

AMENDMENT II TO AGREEMENT

THIS AMENDMENT, hereinafter referred to as Amendment II, is made and entered into this 25th day of September, 2018, by and between the COUNTY OF FRESNO, a Political Subdivision of the State of California, hereinafter referred to as "COUNTY," and **PROTEUS INC.**, a Private Non-Profit Organization, whose address is 1830 North Dinuba Blvd., Visalia, CA 93291, hereinafter referred to as "CONTRACTOR."

WHEREAS, the parties entered into this Agreement, identified as COUNTY Agreement No. 16-410, effective July 1, 2016, and Amendment I, identified as COUNTY Agreement No. 16-410-1, effective July 1, 2017, hereinafter referred to collectively as Agreement No. 16-410, whereby CONTRACTOR agreed to provide employment barrier removal services for clients participating in the California Work Opportunity and Responsibility to Kids (CaWORKs) Program; and

WHEREAS, the parties desire to amend the Agreement to reduce the duration of the rural Fresno County job readiness classes from five weeks to four weeks as stated below.

NOW, THEREFORE, in consideration of their mutual promises, covenants and conditions, hereinafter set forth, the sufficiency of which is acknowledged, the parties agree as follows:

1. That all references in existing COUNTY Agreement No. 16-410 to Revised Exhibit A shall be changed to read "Revised Exhibit A-2", which is attached hereto and incorporated herein by this reference.

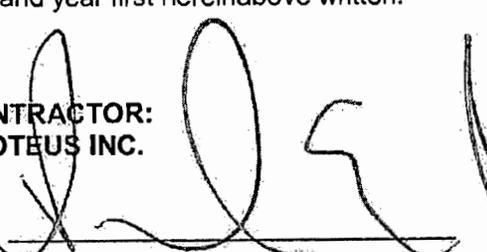
COUNTY and CONTRACTOR agree that this Amendment II is sufficient to amend Agreement No. 16-410 and, that upon execution of this Amendment II, the original Agreement, Amendment I and Amendment II shall together be considered the Agreement.

The Agreement, as hereby amended, is ratified and continued. All provisions, terms, covenants, conditions and promises contained in this Agreement not amended herein shall remain in full force and effect. This Amendment II shall become effective October 1, 2018.

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1 IN WITNESS WHEREOF, the parties hereto have executed this Amendment II to Agreement as of the
2 day and year first hereinabove written.

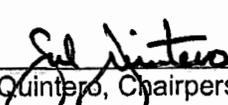
3
4 **CONTRACTOR:**
5 **PROTEUS INC.**

6 By: 

7 Print Name: PAUL ESPINOSA, Jr.

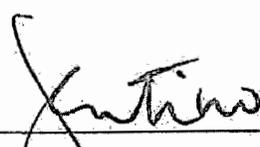
8 Title: Vice-Chair
9 Chairman of the Board, or
10 President, or any Vice President

COUNTY OF FRESNO

11 By: 

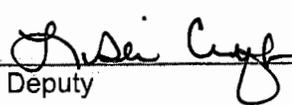
12 Sal Quintero, Chairperson of the Board of
13 Supervisors of the County of Fresno

14 ATTEST:
15 BERNICE E. SEIDEL
16 Clerk of the Board of Supervisors
17 County of Fresno, State of California

18 By: 

19 Print Name: Lucia Tolentino

20 Title: Corp. Financial Dir.
21 Secretary (of Corporation), or
22 any Assistant Secretary, or
23 Chief Financial Officer, or
24 any Assistant Treasurer

25 By: 

26 Deputy

27 Mailing Address:
28 1830 North Dinuba Blvd.
Visalia CA 93291
Phone No: (559) 499-2140
Contact: Forrest Jeffreys

DEPARTMENT OF SOCIAL SERVICES

Fund/Subclass: 0001/10000
Organization: 56107001
Account/Program: 7870
Amount: \$4,503,014

SUMMARY OF SERVICES

ORGANIZATION: Proteus, Inc.

