

Board Meeting

Monday, April 1, 2019
Tenth Street Place, Basement Training Room
1010 10th Street, Ste. B300, Modesto, CA 95354
12:00 pm – 2:00 pm

The Workforce Development Board complies with all provisions of the Brown Act and the Conflict of Interest Code on file with the Stanislaus County Department of Workforce Development. See links below.

http://ag.ca.gov/publications/2003_Intro_BrownAct.pdf

<http://stanworkforce.com/board>

The agenda at each meeting allows for a public comment period, limited to 5 minutes. Public Comment forms are available at www.stanworkforce.com.

All meetings are conducted in English.

If you require assistance per the Americans with Disabilities Act, please notify Stanislaus County Workforce Development at (209) 558-2114, 72 hours in advance of the meeting.

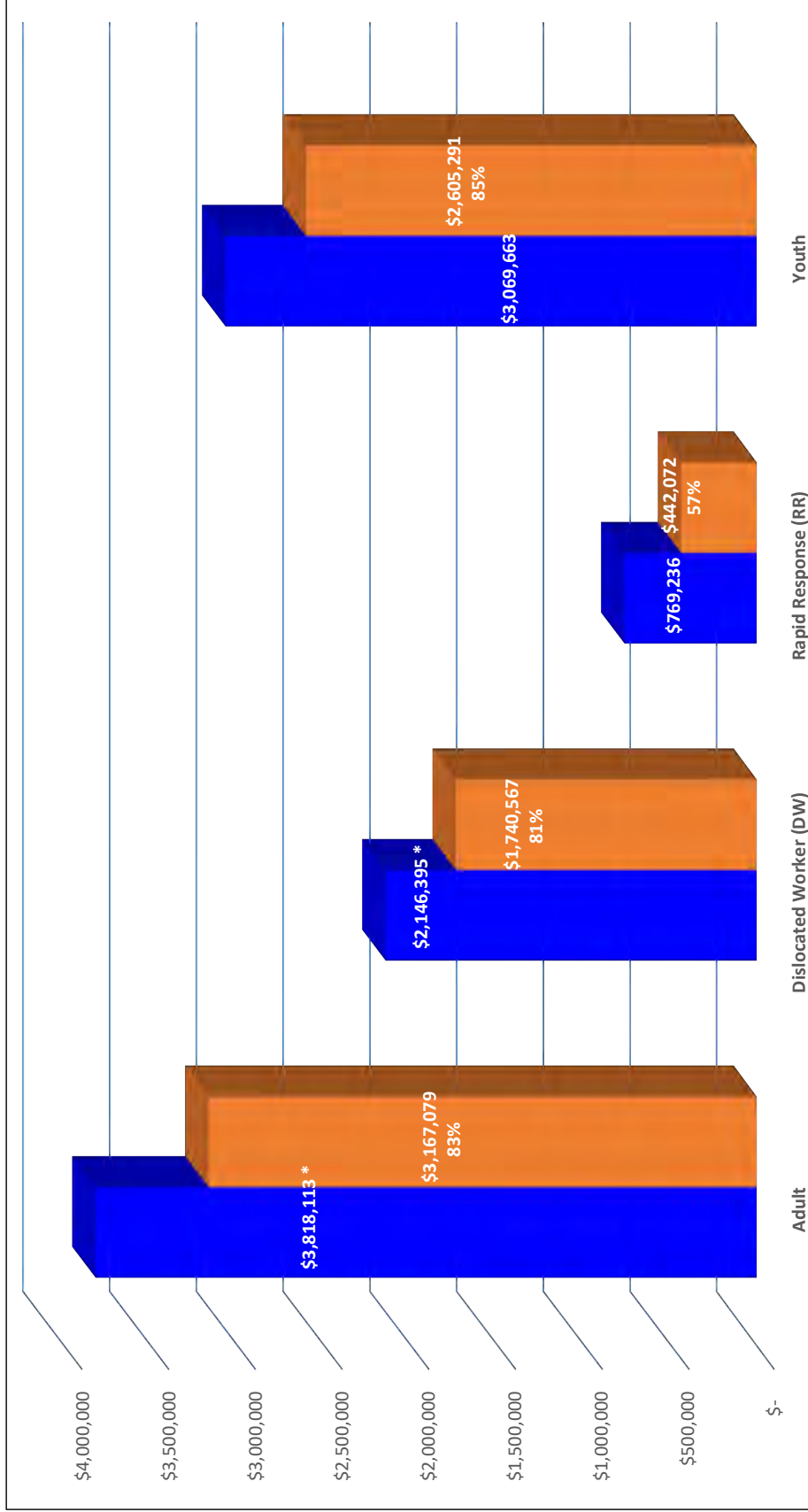
Public notice of all Workforce Development Board meetings are posted 72 hours in advance of the meeting at the location site and on the webpage at www.stanworkforce.com.

- I. Call to Order and Introductions
- II. Conflict of Interest
- III. Public Comment Period
- IV. Presentation
 - A. Cradle to Career
- V. Introduction of new Workforce Development Board Members Supervisor Berryhill, Charles Dossett, and Scott Kuykendall
- VI. Committee Reports
 - A. Youth Development Committee
 - B. Veterans' Development Committee
- VII. Director's Report
 - A. Update of Department Activities
 - B. Allocations At a Glance
 - C. Update on Business Services Transition
 - D. Labor Market Information- Sectors at a Glance
- VIII. Consent Items
 - A. Approve the Minutes of the January 7, 2019 Workforce Development Board Meeting
 - B. Approval of Contract Renewals for Existing Workforce Innovation and Opportunity Act Service Providers of Youth, Previously Incarcerated Adults and Dislocated Workers, and the One-Stop Operator for the 2019-2020 Program
 - C. Approval to Request Authorization From Stanislaus County Board of Supervisors for the Director of Workforce Development, or Designee, to Sign All Workforce Innovation and Opportunity Act-Related Grants, Sub-grant Agreements, Contracts and Any Modifications or Adjustments as Required for Program Year 2019-2020
 - D. Approval to Submit the Application for Subsequent Local Area Designation and Local Board Recertification and Authorize the Board Chair to Sign the Application

- E. Authorization for the Workforce Development Board Chair to Sign the Memorandum of Understanding for America's Job Center of California Prior to Submission to the State
- F. Approval for Stanislaus County Workforce Development to Submit a Request to the State to Transfer \$800,000 of Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to the WIOA Adult Fund Category
- IX. Discussion and Action Items
 - A. Acceptance of Information on the Results of the Request for Proposal for Sector Strategies, Employer Assessment and Employer Assistance Program, and Approval for the Department to Enter into a Contract with Opportunity Stanislaus to provide Sector Strategies Services, Employer Assessment (WorkKeys) Services, and Employer Assistance Program Services within Stanislaus County during Program Year 2019-2020
- X. Future Topic and Discussion

Next Meeting: Monday, July 1, 2019
Location: Tenth Street Place,
Basement Training Room
1010 10th Street, Ste. B300,
Modesto, CA 95354
Time: 12:00 pm – 2:00 pm
Future Meetings: October 7, 2019
Location: TBD

FISCAL YEAR 2018-2019 WIOA BUDGET VS. ANNUALIZED



Note: Variance between budget and annualized expenditures will be carried over for first quarter of Fiscal Year 2019-2020

$\frac{1}{7/19 \text{ WDB}} \frac{1}{7/19 \text{ WDB}}$
 Adult Allocation: $\$2,818,113 + \$200,000 = \$3,018,113^*$
 DW Allocation: $\$3,146,395 - \$200,000 = \$2,946,395^*$
 RR Allocation: $\$ 769,236 = \$ 769,236$
 Youth Allocation: $\$3,069,663 = \$3,069,663$
 Total: $\$9,803,407$

* Includes \$200,000 transfer from Dislocated Worker to Adult as approved at the 1/7/2019 WDB meeting.
 **Expenditure trends as of February 2019, annualized through June 30, 2019.

STANISLAUS COUNTY
WORKFORCE
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published 04.19

STANISLAUS COUNTY HEALTH CARE WORKFORCE SNAPSHOT

Quarter 4, 2018

11.6%

Percent of Stanislaus County's labor force employed in the Health Care sector (As of Q4 2018)

23,515 Total Employed



2.1% ↑

Percent of Growth in Stanislaus County's Health Care Labor Force (Historical 10 Years, Q4 2008 - 2018)



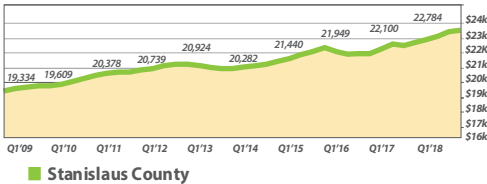
Projected Growth Over 5 Years
Health Care Labor Force in Stanislaus County (Q4 2018 - 2023)

1.8% ↑

Number of People Employed

Health Care Industry, Stanislaus County (Historical 10 Years, Q4 2008 - 2018)

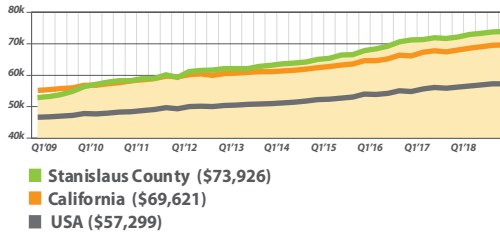
19,146 → **23,515**
Q4 2008 Q4 2018



Average Employee Wage

Health Care Industry, Stanislaus County (Historical 10 Years, Q4 2008 - 2018)

\$52,923 → **\$73,926**
Q4 2008 Q4 2018



TOP 10 HEALTH CARE OCCUPATIONS RANKED BY NUMBER OF PEOPLE EMPLOYED	Employed	Average Annual Wage	Projected Open Positions Q4 2018 - Q4 2019
REGISTERED NURSES	3,664	\$106,500	258
NURSING ASSISTANTS	1,546	\$32,600	195
MEDICAL ASSISTANTS	1,274	\$34,600	187
MEDICAL SECRETARIES	931	\$39,100	128
LICENSED PRACTICAL & LICENSED VOCATIONAL NURSES	856	\$51,300	75
RECEPTIONISTS & INFORMATION CLERKS	677	\$29,500*	107
DENTAL ASSISTANTS	607	\$36,000	82
PERSONAL CARE AIDES	587	\$23,200*	115
OFFICE CLERKS, GENERAL	459	\$32,800	60
BILLING & POSTING CLERKS	458	\$34,200	57
TOTAL EMPLOYED IN TOP 10 OCCUPATIONS	11,059		

* Positions with average earnings below the Self-Sufficiency Wage (\$31,100) for a one person family established by the Stanislaus County Workforce Development Board as of January 7, 2019.

TOP 3 HEALTHCARE SUBSECTORS

Ranked by Number Employed | Q4 2008-2018

Subsectors represent all employers classified by North American Industry Classification System to the 6th level.

