

Council Meeting of  
January 9, 2007

Honorable Mayor and Members  
of the City Council  
City Hall  
Torrance, California

**Members of the Council:**

**SUBJECT: Recommendation to Execute a 2<sup>nd</sup> Amendment to a Youth Services Agreement with Los Angeles Harbor College**

**Expenditure: Not applicable**

**RECOMMENDATION**

The Carson/Lomita/Torrance Workforce Investment Network (WiN) Board and the Human Resources Director recommend that Council authorize the execution of a 2<sup>nd</sup> Amendment to Agreement (C2005-215) between the City of Torrance and Los Angeles Harbor College to extend the term.

**Funding**

All funding for this project comes from the Department of Labor Workforce Investment Act (WIA).

**BACKGROUND**

On May 23, 2006, Your Honorable Body authorized the execution of an amendment to a Contract (C2005-215) between the City of Torrance and Los Angeles Harbor College (LAHC) to expand the age criteria of an Out-of-School/Older Youth program to include youth ages 17-21. The purpose of this amendment was to assist LAHC in meeting its contractual goals. The Teen Employment Network (TEN) has conducted a monthly monitoring of the program and is satisfied that LAHC is making progress. In addition, the TEN determined that a time only extension would further assist LAHC in meeting its goals and brought this to the WiN Board for consideration. On November 16, 2006, the WiN Board ratified an amendment (Attachment A) to extend the LA Harbor College Agreement to February 28, 2007 for enrollments and June 30, 2007 for total expenditures.

**ANALYSIS**

WiN staff determined that with a program extension into the winter and beginning of spring sessions, there is the potential of identifying and leveraging other program resources that are presently on the LAHC campus. With leveraging of resources and identifying other programs that have eligibility overlap, this may result in future enrollments to the WIA Youth Programs. Approval of an extension of this contract will allow for LAHC to meet its contractual obligations and allow for youth programs to maximize expenditures.

The Amendment (Attachment B) has been reviewed and approved by the City Attorney as to form. There is no change in funding amounts.

Respectfully submitted,

ELAINE M. WINER  
Human Resources Director

*for Elaine M. Winer*  
By Patricia D. Unangst  
Workforce Development Manager

CONCUR:

*Elaine M. Winer*  
Elaine M. Winer  
Human Resources Director

*Nancy Goddard*  
*for* LeRoy J. Jackson  
City Manager

Attachment A: Excerpts from the Minutes of the Executive Committee Meeting on 12/04/06  
Attachment B: Amendment to Agreement C2005-15

<b>CARSON/LOMITA/TORRANCE WORKFORCE INVESTMENT NETWORK (WiN) BOARD</b>
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***EXCERPT FROM THE MINUTES OF***

**EXECUTIVE COMMITTEE MEETING**

December 4, 2006 – 3:00 p.m.  
Carson One-Stop Career Center  
One Civic Plaza, Suite 500, Carson

- |                  |  |
|------------------|--|
| I. Call To Order | The meeting was called to order at 3:10 p.m. by WiN Chair K. Weideman. |
| Members Present: | K. Weideman, J. Jones, M. Kraemer, W. Robinson                         |
| Members Excused: | R. Slawson, P. Smith   |
| Guests Present:  | E. Winer   |
| Staff Present:   | P. Unangst, E. Barthe-Jones, M. Brookes,<br>B. Barbagallo              |

V. Action/Discussion Items

Action Item #3: This is a recommendation from the TEN Committee for the Executive Committee to approve a time only extension of the L. A. Harbor College Workforce Investment Act Out-of-School Youth Contract to Feb. 28, 2007 for enrollments and June 30, 2007 for total expenditures, and to review and allocate the balance of the Out-of-School Youth funds of \$36,535.

A motion was made to approve the item as submitted; motion was seconded. No discussion. M/S/U.



## Amendment to Agreement C2005-215

This amendment to Agreement C2005-215 is made and entered into as of January 09, 2007 by and between the City of Torrance, a municipal Corporation (CITY), on behalf of the Carson/Lomita/Torrance Workforce Investment Network (WiN) and Los Angeles Harbor College (CONTRACTOR).

## Recitals:

- A. The CITY entered into an agreement with CONTRACTOR on October 25, 2005 to provide work experience and academic enrichment training programs to economically disadvantaged, out-of-school, high-risk youth ages nineteen through twenty-one (19-21).
- B. The CONTRACTOR has provided services to the satisfaction of the CITY.
- C. The agreement was in the amount of \$47,000 and will remain the same.
- D. The WiN, appointed by the CITY to exercise oversight of all employment and training programs, wishes to extend the term of agreement C2005-215 in order for CONTRACTOR to meet contractual obligations and allow for the youth program to leverage upcoming resources available on its campus.

