

WORKFORCE DEVELOPMENT BOARD of MADERA COUNTY

Executive Committee

AGENDA

July 28, 2016

3:00 p.m.

Meeting will be held at:

***Madera County Workforce Assistance Center
Executive Conference Room
441 E. Yosemite Avenue
Madera, CA 93638
(559) 662-4589***

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Workforce Development Board of Madera County, may request assistance by contacting the Executive Assistant at Madera County Workforce Investment Corporation office, 441 E. Yosemite Avenue, Madera, CA 93638; Telephone 559/662-4589; Fax 559/673-1794.

This agenda and supporting documents relating to the items on this agenda are available through the Workforce Development Board website at <http://www.maderaworkforce.org/wib/public-meetings/executive-committee-2/>. These documents are also available at the Madera County Workforce Assistance Center – office of the Executive Director.

1.0 Call to Order

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

Items identified after preparation of the Agenda for which there is a need to take immediate action. Two-thirds vote required for consideration (Government Code Section 54954.2(b)(2))

3.0 Public Comment

This time is made available for comment from the public on matters within the Board's jurisdiction. The comment period will be limited to 15 minutes. Each speaker will be limited to 3 minutes and only one speaker per subject matter.

4.0 Introductions and Recognitions

5.0 Adoption of Board Agenda

6.0 Consent Calendar

6.1 Approve Workforce Development Board (WDB) of Madera County Meeting Minutes – June 16, 2016

7.0 Action Items

7.1 Approve Private Sector Representative Nomination of Michelle Brunetti, Director, Human Resources – Valley Children's Hospital to the WDB and authorize submission to the Madera County Board of Supervisors for an appointment of a 3 Year Term.

7.2 Approve Private Sector Representative Nomination of Bridget Carpenter, Sales Manager – SpringHill Suites Madera to the WDB and authorize submission to the Madera County Board of Supervisors for an appointment of a 3 Year Term.

- 7.3 Approve Private Sector Representative Nomination of Cindy Vail, Owner/Broker, Vail Insurance Services LLC to the WDB and authorize submission to the Madera County Board of Supervisors for an appointment of a 3 Year Term.
- 7.4 Approve Labor Sector Representative Nomination of Mike Fursman, Representative – UFCW Local 8 to the WDB and authorize submission to the Madera County Board of Supervisors for an appointment of a 3 Year Term.
- 7.5 Approve the Revision to the One-the-Job Training (OJT) Policy to clarify that only one OJT per participant is allowed, unless an exception to the policy is approved by the Executive Director.
- 7.6 Approve the Revisions to the Individual Training Account (ITA) Policy to define payment options currently used with various types of training providers, including reimbursement based on hours of training completed, or modules of training completed, and to account for payment of fees/tuition for community college programs.
- 7.7 Approve letting a Request for Proposals (RFP) for the One Stop Procurement.
- 7.8 Approve staff researching Out-of-School (OSY) youth program as an in-house service.

8.0 Information Items

- 8.1 Facilities Update
- 8.2 Grants/Projects Update
- 8.3 Regional Planning Update

9.0 Written Communication

10.0 Open Discussion/Reports/Information

- 10.1 Committee Members
- 10.2 Staff

11.0 Next Meeting

August 25, 2016

12.0 Adjournment

WORKFORCE DEVELOPMENT BOARD of MADERA COUNTY

June 16, 2016

MINUTES

- PRESENT:** John Fitzer, Brett Frazier (3:17), Gabriel Gil (3:15), Pat Gordon, Laura Gutile, David Hernandez, Mike Lopez, Sofia Morales, Nichole Mosqueda, Terry Nichols (3:19), Ivan Otamendi, Jim Rodriguez, David Salter (3:15), Les Taylor, Kimberly Thomas, Elizabeth Wisener, Kelly Woodard
- ABSENT:** Casey R. Diaz, Ernie Flores, Bobby Kahn, Oscar Neri, Robert Poythress, Chuck Riojas, Carey R. Wilson, Ruben Zarate
- GUEST:** Steven Gutierrez, Gurminder Sangha, Doug Svensson
- OTHERS:** Elaine Craig, Tracie Scott-Contreras, Gail, Lopez, Jessica Roche, Maiknue Vang, Nicki Martin

1.0 Call to Order

Meeting called to order by Workforce Development Board (WDB) Chair Pat Gordon at 3:09 p.m.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Board Directors, staff and guests introduces themselves.

5.0 Adoption of Board Agenda

Staff requested that item 7.1 be pulled from the agenda as all the necessary documents for the nomination were not received in time for Board approval. Staff will bring the nomination to the Executive Committee for approval and to the WDB for ratification at a later date.

Kelly Woodard moved to adopt the agenda, seconded by Kimberly Thomas.

Vote: Approved – unanimous

Yes: John Fitzer, Gabriel Gil (3:15), Pat Gordon, Laura Gutile, David Hernandez, Mike Lopez, Sofia Morales, Nichole Mosqueda, Ivan Otamendi, Jim Rodriguez, David Salter (3:15), Les Taylor, Kimberly Thomas, Elizabeth Wisener, Kelly Woodard

6.0 Consent Calendar

6.1 Ratify Workforce Development Board (WDB) Meeting Minutes – December 17, 2015

6.2 Ratify Executive Committee Meeting Minutes – February 29, 2016

6.3 Approve Executive Committee Meeting Minutes – May 4, 2016

6.4 Ratify the Re-appointment of Robert Poythress, Citizens Business Bank, to the Workforce Development Board (WDB)

6.5 Ratify Revised On-the-Job Training (OJT) Policy – 2/29/16

- 6.6 Ratify Local Workforce Development Board Recertification Request – Program Years 2016-18**
- 6.7 Ratify the Resignation of Manuel Nevarez, Argus Lending, from the WDB**
- 6.8 Ratify the Resignation of Chris Watts, Madera Community Hospital, from the WDB**
- 6.9 Ratify the Nomination of Elizabeth Wisener, Community Action Partnership of Madera County, to the WDB**
- 6.10 Ratify the Nomination of Mike Lopez, Steel Metal Workers Union #104, to the WDB**
- 6.11 Ratify the Nomination of Laura Gutile, Private Sector, to the WDB**
- 6.12 Ratify the Re-appointment of Pat Gordon, Private Sector, to the WDB**
- 6.13 Ratify Revised Linking Training to Occupations in Demand Policy**
- 6.14 Ratify Revised Individual training Account (ITA) Policy – 5/4/16**
- 6.15 Ratify Revised Adult Program Priority of Service Policy**
- 6.16 Ratify Revised Nondiscrimination and Equal Opportunity Policy**
- 6.17 Ratify Revised Paid and Unpaid Work Experience Policy**
- 6.18 Ratify New Transitional Jobs Policy**
- 6.19 Ratify Revision to the WDB Meeting Agenda Format**
- 6.20 Ratify Memorandums of Understanding (MOUs)**

Item 6.19 was pulled for discussion. The revised meeting and agenda was brought to and approved by the Executive Committee. Under the revised format, staff will no long provide background documents with the agenda. Backup documents will continue to be attached to the agenda packet. Staff will proved a summary for items that require further explanation along with the backup documents.