1. General Medical & Surgical Hospitals

Ex: Emanuel Medical Center, Turlock



6,909 Total Employed

Stanislaus County Growth Rate

National Growth Rate

-0.2% ↓

1.0% ↑



2. Office of Physicians

Ex: McHenry Medical Group Inc., Modesto



3,683 Total Employed

Stanislaus County Growth Rate

National Growth Rate

2.0% ↑

1.6% ↑



3. Health Maintenance Organizations

Ex: Provides health care services and underwrites health and medical insurance policies



2,575 Total Employed

Stanislaus County Growth Rate

National Growth Rate

15.0% ↑

10.7% ↑



STANISLAUS COUNTY AGRICULTURE WORKFORCE SNAPSHOT

Quarter 4, 2018

7.9%

Percent of Stanislaus County's labor force employed in the Agriculture sector (As of Q4 2018)

15,980 Total Employed



0.5% ↑

Percent of Growth in Stanislaus County's Agriculture Labor Force (Historical 10 Years, Q4 2008 - 2018)

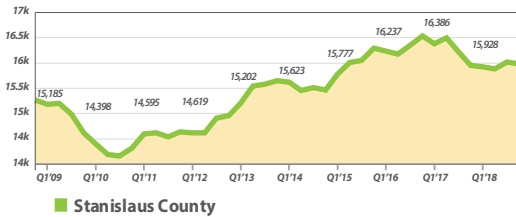
Projected Growth Over 5 Years
Agriculture Labor Force in Stanislaus County (Q4 2018 - 2023)

0.5% ↑

Number of People Employed

Agriculture Industry, Stanislaus County (Historical 10 Years, Q4 2008 - 2018)

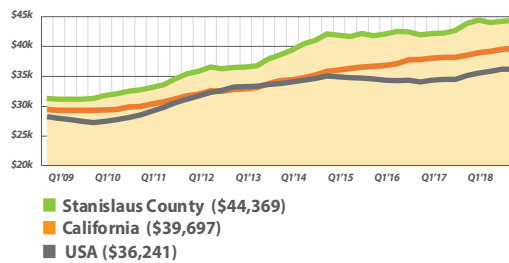
15,270 → **15,980**
Q4 2008 Q4 2018



Average Employee Wage

Agriculture Industry, Stanislaus County (Historical 10 Years, Q4 2008 - 2018)

\$31,383 → **\$44,369**
Q4 2008 Q4 2018



TOP 3 AGRICULTURE SUBSECTORS

Ranked by Number Employed | Q4 2008-2018

Subsectors represent all employers classified by North American Industry Classification System to the 6th level.

1. Farm Labor Contractors & Crew Leaders

Ex: Miguel Garcia Agrilabor Inc.



4,512 Total Employed

Stanislaus County Growth Rate

National Growth Rate

0.9% ↑

1.1% ↑



2. Dairy Cattle & Milk Production

Ex: Foster Dairy Farms



2,091 Total Employed

Stanislaus County Growth Rate

National Growth Rate

0.0%

2.0% ↑



3. Tree Nut Farming

Ex: Frazier Nut Farms Inc.



2,019 Total Employed

Stanislaus County Growth Rate

National Growth Rate

3.2% ↑

3.3% ↑



TOP 10 AGRICULTURE OCCUPATIONS RANKED BY NUMBER OF PEOPLE EMPLOYED	Employed	Average Annual Wage	Projected Open Positions Q4 2018 - Q42019
FARMWORKERS & LABORERS, CROP, NURSERY, GREENHOUSE	7,243	\$26,000*	1,156
FARMERS, RANCHERS & OTHER AGRICULTURAL MANAGERS	2,899	\$74,500	235
FARMWORKERS, FARM, RANCH & AQUACULTURAL ANIMALS	1,614	\$29,900*	238
AGRICULTURAL EQUIPMENT OPERATORS	552	\$29,800*	93
GRADERS & SORTERS, AGRICULTURAL PRODUCTS	392	\$22,300*	56
FIRST-LINE SUPERVISORS OF FARMING, FISHING & FORESTRY WORKERS	312	\$44,400	45
PACKERS & PACKAGERS, HAND	265	\$32,000	44
HEAVY & TRACTOR-TRAILER TRUCK DRIVERS	161	\$41,000	19
BOOKKEEPING, ACCOUNTING & AUDITING CLERKS	155	\$41,800	16
INDUSTRIAL TRUCK & TRACTOR OPERATORS	114	\$37,800	14
TOTAL EMPLOYED IN TOP 10 OCCUPATIONS	13,707		

* Positions with average earnings below the Self-Sufficiency Wage (\$31,100) for a one person family established by the Stanislaus County Workforce Development Board as of January 7, 2019.

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STANISLAUS COUNTY MANUFACTURING WORKFORCE SNAPSHOT

Quarter 4, 2018

10.6%

Percent of Stanislaus County's labor force employed in the Manufacturing sector (As of Q4 2018)

21,564 Total Employed



-0.6%



Percent of Growth in Stanislaus County's Manufacturing Labor Force (Historical 10 Years, Q4 2008 - 2018)

Projected Growth Over 5 Years

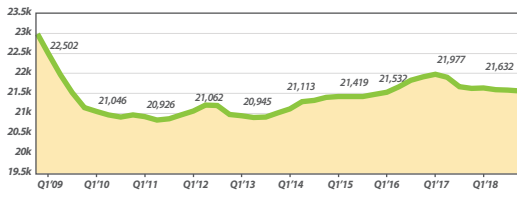
Manufacturing Labor Force in Stanislaus County (Q4 2018 - 2023)

0%

Number of People Employed

Manufacturing Industry, Stanislaus County (Historical 10 Years, Q4 2008 - 2018)

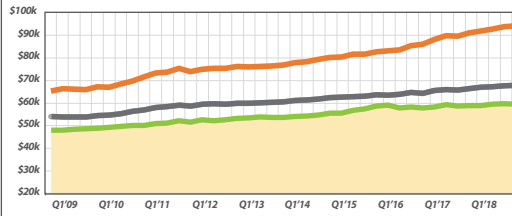
22,988 → **21,564**
Q4 2008 Q4 2018



Average Employee Wage

Manufacturing Industry, Stanislaus County (Historical 10 Years, Q4 2008 - 2018)

\$48,266 → **\$59,878**
Q4 2008 Q4 2018



■ Stanislaus County (\$59,878)
■ California (\$94,068)
■ USA (\$67,802)

TOP 10 MANUFACTURING OCCUPATIONS RANKED BY NUMBER OF PEOPLE EMPLOYED	Employed	Average Annual Wage	Projected Open Positions Q4 2018 - Q4 2019
PACKAGING & FILLING MACHINE OPERATORS & TENDERS	1,277	\$39,600	148
FOOD BATCHMAKERS	917	\$34,800	128
LABORERS & FREIGHT, STOCK & MATERIAL MOVERS, HAND	754	\$29,700*	104
TEAM ASSEMBLERS	735	\$32,600	67
HELPERS- PRODUCTION WORKERS	728	\$34,000	108
FIRST-LINE SUPERVISORS OF PRODUCTION & OPERATING WORKERS	703	\$60,200	68
INDUSTRIAL TRUCK AND TRACTOR OPERATORS	646	\$37,800	72
INDUSTRIAL MACHINERY MECHANICS	570	\$57,900	57
INSPECTORS, TESTERS, SORTERS, SAMPLERS & WEIGHERS	569	\$46,400	62
PACKERS & PACKAGERS, HAND	503	\$32,000	76
TOTAL EMPLOYED IN TOP 10 OCCUPATIONS	7,402		

* Positions with average earnings below the Self-Sufficiency Wage (\$31,100) for a one person family established by the Stanislaus County Workforce Development Board as of January 7, 2019.

TOP 3 MANUFACTURING SUBSECTORS

Ranked by Number Employed | Q4 2008- 2018

Subsectors represent all employers classified by North American Industry Classification System to the 6th level.

1. Wineries

Ex: E & J Gallo Winery, Modesto



3,068 Total Employed

Stanislaus County Growth Rate

0.7% ↑

National Growth Rate

5.2% ↑

Stanislaus County



National



2. Fruit & Vegetable Canning

Ex: Conagra Brands, Inc., Oakdale



2,510 Total Employed

Stanislaus County Growth Rate

-1.6% ↓

National Growth Rate

-1.3% ↓

Stanislaus County



National



3. Poultry Processing

Ex: Foster Poultry Farms, Waterford



1,603 Total Employed

Stanislaus County Growth Rate

0.3% ↑

National Growth Rate

0.1% ↑

Stanislaus County



National



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STANISLAUS COUNTY TRANSPORTATION & WAREHOUSING WORKFORCE SNAPSHOT

Quarter 4, 2018

4.8%

Percent of Stanislaus County's labor force employed in Transportation and Warehousing (As of Q4 2018)

9,678 Total Employed 

3.4% 

Percent of Growth in Stanislaus County's Transportation and Warehousing Labor Force (Historical 10 Years, Q4 2008 - 2018)

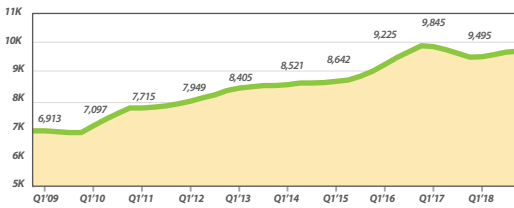
Projected Growth Over 5 Years
Transportation and Warehousing Labor Force in Stanislaus County (Q4 2018 - 2023)

1.1% 

Number of People Employed

Transportation and Warehousing Industry, Stanislaus County (Historical 10 Years, Q4 2008 - 2018)

6,914 → **9,678**
Q4 2008 Q4 2018

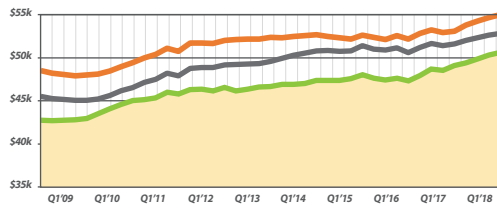


■ Stanislaus County

Average Employee Wage

Transportation and Warehousing Industry, Stanislaus County (Historical 10 Years, Q4 2008 - 2018)

\$42,760 → **\$50,631**
Q4 2008 Q4 2018



■ Stanislaus County (\$50,631) ■ USA (\$52,845)
■ California (\$55,119)

TOP 10 TRANSPORTATION & WAREHOUSING OCCUPATIONS RANKED BY NUMBER OF PEOPLE EMPLOYED	Employed	Average Annual Wage	Projected Open Positions Q4 2018 - Q4 2019
HEAVY & TRACTOR-TRAILER TRUCK DRIVERS	2,244	\$41,000	259
LABORERS & FREIGHT, STOCK & MATERIAL MOVERS, HAND	1,251	\$29,700*	206
INDUSTRIAL TRUCK AND TRACTOR OPERATORS	589	\$37,800	76
POSTAL SERVICE MAIL CARRIERS	409	\$52,200	22
LIGHT TRUCK OR DELIVERY SERVICES DRIVERS	368	\$33,800	45
BUS DRIVERS, SCHOOL OR SPECIAL CLIENT	346	\$31,900	50
PACKERS AND PACKAGERS, HAND	339	\$32,000	62
BUS DRIVERS, TRANSIT AND INTERCITY	321	\$44,600	43
STOCK CLERKS & ORDER FILLERS	301	\$27,800*	44
BUS & TRUCK MECHANICS & DIESEL ENGINE SPECIALISTS	205	\$50,400	20
TOTAL EMPLOYED IN TOP 10 OCCUPATIONS	6,373		

* Positions with average earnings below the Self-Sufficiency Wage (\$31,100) for a one person family established by the Stanislaus County Workforce Development Board as of January 7, 2019.

TOP 3 TRANSPORTATION SUBSECTORS

Ranked by Number Employed | Q4 2008 - 2018

Subsectors represent all employers classified by North American Industry Classification System to the 6th level.

