, Inc.	Wilshire Special	2	479,265	479,265
Weingart Center Association, Inc.	Civic Center	1	709,683	709,683
			Subtotal	**$ 8,981,490**
Performance Bonus				150,000
Additional Program Costs				
LACOE County-wide Training and Quality Control Implementation				2,344,136
			TOTAL	**$11,475,626**

76R 352M 11/83

Attachment B

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. No. 325

DEPARTMENT OF Community & Senior Services

Nov, 16, 2004 19

AUDITOR-CONTROLLER.
THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

3 - VOTE

SOURCES:	USES:
Community and Senior Services Admin-Intrafund Transfer A01 - CS - 26560 - 6800 ($651,000.00)	Community and Senior Services Admin-Salaries & EB A01 - CS - 26560 - 1000 ($651,000.00)
Community and Senior Services Assistance-Intrafund Transfer A01 - CS - 26670 - 6800 ($5,855,000.00)	Community and Senior Services Assistance-Intrafund Transfer A01 - CS - 26670 - 2000 ($5,855,000.00)
TOTAL: ($6,506,000.00)	TOTAL: ($6,506,000.00)

The administrative responsibility for the General Relief Opportunity for Work (GROW) Program is to be transferred to DPSS as of January 1, 2005. CSS budgeted its anticipated GROW Program intra-fund transfer revenue for the entire fiscal year at $13,012,000. This reduction reflects the prorated revenue for the 6-month period.

Fiscal Officer I

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF ADMINISTRATIVE OFFICER FOR— _____ ACTION

_____ RECOMMENDATION

AUDITOR-CONTROLLER BY _____

No. _____ _____ 19

APPROVED AS REQUESTED _____ AS REVISED _____

_____ 19 _____ CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED): BOARD OF SUPERVISORS _____ 19

BY _____ DEPUTY COUNTY CLERK

SEND 6 COPIES TO THE AUDITOR-CONTROLLER

DRAFT

Attachment C

GROW PROGRAM – FUNDING RECOMMENDATIONS
July 1, 2005 – September 30, 2005

SERVICE PROVIDER	DPSS SITE	SUP. DISTRICT	SITE ALLOCATION	TOTAL ALLOCATION
Career Planning Center, Inc.	Rancho Park	2 & 3	$ 124,425	
	Lancaster	5	112,904	$ 237,329
Chicana Service Action Center	Metro King	2	76,038	
	Metro East	1	156,683	232,724
R. L. Klein and Associates	Pomona	1	78,342	78,342
Los Angeles County Office of Education	South Central	1 & 2	82,950	
	South Special	2 & 4	373,274	
	Southwest Special	2	329,495	785,719
Los Angeles Unified School District	Metro Special	1	294,933	
	East Valley (Glendale)	5	80,646	
	San Fernando Valley	3	76,037	
	San Gabriel Valley	1	131,338	
	Pasadena	5	89,863	672,815
MCS Rehabilitation, Inc.	Wilshire Special	2	119,816	119,816
Weingart Center Association, Inc.	Civic Center	1	177,420	177,421
			Subtotal	**$ 2,304,166**
Performance Bonus				37,500
Additional Program Costs				
LACOE County-wide Training and Quality Control Implementation				586,034
			TOTAL	**$ 2,927,700**