Kelly Woodard moved to approve the Consent Calendar, seconded by Terry Nichols. Elizabeth Wisener abstained.

Vote: Approved – majority

Yes: John Fitzer, Brett Frazier (3:17), Gabriel Gil (3:15), Pat Gordon, Laura Gutile, David Hernandez, Mike Lopez, Sofia Morales, Nichole Mosqueda, Terry Nichols (3:19), Ivan Otamendi, Jim Rodriguez, David Salter (3:15), Les Taylor, Kimberly Thomas, Kelly Woodard

Abstain: Elizabeth Wisener

7.0 Action Items

- 7.1 Approve the Nomination of Bridget Marie Carpenter, Springhill Suites by Marriott, to the WDB**
- 7.2 Approve Revised WDB Policy – Individual Training Account (ITA) Policy – 6/16/16**
- 7.3 Approve Revised WDB On-the-Job Training (OJT) Policy – 6/16/16**

Items 7.2 and 7.3 were discussed as a group. The current ITA policy allows for a cap of \$5000 for tuition and an additional \$1000 for other training expenses. The revised policy would lower the tuition cap to \$3500 as WIOA mandates that other funding sources be used ahead of WIOA funds such as Pell grants or BOG. The OJT revisions include capping the hours to a maximum of 528 hours. WIOA OJT guidelines ensure that funds are used for any extraordinary cost for staff training. Staff monitor OJTs closely to ensure employers don't abuse the policy and isn't used by employers to supplement their workforce. Information on revisions to the policy are provided in the agenda packet.

Terry Nichols moved to approve item 7.2, seconded by Brett Frazier.

Vote: Approved – unanimous

Yes: John Fitzer, Brett Frazier (3:17), Gabriel Gil (3:15), Pat Gordon, Laura Gutile, David Hernandez, Mike Lopez, Sofia Morales, Nichole Mosqueda, Terry Nichols (3:19), Ivan Otamendi, Jim Rodriguez, David Salter (3:15), Les Taylor, Kimberly Thomas, Elizabeth Wisener, Kelly Woodard

8.0 Information Items

8.1 Economic and Skills Gap Analysis Presentation

Doug Svensson provided information and a presentation on the results of the Skills Gap Analysis. The analysis was as a region but also included information on each area individually. EDD and EMSI data were used in the analysis. High Speed Rail data was not included but will be obtained and included in future. The Board and Staff thanked Doug for all the hard work.

8.2 One Stop Procurement Update

Information provided in the agenda packet.

8.3 WDB Dashboard Update

Information provided in the agenda packet.

8.4 California High Speed Rail Update

Information provided in the agenda packet.

8.5 Measure C

Information provided in the agenda packet.

8.6 Facilities Update

Information provided in the agenda packet.

8.7 Financial and Program Activity Update

Information provided in the agenda packet.

8.8 Grants/Projects Update

Information provided in the agenda packet.

8.9 MCWIC Update

Information provided in the agenda packet.

8.10 WDB 2016-17 Meeting Calendar

Information provided in the agenda packet.

8.11 S4S Mentor Program

Information provided in the agenda packet.

9.0 Written Communication

10.0 Open Discussion/Reports/Information

10.1 Committee Members

*Pat Gordon: stated that JBT used Workforce staff to assess candidates for job placement. They did a great job!
Kimberly Thomas: thinks the HR Hotline is a great for employers!*

10.2 Staff

Tracie Scott-Contreras: the Madera Chamber Business Extravaganza is this afternoon. Workforce staff and Partners will be in attendance.

Elaine: thanked Les Taylor and CEA for their partnership in working to create an HR Hotline using DEA funds. Employer can call the HR Hotline and get HR questions answered for free.

11.0 Next Meeting

September 15, 2016

12.0 Adjournment

Meeting adjourned at 4:25 p.m.

WORKFORCE DEVELOPMENT BOARD of MADERA COUNTY

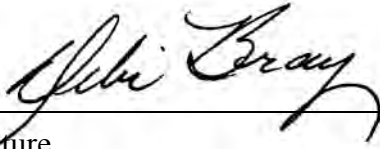
Pat Gordon, Chair • Brett Frazier, Vice Chair

Director Nomination

To: The Madera County Workforce Investment Board

From: The Madera District Chamber of Commerce

The Madera District Chamber of Commerce proudly submits the name of **Michelle Brunetti**, to the Madera County Board of Supervisors for nomination to the Workforce Development Board of Madera County.



Signature

Executive Director

Title

July 28, 2016

Date



Director Application

NAME: Michelle Brunetti	TITLE Director, Human Resources
EMPLOYER: Valley Children's Hospital	
ADDRESS: 9300 Valley Children's Place, Madera, CA 93636	
PHONE:	FAX: 559-353-7070
EMAIL: mbrunetti@valleychildrens.org	ALTERNATE EMAIL:

ORGANIZATIONS YOU BELONG TO:	HOW LONG?
1. <u>Central CA Society for Human Resources Mgmt</u>	<u>7 years</u>
2. <u>International Foundation of Emp. Benefit Plans</u>	<u>11 years</u>
3. _____	_____
4. _____	_____
5. _____	_____

REFERENCES:	PHONE:
<u>Nat Ponticello, VP HR, Valley Children's</u>	_____
<u>Sue McCombs, Owner, McCombs & Assoc.</u>	_____
<u>Jenni Villane, President, Ahart Insurance</u>	_____
_____	_____
_____	_____

WHY DO YOU WANT TO BE A MEMBER OF THE WORKFORCE DEVELOPMENT BOARD OF MADERA COUNTY?

I would like to be a member of the Workforce Development Board of Madera County

because I believe that we can create a better community by working together.

Sharing data and experience between government, employers and education will allow us to build programs to support the future needs of our community.

**DO YOU HAVE ANY RELEVANT EXPERIENCE WITH WORKFORCE DEVELOPMENT, ECONOMIC DEVELOPMENT, EDUCATION, OR TRAINING PROGRAMS? YES NO
IF YES, PLEASE EXPLAIN:**

I have a BS in Business Administration with an emphasis in Human Resources. In addition, I have twenty years of experience in HR, the past 12 years have been with Valley Children's Hospital.

PLEASE LIST ANY OTHER INFORMATION THAT YOU FEEL WOULD BE PERTINENT.

I worked for 18 months as a project manager at Valley Children's. The experience gained in this role has been invaluable in all facets of my work and personal life.

Michelle Brunetti

Digitally signed by Michelle Brunetti
DN: cn=Michelle Brunetti, o, ou,
email=mbrunetti@valleychildrens.org, c=US
Date: 2016.07.19 08:55:09 -07'00'

July 19, 2016

SIGNATURE

DATE

Pat Gordon, Chair • Brett Frazier, Vice Chair

Director Nomination

To: The Madera County Workforce Investment Board

From: The Madera District Chamber of Commerce

The Madera District Chamber of Commerce proudly submits the name of **Bridget Carpenter**, to the Madera County Board of Supervisors for nomination to the Workforce Development Board of Madera County.



