

APPROVED
by the Board of Directors of
The Metropolitan Water District
of Southern California
at its meeting held

**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

JUN 13 1995

7-6

Doreen E. Endelf
EXECUTIVE SECRETARY

May 22, 1995

To: Board of Directors (Organization and Personnel Committee--Action)

From: General Manager

Subject: Authorize the General Manager to Enter into an Agreement with United Personnel Services under the Operations Division's Jobs Program for Disadvantaged Youth

RECOMMENDATION:

It is recommended that the General Manager be authorized to enter into a \$530,000 agreement with United Personnel Services for providing temporary unskilled or minimally skilled labor under the Operations Divisions Jobs Program for Disadvantaged Youth aimed at unskilled minority and female youth.

John R. Wodraska
General Manager

Submitted by:

Edward G. Means

Edward G. Means
Chief of Operations

Concur:

John R. Wodraska
John R. Wodraska
General Manager

SHL/jcj
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BRIEF DESCRIPTION:

As part of Metropolitan's community outreach effort and in its desire to expand the diversity of its workforce, during the past two fiscal years, the Operations Division has offered work experience to over 75 disadvantaged minority and female youths between the ages of 18 and 25 who might otherwise not have an opportunity to gain such experience. Hired through a minority-owned personnel services company, the youth work alongside highly trained District staff to gather skills that will help them get jobs anywhere. The program has proven to be very successful, with twelve participants eventually being successful bidders on available full-time positions with Metropolitan, and the Operations Division proposes to continue the program in fiscal year 1995-96.

<p><u>CONTRACT TYPE</u></p> <p><input checked="" type="checkbox"/> NEW</p> <p><input type="checkbox"/> AMENDED</p> <p><u>CONTRACT FORM</u></p> <p><input type="checkbox"/> LEASE</p> <p><input checked="" type="checkbox"/> PROFESSIONAL SERVICES</p>	<p><u>FUNDING</u></p> <p><input type="checkbox"/> CAPITAL</p> <p><input checked="" type="checkbox"/> O & M</p> <p><u>BUDGET STATUS</u></p> <p><input checked="" type="checkbox"/> FY 95/96 AMT <u>\$530,000</u></p> <p><input type="checkbox"/> OUT-YEAR AMT _____</p> <p><input type="checkbox"/> NON-BUDGET AMT _____</p>	<p><u>TYPE OF COMPETITION</u></p> <p><input type="checkbox"/> RFQ</p> <p><input type="checkbox"/> RFP NO. _____</p> <p><input type="checkbox"/> INFORMAL RFP</p> <p><input type="checkbox"/> OTHER COMPETITION _____</p> <p><input checked="" type="checkbox"/> SOLE SOURCE</p>
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PURPOSE/BACKGROUND:

During fiscal year 1993-94, the Operations Division, in the spirit of the District's strategic plan goal which encouraged community outreach and working toward a workforce more representative of the communities within the District's service area, implemented its Jobs Program. Aimed at disadvantaged minority and female youths between the ages of 18 and 25, the program helps them gain valuable on-the-job experience they would probably not otherwise have an opportunity to obtain. Administrative staff worked with Human Resources and Operations field managers to identify specific opportunities for bringing unskilled or minimally skilled youth into the District to work alongside qualified District employees to gain work-related experience that would help them obtain full-time employment, either at the District or elsewhere.

Originally conceived as a 15-week program, the participants are brought on for at least six months, and sometimes held for a full year. During the first year, over 45 young people were hired throughout the division; the number was reduced to a

total of 30 for the second fiscal year and will remain at 30 throughout 1995-96. Since the program's inception, 12 people have been successful bidders on full-time positions with the District.

The supervisors and participants have been exceptionally pleased with the program and are enthusiastic about continuing the program in fiscal year 1995-96. Monies for this purpose have been included in the 1995-96 operating budget.

Human Resources will continue to handle recruitment through the services of United Personnel Services, a minority-owned business. It is believed that nothing would be gained by soliciting requests for proposals or through competitive bidding as no other agency could meet our requirements when proposals were sought for the pilot program two years ago. United has a broad base of individuals from which it draws for all of our field locations and can provide a mix of young people that closely represents the local community.

MBE/WBE:

United Personnel Services is a minority-owned business and has ably handled supplying young people for the Operations Division's Jobs Program.

CEQA COMPLIANCE / ENVIRONMENTAL DOCUMENTATION:

The proposed action is exempt from the provisions of the California Environmental Quality Act because it does not have the potential to cause a significant effect on the environment.

SOLE SOURCE JUSTIFICATION: (OPTIONAL)

United Personnel Services (United) has been successfully identifying, screening, and providing youth under this program since its inception in 1993-94. At that time, Human Resources staff obtained proposals from six outside agencies, but only United was willing and able to provide the services we needed. It is therefore believed that nothing would be gained by soliciting requests for proposals or through competitive bidding.