

COUNTY OF LOS ANGELES

Family and Social Services

FESIA A. DAVENPORT
Chief Executive Officer



DATE: Wednesday, August 3, 2022
TIME: 2:00 PM

THIS MEETING WILL CONTINUE TO BE CONDUCTED VIRTUALLY TO ENSURE THE SAFETY OF MEMBERS OF THE PUBLIC AND EMPLOYEES AS PERMITTED UNDER STATE LAW.

TO PARTICIPATE IN THE MEETING, PLEASE CALL AS FOLLOWS:
Teleconference Call-In Number: (323) 776-6996/ Conference ID: 599 009 090#
[MS Teams Meeting Link](#) (Ctrl + click to follow link)

AGENDA

Members of the Public may address any agenda item after all Informational Items are presented. Two (2) minutes are allowed for each item.

- I. **Call to Order**
- II. **NOTICE OF CLOSED SESSION**
 - CS-1 **CONFERENCE WITH LEGAL COUNSEL** – Existing Litigation
Government Code Section 54956.9, subdivision (d)(1)
Urbina, et al. v. County of Los Angeles
Department of Children and Family Services **1:30PM**
- III. **General Public Comment**
- IV. **Consent Item(s)** (Any Information Item is subject to discussion and/or presentation at the request of two or more Board offices):
 - a. **Department of Public Social Services (DPSS):** Recommendation to Approve a Sole Source Contract with K-Step Montessori, Inc., to Provide Child Care Services at the Five Department of Public Social Services' Child Care Centers.
- V. **Presentation/Discussion Items:**
 - a. **DPSS:** Anti-Racism, Diversity, and Inclusion.
- VI. **Public Comment**
- VII. Standing item(s) and those continued from a previous meeting of the Board of Supervisors or from a previous FSS Agenda Review meeting:
- - No Items - -
- VIII. **Adjournment**

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	8/3/2022		
BOARD MEETING DATE	8/30/2022		
SUPERVISORIAL DISTRICT AFFECTED	<input type="checkbox"/> All <input checked="" type="checkbox"/> 1 st <input checked="" type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th		
DEPARTMENT(S)	Department of Public Social Services (DPSS)		
SUBJECT	Child Care Operator Services		
PROGRAM	Child Care Services		
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
SOLE SOURCE CONTRACT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain why: DPSS currently has a contract with K-Step Montessori, Inc., (K-Step) to provide child care services at the five DPSS Child Care Centers (Centers). Currently, K-Step is licensed to operate the Centers and has remained in good standing with the Community Care Licensing Division that provides oversight for licensed child care homes and facilities. In addition, DPSS has been satisfied with K-Step's administration of the contract. Continuing to contract with K-Step is essential to avoid any disruption in child care services, since other operators would need to be independently licensed to operate these specific sites. Also, K-Step tuition rates remain well below the current Regional Market Rates. In addition, K-Step has demonstrated the ability, capability, and willingness to assume operations of a Center when other operators' contracts were terminated because of financial hardships.		
DEADLINES/ TIME CONSTRAINTS	The current contract will expire on September 30, 2022.		
COST & FUNDING	Total cost: \$75,000 per fiscal year		Funding source: Federal, State, and NCC
	TERMS (if applicable): October 1, 2022 through September 30, 2025, with two one-year options to extend through September 30, 2027.		
	Explanation: DPSS makes purchases on K-Step's behalf for replenishable classroom supplies for up to \$15,000 per Center/per fiscal year.		
PURPOSE OF REQUEST	To approve the agreement to continue to provide quality on-site child care services for children of County employees, CalWORKs families, and children from the community.		
BACKGROUND (include internal/external issues that may exist including any related motions)	This agreement is non-financial and is not subject to Prop A contract requirements. The child care services are for County employees, CalWORKs families, and children from the community. With the exception of CalWORKs parents, parents in need of child care, not the County, pay for their own child care. In addition, DPSS will purchase on K-Step's behalf replenishable classroom supplies upwards of \$15,000 per Center/per fiscal year and provide in-kind services including utilities, pest control, janitorial services, etc.		
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:		

SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: Board Priority #1: Child Protection. The child care centers have a significant positive impact on the County by providing quality on-site child care services for children of County employees, CalWORKs families, and children from the community.
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: James A. Blunt, Administrative Deputy III (UC), (562) 908-8622, jamesblunt@dpss.lacounty.gov Gabriela Herrera, Human Services Liaison, PSS, (562) 908-8311, gabrielaherrera@dpss.lacounty.gov

DRAFT



JACKIE CONTRERAS, Ph.D.
Acting Director

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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Board of Supervisors
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HOLLY J. MITCHELL
Second District
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Third District
JANICE HAHN
Fourth District
KATHRYN BARGER
Fifth District

August 30, 2022

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 A SOLE SOURCE CONTRACT WITH
K-STEP MONTESSORI, INC., TO PROVIDE CHILD CARE SERVICES AT THE FIVE
DEPARTMENT OF PUBLIC SOCIAL SERVICES' CHILD CARE CENTERS
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

The Department of Public Social Services (DPSS) is seeking approval of a new contract with K-Step Montessori, Inc. (K-Step) to provide child care services at the five DPSS Employee Child Care Centers (Centers) including: Crossroads, El Monte-Annex (Annex), El Monte-Telstar (Telstar), Exposition Park (Expo), and Vermont. The contract will allow K-Step to continue to provide child care services to children of County employees, CalWORKs families, and children from the community.

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority to the Acting Director of DPSS, or her designee, to execute a non-financial contract in substantially similar form as Enclosure I, with K-Step to operate the five Centers.

This contract will be effective October 1, 2022 through September 30, 2025, with the option to extend for two additional one-year periods through September 30, 2027.

2. Delegate authority to the Acting Director of DPSS, or her designee, to prepare and execute amendments to the agreement for: (1) instances which affect the scope of work, term of the agreement, or any term or condition in the agreement; (2) additions and/or changes required by the County's Board or Chief Executive Office

"To Enrich Lives Through Effective And Caring Service"

(CEO); and (3) changes to align with applicable federal, State, and County regulations. The approval of County Counsel as to form will be obtained prior to executing such amendments, and the Acting Director of DPSS, or her designee, will notify the Board within ten business days after execution.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

K-Step began operating the Annex Center in October 2003 and the Telstar Center in January 2005. K-Step assumed responsibility for the Crossroads Center in December 2006, the Expo Center in April 2013, and the Vermont Center in August 2021.

The Centers have a significant positive impact on the County by providing quality on-site child care and increasing the availability of quality child care opportunities for children from the community.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of Countywide Strategic Plan Goal I, Make Investments that Transform Lives; and Goal II, Foster Vibrant and Resilient Communities.

FISCAL IMPACT/FINANCING

This is a non-financial agreement for the provision of child care services. With the exception of CalWORKs families, parents in need of child care, ***not the County***, pay for their own child care. However, there is a cost associated with the County providing in-kind services, which include: the physical facilities, utilities, janitorial services, pest control, equipment, and a \$15,000 per Center/per fiscal year budget for replenishable classroom supplies that DPSS purchases on behalf of K-Step.

The agreement with K-Step allows them to enroll children from the community to fill vacant slots not occupied by children of County employees and CalWORKs families. K-Step is required to reimburse DPSS only for space costs associated with enrolling children from the community.

Currently, State claiming rules limit the reimbursement of DPSS Child Care Center expenditures to costs incurred for children of County employees and CalWORKs families. In light of this claiming rule, K-Step has agreed to reimburse DPSS the calculated space costs per child, per month, for children from the community who would otherwise be ineligible to utilize the Centers to fill vacant slots.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended actions will allow the Acting Director of DPSS, or her designee, to enter into an agreement with K-Step to operate the five Centers for a period of three years effective October 1, 2022 through September 30, 2025, with the option to extend for two additional one-year periods through September 30, 2027.

This agreement is non-financial and is not subject to Prop A contract requirements, and thus, is exempt from the Living Wage Ordinance.

The agreement is in compliance with all Board, CEO, and County requirements.

The award of this agreement will not result in unauthorized disclosure of confidential information and will be in full compliance with federal, State, and County regulations.