Signature

Executive Director

Title

July 28, 2016

Date



Director Application

NAME: Bridget Carpenter	TITLE Sales Manager
EMPLOYER: SpringHill Suites Madera	
ADDRESS: 1219 E Almond Ave Madera Ca 93637	
PHONE: 559-664-9800	FAX: 559-664-9882
EMAIL: bridget.carpenter@interstatehotels.com	ALTERNATE EMAIL:

ORGANIZATIONS YOU BELONG TO:	HOW LONG?
1. N/A	
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

REFERENCES:	PHONE:
Charlotte Rosales - Director of Sales	_____
Stephanie Trent - Sales Manager	_____
_____	_____
_____	_____
_____	_____

WHY DO YOU WANT TO BE A MEMBER OF THE WORKFORCE DEVELOPMENT BOARD OF MADERA COUNTY?

Assisting with the development of our youth, young adults, and those who are underdeveloped in their careers is something I have always been passionate about.

DO YOU HAVE ANY RELEVANT EXPERIENCE WITH WORKFORCE DEVELOPMENT, ECONOMIC DEVELOPMENT, EDUCATION, OR TRAINING PROGRAMS? YES NO
IF YES, PLEASE EXPLAIN:

PLEASE LIST ANY OTHER INFORMATION THAT YOU FEEL WOULD BE PERTINENT.

SIGNATURE

06/10/16

DATE

WORKFORCE DEVELOPMENT BOARD of MADERA COUNTY

Pat Gordon, Chair • Brett Frazier, Vice Chair

Director Nomination

To: The Madera County Workforce Investment Board

From: The Madera District Chamber of Commerce

The Madera District Chamber of Commerce proudly submits the name of **Cindy Vail**, to the Madera County Board of Supervisors for nomination to the Workforce Development Board of Madera County.



Signature

Executive Director

Title

July 28, 2016

Date

WORKFORCE DEVELOPMENT BOARD of MADERA COUNTY

Director Application

NAME: Cindy Vail	TITLE: Owner / Broker
EMPLOYER: Vail Insurance Services LLC	
ADDRESS: 2001 Howard Rd Ste 301, Madera, CA 93637	
PHONE: 559-673-0100	FAX: 559-675-0300
EMAIL: cindy@myehealthquotes.com	ALTERNATE EMAIL:

ORGANIZATIONS YOU BELONG TO:	HOW LONG?
1. Sunnize Rotary	4 yrs
2. Madera Chamber of Commerce	5 yrs
3. National Assoc of Health Underwriters	10 yrs
4. Madera Ranchos Chamber of Commerce	3 yrs
5. _____	_____

REFERENCES:	PHONE:
Anita Damiano	_____
Debi Foray	_____
Raquel Martin	_____
Mark North	_____
Alyson Lasgoitz	_____

WHY DO YOU WANT TO BE A MEMBER OF THE WORKFORCE DEVELOPMENT BOARD OF MADERA COUNTY?

As an employer and business owner, I am interested in improving employment opportunities by meeting with and networking with local businesses. I also believe it's important to develop prospective employees and create interest in serving others

DO YOU HAVE ANY RELEVANT EXPERIENCE WITH WORKFORCE DEVELOPMENT, ECONOMIC DEVELOPMENT, EDUCATION, OR TRAINING PROGRAMS? YES NO
IF YES, PLEASE EXPLAIN:

I have actively developed insurance agents since 2005 by means of mentoring and providing tools & resources. I have also tutored English as a second language, math & spelling to elementary schools. In addition, I spoke regularly with Pioneer School, conducted mock interviews and lead interviewing skills to pregnant teens.

PLEASE LIST ANY OTHER INFORMATION THAT YOU FEEL WOULD BE PERTINENT.

Having resided in Madera since 1986, I have a solid foundation and a sense of ownership to our community. My passion for developing employees, creating managers would only add value to a growing community.



SIGNATURE

7/12/16

DATE

Nicki Martin

To: Elaine Craig
Subject: RE: Re: Thank you

Sent from my Verizon Wireless 4G LTE Droid

----- Forwarded message -----

From: Randy Ghan <fmtkclc@aol.com>
 Date: Jul 22, 2016 2:28 PM
 Subject: Re: Thank you
 To: Elaine Craig <ECraig@maderaworkforce.org>
 Cc:

Elaine, I know you are in a hurry to receive a labor designee. My Board took action on Wednesday and named Mike Fursman, UFCW local 8, as our recommendation/ designee. Mr. Fursman is out of the meat cutter side of the industry, with many years as a Rep for that industry.

He can be reached at mfursman@ufcw8.org

I am gone the next two weeks on vac., and will get you an official letter upon my return.

Regards, Randy Ghan, Exec. Sec..-Treas.

FMTK-CLC

Sent from my iPhone

On Jul 19, 2016, at 1:31 PM, Elaine Craig <ECraig@maderaworkforce.org> wrote:

Hi there,

Sorry I missed your call. But thank you...I appreciate your efforts and hope to have someone soon! Tell them how nice we are! ☺

Elaine

Elaine M. Craig

Executive Director

Madera County Workforce Investment Corporation

441 E. Yosemite Avenue

Madera, CA 93638

559-662-4589



ON-THE-JOB TRAINING POLICY

EDD Revision Date: N/A

WDB Review Date: 7/26/07; 12/20/07; 4/28/11; 12/12/11; 9/18/14; 12/17/15; 2/29/16; 6/16/16;
[7/28/16](#)

Purpose:

This document establishes the Workforce Development Board of Madera County's policy regarding the use of On-the-Job Training (OJT) agreements as an allowable local training activity pursuant to the Workforce Innovation and Opportunity Act.

References:

Note: References from WIOA are from the Act, as signed into law in July 2014. References from Title 20 of the Code of Federal Regulations (CFR) are cited from the Notice of Proposed Rulemaking, and are therefore subject to change pending issuance of final Federal Regulations.

- Workforce Innovation and Opportunity Act (WIOA), Section 134
- Title 20 Code of Federal Regulations (CFR) Sections 680.700 – 680.730

Background:

The Workforce Innovation and Opportunity Act (WIOA) Section 134(c)(3)(D)(ii) specifically lists on-the-job training as an allowable local employment and training activity. Section 3(44) of the Workforce Innovation and Opportunity Act defines OJT as "training by an employer that is provided to a paid participant while engaged in productive work". Additionally, any OJT should provide knowledge or skills essential to the full and adequate performance of the job. The Act allows reimbursement to the employer of **up to a maximum of 50 percent** of the wage rate to offset the extraordinary costs of the provision of the training and additional supervision required during the course of the training. WIOA Section 134(c)(H)(ii) permits a Local Workforce Development Board to increase the reimbursement rate for OJT **up to 75%** when taking into account:

- the characteristics of the participant and whether they are an individual with barriers to employment;
- the size of the employer, with an emphasis on small business;
- the quality of the employer-provided training and advancement opportunities, including whether the OJT contract is for an in-demand occupation and will lead to an industry-recognized credential; and

- other factors that the Board may determine to be appropriate, which may include the number of individuals participating, the wage and benefit levels of the participants both during and following the completion of the OJT, and the relation of the training to the competitiveness of the participant.

OJT agreements will be limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the individual service strategy of the participant. Consistent with Workforce Innovation and Opportunity Act Section 194(4), OJT agreements using funds under the act shall not be provided to employers who have exhibited a pattern of failing to provide participants with continued long-term employment, including the provision of wages, working conditions and employment benefits consistent with other employees with similar tenure and duties.

