

**FIRST AMENDMENT TO STANDARD CONTRACT
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY AND RACY MING**

This First Amendment ("First Amendment") is entered into as of the first day of April 2019, between the WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY ("WDB") and RACY MING ("Contractor").

1. Recitals

The parties entered into a contract dated July 1, 2017 (the "Contract"), in which Contractor agreed to provide Regional Training Coordinator and Regional Organizer services for the North Bay Employment Connection (NBEC) which includes the WDB of Solano, Sonoma, and the Joint Powers Agency representing Napa, Lake, Marin and Mendocino through March 31, 2019.

This First Amendment represents an additional eighteen month adjustment of the Contract to continue Regional Organizer and Regional Training services through September 30, 2020.

The parties agree to amend the Contract as set forth below.

2. Contract

A. Term of Contract.

Section 2 is deleted in its entirety and replaced with:

July 1, 2017 through September 30, 2020

B. Budget

Section 3 is deleted in its entirety and replaced with:

The maximum amount of this Amended Contract is: \$164,500 (\$68,250 from the First Contract and \$96,250 for this Amended contract)

3. Scope of Work (Exhibit A)

A. Contractor Responsibilities

Section 2 has been deleted in its entirety and replaced with:

2. SERVICE ACTIVITIES

Contractor will provide WDB with comprehensive Consultant services for the North Bay Employment Connection (NBEC) partners which include the Solano WDB, County of Sonoma, and the Workforce Alliance of the North Bay (Napa, Lake, Marin and Mendocino Counties).

Contractor will provide all scheduled work associated with this Contract as described below:

a. Regional Training Coordinator Services

- i. Represent North Bay on RTC Monthly Calls and RTC Convenings
- ii. Maintain tracking of North Bay trainings
- iii. Serve as liaison with state and share information with local directors
- iv. Work with local boards and partners to organize logistics for training, as needed
- v. Serve as liaison for CWA – monitor CTI training list, work with CWA to develop training contracts as needed, facilitate contract signatures
- vi. Ensure trainings include state-required training evaluations, collect evaluations, and submit to appropriate state organization and training provider
- vii. Serve as contact for EDD, CWA, and DOR for regional trainings

- viii. Provide summaries to local directors at monthly NBEC meetings
- ix. Work with Solano WDB to match fiscal invoices to training
- x. Complete RTC quarterly reports and exhibits for the state

b. Regional Organizer Services

- i. Serves as liaison to state for regional initiatives and share information with local directors
- ii. Completes regional quarterly reports and exhibits for the state, working with the designated fiscal agent for finances
- iii. Schedule and coordinate monthly NBEC meetings, providing summaries on regional initiatives
- iv. Work with regional partners, as needed, to facilitate attainment of regional outcomes
- v. Maintain fiscal and programmatic/outcomes tracking of NBEC regional grants to be shared at monthly NBEC meetings
- vi. Attend regional organizer convenings
- vii. Support development and maintenance of regional sub-awards
- viii. Lead regional grant applications process

4. Project Budget Summary (Exhibit B)

A. The matrix in Exhibit B of the First Amendment has been updated to include the following:

DOCUMENTATION OF DELIVERY	DELIVERY PERIOD	FEE
Regional Training Plan	July 1, 2017 – October 31, 2017	\$3,500. (\$175. X 20 hours maximum)
Regional Organizing Activities	July 1, 2017 – March 31, 2019	\$64,750. (\$175. X 370 maximum hours)
Regional Training Coordinator & Regional Organizer Services	April 1, 2019 – September 30, 2020	\$96,250. (\$175.00 per hour X 550 maximum hours *** includes cost of contractor's assigned and pre-approved travel)
TOTAL		\$164,500.

B. Section 1 is deleted in its entirety and replaced with:

The above payment amounts are contingent upon satisfactory contractor performance of the service activities as required in Exhibit A – Scope of Work. The Contractor will be reimbursed for any out of pocket costs for travel pre-approved by the WDB. Travel arrangements paid by the WDB will be expensed to this contract.

C. Section 5 is deleted in its entirety and replaced with:

The maximum payment under the terms of this contract shall under no circumstances, exceed **\$164,500.** for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.

5. Special Terms and Conditions (Exhibit D)

Section 1 has been deleted in its entirety




Heather Henry, President/Executive Director
Workforce Development Board of Solano
County



Racy Ming,
Racy Ming & Associates

APPROVED AS TO FORM

By  _____
County Counsel