1. General Warehousing & Storage

Ex: JS West & Companies, Modesto

 **3,011** Total Employed

Stanislaus County Growth Rate

National Growth Rate

11.4% 

5.9% 



2. General Freight Trucking, Long Distance, Truckload

Ex: Rocha Transportation, Modesto

 **1,009** Total Employed

Stanislaus County Growth Rate

National Growth Rate

-0.3% 

-0.3% 



3. General Freight Trucking

Ex: Ruan, Turlock

 **947** Total Employed

Stanislaus County Growth Rate

National Growth Rate

0.2% 

0.8% 



Board Meeting

Monday, January 7, 2019
Tenth Street Place, Basement Training Room
1010 10th Street, Ste. 300, Modesto CA 95354
12:00 pm – 2:00 pm

Members in attendance:

Margarita Cabalbag
Mahalia Gotico
Richard Hagerty
Kathryn Harwell
Jody Hayes
Mary Machado
Doug Murdock

William O'Brien
Maryn Pitt
Cecil Russell
Chris Savage
J. Douglas Van Diepen
Greg Vincelet

Members absent:

Josh Bridegroom
Ross Briles
Jennifer Carlson-Shipman
Dean Fadeff
Kris Helton

Pedro Mendez
Dick Monteith
Tim Robertson
James Wood, Jr.

Staff in attendance:

Vinal Chand
Andy Fiskum
Cheryl Fondse
Doris Foster
Ryan Gonchar

Virginia Isha
Angelique Prendez
Margarita Ramos
Sara Redd
Martha Sanchez

5 Additional guests were present.

I. Call to Order and Introductions

William O'Brien, Workforce Development Board (WDB) Chair, called the meeting to order at 12:13 p.m., thanked everyone for attending and invited Board members, staff and guests to introduce themselves.

II. Conflict of Interest

Chairman O'Brien outlined the Conflict of Interest Policy.

III. Public Comment Period

Chairman O'Brien gave information on the Public Comment Period. There were no public comments on non-agenda items.

IV. Director's Report

A. Update of Department Activities

Workforce Development Director, Doris Foster, welcomed and thanked all for attending. Director Foster introduced her new Executive Assistant, Angelique Prendez, to the team. Angelique is responsible for anything Board related. This includes Board paperwork, and ensuring meetings are set up.

Director Foster reported Virginia Isha, Workforce Data Analyst, will be presenting the Labor Market Information (LMI) today. Director Foster asked what type of information the Board would like to see in the future as Virginia will present each time the WDB meets. The Department is recruiting for a Marketing Coordinator, and interviews will be held next week. The Marketing Coordinator will be providing Business Services and marketing the Workforce Development brand.

Director Foster reported a department restructure. Martha Sanchez will be the Business Services Manager for the entire department. Sara Redd will be doing all Client Services. This will allow the Department to bridge services and use funding more resourcefully, enabling participants to receive additional funding as well as different opportunities. A Request for Proposal for Sector Strategies will be released this week. Director Foster reported on Cradle to Career as it ties in with our Sector Strategies. Rapid Response is going to the Board of Supervisors for approval tomorrow, and after approval, the Request for Proposal (RFP) will be released.

Department staff have applied for four different Grants, one being Cal Fresh. This grant is to work with participants directly to get them job ready, enrolled into the program and provide additional training. Staff have also applied for a Child Support grant to work with non-custodial parents who do not have jobs. Department Staff will partner with Department of Child Support to help get the non-custodial parent's driver's license back and help remove any barriers they may have, and are working with the State to look into removing/lessening arrears. The Veterans grant will allow the Department to continue the Veterans Program, and staff are looking into a Veterans Job Center to assist the participants. Also applied for, was the Prison to Employment grant to assist individuals who are currently incarcerated or were previously incarcerated to be job ready.

Director Foster reported there has been a pause on our Newsletter. Our new Marketing Coordinator will distribute a revamped Newsletter which will include statistics in the months to come.

The Veterans Committee has met twice since the last WDB meeting, continuing the committee organization, and provide updates at the next Board meeting.

The Youth Development Committee has been meeting quarterly, and scheduling Lunch N' Learn opportunities during the non-meeting months. The Board will be updated regularly.

B. WIOA Regulatory Overview

Workforce Development Business Manager, Vinal Chand provided a visual depiction of the WIOA Regulatory Overview, provided in the Agenda. Director Foster reported that the Training Employment Guidance Letters (TEGL's) and Training Employment Notices (TEN's) directives come out

regularly. Vinal's staff interprets the directives / TEGL's and makes changes on how the Department provide services or utilize funding.

C. Labor Market Information

Workforce Development Data Analyst, Virginia Isha provided a detailed overview of the America's Job Centers (AJCC) visits, provided in the Agenda. Virginia reported that customers have access to four Stanislaus County Job Centers (Modesto co-located with EDD, Patterson co-located with CSA, Oakdale, and Turlock co-located with CSA). Customers can access the AJCC for self-directed services. Customers can access computers, job search, create resumes, take typing tests, and obtain job referrals. AJCC's are the first point of contact to our community. It is a place where we can refer customers to our partners for services and enroll them in WIOA.

V. Presentation

A. Eckerd Connects

Eckerd Connects Program Manager, Cecilia Gonzalez reported their program started in July 2017. Eckerd Connects provides in-house training services. Their target and outreach audience are young adults, ages 17 to 24. They have an 8-10 week paid work experience program with local businesses and organizations. Eckerd Connects has met their participant goals, which also includes youth completing the paid work experience program.

VI. Consent Items

Consent items adopted. R. Hagerty / C. Russell unan.

A. Approved of the Minutes of the October 1, 2018 Workforce Development Board Meeting

Board member asked for clarification around the Agenda October 1, 2018 minutes, funding provided to Opportunity Stanislaus.

Director Foster reported we had a request for proposal (RFP) and contract to provide Business Services, currently with Opportunity Stanislaus. The Agenda item, located on page seven, was to do a RFP for Sector Strategies. Sector Strategies works with businesses to determine sector services (health, manufacturing, agriculture, etc.). This ties to education and determines how to skill-up labor. Opportunity Stanislaus and other agencies will have the opportunity to bid for services.

B. Approved for Stanislaus County Workforce Development to Submit a Request to the State to Transfer \$200,000 of Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to the WIOA Adult Fund Category

C. Approved of Stanislaus County Workforce Innovation and Opportunity Act (WIOA) Program Years 2017-2021 Local Plan 2-year Modification and Authorization for Workforce Development Board Chair to Sign the Local Plan 2-year Modification

VII. Discussion and Action Items

A. Approved to Increase the Limit for Individual Training Accounts Up to \$10,000 for In-Demand Occupations Leading to an Employment Wage of \$17.47 or Above and \$7,500 for All Other In-Demand Occupations
M. Pitts / C. Savage unan. Motion Passed as amended.

Move to Approve as Amended to Read as Follows:

Approval to Increase the Limit for Individual Training Accounts Up to \$10,000 for In-Demand Occupations In Line With the Top Five Industry Sectors and \$7,500 for All Other In-Demand Occupations. In-Demand Occupations Leading to An Employment Wage as Identified by the Yearly Quarterly EDD LMI Determined Wage.

Workforce Development Client Services and Business Services Manager, Martha Sanchez requested the need to increase the individual training CAP from \$5,500 per participant to \$10,000 per participant. Since 2014 there has been a \$5,500 CAP per individual training account. Due to cost increases from training providers and requirements for funding expenditures at the State and Federal level, staff reviewed individual training accounts costs. These increases directly impact our clients. Martha reported we have obligated approximately \$6,276 per individual training account. On average, participants who would like to participate in programs that cost more than the allocated \$5,500 are not able to provide the out-of-pocket cost difference, therefore not allowing them to participate in the program. The actual average and median cost per training is higher than the allocated CAP. Due to cost increases directly impacting participants training, staff are requesting for all of the general in-demand occupations that staff pay up to \$7,500 per individual training account. For occupations that are in-demand (healthcare, retail, and food service, wholesale, warehouse, and logistics, education and professional, technical, and scientific services, manufacturing, and installation and maintenance) staff would like to pay up to \$10,000 for programs which are higher in cost and typically have a higher ROI on wages. These in-demand occupations lead to an employment wage of at least \$17.47 per hour. Wage information was provided by the Employment Development Department's Labor Market information. Staff would like to request for specific occupations to go up to \$10,000 for those jobs that would be \$17.47 or above and any others would be \$7,500. The Department would like your approval that when the unemployment rate goes above ten percent (10%) staff go back to \$7,500 across the board to allow for a more flexible budget to better serve more individuals and use the funds strategically. This will align the Department with other counties across the region, as outlined in the Agenda. William O'Brien and Chris Savage recommended that the wording must be timeless such that the occupations and wage can be flexible as new data is released.

- B. Approved for Stanislaus County Workforce Development (SCWD) to Utilized the Lower Living Standard Income Level (LLSIL) at 200% to Determine the Self-Sufficiency Wage

R. Hagerty / G. Vincelet unan. Motion Passed.

Director Foster tied this back to Virginia's presentation and Martha's discussion. The Department is seeing fewer participants in the programs based on the unemployment rate, as these are the harder to serve individuals. Individuals who are currently working are not eligible for services because they are making a higher wage.

In 2014, the Workforce Development Board approved using the California Budget and Policy Center to determine the self-sufficient rate. The rates

decrease and increase, and are currently down at \$11.95. This hourly rate does not take into account clothing, housing, food, etc., this is not a self-sufficiency rate. Staff took a look at a different data source that is better aligned and valid. Workforce Development Contract Analyst, Ryan Gonchar defined self-sufficiency. Self-sufficiency is defined as the level of income a person or family must be below in order to be eligible for certain services. In 2014, the Workforce Development Board approved a self-sufficiency wage of \$13.32 according to the California Budget and Policy Center statistics. Staff recently revisited the California Budget data and learned the wage dropped to \$11.95. Staff felt this wage was not sufficient for today's workforce or the community. We pulled studies from the University of California, Berkeley's Labor Center's website which included data from MIT, University of Washington, California Budget and Policy Center, the Economic Policy Institute, and the Lower Living Standard Income Level (LLSIL) that was provided by the State in 2018. Staff is recommending to utilize the LLSIL that was passed by the State at the 200% level. Director Foster shared an analysis on the number of participants currently in the system and how many have obtained jobs. The data reflects that most of the individuals are unemployed. The Department is hoping this will bring in more individuals and assist employers who have employees earning minimum wage.

VIII. Future Topic and Discussion

No future topics.

Chairman O'Brien gave their closing remarks.

Meeting adjourned: 1:32 p.m.

Next Meeting: Monday, April 1, 2019

Location: 1010 10th Street, Ste. B300

Time: 12:00 pm – 2:00 pm

Future Meetings: Monday, July 1, 2019

Monday, October 7, 2019

April 1, 2019

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

I. SUBJECT:

Approval of Contract Renewals for Existing Workforce Innovation and Opportunity Act Service Providers of Youth, Previously Incarcerated Adults and Dislocated Workers, and the One-Stop Operator for the 2019-2020 Program Year

II. ITEM NUMBER: VIII-B

III. ITEM TYPE: Consent

IV. STAFF RECOMMENDATION:

Approve contract renewals for existing service providers of Workforce Innovation and Opportunity Act Youth Service, Previously Incarcerated Adults and Dislocated Workers, and the One-Stop Operator for the 2019-2020 Program Year.