Policy:

The Workforce Development Board of Madera County will utilize On-the-Job Training agreements, as an appropriate and allowable training activity, consistent with the definitions and requirements of the Workforce Innovation and Opportunity Act as outlined in the previous paragraphs. In addition, it is the policy of the Workforce Development Board of Madera County to provide OJT agreements for positions that are directly linked to employment opportunities in the local area (WIOA 134(d)(4)(A)(iii)), as determined by the Board's policy regarding occupations in demand, or by specific documentation from local employers or labor market information. OJT will only be provided for positions paying no less than \$0.50 above the current minimum hourly wage, and for employment providing no less than 32 hours of work per week. Reimbursement amounts to employers utilizing OJT will be based on straight time hours worked in training and will not exceed the maximum allowed under WIOA and/or Local Board policy, unless there is a current approved waiver of the cap from the U.S. Department of Labor or the terms and conditions of a special project or alternate funding source allow for a higher reimbursement rate. The ratio of OJT trainees to regular employees will typically not exceed 1:7 unless the total number of employees in the business is less than 7; ratios exceeding one trainee to seven regular employees must be approved by the Executive Director.

The Workforce Development Board of Madera County approves the use of the higher reimbursement rate of 75% for small businesses in Madera County who have 20 regular employees or less at the time that the OJT agreement is finalized **and** who are offering a starting wage of at least \$1.00 above the current minimum wage.

Reimbursement rates for business with 21 employees or more are based on the number of employees at the business, as follows:

- 21-35 employees reimbursed at 70%
- 36-50 employees reimbursed at 60%
- 51 employees and more reimbursed at 50%.

Reimbursement rates below 50% may be negotiated with businesses with more than 100 employees, or who are offering a starting wage more than \$5.00 above the current minimum wage.

Maximum training hours and total reimbursement for each OJT agreement will be negotiated individually based on the elements of training, skill and experience levels of the participant, the size of the business, and the hourly wage at entry into the position, as outlined above. The maximum allowable length for an OJT agreement will be 528 work/training hours. The maximum allowable OJT hours are typically reserved for individuals who are being trained in a new industry or sector in which they have no previous experience. In no event will training through an OJT be provided for skills in which the individual has previous experience, unless it can be documented that the specific skill is unique to the specific employer (such as specialized software or unique equipment). Extensions to OJT agreements already in place will not be provided. Only one OJT opportunity will be provided to each individual customer.

Exceptions to this policy may be approved by the Executive Director on a case-by-case basis for specific training programs or employment opportunities with higher support costs/needs. Projects funded by special grants will follow any limits established by the specific grant, proposal, or project, and may exceed the limits established here, when necessary, allowable, and appropriate for successful participation in, or completion of, training or employment programs.

Action:

This policy is effective on August 1, 2016 if approved by the Workforce Development Board of Madera County and replaces the previous version approved by the Board on June 16, 2016. Retain this policy until further notice.

Inquiries:

If you have questions, please contact the Executive Director or designee at (559) 662-4500.

Deleted:

Deleted: July

Deleted: February 29, 2016



INDIVIDUAL TRAINING ACCOUNT POLICY

EDD Revision Date: N/A

WDB Review Date: 9/11/00; 7/17/06; 3/22/07, 12/18/09, 6/21/12; 2/28/13; 6/27/13; 5/22/14; 12/17/15; 5/4/16; 6/16/16; 7/28/16

EXECUTIVE SUMMARY:

Purpose:

This document establishes the policy of the Workforce Development Board of Madera County on training services for adults, dislocated workers, and out-of-school youth ages 18-24 as provided through Individual Training Accounts, and is effective upon approval by the Board.

References:

Note: References from WIOA are from the Act, as signed into law in July 2014. References from Title 20 of the Code of Federal Regulations (CFR) are cited from the Notice of Proposed Rulemaking, and are therefore subject to change pending issuance of final Federal Regulations.

- Workforce Innovation & Opportunity Act (WIOA) Section 134(c)(3)
- Title 20 CFR 680.230
- Title 20 CFR 680.300-340

Policy:

WIOA funding for training is limited to participants who are unable to obtain grant assistance from other sources to pay the costs of their training or who require assistance beyond that available under grant assistance from other sources to pay the costs of such training. One-stop operators and training providers must coordinate funds available to pay for training, taking into account the full cost of participating in training, including the cost of support services and other appropriate costs. Program staff must consider the availability of other sources of grants to pay for training costs such as Temporary Assistance for Needy Families (TANF), State-funded training programs, and Federal Pell Grants, so that WIOA funds supplement other sources of grant funding. A WIOA participant may enroll in WIOA-funded training while their application for a Pell Grant is pending, as long as arrangements have been made with the training provider and participant regarding allocation of the Pell Grant. If a Pell Grant is subsequently awarded, the training provider must reimburse the one-stop operator for the amount of WIOA funds used to underwrite the training for the amount covered by the Pell Grant.

Training services for eligible individuals are typically provided by training providers who receive payment for their services through an Individual Training Account (ITA). The ITA is a payment agreement established on behalf of a participant with a training provider. WIOA title I-eligible adults who are members of a priority group, dislocated workers, and out-of-school youth ages 18-24 may purchase training services from eligible providers they select in consultation with the case manager. This consultation will include discussion of the quality and performance information on the available training providers. Training programs selected must be directly linked to an in-demand industry sector or occupation in the local area or in the planning region, or in another area to which a participant receiving such services is willing to relocate. Priority will be given to programs that lead to recognized post-secondary credentials that are aligned with such in-demand industry sectors or occupations in the local area. A local board may approve training services for occupations determined by the local board to be in sectors of the economy that have a high potential for sustained demand or growth in the local area.

Payments from ITA's may be made in a variety of ways, including the electronic transfer of funds through financial institutions, vouchers, or other appropriate payment methods. Payment for ITA's issued under this policy may be paid:

- Incrementally, at an hourly rate for training, based on the hours of training successfully completed each month, throughout the participant's training program; or
- Incrementally, at a per module rate for training, based on the successful completion of specific modules or other measurable segments of training; or
- For community college or other public educational institution-based training, at the time of enrollment into each semester or quarter of the training program, as specified by the enrollment policies of the institution.

The agreed upon payment structure for each occupational skills training provider will be outlined in the payment provisions section of the contract between the institution and the Board, and will be specified for each participant enrolled in the ITA voucher issued for that participant.

Title 20 CFR 680.310 allows the State or Local Workforce Development Board to impose limits on the dollar amount and/or duration for Individual Training Accounts. Limitations established by a local Board policy must not undermine, but rather should maximize, customer choice in the selection of an eligible training provider.

Based on the results of an individual assessment and on funding availability, ITA's may be awarded to eligible adults who are members of a priority group, dislocated workers, and out-of-school youth ages 18-24. Each ITA will be subject to a maximum dollar amount for tuition of 3,500 and a maximum dollar amount of \$1,000 in additional training costs as listed on the ETPL for a total ITA maximum of \$4,500. The maximum duration of an ITA will be two years. A second ITA may be issued to a participant based on exceptional economic or personal circumstances at the discretion of the Executive Director; however, a second ITA would not generally be approved within less than 3 years of the completion of the first ITA. Prior to the issuance of an ITA, justification must be provided which supports that training is necessary for the individual to obtain appropriate employment leading to self-sufficiency, and that the career options following completion of training are in demand in the local area. An ITA will only be issued for those costs in excess of all other available sources of financial assistance, including

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PELL Grants, Community College Board of Governors (BOG) fee waivers, Cal Grants, private or institution-specific scholarships, or other available resources.