County Counsel has reviewed this Board Letter, along with the Sample Contract (Enclosure I), the Sole Source Checklist (Enclosure II) and the listing of the five DPSS Child Care Centers (Enclosure III), and has approved as to form.

CONTRACTING PROCESS

In compliance with Board Policy 5.100, Sole Source Contracts, DPSS notified the Board on November 3, 2021, of its intent to renew this agreement. The agreement was negotiated as a Sole Source Contract (Enclosure II) as it is in the best interest of the County to permit K-Step to continue to operate the Centers (Enclosure III). Several unique circumstances warrant that this contract be a Sole Source: (1) the Centers are licensed to K-Step. Another operator would need to be independently licensed with the State's Community Care Licensing Division for these specific sites, which would create a disruption in child care services; (2) K-Step's tuition rates are well below the current Regional Market Rates; and (3) throughout the years, K-Step has demonstrated their willingness, ability, and capability to seamlessly assume operation of the Centers and avoided any disruption of child care services, when other operators' contracts were terminated or expired.

Contract Performance

The expected performance outcome is for K-Step to provide quality on-site child care services in line with the Community Care Licensing Division's regulations and permit requirements. In addition, K-Step must meet the contract's requirements for performance, administrative, and fiscal compliance.

The monitoring of this contract is performed on a quarterly basis. During the term of the current contract, K-Step complied with all contract terms and conditions. Overall, K-Step was in compliance with contract requirements.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended actions will permit the continuation of child care services to be provided at the Centers.

The recommended actions will not infringe on the role 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 exposures to the County.

CONCLUSION

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

Respectfully submitted,

Jackie Contreras, Ph.D.
Acting Director

JC:ng

Enclosures

c: Chief Executive Office
Executive Office, Board of Supervisors
County Counsel

SOLE SOURCE CHECKLIST

Department Name: _____

- ☐ New Sole Source Contract
- ☐ Sole Source Amendment to Existing Contract

Date Existing Contract First Approved: _____

Check (✓)	JUSTIFICATION FOR SOLE SOURCE CONTRACTS AND AMENDMENTS Identify applicable justification and provide documentation for each checked item.
	➤ Only one bona fide source (monopoly) for the service exists; performance and price competition are not available. A monopoly is an <i>“Exclusive control of the supply of any service in a given market. If more than one source in a given market exists, a monopoly does not exist.”</i>
	➤ Compliance with applicable statutory and/or regulatory provisions.
	➤ Compliance with State and/or federal programmatic requirements.
	➤ Services provided by other public or County-related entities.
	➤ Services are needed to address an emergent or related time-sensitive need.
	➤ The service provider(s) is required under the provisions of a grant or regulatory requirement.
	➤ Services are needed during the time period required to complete a solicitation for replacement services; provided services are needed for no more than 12 months from the expiration of an existing contract which has no available option periods.
	➤ Maintenance and support services are needed for an existing solution/system during the time to complete a solicitation for a new replacement solution/system; provided the services are needed for no more than 24 months from the expiration of an existing maintenance and support contract which has no available option periods.
	➤ Maintenance service agreements exist on equipment which must be serviced by the original equipment manufacturer or an authorized service representative.
	➤ It is more cost-effective to obtain services by exercising an option under an existing contract.
	➤ It is in the best economic interest of the County (e.g., significant costs and time to replace an existing system or infrastructure, administrative cost and time savings and excessive learning curve for a new service provider, etc.). In such cases, departments must demonstrate due diligence in qualifying the cost-savings or cost-avoidance associated with the best economic interest of the County.

Chief Executive Office

Date

DPSS' Employee Child Care Centers
K-Step Montessori, Inc. - Operator

1) Crossroads - 12900 Crossroads Pkwy South, City of Industry, CA 91746

- Opened - March 2001, operated by another contractor
- K-Step assumed operations in December 2006
- Capacity - 69 children
- Hours of operation - 6:45 a.m. to 6:45 p.m. / Monday - Thursday and 7:30 a.m. to 5:00 p.m. / Fridays

2) El Monte - Annex - 3400 Aerojet Ave., El Monte, CA 91731

- Opened – October 2003
- Capacity - 47 children
- Hours of operation - 6:45 a.m. to 6:45 p.m. / Monday - Friday