V. POLICY ISSUE:

According to Workforce Innovation and Opportunities Act (WIOA) regulations 679.370, the Local Workforce Development Board, among other responsibilities, must: Develop effective linkages with employers in the region to support employer utilization of the local workforce development system, and select providers of Youth Services, Career Services (if not provided through the One-Stop Operator), and the One-Stop Operator for the local area.

VI. DISCUSSION:

During Fiscal Year 2016-2017, Workforce Development released three separate Requests for Proposals (RFPs) for:

- Youth services
- Previously Incarcerated Adults and Dislocated Worker services
- One-Stop Operator services

All RFPs allow for two additional contract renewals after the initial award, subject to satisfactory performance, Fiscal Year 2019-2020 being the last renewal year.

At the April 3, 2017 Workforce Development Board meeting, the Board approved the second year renewal recommendation to enter into contracts with Ceres Unified School District (Project YES), Computer Tutor Business and Technical Institute, now Steller Career College (Project ASPIRE), and Eckerd Youth Alternatives, Inc. to provide workforce services to disconnected and at-risk Youth during Program Year 2017-2018. Furthermore, the Board

approved the recommendation to enter into contract with Friends Outside to provide workforce services to Previously Incarcerated Adult and Dislocated Workers.

In attempts to procure a One-Stop Operator in Fiscal Year 2016-2017, Workforce Development issued two RFPs independently, and participated in one joint Request for Proposal with a consortium of five workforce development boards. The consortium included San Joaquin, Stanislaus, Merced, Madera and Kings Counties. Each of the RFPs were unsuccessful in obtaining a qualified provider.

At the July 10, 2017 meeting, the Workforce Development Board approved staff to enter into a sole-source agreement with the five-county consortium to engage the services of ProPath, Inc. for the region. At the April 2, 2018 Workforce Development Board meeting, the Board approved the first of two contract renewals in accordance with the RFPs for these contracts, and also approved the ProPath, Inc. contract renewal for Fiscal Year 2018-2019.

Each of the organizations mentioned above with the exception of ProPath, Inc. received a program and fiscal monitoring from Workforce Development during Fiscal Year 2017-2018. ProPath, Inc. was monitored jointly by the Regional Partners, with Merced County being the lead. None of the contractors have had any disallowed costs, and while there were limited monitoring findings, no substantial issues were identified that would warrant non-renewal. Fiscal Year 2018-2019 monitoring for the One-Stop Operator, ProPath, Inc. is complete with no disallowed costs or substantial issues noted. Fiscal Year 2018–2019 fiscal and program monitoring is scheduled to begin in April for the remaining contractors. If there are any substantial findings, the Department will take that into consideration prior to contract renewal. Renewal for ProPath for Program Year 2019-2020, if approved by the Workforce Development Board, will be facilitated through the Merced County Department of Workforce Investment.

This is the final renewal of all three contracts before the Stanislaus County Workforce Development releases the required new RFP for WIOA Youth Services, and One-Stop Operator services starting in Program Year 2020-2021. With the new Prison to Employment program directed by the California Department of Corrections and Rehabilitation, staff will analyze and determine the best service delivery methodology for the prison to employment population.

Funding levels for the final year are yet to be determined, as funding levels for the 2019-2020 Program Year have not yet been announced by the Department of Labor. Staff expects the preliminary 2019-2020 Program Year funding levels to be announced soon, however, final funding amounts may not be available until as late as June 2019.

VII. ADMINISTRATIVE BUDGET IMPACT:

Total amounts allocated for WIOA contracts for Fiscal Year 2018-2019 was \$2,120,000. The budget for 2019-2020 contract amounts will be determined through contract negotiation and will depend on final State WIOA allocation amounts. Based on what Staff has heard, it is anticipated that funding levels will be in line with the Fiscal Year 2018-2019 allocation.


Doris Foster, Director

April 1, 2019

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

I. SUBJECT:

Approval to Request Authorization From Stanislaus County Board of Supervisors for the Director of Workforce Development, or Designee, to Sign All Workforce Innovation and Opportunity Act-Related Grants, Sub-grant Agreements, Contracts and Any Modifications or Adjustments as Required for Program Year 2019-2020

II. ITEM NUMBER: VIII-C

III. ITEM TYPE: Consent

IV. STAFF RECOMMENDATION:

Approve the request to seek authorization from Stanislaus County Board of Supervisors for the Director of Workforce Development, or designee, to sign all Workforce Innovation and Opportunity Act (WIOA) - related grants, sub-grant agreements, contracts and any modifications or adjustments as required for Program Year 2019-2020.

V. POLICY ISSUE:

Workforce Innovation and Opportunity Act (WIOA) regulations 679.420 allow the Chief Local Elected Official or the Governor to appoint a fiscal agent to assist in administrative duties on behalf of the local workforce development area. The fiscal agent fulfills many functions including receiving funds, ensuring fiscal integrity, and procuring contracts or obtaining written agreements in support of the Local Board's objectives. This item is informational for the Workforce Development Board and to share that an Agenda Item, as it was done for prior Fiscal Years, will be taken to the Board of Supervisors for authorization.

VI. DISCUSSION:

The Chief Local Elected Official has designated Stanislaus County Workforce Development to be the fiscal agent on behalf of the local workforce development area. Approval of staff recommendations will allow the Director of Workforce Development to enter into and sign contracts to expend the Program Year 2019-2020 WIOA funds in the general administration of the program. The signatory authority approval will need to be approved by the Stanislaus County Board of Supervisors.

Individual contract amounts for the provision of WIOA services will vary, and are expected to exceed \$100,000 in some instances. Approval to enter into contracts will be requested from the Stanislaus County Workforce Development Board and will follow the Board of

Supervisors approved policies regarding procuring and the reporting of contracts and agreements.

Once approved by the Workforce Development Board, Staff will take an agenda item to the Stanislaus County Board of Supervisors seeking authorization for the Director to have signatory authority for all WIOA operations.

VII. ADMINISTRATIVE BUDGET IMPACT: None


Doris Foster, Director

April 1, 2019

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

I. SUBJECT:

Approval to Submit the Application for Subsequent Local Area Designation and Local Board Recertification and Authorize the Board Chair to Sign the Application

II. ITEM NUMBER: VIII-D

III. ITEM TYPE: Consent

IV. STAFF RECOMMENDATION:

Approve the request to submit the application for subsequent Local Area Designation and Local Board Recertification, and authorize the Board Chair to sign the application.

V. POLICY ISSUE:

The Workforce Innovation and Opportunity Act (WIOA) Sections 106 and 107 provide the criteria for the subsequent designation of Local Areas and recertification of Local Boards. Specifically, the WIOA Section 106 requires the Governor to designate Local Areas within the State, while Section 107 requires the Governor to certify one Local Board for each Local Area in the State that has received initial designation status. The Local Board Chair is required to sign the application.

VI. DISCUSSION:

The California Workforce Development Board (State Board) and the Employment Development Department (EDD), acting under the authority of the Governor, established policies and procedures along with the completion of the initial designation of Local Areas in June 2015, which were effective for Program Years (PY) 2016-2018 and completed Local Board recertification in June 2016.

The Local Area Subsequent Designation is only available to existing local areas; the subsequent designation continues to identify Stanislaus County as a stand-alone Workforce Development Area and allows the Stanislaus County Board of Supervisors to be the fiduciary trustee of WIOA funds. If the Local Area is modified, such as combining with another county or joining a consortium, a Modified Local Area Designation application would have to be completed. The Department does not anticipate any modifications to its Local Area Designation status.

The Local Board Recertification process examines the make-up of the Board, along with other factors to assure that the Local Board is performing the functions identified under

WIOA. The Employment Development Department’s Workforce Services Draft Directive 196 combines both the required Subsequent Designation and Local Board Certification prescribed in the Workforce Innovation and Opportunity Act.

WIOA Section 106 calls for a subsequent designation process and requires the Governor to approve the request for subsequent designation from a Local Area if the area performed successfully, sustained fiscal integrity, and engaged in the regional planning process. The Department has met all of aforementioned criteria, thus expects approval to be granted without any exceptions.

WIOA Section 107 provides criteria for the recertification of Local Boards. Specifically, it requires the Governor to certify one Local Board for each Local Area in the State once every two years. In order to be recertified, the Local Board must meet the WIOA membership requirements, meet or exceed performance accountability measures and achieve sustained fiscal integrity, all of which the Department has met.

Subsequent Designation and Recertification of Local Workforce Development Boards will be effective July 1, 2019 for a two-year period, ending June 30, 2021. Attachment 1 shows the application for Subsequent Local Area Designation and Local Board Recertification. The application must be completed, signed by the Local Board Chair and the Chief Local Elected Official and submitted to the California State Workforce Development Board by May 31, 2019.

Once approved by the Workforce Development Board, Staff will take an agenda item to the Board of Supervisors for approval and signature.

VII. ADMINISTRATIVE BUDGET IMPACT:

Failure to apply for Subsequent Local Area Designation and Local Board Recertification would result in dissolution of the Workforce Development Board and the State reorganizing and designating an entity other than Stanislaus County to administer Workforce Innovation and Opportunity Act funds in the Local Area.


Doris Foster, Director

Existing Local Area

**Application for Subsequent Local Area Designation
And
Local Board Recertification
Program Year 2019-21**

Local Workforce Development Area

Stanislaus County Workforce Development

Local Board Membership

The WIOA Section 107(b) (2) (A) through (E) states the requirements for nominating and selecting members in each membership category. The WIOA Section 107(b) (2) (A) requires that business members constitute a majority of the Local Board. The chairperson shall be a business representative, per WIOA Section 107(b) (3).

The local Chief Elected Official (CEO) is required to provide the names of the individuals appointed for each category listed on the following pages o, attach a roster of the current Local Board which identifies each member’s respective membership category.

BUSINESS – A majority of the members **must** be representatives of business in the Local Area who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policy-making or hiring authority; (ii) represent businesses, including small businesses, or organizations; and (iii) are appointed from among individuals nominated by local business organizations and business trade association (WIOA Section 107[b] [2] [A]).

Please identify the Local Board chairperson by typing CHAIR after his/her name.

Name	Title	Entity	Appointment Date	Term End Date
Bill O’Brien CHAIR	General Manager	O'Brien's Supermarket, Inc.	7/1/2016	6/30/2022
Josh Bridegroom	CEO	Downtown Modesto Partnership	3/27/2018	6/30/2022
Ross Briles	Owner	Funworks	10/25/2016	6/30/2022
Jennifer Carlson-Shipman	Talent Acquisition Partner Relations Manager	Talent Acquisition Partner Relations Manager	7/1/2016	6/30/2019
Richard Hagerty	Co-Owner - Modesto Steel Co.	Modesto Welding Products, Inc.	7/1/2016	6/30/2019
Kris Helton	General Manager	Central Valley Ag Group	3/27/2018	6/30/2022
Mary Machado	Owner	Machado & Sons Construction Inc.	7/1/2018	6/30/2022
Doug Murdock	Apprenticeship Coordinator	Stanislaus County Manufacturing /Maintenance Joint Apprenticeship Committee & Lawrence Livermore Lab	7/1/2016	6/30/2022
Cecil Russell	President	Modesto Chamber of Commerce	7/1/2016	6/30/2022

Chris Savage	Sr. Director of Global Environment Affairs	E.J. Gallo Winery	7/1/2016	6/30/2019
J. Douglas Van Diepen	Engineering Manager	Del Monte Foods	7/1/2016	6/30/2022
Lynis Chaffey	Director of Business Development/Chief Strategy Officer	Emanuel Medical Center – Tenet Healthcare	3/19/2019	6/30/2022
Charles Dossett	President	DOCON INC.	3/19/2019	6/30/2022

LABOR – Not less than 20 percent of the members must be representatives of workforce within the Local Area who

must include (i) representatives of labor organizations who have been nominated by state labor federations; (ii) a member of a labor organization or a training director from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area; and

may include (iii) representatives of community based organizations with demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, veterans, or individuals with disabilities; and (iv) representatives of organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth and/or out-of-school youth (WIOA Section 107[b][2][B]).

