



## Legislation Text

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**File #:** 21-0853, **Version:** 1

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Health and Human Services Agency (HHS) recommending the Board:

- 1) Find in accordance with County Ordinance 3.13.030 that it is appropriate to contract with Regents of the University of California for the provision of specialized training for HHS staff development services provided under Agreement 5541 because (B) "Specialty skills and qualifications not expressly identified in classifications are involved in the performance of the work;"
- 2) Approve and authorize the Chair to sign Agreement 5541 with Regents of the University of California, on behalf of its University of California Davis Extension campus, for the provision of specialized training for HHS staff development on an "as requested" basis for the term July 1, 2021 through June 30, 2024 with a maximum obligation of \$296,437.50; and
- 3) Authorize the Health and Human Services Agency Director, or designee, to execute further documents relating to Agreement 5541, contingent upon County Counsel and Risk Management approval, including amendments which do not affect the maximum dollar amount or term of the Agreement.

**FUNDING:** Federal and State - amounts vary based on utilization.

**DISCUSSION / BACKGROUND:**

The Health and Human Services Agency (HHS) has contracted with Regents of the University of California, on behalf of its University of California Davis Extension campus (UC Davis), for the provision of specialized training for staff since 2004 for training to enhance technical skills, improve the quality of case management, and provide excellence in service delivery. UC Davis offers training opportunities that benefit all divisions within HHS, including several opportunities that meet the training requirements for Social Services job classifications. Additionally, the California Department of Social Services Manual of Policies and Procedures, Division 14 "Staff Development and Training," requires that each county's Social Services Division 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. UC Davis's Agreement provides the necessary training opportunities. The need for specialized training for staff development services in any given fiscal year is difficult to anticipate. Additionally, the County does not have staff that can provide the needed specialized training.

In accordance with Board of Supervisors Procurement Policy C-17, Section 7.11, the contractor selection process for service contracts in excess of \$100,000 must include a review of the scope of services and contractor's professional qualifications by a group of individuals (including at least one representative from outside the department requesting the services) qualified to judge the contractor's ability to perform the services. HHS has documentation on file that such a review was performed for this Agreement 5541 with the Regents of the University of California.

**ALTERNATIVES:**

Should the Board decline to approve Agreement for Services 5541, HHS will need to obtain similar training from another Contractor, or the lack of a contract will prevent certain HHS staff from

receiving required training to meet the classification requirements.

**PRIOR BOARD ACTION:**

- 1) 06-12-2018, 18-0556, HHSA-Regents of the University of CA / UC Davis Agreement 2913
- 2) 03-21-2017, 15-0699, HHSA UCD Amendment 1 533-S1511
- 3) 06-16-2015, 15-0699, HHSA UC Davis Agreement 533-S1511
- 4) 06-10-2014, 14-0670, HHSA Regents of Univ. California Agreement

**OTHER DEPARTMENT / AGENCY INVOLVEMENT:**

Approved by County Counsel, Human Resources, and Risk Management.

**CAO RECOMMENDATION:**

Approve as recommended.

**FINANCIAL IMPACT:**

As the training outlined in the contract is on an “as requested” basis over a three year period, the funding sources of Agreement 5541 will vary based upon utilization. It is anticipated that the services in Agreement 5541 will be funded by State and Federal funding. Sufficient appropriations have been included in the Fiscal Year 2021-22 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 the Chair’s signature on one (1) original of Agreement 5541.
- 2) Clerk of the Board to send a pdf of the fully executed Agreement to Health and Human Services Agency, Contracts Unit.

**STRATEGIC PLAN COMPONENT:**

N/A

**CONTACT**

Don Semon, Director