3) El Monte - Telstar - 9320 Telstar Ave., El Monte, CA 91731

- Opened – January 2005
- Capacity - 97 children
- Hours of operation - 7:30 a.m. to 5:30 p.m. / Monday - Friday

4) Exposition Park - 1024 West 38th St., Los Angeles, CA 90037

- Opened - June 2005, operated by another contractor
- K-Step assumed operations in April 2013
- Capacity - 46 children
- Hours of operation - 6:30 a.m. to 6:00 p.m. / Monday - Friday

5) Vermont - 8300 South Vermont Ave., Los Angeles, CA 90044

- Opened - July 2012, operated by another contractor
- K-Step assumed operations in August 2021
- Capacity - 80 children
- Hours of operation - 6:00 a.m. to 6:00 p.m. / Monday - Friday

Los Angeles County Department of Public Social Services



Anti-Racism, Diversity and Inclusion Presentation

Department of Public Social Services (DPSS)



- DPSS serves an ethnically and culturally diverse community through programs that alleviate hardship and promote:
 - Health
 - Resilience
 - Economic mobility
- Our responsibility
 - Create and foster an anti-racist, multicultural environment where our employees and customers can thrive

Oppression & Change

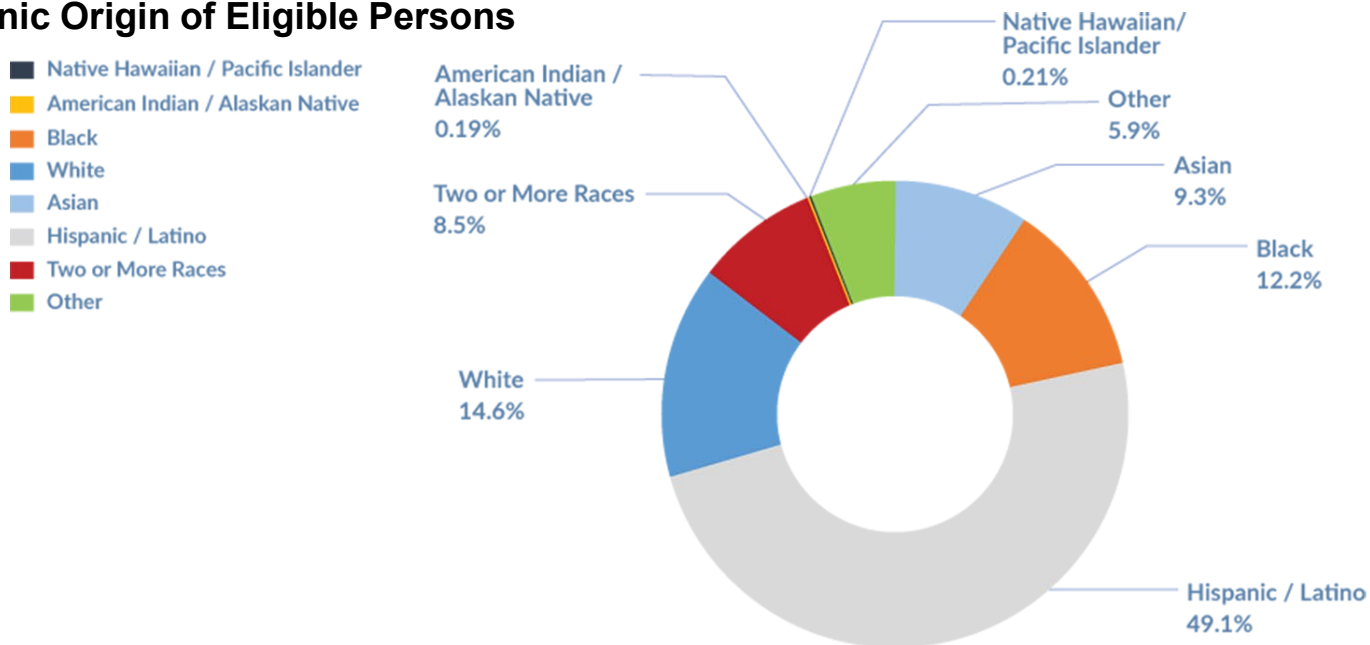
- Racism
- Sexism
- Classism
- Heterosexism
- Genderism
- Cisgenderism
- Ableism
- Elitism
- Religious Oppression
- Ageism
- Xenophobia
- Linguistic Oppression
- Other forms of Oppression
- Personal – What we value, believe, feel
- Interpersonal – How we interact/ behave and communicate with one another
- Institutional/Systemic – The policies, and procedures we establish and reinforce
- Cultural – The unwritten rules, norms, values and truths by which we live