Name	Title	Entity	Appointment Date	Term End Date
Dean Fadeff	Business Representative	Operating Engineers Local #3	7/1/2016	6/30/2022
Tim Robertson	Executive Director	North Valley Labor Federation	7/11/2017	6/30/2020
Greg Vincelet	Training Coordinator	Central Valley Pipe Trades Local 442	7/1/2016	6/30/2022
James Wood Jr.	President	Laborer’s International Union, Local 1130	7/1/2016	6/30/2020

Education – Each Local Board shall include representatives of entities administering education and training activities in the Local Area who

Must include (i) a representative of eligible providers administering Title II adult education and literacy activities; (ii) a representative of institutions of higher education providing workforce investment activities; and

May include (iii) representatives of local educational agencies, and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment (WIOA Section 107[b] [2] [C]).

Name	Title	Entity	Appointment Date	Term End Date
Pedro Mendez	Dean of Public Safety/Technical & Community Education	Modesto Junior College	7/1/2016	6/30/2020
Scott Kuykendall	Superintendent of Schools	Stanislaus County Office of Education	3/19/2019	06/30/2022

Economic and Community Development – Each Local Board shall include representatives of governmental, economic, and community development entities serving the Local Area who **must** include (i) a representative of economic and community development entities; (ii) a representative from the State employment service office under the *Wagner-Peyser Act*; (iii) a representative of the Vocational Rehabilitation program; and

may include (iv) representatives of agencies or entities administering programs serving the Local Area relating to transportation, housing, and public assistance; (v) Representatives of philanthropic organizations serving the Local Area; and (E) individuals or representatives of entities as the chief elected official in the Local Area may determine to be appropriate (WIOA Section 107[b][2][D] and [E]).

Name	Title	Entity	Appointment Date	Term End Date
Maryn Pitt	Assistant to City Manager for Economic Development and Housing	City of Turlock	7/1/2018	6/30/2022
Margarita Cabalbag	Employment Program Manager	Employment Development Department	10/25/2016	6/30/2020
Mahalia Gotico	Staff Services Manager	CA Department of Rehabilitation	7/1/2016	6/30/2022
Tom Berryhill	District 4 Supervisor	Stanislaus County Board of Supervisors	1/15/2019	12/31/2019

Katheryn Harwell	Director	Stanislaus County Community Services Agency	7/1/2016	6/30/2022
Jody Hayes	Chief Executive Officer	Stanislaus County	9/26/2017	6/30/2020

Sustained Fiscal Integrity

The Local Area hereby certifies that it has not been found in violation of one or more of the following during PYs 16-17 or 17-18:

- **Final determination of significant finding(s)** from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or mis-expended funds due to the willful disregard or failure to comply with any WIA requirement, such as failure to grant priority of service or verify participant eligibility.
- **Gross negligence** – defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- **Failure to observe accepted standards of administration.** Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 29 *Code of Federal Regulations* (CFR) Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIOA regulations, and state guidance.

Highlights of these responsibilities include the following:

- Timely reporting of WIOA participant and expenditure data
- Timely completion and submission of the required annual single audit
- ***Have not been placed on cash hold for longer than 30 days***

(In alignment with WIOA Section 106[e] [2])

Engaged in Regional Planning

The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures in the following ways:

Stanislaus County Workforce Development:

- 1) Participates in the Central California Workforce Collaborative (CCWC) Director meetings, designed to coordinate services and share information with other Local Workforce Development Areas within the San Joaquin Valley RPU.
- 2) Hosted two of the Regional Planning Forums and provided minutes to assist in the preparation of the Regional Plan.
- 3) Participated in the regional performance negotiations and formulated local performance measures that supported the final negotiated regional performance measures.
- 4) Actively participates in a regional review of Draft Directives to assist the region in formulating responses to state Draft Directives.
- 5) Is an active member in the regional Rapid Response Round Table that shares best practices, discusses WARN events and other business closure and reduction-in-force activities and plans responses to major events that affect the region.
- 6) Assists in regional grant preparation activities and is the sub recipient of a sub-region Veterans Employment Assistance Program grant.
- 7) Participates in regional meetings and acts as host of regional meetings and trainings on an as-needed basis.
- 8) Lead organization for the Regional Fiscal Group meetings.
- 9) Works closely with Regional Partners for efficient Service Delivery, and is a party to a regional contract for the One-Stop Operator.
- 10) Actively participates in regional ETPL Management meetings and assists others in the region in monitoring shared ETPL providers.
- 11) Shares / borrows best practices with regional partners.

Local Area Assurances

Through PY 19-21, the Local Area assures the following:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements included in the appropriate circulars or rules of the Office of Management and Budget (WIOA Section 184[a] [2] and [3]).

Highlights of this assurance include the following:

- The Local Area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).

- B. All financial reporting will be done in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with Workforce Services Directive *Quarterly and Monthly Financial Reporting Requirements* (WSD16-13) (November 28, 2016).
- All close out reports will comply with the policies and procedures listed in Workforce Services Directive *WIOA Closeout Requirements* (WSD16-05) (July 29, 2016).

Note that failure to comply with financial reporting requirements will subject the Local Area to potential cash hold. (Title 2 CFR Section 200.338)

- C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include the following:

- The Local Area will meet the requirements of State Assembly Bill 1149 (Chapter 324, Statutes of 2017), to spend a minimum of 30 percent of combined total of adult and dislocated worker formula fund allocations on training services (*California Unemployment Insurance Code* Section, 14211).

- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b] [7]).
- D. The Local Board will select the America’s Job Center of CaliforniaSM (AJCC) Operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal (RFP), unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).
 - E. The Local Board will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.
 - F. The Local Board will comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
 - G. The Local Area will engage in and contribute to, regional planning and regional plan implementation (for example, the Local Area has participated in regional planning meetings and regional plan implementation efforts, and the Local Board and local CEO have reviewed and approved the regional plan and modifications).
 - H. The Local Area will participate in regional performance negotiations.
 - I. It will comply with State Board policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
 - J. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and Training and Employment Guidance Letter 19-16, Subject: *Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of the WIOA Final Rules, (March 1, 2017).*

Application Signature Page

Instructions – The local CEO and Local Board chair must sign and date this form. Include the original signatures in the application package.

By signing the application below, the local CEO and Local Board chair request subsequent designation of the existing Local Area and subsequent certification of the existing Local Board. They certify that the Local Area has performed successfully, sustained fiscal integrity during PYs 2016-2017 or 2017-2018, and engaged in the regional planning process as described in Section 106 (c)(1). Additionally, they agree to abide by the Local Area assurances included in this application.

Local Workforce Development Board Chair

Local Chief Elected Official

Signature

Signature

William O'Brien

Terry Withrow

Name

Name

Stanislaus County Workforce Development
Board Chair

Stanislaus County Board of Supervisors
Chair

Title

Title

Date

Date

April 1, 2019

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

I. SUBJECT:

Authorization for the Workforce Development Board Chair to Sign the Memorandum of Understanding for America's Job Center of California Prior to Submission to the State

II. ITEM NUMBER: VIII-E

III. ITEM TYPE: Consent

IV. STAFF RECOMMENDATION:

Authorize the Workforce Development Board Chair to sign the Memorandum of Understanding for America's Job Center of California prior to submission to the State.

V. POLICY ISSUE:

The Workforce Innovation and Opportunity Act (WIOA) Section 121(c) requires the Workforce Development Board (WDB), with the agreement of the Chief Local Elected Official (CLEO), to develop Memorandum of Understanding (MOU) agreements with all required partners present in the local workforce development area. The Workforce Innovation and Opportunity Act mandates the makeup of the required partners in the local area. MOU's must be updated every three years per statute.

VI. DISCUSSION:

The initial America's Job Center of California (AJCC) MOU development process was split in two phases. Phase I was service coordination and collaboration amongst the partners and was submitted to the State by the June 30, 2016 deadline and subsequently approved. Phase II addressed resource sharing and joint infrastructure cost funding and was in place at the local level by September 1, 2017. The MOU must be updated every three years per the statute, and the California Employment Development Department (EDD) released draft guidance regarding the required update on March 5, 2019. The guidance requires the combining of service coordination, resource sharing and infrastructure funding into a single MOU document rather than separate documents. The final updated MOU is due to the State on June 30, 2019.

In 2016 and 2017, several meetings were held with partners to engage in discussions regarding the MOU requirements. Partners shared their vision and ideas on how resources can be readily made available to the customers in the Local Area. In addition,

meetings were conducted to discuss cost sharing amongst the partners that will be co-located within the Stanislaus County Workforce Development and Employment Development Department (EDD) location at 629 12th street, which is the comprehensive America’s Job Center of California for Stanislaus County. Not all partners are required to be co-located. As such, customers are referred to the non co-located partners as needed by the AJCC staff.

The updated MOU contains the agreed upon strategy for customer services, an updated cost sharing mechanism, and the per-organization breakdown of the Infrastructure Cost sharing agreement. This process streamlines the MOU from three distinct documents to one document, and fulfils the intent of the Workforce Innovation and Opportunity Act in relation to building a sense of community throughout the America’s Job Centers of California system.

The fourteen required partners are listed in the table below:

Entity	Service Programs
Stanislaus County Workforce Development	WIOA Title I Adult, Dislocated Worker, and Youth
Employment Development Department	WIOA Title III-Wagner-Peyser Veteran’s Employment Services, Trade Adjustment Assistance Act, Unemployment Insurance, Migrant Seasonal Farmworkers
Ceres Unified School District	WIOA Title II-Adult Education and Literacy
Learning Quest-Stanislaus Literacy Centers	WIOA Title II-Adult Education and Literacy
Modesto City Schools	WIOA Title II-Adult Education and Literacy
Turlock Unified School District	WIOA Title II-Adult Education and Literacy
California State Department of Vocational Rehabilitation	WIOA Title IV-Rehabilitation Services
Housing Authority of the County of Stanislaus	Housing and Urban Development Employment and Training, Family Self-Sufficiency
Central Valley Opportunity Center	Community Services Block Grant, Migrant Seasonal Farmworkers
Stanislaus County Community Services Agency	Temporary Aid to Needy Families (CalWORKs)
Yosemite Community College District	Carl Perkins Career Technical Education
Job Corps	Educational and Vocational Training
Senior Community Service Employment Program	Title V Older Americans Act
California Indian Manpower Consortium, Inc.	Native American Programs

All partner organizations must agree with and sign the final MOU agreement. The Workforce Development Board Chair and the Chief Local Elected Official (CLEO) must

also sign the MOU prior to submission to the California Workforce Development Board on June 30, 2019. However, the next WDB meeting is scheduled for July 1, 2019, which is after the due date of the MOU. As such, staff are requesting authorization for the Board Chair to sign the MOU once all the partner organization signatures are obtained.