ADDRESS: 1830 North Dinuba Blvd, Visalia, CA 93291

SERVICES: Job 2000 – Job Readiness, Job Search, and Barrier Removal Services

TELEPHONE: (559) 733-5423

CONTACTS: Forrest Jeffreys

EMAIL: fjeffreys@proteusinc.org

AMOUNT: July 1, 2016 - June 30, 2017 (\$1,125,754)
July 1, 2017 - June 30, 2018 (\$844,315)
July 1, 2018 - June 30, 2019 (\$844,315)
July 1, 2019 - June 30, 2020 (\$844,315)
July 1, 2020 - June 30, 2021 (\$844,315)

I. SUMMARY OF SERVICES

Jobs 2000 provides comprehensive services such as job search, appraisal and problem resolution. The program also assists in resolving various employment barriers including; driver license issues, legal issues, transportation, clothing, tools and work license. The primary objective is to assist families with transitioning to self-sufficiency through employment by identifying and addressing the participant's barriers. Additional services include anger management, nutrition education, and parenting classes.

As part of the job readiness workshop, participants will undergo a criminal and legal background check, driving record check, substance abuse screening, the Ropes course (a teambuilding exercise), and small group interaction. The criminal and legal background checks, as well as the driving record check will be completed by representatives from the District Attorney and Public Defender's office. A Substance Abuse Specialist from the Department of Behavioral Health will provide substance abuse screening. A Social Worker will also be available to address mental health concerns and domestic violence issues.

II. SCHEDULE AND LOCATION OF SERVICES

Component activities shall be provided daily, except holidays which are observed by DSS, or upon approval by DSS. Facilities must be open from 8:00 A.M. to 5:00 P.M., Monday through Friday. DSS may approve other holidays if appropriate. Workshop activities will be from 8:30 A.M. – 4:30 P.M. There shall be a minimum of Twenty (20) workshops conducted in Fresno County each year. These workshops will be conducted at CONTRACTOR's Fresno Location, West Fresno Regional Office, Selma, Reedley, and Coalinga as mutually agreed upon by CONTRACTOR and DSS.

III. TARGET POPULATION

Services will be restricted to all post-assessed CalWORKs recipients who do not have active felonies and/or no-bail misdemeanor warrants.

IV. CONTRACTOR'S RESPONSIBILITIES

CONTRACTOR shall provide comprehensive Jobs 2000 Job Readiness Workshops for referred CalWORKs recipients residing in Fresno County. The CalWORKs recipients to be referred will be identified and referred to CONTRACTOR by DSS. Prior to each workshop start date, CONTRACTOR will call participant 3-5 days before the start of the workshop to remind them of the workshop date/time/location and answer any questions. CONTRACTOR shall provide enough support staff to complement the Workshop facilitators. The Anger Management and Parenting Education course work must be provided by a certified facilitator/instructor. Transportation for group activities is required as well as occasional transportation assistance for recipients in the rural area on a case by case basis.

A. MONTHLY REPORTS AND OUTCOMES

Monthly program activity reports will include but are not limited to the following information:

1. Number of clients referred/enrolled
2. Number of clients currently in the workshop
3. Number of clients attending the first day
4. Number of clients who completed the program, dropped out, or exited the program
5. Number of clients contacted within 45 days, 6 months, 12 months, of obtaining employment
6. Number of resumes completed
7. Number of clients who gained employment
8. Wage and wage increase of clients who gained employment
9. Number of barriers resolved

B. CASE MANAGEMENT

Participants will receive case management services, which shall include but is not limited to the following:

1. Tracking of all referrals made to assist client in removing barriers such as substance abuse, mental health etc.
2. Monitoring of attendance and progress, to include collaboration with the assigned DSS Case Managing Job Specialist (CMJS).
3. Ongoing coordination with DSS (timely compliance resolution, exchange of participant information, program changes).
4. Maintenance of individual participant service records/case files.
5. Follow up with participants regarding employment 45 days/6 months/12 months post workshop completion.

Case Management will include communication with the CalWORKs CMJS and the Jobs 2000 Job Specialist liaison to ensure that participants receive necessary supportive services, including referrals for substance abuse, domestic abuse, and mental health services.

Participant case files will include chronological records of interviews, counseling sessions, relevant information, documentation, and correspondence relating to the services provided. Additionally, case files will be maintained in a secure location with access limited to appropriate staff to ensure that confidentiality is maintained. Files must be kept for a period of three years from the last date payment is made for contracted services.