The \$4,500 limit is for costs required for the selected training program and may be waived for extenuating circumstances as determined by the local Board or the Executive Director. One example of such extenuating circumstances would be for those dislocated workers who are eligible for training services, but, due to their earnings prior to dislocation, are not eligible for any other form of non-repayable financial assistance, or for whom such financial assistance is limited. The \$4,500 limit includes all training costs required to participate in and successfully complete a training program, as listed on the ETPL. When awarding an ITA, consideration must be given to labor market demand in the local area or in the area to which the trainee intends to relocate.

An ITA may only be issued for courses or programs published in the Statewide Eligible Training Provider List, and approved by the local Board. Local Community Colleges, Adult Schools, and other public training institutions will always be given priority for training referrals, when the training course is comparable to that offered at a Private Training Institution.

An individual must be enrolled in approved training within 90 days from the date of issuance of the ITA. An individual will be considered "enrolled" in training if they are: 1) pre-registered for classes or on the waiting list for an approved provider; and 2) have a start date for their training; and 3) the start date is not more than one quarter or term away.

An individual must be making satisfactory progress in training to access all payments from their ITA. Satisfactory progress is defined, for local purposes, as receiving passing scores in all courses related to their program and meeting all attendance and behavior requirements mandated by their school of attendance. The educational institution will certify that an individual is making satisfactory progress through official attendance and progress reports signed by the registrar, instructor, or equivalent person designated by the educational institution.

If an individual drops out or otherwise withdraws from ITA-funded training prior to completion **without cause**, the individual will be billed for ITA payments made to the training provider on their behalf. Adequate cause for dropping or otherwise withdrawing from training could include, but is not limited to: severe medical condition which prevents the individual from participating for a period of more than 90 days; serious illness or death of a family member that prevents the individual from participating for more than 90 days; or the necessity to relocate out of the area. The Executive Director will determine whether sufficient cause for dropping or withdrawing from training exists on a case-by-case basis.

EXCEPTIONS TO INDIVIDUAL TRAINING ACCOUNTS:

Title 20 CFR Section 680.320 allows the use of contracts for training services other than Individual Training Accounts under certain circumstances. These circumstances include only one or more of the following:

- When the services provided are On-the-Job Training, customized training, incumbent worker training or transitional jobs;

- When the local Board determines that there are an insufficient number of eligible providers in the local area to accomplish the purpose of a system of ITA's. In this event, the local Plan will describe the process to be used in selecting the providers under a contract for services. The process will include a public comment period for interested providers of at least 30 days;
- When the local Board determines that there is a training services program of demonstrated effectiveness offered in the area by a community-based organization or another private organization to serve individuals with barriers to employment. The local Board will determine criteria to be used in determining demonstrated effectiveness as required in 20 CFR 680.320(a)(3);
- When the local Board determines that it would be most appropriate to contract with an institution of higher education or other eligible provider of training services to facilitate the training of multiple individuals in in-demand industry sectors or occupations, provided that the contract does not limit customer choice; and/or
- When the local Board is considering entering into a pay-for-performance contract consistent with the requirements of 20 CFR 683.510.

ACTION:

This policy replaces the previous version approved by the Board on December 17, 2015, and is effective on the date of approval by the Board. Please retain this policy until further notice.

INQUIRIES:

If you have questions, please contact the Manager at (559) 662-4500.



Executive Committee

Agenda Item 7.7

Consent

Action

Information

To: Workforce Development Board of Madera County

From: Elaine Craig, Executive Director

Date: July 28, 2016

Subject: Approve Letting a Request for Proposals (RFP) for the One Stop Procurement

Recommendation:

Staff recommends approval to let an RFP for the One Stop Procurement.

Summary:

The Workforce Innovation and Opportunity Act (WIOA) Section 121(d)(2)(A) requires the one stop operator be selected through a competitive process and that process must be compliance with Uniform Guidance 2 CFR 200.318 through 200.326 as well as local policies and procedures and we must use the most restrictive procurement policy applicable to the procuring entity. This process must take place by 1 July 2017. The one stop operator has never been procured in Madera County and has been operated initially under the Workforce Investment Act of 1998 (WIA) by the Workforce Development Office, Madera County Office of Education. When we separated from MCOE in January 2013, the Madera County Workforce Investment Corporation (MCWIC) was designated the one stop operator by the Workforce Investment Board (WIB) and the Madera County Board of Supervisors (BoS), as well as staff to the WIB/WDB. Under WIA, the one stop operator could be a consortium of at least three of the mandatory partners and that agreement was put into place with EDD, DoR, and MAS.

The final regulations have been released and have confirmed and reinforced the requirement to competitively procure for the one stop operator. Initially, staff considered procuring a consultant/facilitator as a neutral third party to provide oversight directly to the Workforce Development Board (WDB), or an ad-hoc committee of the Board, for the procurement process, thus removing the staff to the Board from the process. This would then allow us to submit a proposal, as the Corporation, to be considered for the one stop operator. In meeting with our legal counsel this process does not completely remove the potential for perceived, or real, conflict of interest in the competitive process. Another consideration, and challenge, is the WIOA requirement for a firewall between the WDB and the one stop operator. We are still trying to determine how we comply with this firewall requirement, if in the event, the procurement results in a "failed procurement" because there were no proposals or responsive proposals, and the MCWIC by "sole source" remains the one stop operator. WIOA provides for

a Governor waiver and/or with the approval from the Chief Local Elected Official (BoS) and the Governor when a competitive procurement results in a sole source. WIOA also allows and/or requires for certain functions, roles and responsibilities delineated between the WDB and the one stop operator. The one stop operator **may not** convene system stakeholders to assist in the development of the local/regional plan, prepare and submit local plans, be responsible for oversight of itself (firewall issue), manage or participate in the competitive selection process for operators, select or terminate one stop operators, career services, and youth providers; negotiate local performance measures and develop and submit budget for activities of the local board.

The following are WDB functions and responsibilities in summary form:

WIOA has significantly expanded the responsibilities and functions of local boards. The local board performs these functions in partnership with the chief elected officials, and may enter into a formal written agreement with their local elected officials that describes their respective roles and responsibilities to carry out these requirements.

A. LOCAL PLAN—The local board, in partnership with the chief elected officials for the local area involved, shall develop and submit a local plan to the Governor that meets the requirements of the law. If the local area is part of a planning region that includes other local areas, the local board shall collaborate with the other local boards and chief elected officials from such other local areas in the preparation and submission of a regional plan.

