



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: March 27, 2018

Subject: Abolish nine (9) positions in the EHSD Workforce Services Development Board effective July 1, 2018, and initiate the layoff process

**RECOMMENDATION(S):**

ADOPT Resolution No. 2018/120 to abolish nine (9) positions, as listed in Attachment A, and lay off employees in the Employment and Human Services Department (EHSD) effective July 1, 2018, resulting from a reduction in funding in the Workforce Development Board in EHSD and activate the Tactical Employment Team Program (TETP) on March 28, 2018 to mitigate the number of employees laid off.

**FISCAL IMPACT:**

Upon approval, this action will have no net county cost increase. The position deletions have been submitted as part of the fiscal year 2018/2019 budget.

**BACKGROUND:**

Beginning in 2000, the Workforce Development Board (WDB) has provided career services for unemployed adults through One-Stop Career Centers under the administrative authority of the Employment and Human Services Department (EHSD). With the reduction of both Workforce Innovation and Opportunity Act (WIOA) and CalWorks funding, EHSD is no longer able to provide these services, and the WDB approved the recommendation to procure a contract for professional services for Adult and Dislocated Worker Career

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/27/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: Candace Andersen, District II  
Supervisor  
Diane Burgis, District III  
Supervisor  
Karen Mitchoff, District IV  
Supervisor  
Federal D. Glover, District V  
Supervisor

ABSENT: John Gioia, District I  
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 27, 2018

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Swashante Dillon  
925-608-5042

Services on November 7, 2017.

## BACKGROUND: (CONT'D)

>

A request for proposal was released in November 2017, and submissions were accepted through February 5, 2018. The WDB Executive Committee approved the recommendation to award a contract to Rubicon to provide these services. The new contracts are expected to be effective July 1, 2018.

EHSD is requesting to activate Tactical Employment Team Program (TETP) in an effort to mitigate the impact of layoff and displacement for the WDB One-Stop Career Centers. Effective July 1, 2018, the One-Stop Career Center services will be contracted out impacting nine (9) positions at three One-Stop Career Centers. EHSD has been proactively searching for potential placements within the department, however, given classifications and EHSD's budgetary constraints, we are not confident that we will be able to secure placement for all displaced employees within the department. The Human Resources Department will prepare a formal seniority list for each class and the least senior employees in each class will be notified.

### Affected Classifications:

- One-Stop Career Center Case Manager (2 positions)
- Career Center Coordinator (3 positions)
- One-Stop Operator Consortium Assistant Administrator (1 position)
- Social Service Employment Placement Counselor (3 positions)

Tactical Employment Team Program (TETP) - Attached for reference is a copy of Resolution No. 2008/299, adopted May 6, 2008, which authorized implementation of the Tactical Employment Team Program. The TETP was reinstated in 2008 and is still in operation. The objective of this program is to mitigate the negative impact that anticipated layoffs will have on the County's workforce. The team is up and running and will continue to work towards finding employment for as many laid-off individuals as possible.

## CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, we will not be able to mitigate the remaining number of employees laid off from the County.

## ATTACHMENTS

Resolution No. 2018/120

Attachment A

Resolution No. 2008-299