C. JOB SEARCH

Metropolitan Fresno

During the fifth week of the workshop in metropolitan Fresno, all job ready participants will conduct a five day job search or other assigned job ready activities with the CONTRACTOR. Participants that fail to complete the fifth week will not be able to attend court. Participants deemed not yet job ready will be referred back to CMJS. By the fourth week, participants shall have completed the following:

1. Development of a resume and cover letter
2. Master application
3. Mock interviewing
4. Review appropriate dress attire for job search
5. Shopping field trip to purchase interview clothing
6. Registration into the Ready2Hire website

CONTRACTOR shall meet with participants daily during the job search activity to verify that the participant is completing the job search as required per DSS regulations. The job search forms will be included in the exit packet from Jobs 2000. Collaboration between the CONTRACTOR, the Jobs 2000 liaison, and the DSS Case Manager will ensure that the participant receives the necessary supportive services to conduct the job search. Additionally, CONTRACTOR shall keep verification records for all time spent on job search related activities.

Rural Fresno County

During the fourth week of the workshop in rural Fresno County, all job ready participants will conduct a job search or other assigned job ready activities with the CONTRACTOR. Participants that fail to complete the fourth week will not be able to attend court. Participants deemed not yet job ready will remain with the contractor during the fourth week. By the end of the fourth week, participants shall have completed the following:

1. Development of a resume and cover letter
2. Master application
3. Mock interviewing
4. Review appropriate dress attire for job search
5. Shopping field trip to purchase interview clothing
6. Registration into the Ready2Hire website

CONTRACTOR shall meet with participants daily during the job search activity to verify that the participant is completing the job search as required per DSS regulations. The job search forms will be included in the exit packet from Jobs 2000. Collaboration between the CONTRACTOR, the Jobs 2000 liaison, and the DSS Case Manager will ensure that the participant receives the necessary supportive services to conduct the job search. Additionally, CONTRACTOR shall keep verification records for all time spent on job search related activities.

D. SELMA COMPUTER LAB

CONTRACTOR will also provide a computer lab from 9:00am until 1:00pm, once a week, at their Selma office for DSS to utilize for CASAS testing and or other testing services for Welfare-to-Work (WTW) clients.

V. JOBS 2000 PROGRAM CURRICULUM

Curriculum: In metropolitan Fresno, Jobs 2000 will consist of a four-week job readiness workshop followed by a one week job search. In rural Fresno County, Jobs 2000 will consist of a four-week job readiness and job search workshop. A team of two Workshop Facilitators will conduct the workshops. In metropolitan Fresno, the Workshop Facilitators will monitor the job search daily during the fifth week. DSS reserves the right to continuously monitor CONTRACTOR's facilitators to ensure quality service to the participants. Should a conflict arise with a facilitator, DSS reserves the right to request that the facilitator in question be removed from Jobs 2000. As part of the collaboration with other County Departments, staff from the District Attorney office, Public Defender office, Department of Child Support Services, and Department of Behavioral Health will be presenting information during the first two weeks of the workshop. Clients wishing to obtain assistance with legal issues must attend the presentation by the legal team and complete the program. Exceptions can be made but will be reviewed on a case by case basis.

A. CURRICULUM MUST INCLUDE THE FOLLOWING TOPICS:

1. Lifestyle Changes
2. Problem Solving
3. Employer Expectations
4. Interviewing Skills
5. Domestic Abuse
6. Substance Abuse
7. Appropriate Dress and Hygiene
8. Parenting and Family Wellness (minimum 10 hours)
9. Anger Management (minimum 10 hours)
10. Goal Setting & Attainment
11. Obtaining & Retaining Employment
12. Lifelong Learning
13. Effective Communication
14. Teamwork
15. Money Management
16. Resume Preparation
17. Nutrition Education
18. Housing – Institute of Real Estate Management

B. ADDITIONAL REQUIREMENTS

The intent of the Jobs 2000 program is to provide services through a collaborative one stop environment to make it easier for the participant to obtain various services at one location. The following elements are required at each service site unless otherwise noted:

1. CONTRACTOR must keep facilities open from 8:00 A.M. through 5:00 P.M. to allow partners to hold appointments outside class instruction hours
2. A large conference room must be made available to partners and clients at all times.
3. On the last day of the 4th week a graduation ceremony for participants and immediate family will be held. The graduation ceremony is to include refreshments. Accommodations for smaller graduation class may be made with written approval from DSS.
4. All services provided during the program will be considered Job Readiness activities. These activities will only count towards meeting core hours during the first four weeks.