B. WORKFORCE RESEARCH AND REGIONAL LABOR MARKET ANALYSIS—In order to assist in the development and implementation of the local plan, the local board shall—

1. Carry out analyses of the economic conditions in the region, the needed knowledge and skills for the region, the workforce in the region, and workforce development activities (including education and training) in the region described in section 108(b)(1)(D), and regularly update such information;
2. Assist the Governor in developing the statewide workforce and labor market information system, specifically in the collection, analysis, and utilization of workforce and labor market information for the region; and
3. Conduct such other research, data collection, and analysis related to the workforce needs of the regional economy as the board, after receiving input from a wide array of stakeholders, determines to be necessary to carry out its functions.

C. CONVENING, BROKERING, LEVERAGING— The local board shall convene local workforce development system stakeholders to assist in the development of the local plan and in identifying non-Federal expertise and resources to leverage support for workforce development activities. The local board, including standing committees, may engage such stakeholders in carrying out the functions described in this subsection.

D. EMPLOYER ENGAGEMENT—The local board shall lead efforts to engage with a diverse range of employers and with entities in the region involved—

1. To promote business representation (particularly representatives with optimal policymaking or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the local board;
2. To develop effective linkages (including the use of intermediaries) with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities;
3. To ensure that workforce development activities meet the needs of employers and support economic growth in the region, by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers; and
4. To develop and implement proven or promising strategies for meeting the employment and

skill needs of workers and employers (such as the establishment of **industry and sector partnerships**), that provide the skilled workforce needed by employers in the region, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations.

E. CAREER PATHWAYS DEVELOPMENT—The local board, with representatives of secondary and postsecondary education programs, shall lead efforts in the local area to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.

F. PROVEN AND PROMISING PRACTICES—The local board shall lead efforts in the local area to—

1. Identify and promote proven and promising strategies and initiatives for meeting the needs of employers, and workers and jobseekers (including individuals with barriers to employment) in the local workforce development system, including providing physical and programmatic accessibility, in accordance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), to the one-stop delivery system; and
2. Identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs.

G. TECHNOLOGY—The local board shall develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers, by—

1. Facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;
2. Facilitating access to services provided through the one-stop delivery system involved, including facilitating the access in remote areas;
3. Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills; and
4. Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.

H. PROGRAM OVERSIGHT—The local board, in partnership with the chief elected officials for the local area, shall—

1. Conduct oversight for local youth workforce development activities authorized under WIOA, local employment and training activities authorized for adults and dislocated workers, and the one-stop delivery system in the local area; and
2. ensure the appropriate use and management of the funds for workforce development activities; and
3. Ensure the appropriate use, management, and investment of funds to maximize performance outcomes under WIOA

I. NEGOTIATION OF LOCAL PERFORMANCE ACCOUNTABILITY MEASURES—The local board, the chief elected officials, and the Governor shall negotiate and reach agreement on local performance accountability measures as described in WIOA

J. SELECTION OF OPERATORS AND PROVIDERS—

1. **SELECTION OF ONE-STOP OPERATORS**—The local board, with the agreement of the chief elected officials for the local area—
 - a. Shall select one-stop operators selected through a competitive procurement process; and

b. May terminate for cause the eligibility of such operators

2. SELECTION OF YOUTH PROVIDERS—The local board—

a. Shall identify eligible providers of youth workforce development activities in the local area by awarding grants or contracts on a competitive basis, based on the recommendations of the youth standing committee, if such a committee is established for the local area; and

b. May terminate for cause the eligibility of such providers

3. IDENTIFICATION OF ELIGIBLE PROVIDERS OF TRAINING SERVICES—The local board shall identify eligible providers of training services in the local area

4. IDENTIFICATION OF ELIGIBLE PROVIDERS OF CAREER SERVICES—If the one-stop operator does not provide career services in a local area, the local board shall identify eligible providers of those career services in the local area by awarding contracts.

5. CONSUMER CHOICE REQUIREMENTS—The local board shall work with the State to ensure there are sufficient numbers and types of providers of career services and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities) serving the local area and providing the services involved in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities.

K. COORDINATION WITH EDUCATION PROVIDERS—

1. IN GENERAL—The local board shall coordinate activities with education and training providers in the local area, including providers of workforce investment activities, providers of adult education and literacy activities under Title II, providers of career and technical education (as defined in section 3 of the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2302)) and local agencies administering plans under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741).

2. APPLICATIONS AND AGREEMENTS— The coordination described above shall include—

a. Reviewing the applications to provide adult education and literacy activities under Title II for the local area, submitted under such section to the eligible agency by eligible providers, to determine whether such applications are consistent with the local plan;

b. Making recommendations to the eligible agency to promote alignment with such plan; and replicating cooperative agreements in accordance with subparagraph (B) of section 101(a)(11) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)); and

c. Implementing cooperative agreements in accordance with that section with the local agencies administering plans under title I of that Act (29 U.S.C. 720 et seq.) (other than section 112 or part C of that title (29 U.S.C. 732, 741) and subject to section 121(f)), with respect to efforts that will enhance the provision of services to individuals with disabilities and other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.

L. BUDGET AND ADMINISTRATION—

1. BUDGET—The local board shall develop a budget for the activities of the local board in the local area, consistent with the local plan and the duties of the local board and subject to the approval of the chief elected officials

2. GRANTS AND DONATIONS—The local board may solicit and accept grants and donations from sources other than Federal funds made available under WIOA

3. TAX-EXEMPT STATUS—For purposes of carrying out duties under WIOA, local boards may incorporate, and may operate as entities described in section 501(c)(3) of the Internal Revenue Code of 1986 that are exempt from taxation under section 501(a) of such Code

M. ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES—The local board shall annually

assess the physical and programmatic accessibility, in accordance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), of all one-stop centers in the local area

N. MOUs AND ONE-STOP CERTIFICATION — Consistent with an approved State plan, the local board for a local area, with the agreement of the chief elected officials for the local area, shall—

1. Develop and enter into the memorandum of understanding with each of the one-stop partners, including identification of one-stop infrastructure cost contributions by the partners, which are to be determined in consultation with chief elected officials and the one-stop partners;
2. Certify one-stop operators at least every three years based on criteria developed by the State Board, in consultation with local boards;
3. Terminate one-stop operators for cause; and
4. Conduct oversight with respect to the one-stop delivery system in the local area.

With these functions in mind, staff are recommending that the one stop procurement include the one stop operator role and career services for adult and dislocated worker.

The youth program is discussed in another agenda item and staff, with the approval of the Executive Committee, will conduct in depth research to determine whether the WDB should operate the youth program.

In addition, staff recommend that Business Services/Employer Engagement, to include Rapid Response and Layoff Aversion, remain with the WDB and not with the one stop operator.

All other non-WIOA funding and programs, will remain with the MCWIC.

Financing:

Workforce Innovation and Opportunity Act

One-Stop Operator Procurement under WIOA

Based on the Local Workforce Development Board vision, resources, planning, and partnerships, the board must certify through a competitive process the One-Stop Operator for the local area system. Based on the size of the local area, this may include one operator overseeing the system or multiple operators coordinating together. The board must also consider whether the competitive process will include other entities that are responsible for services that the board may desire the operator to perform.

Who May Be an Operator?