Attachment 1 is an initial DRAFT copy of the AJCC MOU for reference. Staff expect revisions to be minimal on the final draft, and mandatory attachments will be included in the final submission. Once the WDB Chair signs the completed AJCC MOU, an agenda item will be taken to the Board of Supervisors to obtain the signature of the CLEO.

VII. ADMINISTRATIVE BUDGET IMPACT:

Due to partners sharing space, it is anticipated that the Department's revenue will increase by approximately \$12,000 annually.


Doris Foster, Director

Workforce Innovation and Opportunity Act Sample Memorandum of Understanding Template

This sample Memorandum of Understanding (MOU) is intended to be a technical assistance tool rather than a required template; it should be used in whatever way best fits the needs of the Local Workforce Development Board (Local Board).

The document contains a combination of suggested guidance and sample language. Please note, all sample language will be indicated in *italics*.

BLUE TEXT= CURRENT MOU PASTED INTO TEMPLATE

Preamble/Purpose of MOU

Purpose

The Workforce Innovation and Opportunity Act (WIOA) requires that a MOU be developed and executed between Stanislaus County Workforce Development's Local Board and the America's Job Center of CaliforniaSM (AJCC) partners to establish an agreement concerning the operations of the AJCC delivery system. The purpose of the MOU is to establish a cooperative working relationship between the parties and to define their respective roles and responsibilities in achieving the policy objectives. The MOU also serves to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

California's one-stop delivery system, the AJCC, is a locally-driven system which develops partnerships and provides programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan, which includes the following:

- Foster demand-driven skills attainment
- Enable upward mobility for all Californians
- Align, coordinate, and integrate programs and services

These objectives will be accomplished by ensuring access to high-quality AJCCs that provide the full range of services available in the community for all customers seeking the following:

- Looking to find a job
- Building basic educational or occupational skills
- Earning a postsecondary certificate or degree
- Obtaining guidance on how to make career choices
- Seeking to identify and hire skilled workers

The one-stop delivery system partnership will engage in activities designed to meet the outcome objectives established in the California Workforce Development Strategic Plan:

- Sector strategies
- Career pathways

- Regional partnerships
- “Earn and Learn”
- Supportive services
- Creating cross-system data capacity
- Integrated service delivery: Braiding resources and coordinating services at the local level to meet client’s needs

Local/Regional Vision Statement, Mission Statement, and Goals

The Local Board is dedicated to developing a skilled workforce that strengthens business and contributes to the economic success of our community. It is with this primary focus that we strive for effective coordination of all services with our partners. Employment services and training services will be provided in an enhanced manner to better serve mutual and common customers (job seekers, training and education seekers, and employers) in Stanislaus County. It is understood that the development and implementation of this collaborative system will require a collective trust and teamwork amongst the agencies with all parties working in unison to accomplish shared goals. As such, this agreement is entered into with a spirit of cooperation by the designated parties as listed in the preceding section. The prevailing principal of this accord is based on service integration, comprehensiveness of service, individual need, and customer satisfaction. The guiding principles of this cooperative partnership are further detailed below:

- Offer as many tangible employment, training and ancillary services as possible for employers and individuals seeking jobs or wishing to enhance their skills, and allowing universal access to the system in its entirety to the customer. Services will be integrated.
- Offer a vast array of beneficial education and training service information with easy access and facilitation to needed services. Services will be comprehensive.
- Provide the means for customers to judge the quality of services and make informed choices about those services, which will meet their distinct individual needs. Services will be customer-centric.
- Identify clear outcomes to be achieved and methods for measuring the agreed-upon outcomes, including customer satisfaction. Services will be performance based.

Program Goals:

- AJCC Services will be treated as an access point for education and training services to be received by: job seekers; employers; UI claimants; youth; seniors; veterans; businesses; StanWorks clients; WIOA clients; the general public and others as specified in the individual partner agreements.
- Services will be delivered through co-location, cross information sharing and by direct access through real-time technology. By working together with their common customers, various

staff will integrate functions and cross train one another. From the customer viewpoint, services will be seamless. Information and services will be provided which will most directly meet the needs of each customer, with referral to additional services as necessary.

- The AJCC delivery system will be evaluated on the basis of performance and customer satisfaction with an emphasis on continuous improvement.

Parties to the MOU

Two primary groups are parties to this agreement:

- **Stanislaus County Workforce Development**, also known as the Local Board with legal authority under the Workforce Innovation and Opportunity Act (WIOA), with the agreement of the Stanislaus County Board of Supervisors (CLEO);
AND
- **The Local Partner Agencies**, which will be responsible for delivering services in the countywide Stanislaus County Workforce Development AJCC throughout Stanislaus County, known as the Service Delivery Partners.

The following programs are included as parties to this MOU:

Stanislaus County Workforce Development (SCWD)

Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth

Employment Development Department (EDD)

Job Services (Wagner-Peyser)
Veterans' Employment Services
Trade Adjustment Assistance Act
Unemployment Insurance (UI)
Migrant Seasonal Farmworkers

Adult Education and Literacy

Ceres Unified School District (CUSD)
Learning Quest Stanislaus Literacy Centers (LQ-SLC)
Modesto City Schools
Turlock Unified School District (TUSD)

California State Department of Vocational Rehabilitation (DOR)

Rehabilitation Act of 1973, as amended by WIOA

Housing Authority of the County of Stanislaus (HACS)

Housing and Urban Development Employment and Training Program
Family Self-Sufficiency Program (FSS)

Central Valley Opportunity Center (CVOC)
Community Services Block Grant
Migrant Seasonal Farmworkers (Section 167)

Stanislaus County Community Services Agency (CSA)
StanWORKS (CalWORKS-TANF)

Yosemite Community College District (YCCD)
Carl Perkins Career Technical Education

Job Corps
Educational and Vocational Training Program

SER-Jobs for Progress, Inc. Senior Community Service Employment Program (SCSEP)
Title V Older Americans Act

CA Indian Manpower Consortium, Inc.
Native American Programs (Section 166)

One-Stop System, Services

Partner Services Matrix

Includes a description of the local system, the customers served, and the services provided by each AJCC partner. This includes the three types of “career services” authorized under WIOA (as well as training services and services provided to employers.

In consideration of mutual aims and shared desires of the AJCC System and in recognition of the public benefit to be derived from effective collaboration of the programs involved, the partner agrees to support, as authorized by applicable law, the following services through the AJCC Centers:

1. Basic Career Services as specified under the Workforce Innovation and Opportunity Act, Title I-Subtitle B, including eligibility determination for multiple programs; outreach, intake and orientation; initial assessment of skill levels, job search, placement assistance and career counseling; business services including recruitment; activity referral and coordination with other programs; provision of workforce and labor market statistical information relating to local, regional and national labor markets;
2. Individualized Career Services as specified under the Workforce Innovation and Opportunity Act (WIOA Section 134(c)(2)(A)(i)-(xi) and Notice of Proposed Rule-Making section 680.150), including comprehensive and specialized assessment, development of an individual employment plan, group and individual counseling, case management for participants seeking training services, and short-term and pre-vocational services.

3. Follow-up Services will be made available to participants for twelve months after exit. A participant will receive follow-up services necessary to enable them to progress further in their occupation or retain their employment. Follow-up services can include additional career planning, counseling, mentoring, and assistance securing a better paying job, career development and further education. Agency staff is required to contact the participant and determine a participant's employment and educational status after exiting WIOA program during four quarters.
4. Access to training services (WIOA Section 134 (c)(3)(D) and Notice of Proposed Rule-Making section 680.200) which may include, but are not limited to, occupational skills training, on-the-job-training, private sector training programs, skill upgrading and retraining, job readiness training, adult basic education and literacy programs, and customized training.
5. Access to EDD Labor Market Information, Veterans Services, Unemployment Insurance, Trade Adjustment Assistance Act and Wagner-Peyser services including job search, placement, recruitment, and CalJOBS.
6. Access to **AJCC** Programs and activities.
7. Services for employers including, but not limited to, job listings, meeting facilities, referral of job seekers, pre-screening of applicants, labor market information, tax credit, and small business development assistance.

America's Job Center of California Service Descriptions

Responsibility of AJCC Partners

- The AJCC partner agrees to participate in joint planning, plan development, and modification of activities to accomplish the following:
 - Continuous partnership building
 - Continuous planning in response to state and federal requirements
 - Responsiveness to local and economic conditions, including employer needs
 - Adherence to common data collection and reporting needs
- Make the applicable service(s) related/relevant to the partner program available to customers through the one-stop delivery system.
- Participate in the operation of the one-stop system, consistent with the terms of the MOU and requirements of authorized laws.
- Participate in capacity building and staff development activities in order to ensure that all partners and staff are adequately cross-trained.

Infrastructure Funding Agreement & Other Shared System Costs

Use the MOU Directive to formulate the IFA and Other Shared System costs and attach it to the MOU.

Methods for Referring Customers

Parties to this MOU agree to develop jointly and mutually implement processes acceptable to all for referral among the **AJCC** partners. Parties agree to cross-train staff on the services of each participating partner and the spectrum of related services available through respective agencies. As appropriate, site visits, field trips, and joint training shall be available to staff conducting referrals. Partners will adopt a common agreed upon assessment tool and referral process, including the referral form.

Assessment Tool- The Referral form will be used as an initial assessment tool for all customers being referred from partner agencies to the AJCC. The CalJOBS Adult Basic Application will be used as a tool to assess customers' needs and direct customer to appropriate partner.

AJCC Service Delivery Flow and Delivery Overview

Referral Form

Referrals will be done by phone, fax or other process as agreed upon by the partner agencies. Stanislaus County Workforce Development staff and partners will continuously evaluate and refine the process as needed. Partner agrees to refer its applicants and clients to other **AJCC** Partner agencies, when such individuals may be appropriate and eligible for the Partner Agency's services.

Access for Individuals with Barriers to Employment

The term "individual with a barrier to employment" means a member of one or more of the following populations:

- A. Displaced homemakers
- B. Low-income individuals
- C. Indians, Alaska Natives, and Native Hawaiians
- D. Individuals with disabilities, including youth who are individuals with disabilities
- E. Older individuals
- F. Ex-offenders
- G. Homeless individuals (as defined in section 41403(6) of the Violence against Women Act of 1994 (42 U.S.C 14043e-2(6))), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C 11434a (2))).
- H. Youth who are in or have aged out of the foster care system
- I. Individuals who are English Language Learners, individuals who have low levels of literacy and individuals facing substantial cultural barriers
- J. Eligible migrant and seasonal farmworkers, as defined in section 167 (i)
- K. Individuals within 2 years of exhausting lifted eligibility under part A of Title IV of the Social Security Act (42 U.S.C 601 et. Seq)
- L. Single parents (including single pregnant women)
- M. Long-term unemployed individuals

N. Such other groups as the Governor involved determines to have barriers to employment. (WIOA Section 3(24))

Each party is committed to offer priority for services to veterans, recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient when providing individualized career services and training services with WIOA adult funds.

Each party will promote capacity building and professional development of its staff in order to increase awareness and understanding of service individuals with barriers to employment and individuals with disabilities. Pursuant to 29 CFR Part 37.7-10 all one-stop partners must prove:

1. Facilities that are both programmatically and architecturally accessible;
2. Reasonable accommodations for individuals with disabilities;
3. Shared costs for reasonable accommodations.

The attached system map identifies the location of the comprehensive and affiliate AJCC sites within the local area.