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DPSS Customers

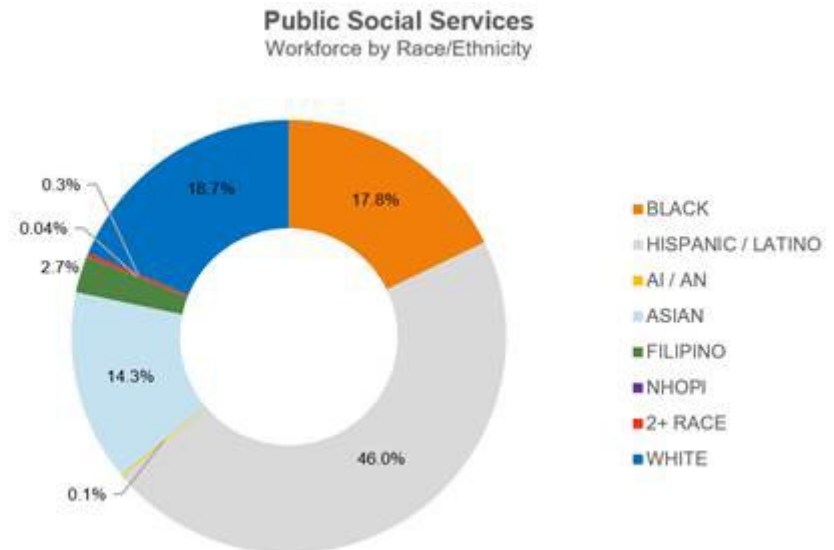
- Serve over **4.1** million individuals monthly
- Maintain services to **2.6** million individuals and families
- Race/Ethnicity Demographics of those we serve:

Ethnic Origin of Eligible Persons



DPSS Workforce

- Employs a workforce of approximately **14,000**
- Race/Ethnicity
Demographics of our workforce



Targeted Talent Acquisition

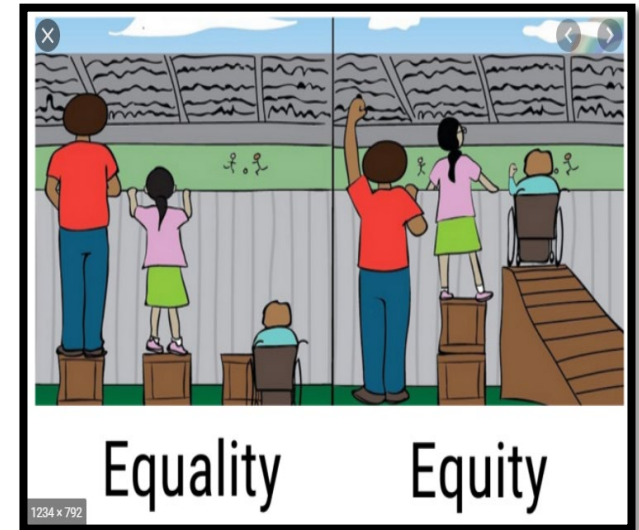
- Recruitment in under-represented groups
- Recruitment in the under-served populations (e.g., GAIN/GROW)



DPSS Strategic Plan

Diversity and Equity in Reimagined Social Services

- Enhance intentional use of disaggregated data
 - Ensure equitable service access
 - Identify and address gaps/disparities
- Increase community trust
 - Elevate customer voice
 - Build community connections
- Improve economic mobility
- Reduce stigma and related barriers to service
- Support staff in using a holistic, culturally responsive approach to our delivery of services