- A public, private, or non-profit entity
or
- A consortium of entities that must include at least three (3) or more required partners
It CAN be
- An institution of higher education
- A State Wagner-Peyser Employment Agency
- A Community-based, nonprofit, or intermediary organization
- A Private for profit entity
- A Government Agency
- Interested Organizations such as a local Chamber of Commerce, business or labor organization
It CANNOT be
- An Elementary or Secondary School, except non-traditional public secondary schools and area career and technical education schools
- Staff of the local workforce development board

Considerations

- Conflict of Interest – If the Operator has multiple functions there must be a clear delineation of duties via a written agreement with the Chief Elected Official(s) and the Local Board
- Universal Services – the operator may not create disincentives to serving those with barriers

Operator Role Required under WIOA

- Coordinate Service Delivery among Partners
 - Coordinate Service Delivery among Physical and Electronic sites
 - Coordinate Services across Local Area System
 - Primary Provider of Services at Physical Centers
- Includes:
- Manage hours of operation at all sites
 - Manage technological resources such as websites, case management information, business networking software, on-line testing sites
 - Manage daily operations thru coordination with WIOA Fiscal Agent for lease, utilities, and other invoice remittance
 - Manage partner responsibilities as defined in MOU
 - Manage services for individuals
 - Manage services for business
 - Provision of basic services such as orientations, information on careers and labor markets, and resource rooms
 - Submission of annual staffing, and operational budgets
 - Following federal and state regulations pertaining to handling of EEO responsibilities, customer complaints, and physical and programmatic accessibility
 - Implementation of board policies
 - Reporting to Board on operations, performance accountability, and continuous improvements

- Must use the most restrictive procurement policy applicable to the procuring entity.

Additional Functions that may be considered for the Operator during procurement

- Provision of Career Services under the WIOA Adult and Dislocated Worker Programs
- Provision of Youth Program Services
- Provision of Other Services
- Fee for Service Activities
- Outreach and Recruitment of customers and voluntary partners
- Staff and partner training
- Membership and/or participation with local associations and workgroups
- Entering into lease agreements for the physical sites
- Specialized site management

Functions the Operator may not Perform

- Convene System Stakeholders to assist in the development of the local/regional plan
- Prepare and Submit local plans
- Be responsible for oversight of itself
- Manage or Participate in the Competitive Selection Process for Operators
- Select or Terminate One-Stop Operators, Career Services, and Youth Providers
- Negotiate Local Performance Measures
- Develop and Submit Budget for Activities of the Local Board

WORKFORCE DEVELOPMENT BOARD of MADERA COUNTY

Executive Committee

Agenda Item 7.8

Consent

Action

Information

To: Workforce Development Board of Madera County

From: Elaine Craig, Executive Director

Date: July 28, 2016

Subject: Approve Staff Researching Out-of-School (OSY) Youth Program as an In-house service

Recommendation:

Staff recommends approval for staff researching options related to the provision of the OSY program as an in-house service.

Summary:

The final regulations for the Workforce Innovation and Opportunity Act (WIOA) were recently released by the Department of Labor, pending final publication in the Federal Register. One significant change between the draft rules published last year and the final rules occurs at Section 681.400 (a) and is specific to the provision of youth services. This section states that the grant recipient/fiscal agent has the option to provide **directly some or all of the youth workforce investment activities**. (emphasis added) Given the upcoming procurement of the One-Stop Operator, as well as the anticipated move into the new facility, staff would like to research the feasibility of providing the youth activities directly, rather than continuing to contract these services to a service provider. Certain services may be more effectively integrated into one-stop operations if provided directly by WDB/MCWIC staff.

Financing:

Workforce Innovation and Opportunity Act

WORKFORCE DEVELOPMENT BOARD of MADERA COUNTY

Executive Committee

Agenda Item 8.1

Consent

Action

Information

To: Workforce Development Board of Madera County

From: Elaine Craig, Executive Director

Date: July 28, 2016

Subject: Facilities Update

Information:

There has been some significant movement on the possibility of leasing a portion of the old RMA facility near Walmart. Madera Unified School District (MUSD) presented the proposed facility relocation for their programs to the school board at their regularly scheduled meeting on March 22, 2016. Their Board approved the concept and the ability to hire an architect to provide a schematic and costs associated with the move. Their Board meets on Tuesday, April 26, 2016 to decide on the relocation based on the submitted costs from the architect and their staff. The MUSD Board approved the Adult School relocation at their May 24, 2016 meeting. MUSD will be requesting bids for construction of ten classrooms for the Adult School in the new building. Bids will be received through June 13, 2016 with the intent to request an award at the MUSD Board Meeting on June 14, 2016. Bids that were ultimately received were well over budget. MUSD has since reduced the number of classrooms and construction materials have been changed to reduce costs. The owner of the property will be accomplishing the tenant improvements to further reduce costs.

MCWIC staff have also been working on preparing a project plan in preparation for the possible relocation of facilities. This plan will include costs, timeframes, procurement of services, partner agency location/relocation, etc.

Current leaseholder for the 441 E. Yosemite facility has also been contacted regarding the potential move and is not only very understanding, but very flexible and willing work with us in regards to the timeline of the move. A Special meeting of the MCWIC Board of Directors was held on June 14, 2016 to approve the lease and relocation of the Job Center. We are hoping to relocate in August/September timeframe. It will depend on the construction progress and completion. Move in date has since been moved out to the end of November. We have yet to sign a lease until we have a level of certainty that we are, and when, moving into the facility.

Financing:

Workforce Innovation and Opportunity Act

WORKFORCE DEVELOPMENT BOARD of MADERA COUNTY

Executive Committee

Agenda Item 8.2

Consent

Action

Information

To: Workforce Development Board of Madera County

From: Elaine Craig, Executive Director

Date: July 28, 2016

Subject: Grants/Projects Update

Information:

- CCP/AB109: This contract was renewed for 2016-2017 with a decrease in funding from the Department of Corrections. We continue to provide in custody job readiness workshops at the Madera County Department of Corrections facility however the staffing has been reduced and is only available to conduct the workshops. Evaluations from the participants, and DOC staff, have been excellent, and some of the participants have started to come into the Center after they are released from the facility and are ready to begin training or job search. We are also conducting specialized, 3 hour orientation sessions four times per month for individuals referred from County Corrections and Probation. The sessions assist these customers to access the services they need to become employed.
- Dislocated Worker – Additional Assistance Grant: This funding expired May 31, 2016 and we were successful in expending the entire amount. We are also continuing to assist Chukchansi since they have reopened with their workforce needs.
- Wells Fargo Grants: We continue to provide resources and assistance to veterans in the community with the second round of funds from Wells Fargo in the amount of \$10,000. The intent for use of this second round of funding is to continue with the work started last year. We will continue to recruit Veteran Mentors, increase advertising and outreach to the Veteran community, participate in all Veteran-oriented community events, and continue to add resources and options to improve our web-based Veteran Resource Center, including the addition of an on-line interest form. We were provided with a showcase window at the County Government Center and provided a veteran display specific to veterans with a sign that thanked Wells Fargo for the opportunity to serve veterans with their funding. We have also received \$15,000 to assist single parent female households, now extended to single parent male households, with a staff navigator and mentor to identify community resources and navigate barriers and challenges faced by this particular population. We have mentors assisting us with focus groups and surveys as well as outreach into the community to better determine the needs of this particular population. We were again invited to submit a letter of

interest and subsequently an application for a rural workforce development \$75,000 grant (this is invitation only) and though we were a finalist, ultimately we were not one of the successful applicants. We were recently contacted by Wells Fargo and asked to submit a proposal for up to \$20,000. A discussion ensued about the scope of work that would be considered and we have submitted a proposal to fund a dedicated HiSET class, with instructor and clerical support and flexible hours for customers and we were recently notified that we were successful for that amount and project and will be receiving funds in the near future.