Shared Technology and System Security

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including client tracking, common case management, reporting, and data collection. To support the use of these tools, each AJCC Partner agrees to the following:

- Comply with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.
- The principles of common reporting and shared information through electronic mechanisms, including shared technology.
- Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements.
- Maintain all records of the AJCC customers or partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in the strictest confidence, and use them solely for purposes directly related to such services.
- Develop technological enhancements that allow interfaces of common information needs, as appropriate.
- Understand that system security provisions shall be agreed upon by all partners.

Confidentiality

The AJCC Partner agrees to comply with the provisions of WIOA Section 10850 as well as the applicable sections of the Welfare and Institutions Code, Family Educational Rights and Privacy Act (FERPA), the California Education Code, the Rehabilitation Act, HIPPA: 45 CFR 164.500-

164.534, and any other appropriate statute or requirement to assure the following:

- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
- No person will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
- The AJCC partner agrees to abide by the current confidentiality provisions of the respective statutes to which AJCC operators and other AJCC partners must adhere, and shall share information necessary for the administration of the program as allowed under law and regulation. The AJCC partner, therefore, agrees to share client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes.
- Client information shall be shared solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

Non-Discrimination and Equal Opportunity

The AJCC partner shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to gender, race, color, ancestry, religion, national origin, veteran status, political affiliation or belief, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status. The AJCC partner agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations.

Each party assures its compliance with the ADA of 1990, which prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities. The ADA also establishes requirements for telecommunications relay services, as well as applicable regulations and guidelines issued pursuant to the ADA.

Grievances and Complaints Procedure

The AJCC partner agrees to establish and maintain a procedure for grievance and complaints as outlined in WIOA. The process for handling grievances and complaints is applicable to customers and partners. These procedures will allow the customer or entity filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. The partner further agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

American's with Disabilities Act and Amendments Compliance

The AJCC partner agrees to ensure that the policies and procedures as well as the programs and services provided at the AJCC are in compliance with the Americans with Disabilities Act of 1990 and its amendments which prohibit discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA. Additionally, partners agree to fully comply with the provisions of WIOA, Title VII of the Civil Rights act of 1964, the Age Decimation Act of 1975, Title IX of the Education Amendments of 1972, 29 CRF Part 37 and all other regulations implementing the aforementioned laws.

Effective Dates and Term of MOU

This MOU shall be binding upon each party hereto upon execution by such party. The term of this MOU shall be three years unless previously terminated by one of the parties, commencing on the date of execution by all parties. The MOU will be reviewed not less than once every three years to identify any substantial changes that have occurred.

Modifications and Revisions

This MOU constitutes the entire agreement between the parties and no oral understanding not incorporated herein shall be binding on any of the parties hereto. This MOU may be modified, altered, or revised, as necessary, by mutual consent of the parties, by the issuance of a written amendment, signed and dated by the parties.

Each service delivery partner reserves the right to modify the scope, direction, structure and content of this agreement based upon legislative changes, Local Board directives, availability of funding, or other circumstances as warranted and agreed upon by Local Workforce Development Board and partner agencies.

Termination

The parties understand that implementation of the AJCC system is dependent on the good faith effort of every partner to work together to improve services to the community. The parties also agree that this is a project where different ways of working together and providing services are being tried. In the event that it becomes necessary for one or more parties to cease being a part of this MOU, said entity shall notify the other parties, in writing, 30 days in advance of that intention.

Administrative and Operations Management Sections

License for Use

During the term of this MOU, all partners to this MOU shall have a license to use all of the space of the AJCCs for the sole purpose of conducting acceptable AJCC services as outlined herein.

Supervision/Day to Day Operations

The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The original employer of staff assigned to the AJCCs will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the site supervisor(s) and the management of the original employer.

The office hours for the staff at the AJCCs will be established by the site supervisor(s) and the original employer. All staff will comply with the holiday schedule of their original employer and will provide a copy of their holiday schedule to the operator and host agency at the beginning of each fiscal year.

Disciplinary actions may result in removal of co-located staff from the AJCCs and each party will take appropriate action. Each party shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally-required employee benefits. In addition, each party shall be solely responsive and save all other parties harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

Dispute Resolution

The parties agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff employer and the operator, for discussion and resolution.

Press Releases and Communications

All parties shall be included when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other parties, in all communications, each party shall make specific reference to all other parties.

The service delivery partners agree to utilize the AJCC logo developed by the State of California and the Local Board on buildings identified for AJCC usage. This also includes letterhead, envelopes, business cards, any written correspondence and fax transmittals.

Hold Harmless/Indemnification/Liability

In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify, defend and hold harmless all other parties identified in this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such

indemnifying party pursuant to this MOU. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorney's fees under the indemnification policy of the State of California, all other parties to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorney's fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

DRAFT

**MEMORANDUM OF UNDESTANDING FOR
Stanislaus County Workforce Development Service Delivery Partners for AJCC**

Signature Page

By signing below, all parties mutually agree to the terms prescribed herein.

[Chief Elected Official]

Printed Name & Title
Date

Signature

[LWDB Chairperson]

Printed Name & Title
Date

Signature

[Stanislaus County Workforce Development]

Printed Name & Title
Date

Signature

[Ceres Unified School District]

Printed Name & Title
Date

Signature

[Learning Quest Stanislaus Literacy Centers]

Printed Name & Title
Date

Signature

[Modesto City Schools]

Printed Name & Title
Date

Signature

[Turlock Unified School District]

Printed Name & Title
Date

Signature

[Employment Development Department]

Printed Name & Title
Date

Signature

[California State Department of Vocational Rehabilitation]

Printed Name & Title
Date

Signature

[SER-Jobs For Progress, Inc. Senior Community Service SCSEP (T-V OAA)]

Printed Name & Title
Date

Signature

[Stanislaus County Community Services Agency]

Printed Name & Title
Date

Signature

[Yosemite Community College District]

Printed Name & Title
Date

Signature

[Job Corps]

Printed Name & Title
Date

Signature

[Cal Ca Indian Manpower Consortium, Inc.]

Printed Name & Title
Date

Signature

[Central Valley Opportunity Center]

Printed Name & Title
Date

Signature

[Housing Authority of the County of Stanislaus HACs]

Printed Name & Title
Date

Signature

[Employment Development Department Unemployment Insurance]

Printed Name & Title
Date

Signature

DRAFT

WIOA Partners & Signatory Information

Count	Partner Name	Business Address	Signatory Name & Title	Phone/E-Mail	Fax Number
01	Stanislaus County Workforce Development (SCWD)	251 E. Hackett Road. C2 P.O Box 3389 Modesto, CA 95353	Doris Foster <i>Director</i>	(209) 558-2150 FosterD@Stanworkforce.com	(209) 558-2164
02	Ceres Unified School District	2503 Lawrence Street Ceres, Ca 95307	Jay Simmonds <i>Assistant Superintendent of Student Support Services</i>	(209) 556-1500 jsimmonds@ceres.k12.ca.us	(209) 541-0947
03	Learning Quest Stanislaus Literacy Centers	1032 11 th Street Modesto, CA 95354	Karen Williams <i>Executive Director</i>	(209) 522-0656 Ext. 113 kwilliams@lqslc.com	(209) 522-0658
04	Modesto City Schools District Office	426 Locust Street Modesto, CA 95351	Julie Betschart <i>Associate Superintendent CBO Business Services</i>	(209) 550-3301 Ext. 5401 Betschart.j@monet.k12.ca.us	(209) 576-4581
05	Turlock Unified School District	1574 E. Canal Drive Turlock, CA 95380	Dana Salles Trevenhan <i>Superintendent</i>	(209) 667-0632 dtrevenhan@turlock.k12.ca.us	(209) 667-6520
06	Employment Development Department (EDD)	629 12 th Street Modesto, CA 95354 P.O. Box 3227 Modesto, CA 95353	Mary Ruiz <i>Deputy Division Chief Region IV</i>	(209) 576-6007 Mary.ruiz@edd.ca.gov	(209) 576-6008
07	California State Department of Vocational Rehabilitation	1209 Woodrow Ave. Ste B1 Modesto, CA 95350	Araceli Holland, <i>District Administrator</i>	(559)488-7300	(661) 335-7378
08	SER-Jobs For Progress, Inc. Senior Community Service SCSEP (T-V OAA)	255 N. Fulton St., Suite 106 Fresno, CA 93701	Rebecca Mendibles, <i>President/CEO</i>	559.452.0881 becki.m@sercalifornia.org	(559)803-6154
09	Stanislaus County Community Services Agency (CSA)	251 E. Hackett Road P.O.Box 42 Modesto, CA 95353	Kathy Harwell <i>Director</i>	(209) 558-2500 harwellk@stancounty.com	(209) 558-2937
10	Yosemite Community College District	435 College Avenue Modesto, CA 95350	Teresa Scott <i>Executive Vice Chancellor, Fiscal Services</i>	209.575.6530 scottt@yosemite.edu	(209) 575-6922

			Yosemite Community College District		
11	Job Corps	1330 Broadway Suite 705 Oakland, CA 94612	Clearnise Bullard Project Director	(510) 832-2049 clearnise@davis-pr.com	N/A
12	Cal Ca Indian Manpower Consortium, Inc.	738 North Market Blvd Sacramento, CA 95834	Lorenda Sanchez Executive Director	(916) 920-0285 lorendaS@cimcinc.com	(916) 641-6338
13	Central Valley Opportunity Center (CVOC)	6838 W. Bridget Court P.O. Box 1389 Winton, CA 95388	Jorge DaNava Executive Director	(209)357-0062 eflores@cvoc.org	(209) 357-0071
14	Housing Authority of Stanislaus County (HASC)	1701 Robertson Road P.O. Box 581918 Modesto, CA 95358	Barbara Kauss Executive Director	(209) 557-2000 bkauss@stancoha.org	(209) 577-2011
15	Employment Development Department Unemployment Insurance	8930 Big Horn Boulevard Elk Grove, CA 95758	Silvia Garibay Employment Development Administrator	(916) 683-4404 Sylvia.Garibay@edd.ca.gov	(916) 683-4450

April 1, 2019

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

I. SUBJECT:

Approval for Stanislaus County Workforce Development to Submit a Request to the State to Transfer \$800,000 of Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to the WIOA Adult Fund Category

II. ITEM NUMBER: VIII-F

III. ITEM TYPE: Consent

IV. STAFF RECOMMENDATION:

Approve Stanislaus County Workforce Development to submit a request to the State to transfer \$800,000 of Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker funds to the WIOA Adult fund category.

V. POLICY ISSUE:

Under Workforce Innovation and Opportunity Act (WIOA) section 133(b) (4), local areas have the authority to transfer up to 100% of funds between Dislocated Worker and Adult funds. Per Employment Development Department's Directive WSD15-23, all transfer of funds requests must be approved by the Local Workforce Development Board.

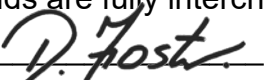
VI. DISCUSSION:

The transfer of funds between Adult and Dislocated Worker funding categories is a permissible action under the Workforce Innovation and Opportunities Act as necessary to meet local needs. Under WIOA, up to 100% of funds may be transferred between Adult and Dislocated Worker funding streams. The transfer request requires completion and submission of a Transfer Request form (Attachment 1), a new Participant Plan (Attachment 2) and a Budget Plan revision (Attachment 3).

