County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES
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MICHAEL D. ANTONOVICH
Fifth District

May 16, 2006

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

Dear Supervisors:

RECOMMENDATION TO APPROVE AN AMENDMENT TO THE CONTRACT BETWEEN LOS ANGELES COUNTY AND THE LOS ANGELES COMMUNITY COLLEGE DISTRICT FOR THE COORDINATION OF LIMITED ENGLISH PROFICIENT TRAINING FOR CalWORKs (CONTRACT #CCD-134) (ALL DISTRICTS – 3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the report (Attachment A) of the Director recommending that the Department of Public Social Services (DPSS) continue the Limited English Proficient Training (LEP) contract with Los Angeles Community College District (LACCD) based on its successful performance during the FY 2005-06.

2. Approve the recommendation of the Department of Public Social Services (DPSS) to:

   - Allocate $250,000 in preserved Performance Incentive/Net County Cost funds to continue the LEP training contract with LACCD for FY 2006-07.

   - Delegate authority to the Director, DPSS, to execute Amendment Number One (Attachment B) to extend the existing LEP contract (Contract #CDD-134) with LACCD for a one-year term beginning July 1, 2006 through June 30, 2007.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The current contract with LACCD for the coordination of training services to LEP CalWORKs participants expires on June 30, 2006. The contract provides the County the option to extend the term for up to two 12-month periods.

On May 10, 2005, your Board instructed the Director of DPSS to hold in abeyance a $250,000 funding allocation for any contract extension for FY 2006-07. Your Board further instructed the Director to report LACCD's performance under the contract by May 31, 2006, and to recommend whether the contract should be extended.

DPSS monitored and tracked LACCD's performance on a regular and ongoing basis to ensure compliance with the contract requirements and performance standards outlined in the work plan submitted to your Board on May 31, 2005.

LACCD was successful in: 1) assisting individual providers in sustaining 19 LEP programs; 2) developing four new LEP programs; 3) developing a web-based reference library and resource center; and 4) assisting with the recruitment and referral process to achieve the current LEP enrollment of 1,025 participants.

Per your Board's instructions, a summary of the results of LACCD's training efforts during the FY 2005-06 is set forth in Attachment A.

Based on LACCD's achievements and satisfactory performance during the FY 2005-06, DPSS recommends that the $250,000, held in abeyance for the FY 2006-07, is allocated to continue the contract with LACCD.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal 5: Children and Families Well-Being as measured by achievement in the five outcome areas adopted by the Board: good-health; economic well-being; safety and survival; social and emotional well-being; and education/workforce readiness.

FISCAL IMPACT/FINANCING

The maximum amount of the contract amendment is $250,000. The cost of the amendment will be funded exclusively with previously allocated and preserved Performance Incentives/Net County Cost funds, pursuant to your Board action on May 10, 2005. Funding for this contract will be included in the FY 2006-07 adopted budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The LEP Program was developed and implemented in FY 2003-04 with community colleges, adult schools and regional occupational programs with seed funding provided by the County.

The amendment to extend the existing contract with LACCD is funded pursuant to these recommendations and LACCD's performance will be monitored to meet the contract requirements that were achieved in the previous contract.

The CAO has reviewed and approved this letter. County Counsel has reviewed the letter and approves Amendment Number One, as to form.

IMPACT ON CURRENT SERVICES

This project will continue to provide LEP CalWORKs participants with access to education and training opportunities that serve to eliminate barriers to obtaining employment and attaining self-sufficiency.

CONCLUSION

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted and stamped Board Letter to the Director of DPSS.

Respectfully submitted,

Bryce Yokomizo
Director

BY:dy

Attachments

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

LOS ANGELES COMMUNITY COLLEGE DISTRICT (LACCD)
LIMITED ENGLISH PROFICIENT (LEP) EDUCATION AND TRAINING RESULTS AND PERFORMANCE FOR FISCAL YEAR 2005-06

PERFORMANCE AND MEASURABLE OUTCOMES	PERFORMANCE REQUIREMENTS MET YES/NO	RESULTS/TRAINING OUTCOMES	ADDITIONAL COMMENTS	
			ONGOING/SUSTAINED LEP PROGRAMS	NUMBER OF CURRENT ENROLLEES
1. Assist individual providers – colleges, adult schools, and regional occupational programs to sustain current programs, strengthen linkages with employers, and develop new programs.	Yes	LACCD conducted monthly meetings with the "Team of Experts," which consisted of representatives from LACOE, LAUSD and the community colleges. Nineteen LEP programs are currently being sustained and four new LEP programs have been developed during the term of the first contract with LACCD.	**East LA Occupational Center**	
			▪ Automotive Skills/Health Business Education	15
			▪ Allied Health	10
			▪ Business Education	15
			East San Gabriel Valley ROP	
			▪ Computer Repair	25
			▪ Certified Nursing Assistant	25
			Hacienda La Puente	
			▪ Auto Mechanics	15
			▪ Welding	15
			▪ Electrical Repair	10
			▪ Pre-Certified Nursing	25
			▪ Certified Nursing	15
			▪ Electronic Assembly	15
			▪ Keyboarding & Data Entry	20
			LA Valley College	
			▪ CNA	15
			▪ Food Service Worker	25
			▪ Office Skills	15
			LA Harbor	
			▪ Retail Sales	15
			LA City Housing Authority	
			▪ Certified Nursing Assistant	15
			Mount San Antonio College	
			▪ Foreign Trained Medical/Nursing Pathways	720 (Open Entry)
			▪ Translator/Training for Health Professionals	15
			TOTAL	1,025
			Pierce College	Start Date: Spring/Summer 2006
			▪ Pet Grooming	
			LA Valley and/or East LA	Start Date: Summer 2006
			▪ Warehouse Logistics	
			West LA College	Start Date: Fall 2006
			▪ Retail Services	
			LA Valley College	Start Date: Fall 2006
			▪ Security Guard	