## Agreement:

1. Signature Page, Section 2, paragraph 1, which establishes the term of the Agreement, is deleted in its entirety and amended to read as follow:

**"AGREEMENT FUNDING.** Subject to the availability of funding, the CITY will compensate the CONTRACTOR an amount not to exceed **\$47,000** for the period beginning **October 25, 2005 through June 30, 2007**. To be payable, costs must be accrued during this period unless advance written approval is granted by the CITY."

This is a (check one or more):

1.  Cost Reimbursement Agreement
2.  Tuition Based Fixed Fee Agreement
3.  Commercially Available Fixed Fee Agreement

2. Exhibit B, I.A. Terms of Statement of Work. (Page 11), is deleted in its entirety and amended to read as follows:

"The CONTRACTOR will provide work experience and academic enrichment training programs for a minimum of twenty (20) economically disadvantaged, out-of-school, high-risk youth, ages nineteen through twenty-one (19-21), who reside in the Carson/Lomita/Torrance Workforce Investment Network (WiN) area. The amount of the contract will not exceed \$47,000. The contract period will begin October 25, 2005 and end February 28, 2007 for enrollments and June 30, 2007 for total expenditures."

3. Exhibit B, IV.D.9.d.iii. (Page 20), first sentence is deleted and amended to read as follows:

"Post-tests will be given no later than 02/15/07 and will be the same as the pre-test exam."

4. Exhibit B, IV.D.9.d.vi. (Page 20), last sentence is deleted and amended to read as follows:

"CONTRACTOR must submit a report by 02/15/07 explaining why youths did not take the post-test."

5. Exhibit B, IV.D.11.f. (Page 22), is deleted in its entirety and amended to read as follows:

"Job placements and referrals for youth not returning to school will occur no later than 02/15/07."

6. Exhibit E, B.3. (Page 29) is deleted in its entirety and amended to read as follows:

"The CONTRACTOR will prepare and submit the appropriate checklists reporting enrollments, terminations, placement data and follow-up activities. CONTRACTOR will maintain a source document tracking system at all times. All submittal of source documents (Registration, Enrollment, Completion, Placement and Follow up) will be accompanied by a batch report.

SUBMITTAL DATES:	AS EARLY AS:	NO LATER THAN:
Training Plans	10/25/05	05/01/07
Registration Forms	10/25/05	05/01/07
Enrollment Form	10/25/06	05/01/07
Status Change Form	06/01/06	02/15/07
Placement Form	06/01/06	02/15/07
Pre-Test Scores	10/25/05	05/01/07
*Post-Test Scores	06/01/06	02/15/07

\*Post-tests will be administered no later than February 15, 2007.\*

7. Exhibit F, (Page 32) is deleted in its entirety and amended to read as follows:

"SCHEDULE OF ENROLLMENT/COMPLETION/PLACEMENTS

Program Schedule	
Enrollment/Completion/Termination Schedule	
03/01/06	Last Day to Submit Training Plans
03/01/06	Last Day to Submit Worksite List
11/15/05	FIRST INVOICE DUE (For October 2005)
03/01/06	Last Day to Register and Enroll Participants
03/01/06	Last Day to Administer Pre-Tests
03/01/06	Last Day to Submit Registration and Enrollment Forms
12/01/05	SECOND INVOICE DUE (For November 2005)
01/01/06	THIRD INVOICE DUE (For December 2005)
02/28/07	Last Day for Work Component for youth
02/15/07	The Following Evaluations Are Due: <ul style="list-style-type: none"> <li>• Work Maturity</li> <li>• Academic Enrichment/Basic Remedial Education</li> <li>• Job Specific Skills</li> <li>• Work Experience</li> <li>• Employer, Youth, and Parent Evaluation</li> </ul>
02/01/06 through 03/01/07	Fourth through Seventeenth Monthly Invoices Due regularly by the 1 <sup>st</sup> of the following month (and no later than the 20 <sup>th</sup> ).
02/15/07	Last Day to Administer Post-Tests
02/15/07	Last Day to Submit Post-Tests
02/15/07	Last Day to Submit Status Change Form for Completion
02/15/07	Last Day to Place Youth Into Unsubsidized Employment
02/28/07	Last Day of Program Operations
06/30/07	Last Day to Submit Final Invoices"

8. Exhibit G, I.A.2. (Page 33) is deleted in its entirety and amended to read as follows:

"The terms of payment will be applied to participants enrolled in the program and declared eligible of the program from October 25, 2005 to June 30, 2007

9. In all other respects the agreement dated October 25, 2005, between CITY and CONTRACTOR is ratified and reaffirmed and is in full force and effect.

CITY OF TORRANCE,  
a Municipal Corporation

Los Angeles Harbor College  
A California Corporation

\_\_\_\_\_  
Frank Scotto, Mayor

By: \_\_\_\_\_  
Bobby McNeel, Vice President of  
Economic Development and Workforce Education

ATTEST:

\_\_\_\_\_  
Sue Herbers  
CITY Clerk

APPROVED AS TO FORM:

JOHN L. FELLOWS III  
CITY Attorney

By: \_\_\_\_\_

\_\_\_\_\_  
Deputy CITY Attorney