Stanislaus County Workforce Development is requesting approval to transfer \$800,000 of the Fiscal Year 2018-2019 allocation from Dislocated Worker funds to the Adult services fund. Demand for Adult services, specifically as it relates to training expenditures, continues on an upward trend, while dislocation events are in a downward trend. Additional Adult funds will help address this shift in demand. The transfer of funds will allow the Stanislaus County Workforce Development to serve a greater percentage of the Adult population without negatively impacting services to Dislocated Workers.

VII. ADMINISTRATIVE BUDGET IMPACT:

There is no overall impact to the Department's budget as Adult and Dislocated Worker funds are fully interchangeable.



Doris Foster, Director

Doris Foster, Director

Transfer of Funds Request

1. Local Area Stanislaus County
 2. Subgrant Number K9110074 3. Request Date 04/02/2019
 4. Program Year 2018-2019 5. Transfer Request No 1

6. Direction of Transfer (Check One):

Adult to Dislocated Worker

Dislocated Worker to Adult

201 → 299

501 → 499

202 → 200

502 → 500

7. Amount of Transfer \$800,000
 8. Contact Person Vinal Chand
 9. Contact Person’s Telephone Number 209 558-2120

10. All transfer requests must be approved and signed off by the Local Board.

Date of Local Board meeting to discuss transfer 04/01/2019

Date of Local Board meeting to approve transfer 04/01/2019

11. By signing below, the Local Area Administrator/Designee requests a transfer of funds and certifies that this transfer request was approved at the Local Board Meeting on the date indicated above.

Signature _____
 Name Vinal Chand
 Title Business Manager / Designee for Director
 Date 04/04/2019

12. Taking into account the factors described under the Transfer of Funds Procedures section on page 5 of the directive, describe the Local Board’s reasoning to request a transfer of funds.

Service demand for the Adult population continues on an upward trend, and additional funds will help meet the needs of this demand. Historically, the need for Adult funding needs have outpaced the need for Dislocated Workers funding and this trend is continuing in the current fiscal year.

EFFECT ON SERVICES: Stanislaus County Workforce Development projects there to be enough funds to service the Dislocated Worker need. Dislocated Worker expenditures on average are quite a bit lower than the Adult programs, and the events that trigger expenditures of Dislocated Worker funds are currently experiencing a downward trend. The transfer of funds will allow Stanislaus County to better serve the Adult population, without negatively impacting services to the Dislocated Workers.

Transfer of Funds Request Participant Plan

Local Area: <u>Stanislaus County</u>	Prepared Date <u>3/22/2019</u>
---	---------------------------------------

Enter the number of individuals in each category.

TOTALS FOR PY 2017	ADULT	DW
1. Registered Participants Carried in from PY 2017	191	37
2. New Registered Participants for PY 2018	331	66
3. Total Registered Participants for PY 2018 (Line 1 plus 2)	522	103
4. Exiters for PY 2018	139	23
5. Registered Participants Carried Out to PY 2019 (Line 3 minus 4)	383	80

PROGRAM SERVICES		
6. Career Services	522	102
a. Basic Career Services (WIOA Core Services)	522	102
b. Individualized Career Services (WIOA Intensive Services)	522	102
7. Training Services	131	32

EXIT STATUS		
8. Entered Employment	94	19
9. Training-Related	22	5
10. Entered Military Service	1	0
11. Entered Apprenticeship Program	2	0
12. Exited for Exclusionary Reasons	9	0

Martha Sanchez, Manager

209-558-6134

Contact Person, Title

Telephone Number

Comments:

Transfer of Funds Request Budget Plan

Local Area <u>Stanislaus County</u>	Date Prepared <u>3/20/2019</u>	
Subgrant Number <u>K9110074</u>	Grant Code	Adult to DW <input type="checkbox"/> 201 → 299 <input type="checkbox"/> 202 → 200
Year of Appropriation <u>2018</u>		DW to Adult <input type="checkbox"/> 501 → 499 <input checked="" type="checkbox"/> 502 → 500
FUNDING IDENTIFICATION		
	ADULT	DW
1. Formula Allocation	\$ 2,420,357	\$ 2,134,108
2. Prior Adjustments - Plus or Minus		
3. Previous Amounts Transferred	\$ -	\$ -
4. Current Amount to be Transferred	\$ 800,000	\$ (800,000)
5. TOTAL FUNDS AVAILABLE (Lines 1 through 4)	\$ 3,220,357	\$ 1,334,108
TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (Lines 6a through 6c)	\$ 2,898,321	\$ 1,200,696
a. Career Services (WIA Core Services / Intensive Services)	\$ 1,883,909	\$ 636,370
b. Training Services	\$ 434,748	\$ 192,112
c. Other	\$ 579,665	\$ 372,216
7. Administration	\$ 322,036	\$ 133,411
8. TOTAL (Lines 6 plus 7)	\$ 3,220,357	\$ 1,334,108
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative)		
9. September 2018	\$ 552,600	\$ -
10. December 2018	\$ 520,622	\$ -
11. March 2019	\$ 708,555	\$ 533,643
12. June 2019	\$ 708,555	\$ 533,643
13. September 2019	\$ 730,026	\$ 266,822
14. December 2019	\$ -	
15. March 2020		
16. June 2020		
17. September 20__		
18. December 20__		
19. March 20__		
20. June 20__		

a.) September and December 2018 expenditures were charged to the carryover funds from K8106693.

COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)	10.00%	10.00%

Vinal Chand, Manager III

209-558-2120

Contact Person, Title

Telephone Number

Comments

April 1, 2019

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

I. SUBJECT:

Acceptance of Information on the Results of the Request for Proposal for Sector Strategies, Employer Assessment and Employer Assistance Program, and Approval for the Department to Enter into a Contract with Opportunity Stanislaus to provide Sector Strategies Services, Employer Assessment (WorkKeys) Services, and Employer Assistance Program Services within Stanislaus County during Program Year 2019-2020

II. ITEM NUMBER: IX-A

III. ITEM TYPE: Discussion and Action

IV. STAFF RECOMMENDATION:

Accept the information on the results of the Request for Proposal and approve the Department to enter into a contract with Opportunity Stanislaus to provide Sector Strategies services, Employer Assessment (WorkKeys) services, and Employer Assistance Program services within Stanislaus County during Program Year 2019-2020.

V. POLICY ISSUE:

According to Workforce Innovation and Opportunities Act (WIOA) regulations 679.370, the Local Workforce Development Board, among other responsibilities, must: Develop effective linkages with employers in the region to support employer utilization of the local workforce development system, and select providers of Youth Services, Career Services (if not provided through the One-Stop Operator), and the One-Stop Operator for the local area.

VI. DISCUSSION:

At the October 1, 2018 Board meeting, the Stanislaus County Workforce Development Board (SCWDB) approved the release of a Request for Proposal (RFP) for Sector Strategies, Employer Assessment (WorkKeys) and Employer Assistance Program services. Also, at the October 1, 2018 SCWDB meeting, staff informed members of the Board that the Department was seeking members to serve on the evaluation committee. As such, staff were able to establish an evaluation committee of four (4) evaluators. The evaluators read, scored, and subsequently met to finalize the ranking of the proposals. Workforce Development staff are recommending a one-year term with the option to renew for two additional years.

The RFPs for the three services are described as follows:

Sector Strategies

Sector Strategies include efforts to identify and build upon strategies for the four main industry sectors of focus in Stanislaus County as identified in the Stanislaus County Workforce Development's Local Plan. The four industry sectors are manufacturing, logistics/warehouse, health, and agriculture. The Local Plan provides framework for local areas to define how their workforce development systems will achieve the purposes of WIOA and serves as a strategic roadmap for service provision. Under the direction of the Workforce Development Board, the provider awarded will collaborate with partners and stakeholders in both educational and private industry to ensure the creation and alignment of programs to address and resolve sector needs. The provider will also support Career Pathways to ensure that the level of skill development corresponds with businesses' needs.

Employer Assessment (WorkKeys)

Employer Assessment involves proctoring WorkKeys assessment which measures a range of hard and soft skills relevant to any occupation, at any level, across industries.

Employer Assistance Program

The Employer Assistance Program includes assisting, meeting, and assessing potentially vulnerable businesses on potential long range viability, financial solvency, future growth, job retention, job creation, and revenue growth. Service provision in this regard will include ongoing engagement with businesses, connecting businesses to available resources, identifying "at risk" employers, providing in-depth assessments, and creating customized work plans for employers in need.

A total of two (2) proposals for Sector Strategies and Employer Assistance Program were received during the Request for Proposal process from Opportunity Stanislaus and Beaudette Consulting, Inc. A total of one (1) proposal for Employer Assessment (WorkKeys) services was received from Opportunity Stanislaus.

Based on the scoring of the proposals received in response to the RFP, Opportunity Stanislaus was ranked the highest in all three services, and is recommended by the evaluation committee to be the contracted provider of all three services.

As stated in the RFP and recommendation based on Workforce Development Board feedback, the final contract will include but not limited to the following:

- Contractor, providing services under the auspices of Stanislaus County Workforce Development (SCWD) will exclusively use the SCWD branding and logo on all outreach, advertising/marketing (print, broadcast, digital, online, social media, email, etc.), and business cards. All advertising must adhere to the requirements outlined in the SCWD's style guide and be approved by SCWD staff prior to finalization. Contractor must support and carryout the objectives of the contract while keeping SCWD's best interests in mind. Contractor will utilize phone number and website provided by SCWD.

- Coordinate quarterly meetings with employers in each of the four sectors in the area, invite Workforce Development staff to the meetings, and forward agendas to Workforce Development staff for review prior to the meetings.
- Develop well-articulated career pathways promoting job advancement for workers who are entering the sector, as well as those already employed in the sector.
- Conduct survey analysis to the area employers to identify educational skill gaps, business needs assessments, identify in-demand sectors and industries.
- Conduct at least 80 (20 per sector) in-person surveys in the four sector workgroups identified in Stanislaus County Workforce Development's WIOA Local Plan: manufacturing, logistics/warehouse, health, and agriculture. Survey forms will be provided to the contractor and can change at anytime based on Board feedback.
- Provide a biannual report of the survey results.
- Provide monthly reports to Stanislaus County Workforce Development staff on all Sector Strategies events, meetings, and surveys completed.
- Presentations to the Workforce Development Board.
- Provide assistance to employers in managing reductions in force, which may include early identification of firms at risk of layoffs, assessment of the needs of and options for at-risk firms, and the delivery of services to address these needs.
- Invite Workforce Development staff to all initial meetings with at risk businesses.
- Provide monthly reports to Stanislaus County Workforce Development staff on all business engagement services assessments.

The objective of the Sector Strategies Contract is to provide the Workforce Development Board with information that will allow the Board to make informed decisions on how to best serve the businesses in Stanislaus County. More specifically, the information will allow the Board to direct staff on how best to allocate the 30% training funds to meet the needs of business and build a stronger workforce.

If approved by the Workforce Development Board, staff will begin the contracting process for Program Year 2019-2020 with Opportunity Stanislaus to provide Sector Strategies services, Employer Assessment (WorkKeys) services and Employer Assistance Program services within Stanislaus County.

VII. ADMINISTRATIVE BUDGET IMPACT:

The proposed contracted services is \$250,000 for Sector Strategies, \$50,000 for Employer Assessment, and \$50,000 for Employer Assistance Program. Total funding for this RFP shall not exceed \$350,000.



Doris Foster, Director