**LOS ANGELES COMMUNITY COLLEGE DISTRICT (LACCD)
LIMITED ENGLISH PROFICIENT (LEP) EDUCATION AND TRAINING RESULTS
AND PERFORMANCE FOR FISCAL YEAR 2005-06 (CONT.)**

PERFORMANCE AND MEASURABLE OUTCOMES	PERFORMANCE REQUIREMENTS MET YES/NO	RESULTS/TRAINING OUTCOMES	ADDITIONAL COMMENTS
2. Collect and disseminate information among educational providers.	Yes	The LEP quarterly newsletter was published during the Fall and Winter of 2005 and distributed to GAIN Case Management staff and other appropriate parties.	This newsletter will continue to be published on a regular basis to provide "best practices" reports from successful programs.
3. Develop a countywide recruitment brochure for these programs and develop other recruitment mechanisms and market the programs to educational leaders, businesses and potential students.	Yes	LEP Brochure was designed and completed in March 2006.	Samples of the design have been shared with the "Team of Experts" for feedback.
4. Coordinate with DPSS/GAIN Services Workers and Assessors to maximize the referral of CalWORKs participants to the programs.	Yes	Presentations were given by LACCD at the various GAIN offices and Spanish Job Club sites.	Presentations are ongoing.
5. Facilitate shared learning among schools, including developing an evaluation/assessment tool.	Yes	Assessment tools, e.g., CASA and Work Keys, continue to be evaluated by the "Team of Experts".	The assessment tool is in the development stage. The tool will be completed in May 2006.
6. Develop web-based reference library and resource center.	Yes	Web resources assembled – Web designer hired and created site to upload data.	LACCD collaborated with Dale Beck of Los Angeles Valley College to create the web-site. The web-site features best practices on a local, state, and national level. The web-site was implemented in March 2006.
7. Ensure 100% compliance with completion and submission of Monthly Management Reports and invoices.	Yes	Monthly Management Reports and invoices received in a timely manner.	Quarterly Reports have been provided by LACCD as required. Supporting documentation has been submitted with monthly invoices.

Attachment B

AMENDMENT NUMBER ONE TO THE AGREEMENT BY AND BETWEEN COUNTY OF LOS ANGELES AND THE LOS ANGELES COMMUNITY COLLEGE DISTRICT FOR COORDINATION OF LIMITED ENGLISH PROFICIENT TRAINING FOR CalWORKs

Reference is being made to the document entitled "*Agreement By and Between County of Los Angeles County and the Los Angeles Community College District for Coordination of Limited English Proficient Training for CalWORKs,*" dated June 30, 2005, and further identified as County Contract Number CCD-134, hereinafter referred to as "Agreement."

NOW, therefore, effective upon approval by the Board of Supervisors and execution of this document, the Agreement is amended as follows:

I. **PART II, Section I.0, TERM OF AGREEMENT,** new paragraphs 1.1 and 1.2 are added as follows:

1.1 Subject to the termination provisions set forth, this Agreement is extended for a period of one year beginning, July 1, 2006, and shall continue through June 30, 2007.

1.2 The COUNTY shall not have an obligation to pay for any services provided by the CONTRACTOR after June 30, 2007, pursuant to this Agreement.

II. **PART V, MAXIMUM CONTRACT AMOUNT**, Paragraph 1 is deleted in its entirety and replaced as follows:

1. The maximum amount of this Agreement from July 1, 2005 through June 30, 2006 is $250,000.

   1.1 The maximum amount of this Agreement from July 1, 2006 through June 30, 2007 is $250,000.

2. If CONTRACTOR provides any tasks, subtasks, deliverables, goods, services or other work to the COUNTY, other than those specified in this Agreement, the same shall be deemed a gratuitous effort on the part of the CONTRACTOR and shall have no claim against the County.

III. ATTACHMENT A, Section 5.0, SPECIFIC TASKS, 5.8, new paragraph is added as follows:

5.8.7 CONTRACTOR shall update, print, and distribute program recruitment and promotional brochure by September 30, 2006.

IV. ATTACHMENT B, CONTRACT BUDGET:

Attachment B, CONTRACTOR'S Budget, is amended to add Attachment B1, FY 2006-07 CONTRACTOR'S Budget, attached hereunder.

V. PART VII, FURTHER TERMS AND CONDITIONS, Section 23, COUNTY'S QUALITY ASSURANCE PLAN first sentence is amended as follows:

The COUNTY or its agent will monitor and evaluate CONTRACTOR'S performance under this Agreement on not less than a quarterly basis.

Except as provided in this Amendment, all other terms and conditions remain in effect.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused the Amendment Number One to be subscribed on its behalf by its Director of Public Social Services, and Contractor has subscribed the same through its duly authorized officers, this _____day of _____2006. The person signing on behalf of the Contractor warrants under penalty that he or she is authorized to bind the Contractor.

COUNTY OF LOS ANGELES

By _____ Date _____

Bryce Yokomizo, Director
Department of Public Social Services

LOS ANGELES COMMUNITY COLLEGE DISTRICT

By _____ Date _____

Dr. Peter J. Landsberger, Chancellor
Los Angeles Community College District
770 Wilshire Boulevard
Los Angeles, California 90017

APPROVED AS TO FORM:
RAYMOND G. FORTNER, JR.
COUNTY COUNSEL

By _____ Date _____

Senior Deputy County Counsel