- Staff have also reached out to PG&E in order to apply for grant monies for their 2016 award period and received a positive response for us to be an applicant for community education and training. We have subsequently held a conference call with PG&E and have identified an area where there is mutual interest for an application and project working with Individuals with a Disability. We are waiting for PG&E to post their application online to complete and submit our project for consideration. We continue to check the PG&E website for open applications but have recently been advised that they are in the process of re-vamping their grant program and that applications would most likely not be available until 2017. However, because we have worked with PG&E on a number of very successful projects, we were asked about any other projects we would like to fund and we have suggested a Veterans Resource Center in the new facility and that is being considered with the potential for up to \$20,000 funding.
- Disability Employment Initiative: We have successfully completed this project and continue to increase our Ticket to Work assignments and revenue. We received funding to provide Technical Assistance to Merced County, as they are a recent DEI grant recipient. We have since been awarded another round of Disability Employment Accelerator funds, while these funds will continue to assist customers with disabilities the focus is employer/business services to include an HR Hotline and a new website for the local system.
- Disability Employment Accelerator Grant: We have been awarded funds through this grant of approximately \$166,000 to assist individuals with a disability gain employment and/or receive upgrade skills training for retention or advancement and to educate, inform and engage employers. We are currently completing the application for 2016-2017 funds for submission to EDD. We have been awarded these funds as indicated in the DEI.
- Community Development Block Grant: We received \$13,000 from the City of Madera for 2015-16 to serve adult low-income City of Madera residents. We are to enroll at least ten (10) participants. This is third year we have been awarded these funds. We have submitted a 2016-17 application and presented at both the Review Advisory Committee and the City Council and have tentatively been awarded \$10,000. Final approval is scheduled on August 2, 2016. These funds will assist with the dedicated HiSET class with Madera Adult School.
- We are constantly searching for funding opportunities through various Foundations and other institutions due to our non-profit status. We are building a system in that we are notified of grant opportunities and the deadline dates so we do not miss appropriate and viable opportunities.
- as EDC, Community Colleges and manufacturing employers to determine the need of the workforce specific to manufacturing, advanced manufacturing, value added manufacturing with the intent to utilize the \$1m funds to implement and/or resolve the challenges and needs identified by the Compact with strategies such as prior learning assessment and reciprocity for demand curriculum across community college campuses. Fresno WIB is the lead on the \$1m

project.

- National Emergency Jobs Driven Grant: The Central California Workforce Collaborative have been successfully implementing this grant for long-term unemployed customers across the region, with Madera as the lead. This project requires 30% of the total funds, which is approximately \$3m for the region, to be spent on work-based learning activities such as OJT, Intern/Extern, PWEX, Job Shadow. This grant will also fund a regional economic and skills gap analysis with local data also being provided. This will assist in the local and regional plans that are required but also will benefit employers and partners to determine needs and gaps in the local communities. We have recently requested an extension of six months and a modification to the eligibility criteria in order to expend the dollars associated with this grant and to increase the number of participants regionally. The request for six months was ultimately denied by DoL but EDD provided us with a three month extension to September 31, 2016 and has now provided an extension through March 31, 2017.
- The California Workforce Investment Board has approved our application to be designated a High Performing Workforce Board. We were required to reapply for Board Certification by March 31, 2016. We believe at this time that we have received a conditional certification due to not meeting the required percentage for labor representation. Since then, we have received a nomination from the local labor council, along with additional private sector members, which will bring us compliant with membership and will receive full certification.
- The California Workforce Investment Board has also approved our application for designation as a local workforce investment area under WIOA as well as certification of the Workforce Development Board under WIOA. This is a requirement of WIOA and will be for a two year period for the local area and we will be required to reapply in March 2016 for continued certification of the WDB. We have recently received the Directive to begin the process for recertification of the WDB with the application due to EDD by March 31, 2016. The recertification application was approved by the Board of Supervisors at their meeting on March 15, 2016 and has been submitted to EDD and approved.
- Under the auspices and umbrella of the WDB, staff will be facilitating and hosting employer resource events. In October staff will be facilitating an employer event sponsored by PGE and SBDC/Fresno State with a number of partner agencies such as EDC and GoBiz, where in information and resources will be provided to local employers. This was a very successful event with over 30 employers attending. We have since collaborated with the Madera Chamber of Commerce and the California Employer Association to co-host/co-sponsor employer training events. We have also successfully contracted for an HR Hotline made available to Madera County employers at no cost. This was made possible from the DEA funds.
- We have submitted a grant application to the Department of Labor under the Strengthening Working Families Initiative solicitation. The grant application was developed in partnership with SCCCD/Madera Community College Center, the Community Action Partnership of Madera County, and the Greater Madera County Industry Association via the Economic Development Commission. The program, if funded, will serve unemployed and underemployed residents of Madera County who are parents, and for whom child care creates a barrier to training and employment. The grant will focus on the provision of training in the Advanced Manufacturing sector and provides resources for child care costs. A portion of the grant will also be provided to SCCCD/Madera Community College Center to increase student

capacity in the Advanced Manufacturing programs through the addition of faculty, counseling time, and the provision of updated equipment and tools for the program. We have been notified that we were not a successful award for these funds. Only one workforce development area in California received these funds and it was in San Diego.

- We have also submitted a grant application for Veterans Employment Assistance Program (VEAP) funds in partnership with Merced County WIB. We have received these funds in the past and have identified manufacturing as the sector for training. We have been notified that we have indeed been awarded these funds and we will be the lead on this project.
- Staff continue to work on WIOA Transitional activities such as Regional Planning. The Central California Workforce Collaborative, which comprises the eight local workforce development areas and Boards, will be contracting for a consultant to provide a one day facilitation on beginning the planning and logistics of regional planning. Ultimately, the CCWC will also consult for assistance and facilitation through the development of the required regional plan. The Central Valley Region participated in a full day facilitated regional planning process two weeks ago and will begin the process with bi-weekly webex, conference calls, and when possible, in person meetings.

Financing:

Workforce Innovation and Opportunity Act



Executive Committee

Agenda Item 8.3

Consent

Action

Information

To: Workforce Development Board of Madera County

From: Elaine Craig, Executive Director

Date: July 28, 2016

Subject: Regional Planning Update

Information:

The Central Valley, which consists of eight WIBS and local workforce development areas, has been designated a Regional Planning Unit by the State. WIOA requires that regional plans be developed and submitted by March 1, 2017. The Central Valley Region participated in a full day facilitated regional planning process two weeks ago and will begin the process with bi-weekly webex, conference calls, and when possible, in person meetings to develop the regional plan. At the same time, staff must still develop a local plan, but one that is in alignment with the regional plan when necessary and appropriate. We are required to provide the opportunity for public comment to both plans and we will update the Board and seek input.

Financing:

Workforce Innovation and Opportunity Act