Employee Awareness

- The DPSS Communications Team is utilizing different platforms to share ARDI-related content with our employees.
 - Talk-to-the Director Messages
 - DPSS Heart & Soul Newsletter
 - Be Informed, Be Heard Network
 - Electronic Bulletin Board

**DIVERSE
INCLUSIVE
ACCEPTING
WELCOMING
SAFE SPACE
FOR EVERYONE**



Sexual Orientation, Gender Identity and Expression (SOGIE)

- **SOGIE Policy**

- **Board Motion prioritized the elimination of racism and bias in the County**
- **Lack of statewide policy**
- **Recognized need within the community we serve**

Employee Education

Training:

- In-person SOGIE management training conducted by the Human Rights Campaign Foundation.
- Upcoming virtual SOGIE training by the University of Maryland and the Human Rights Campaign Foundation.

Post Training:

- Designated SOGIE 'Champions' will be in place at each office to provide support for ongoing growth and policy compliance.

On-Demand American Sign Language Video Remote Interpreting Services



- ASL VRI uses video conferencing technology, equipment, and a high-speed Internet connection to provide the services of a qualified interpreter from a remote location.
- Previously - Customers could wait more than one day to schedule an in-person ASL translation service appointment.
- Today – Now it's within seconds!! Trained staff initiate the call using the laptop application and are connected to an ASL interpreter remotely.
- Designated laptops are configured with the application and are available for use in our lobbies and are available for IHSS home calls.

American Rescue Plan Act of 2021

Proposal:

Invest \$500,000 of the ARPA funds in up to 25 community-based organizations, to create and implement outreach strategies that are tailored specifically to encourage three populations - Asians/Asian Pacific Islanders, seniors and LGBTQ+ individuals – to apply for CalFresh.

129 of our nonprofit partners responded to a survey to assess readiness to administer an ARPA grant. Over 100 indicated both interest and administrative capacity to do so.

Our goals are to:

- Increase the number of eligible County residents enrolled in CalFresh;
- Reduce food insecurity; and
- Contribute to a blueprint for effective community engagement and partnership.

Community Engagement

DPSS Community Engagement has hosted over 36 community meetings to strengthen engagement with our community-based organizations in a culturally responsive manner.

Continue to build trust with community-based organizations, including:

- Community members from L.A. County's LGBTQ+ communities
- Nonprofits serving our diverse AAPI communities
- CBOs uplifting our County's senior citizens

Community Engagement (Cont.)

Community Engagement works closely with nonprofits that:

- Work to end food insecurity in high-need areas throughout the County
- Help individuals who are unhoused or unsheltered
- Promote racial equity for all L.A. County residents

DPSS has hosted meetings in English, Spanish, Chinese and Korean

Guaranteed Income

The TAYportunity Guaranteed Income Program was developed to provide Transitional-Aged Youth (TAY) in the GROW Program, with the appropriate financial support and employment opportunities.

GROW TAY, ages 18-24, are predominately African American and Latinx males with limited education and career opportunities.

Guaranteed Income (Cont.)

The program will run for 36 months and 300 randomly selected TAYs will receive:

- \$1,000 per month;
- Replacement CalFresh benefits impacted by receiving GI;
- Benefits counseling/financial coaching; and
- Opportunities to participate in subsidized employment, apprenticeships, and entrepreneurship programs.

Guaranteed Income (Cont.)

The TAYportunity Guaranteed Income application period was open from May 23, 2022 – June 6, 2022. Our research partner will randomly select 300 TAY out of the total eligible applicants.

Total Applications Received	Total Eligible Applications
3,211*	1,692

GI payments will be issued beginning the third week of August 2022.

Immediate Next Steps

- Complete our Racial Equity Action Plan and integrate it and the broader ARDI Strategic Plan into our Strategic Plan priority focused on ***Diversity and Equity in Reimagined Social Services***
- In real time, continue to identify strategies to further change at the personal, interpersonal, institutional/systemic and cultural levels (e.g., more consistently integrate disaggregated data into our DPSSTATS)
- Immediately leverage partnerships with other County departments to further our collective ARDI work (e.g., partnership with DCFS to support in common families on CalWORKs that are unhoused or unsheltered)
- Consult with Dr. Scorza and the ARDI team to align and strengthen our approach

Questions

