



Legislation Text

File #: 2022-891, Version: 1

Report to Mayor and City Council

Tuesday, November 15, 2022

Consent

SUBJECT:

CONSIDER APPROVAL OF A CONTRACT WITH THE SOUTH BAY WORKFORCE INVESTMENT BOARD TO CONTINUE TO PROVIDE WORKERS AT THE CITY OF CARSON THROUGH THE TRANSITIONAL SUBSIDIZED EMPLOYMENT PROGRAM (CITY COUNCIL)

I. SUMMARY

For many years, the City has had a cooperative arrangement with the South Bay Workforce Investment Board (SBWIB) which includes participation in the Transitional Subsidized Employment (TSE) program. The TSE program is a County of Los Angeles program that provides candidates for temporary employment with the City as a part of the assistance the County furnishes through the Department of Public & Social Services. Candidates that are placed with the City are provided at no cost to the City and are completely funded through the County. The most recent 2-year agreement between the City and the SBWIB is expired as of June 30. Staff is seeking the approval of this agreement to continue the services provided by the SBWIB and participation in the TSE program. **II.**

RECOMMENDATION

TAKE the following actions:

1. APPROVE the agreement between the City of Carson and the South Bay Workforce Investment Board, in substantially the form attached.
2. AUTHORIZE the City Manager or his designee to execute the agreement, following approval as to form by the City Attorney.

III. ALTERNATIVES

TAKE any other action the City Council deems appropriate.

IV. BACKGROUND

For many years, the City has had a cooperative arrangement with the South Bay Workforce Investment Board (SBWIB) that includes participation in the Transitional Subsidized Employment (TSE) program. The SBWIB provides TSE participants to City departments that can use additional staff help but without impacting the City's budget, while providing valuable experience to the program participants. The City of Carson has participated in this program for more than 14 years. Over those 14 years, participants have been placed in the following City departments:

- Transportation
- Community Center
- Planning
- Revenue
- City Hall receptionist
- City Clerk
- City Council Chambers
- Public Works
- Public Information Office
- Human Resources
- City Manager's office

All the participants in the program are referred from the Department of Public & Social Services (DPSS). Participants must be over the age of 18, with a child or children under the age of 17, maximum hours allowed per week is 40 hours but participants are only allowed to work 8 hours per day, so in the City of Carson they are limited to 32 hours per week. There is no cost to the City for these participants, as the SBWIB is the employer of record. The SBWIB is responsible for the participants' wages which, as of July 1, 2022, are \$15.96 per hour, as well as providing Worker's Compensation insurance.

DPSS provides a one-time stipend for work clothing, issues a monthly transportation stipend, pays for childcare via a contracted agency (Crystal Stairs, Connections for Children, DREW, etc.) and monitors the TSE Coordinator and participant. Monitoring includes ensuring that the participant is making appropriate progress, meeting attendance goals and will determine if the participant stays in the program or continues to receive their monthly transportation stipend.

The responsibility of the City includes interviewing the participants/candidates, conducting the background investigation/screening and, once the participant is cleared, advise the participant of the start date and work schedule. Once started with the City, the participant

is expected to be trained in soft skills and gain hard skills, so the participant can transition into unsubsidized employment. The City is expected to track the participant's attendance, performance, and progress; turn in the biweekly timesheets when due; and, keep an on-site folder for each participant with the TSE Employee's handbook, placement documents, and timesheets. At least once in the participant's tenure a monitor from the SBWIB will visit the worksite to check the folder and speak with the participant.

This program has provided a number of good candidates for employment with the City and they have been beneficial in departments that have been short-staffed or where the workload has increased faster than recruiting and hiring full-time employees. Several past TSE participants have become full time City staff members. Staff recommends approval of this agreement to continue the services provided by the SBWIB and participation in the TSE program.

V. FISCAL IMPACT

There is no fiscal impact to the City.

VI. EXHIBITS

1. Proposed Contract between the City of Carson and the South Bay Workforce Investment Board. (pgs. 4-27)

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