



## Legislation Text

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**File #:** 15-0699, **Version:** 2

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Health and Human Services Agency, Social Services Division, recommending the Board:

1) Approve and authorize the Chair to sign Amendment 1 to Agreement for Services 533-S1511 with Regents of the University of California, on behalf of its University of California Davis Extension campus, for the provision of specialized training for Social Services staff on an “as requested” basis for the term July 1, 2015 through June 30, 2018 and increasing the maximum obligation to \$266,625; and

2) Authorize the Purchasing Agent, or designee, to execute further documents relating to Agreement for Services 533-S1511, including amendments which do not increase the maximum dollar amount or term of the Agreement, and contingent upon approval by County Counsel and Risk Management.

**FUNDING:** 38% Federal, 2% State, 20% 1991 Realignment, and 40% 2011 Realignment.

**DEPARTMENT RECOMMENDATION:**

Health and Human Services Agency (HHSA) recommending the Board approve and authorize Amendment 1 to increase the number of training units provided under the Agreement 533-S1511 from 51 to 75 training units.

**DISCUSSION / BACKGROUND:**

California Department of Social Services (CDSS) Manual of Policies and Procedures Division 14 “Staff Development and Training” requires that each county’s Social Services staff receive ongoing training to enhance technical skills, to improve the quality of case management, and to provide excellence in service delivery. Under Division 14-410 HHSA is required to file an annual training plan to the State. In accordance with the regulations, the staff training plan must reinforce existing knowledge of the programs, services, and legislation, as well as enable staff to acquire new skills and knowledge as a result of new legislation or new policies. The training programs offered by the Regents of the University of California are specifically designed for County Social Services departments and programs. Approval of Amendment 1 to Agreement for Services 533-S1511 will enable HHSA to continue to meet specified mandates. HHSA has contracted with Regents of the University of California, on behalf of its University of California Davis Extension campus for the provision of specialized training for Social Services staff since 2004.

This Amendment will expand the training offerings to include Income Maintenance staff with topics on Customer Service, Technical and Organizational Skills, Ethics, Worker-Client Interactions, Legal Aspects of Public Assistance, Policies and Programs, as well as other related subjects. This training will support the staff in the development and expansion of their professional knowledge and skill set and is anticipated to result in improved customer service and technical proficiency in the Income Maintenance programs.

HHSA entered into Agreement for Services 533-S1511 for the provision of professional trainings for HHSA for the period of July 1, 2015 through June 30, 2018 in the not-to-exceed amount of \$181,305 for 51 units of training. HHSA desires to add an additional 24 units of training for a new not to exceed amount of \$266,625.

**ALTERNATIVES:**

Disapproval of Amendment 1 to Agreement for Services 533-S1511 will result in an inability of HHSA to accomplish State mandates. It also will lead to difficulty in retaining a quality workforce, which ultimately will affect the quality of Social Service program delivery.

**OTHER DEPARTMENT / AGENCY INVOLVEMENT:**

County Counsel and Risk Management.

**CAO RECOMMENDATION:**

It is recommended that the Board approve this item.

**FINANCIAL IMPACT:**

There is no Net County Cost associated with this Agenda item. Sufficient appropriations have been included in the fiscal year 2016-17 budget, and will be included in future budgets for the term of the Agreement.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

- 1) Clerk of the Board to obtain signature of Chair on two (2) originals of Amendment 1 to Agreements for Services 533-S1511.
- 2) Clerk of the Board to return one (1) fully executed Amendment to the HHSA Contracts Unit at 3057 Briw Road.

**STRATEGIC PLAN COMPONENT:**

Health and Human Services Agency Strategic Plan Project 1.1 Staff Retention, Development/Training and Safety.

**CONTACT**

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