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VI. PERFORMANCE MEASURES

DSS will consider CONTRACTOR performance levels when determining funding recommendations for future Agreements. For each 12-month contract period, CONTRACTOR shall meet the following performance measurements and levels:

Performance Measure	Required Level of Performance
<p>Enrollment Rate - the number of CalWORKs recipients to be enrolled in Jobs 2000 by the end of the contract term. It is expected that DSS staff will refer approximately 900 participants to the workshops.</p> <p>Measurement Parameters - CalWORKs recipients eligible for services that are enrolled.</p> <p>Data Sources - The primary data sources are referrals from DSS.</p>	<p>50% of the referred CalWORKs recipients will be enrolled in Jobs 2000 for services by the end of the contract term.</p>
<p>Graduation Rate- the number of participants to graduate from Jobs 2000 by the end of the contract term.</p> <p>Measurement Parameters - Participants who complete the workshop and participants who are employed and exit the workshop may be counted.</p> <p>Data Sources - The primary data sources are referrals from DSS.</p>	<p>70% of the CalWORKs participants who enrolled in the program will graduate from the workshop by the end of the contract term.</p>
<p>Employment Rate - The number of clients employed by the end of the contract term.</p> <p>Measurement Parameters - Clients must be employed while in the workshop or be employed within 45 days, 6 months, and 1 year of graduation by the end of the contract term.</p> <p>Data Sources - The primary data sources are referrals from DSS.</p>	<p>30% of the CalWORKs participants that complete the job search will be employed either while in the workshop or within 45 days of graduation.</p>

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VII. COUNTY RESPONSIBILITIES

A. DSS CalWORKs Case Managers shall be responsible for referring appropriate participants to CONTRACTOR for Jobs 2000. It is anticipated that approximately 900 participants will be referred for Jobs 2000 services during the 12-month contract period. It is expected that approximately 50% of the participants referred will attend the workshop. Participants will be screened and enrolled during a face-to-face interview with a CMJS to determine their level of motivation and willingness necessary to make the commitment to the program.

1. Confirmation/verification of participant eligibility to services.
2. Jobs 2000 participants will be referred after a screening appointment has been made with their CMJS and a detailed explanation of Jobs 2000 activities has been presented. DSS staff will send an appointment letter to the participant and CONTRACTOR will call the participant prior to commencement of the workshop.
3. The Jobs 2000 liaison will discuss the exit plan with the Case Manager for metro Fresno participants. For metro Fresno, the Jobs 2000 liaison will be the point of contact for CONTRACTOR staff. For rural clients, the CMJS will be the point of contact for CONTRACTOR staff.
4. The CMJSs shall ensure that all referred participants have been assessed and have a current Welfare to Work plan on file.
5. The CMJSs shall ensure that CONTRACTOR is provided with all relevant information on each referred participant within the boundaries of confidentiality restrictions.
6. COORDINATION AND ASSISTANCE: DSS staff shall meet with CONTRACTOR's staff as often as needed to exchange pertinent information, resolve problems, and work together to effectively coordinate services.
7. DSS will provide assistance with supportive services such as transportation, childcare, and employment barriers.
8. DSS will provide referrals for mental health, domestic abuse, and substance abuse services as necessary.

B. DSS will provide an employee to provide supervision throughout the entirety of the testing when utilizing the Proteus' computer lab.

VIII. FEDERAL WORK PARTICIPATION RATE

In response to the Federal Temporary Assistance to Needy Families (TANF) Program reauthorization, DSS is committed to implementing activities and practices that support to achieve TANF program goals and meet the CalWORKs WTW Federal Work Participation Rates (WPR). WPR requires at least 50% work participation among all CalWORKs families and 90% for two parent families. Effective October 1, 2006, the State and counties are subject to Federal penalties on an annual basis if these rates are not met. As a result, DSS requires CONTRACTOR's assistance in engaging WTW participants in activities that will increase DSS' WPR and assist recipients to become self-sufficient. Our primary objective is job placement and retention, work experience, and/or training activities that meet the WPR requirements. Counseling and supportive services in conjunction with job placement will assist our recipients in obtaining financial self-sufficiency.