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GOLDEN SIERRA WORKFORCE INVESTMENT BOARD

EXECUTIVE COMMITTEE RETREAT

AGENDA

Wednesday, February 25, 2015 – 1:00 pm

Roseville Connections
115 Ascot Drive, Suite 180
Roseville, CA 95661

Teleconference:
El Dorado County Chamber of Commerce
542 Main Street
Placerville, CA 95667

- | | | |
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EQUAL OPPORTUNITY

Golden Sierra is an equal opportunity employer/program. Auxiliary aids and services are available upon request. Special requests for services, aids and/or special formats need to be made by calling (530) 823-4635 (Voice). TTY users please call the California Relay Service at 711.

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**GOLDEN SIERRA WORKFORCE INVESTMENT BOARD
EXECUTIVE & FINANCE COMMITTEE
REGULAR MEETING
MINUTES**

Monday, January 5, 2015 – 9:00 am

**Roseville Connections
115 Ascot Drive, Suite 180
Roseville, CA 95661**

**Teleconference:
El Dorado County Chamber of Commerce
542 Main Street
Placerville, CA 95667**

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and the meeting was called to order by Miller at 9:05 am.

Present (EC): Tink Miller, Rick Larkey, Martha Escobedo, Laurel Brent-Bumb*

Absent (EC): Kevin Ferreira

Present (FC): Tink Miller, Paul Castro

Absent (EC): David Frazier

Guests: Jason Buckingham, Darlene Galipo, Terrie Trombley, Lorna Magnussen,
Michael Indiveri, Jenny Wilson*

**teleconferencing from El Dorado County Chamber of Commerce*

II. APPROVAL OF AGENDA (EC & FC)

Motion to approve agenda by Larkey, second by Castro

Motion approved unanimously by roll call vote

III. CONSENT AGENDA (EC)

All matters listed under the Consent Agenda are considered to be routine in nature and will be approved by one blanket motion.

For Approval

A. Approval of Summary Minutes from October 23, 2014 EC & FC Special meeting.

B. Approval of Minutes from November 13, 2014 EC Retreat

Informational

C. Attendance Log

Motion to approve consent agenda items A-C by Brent-Bumb, second by Escobedo

Motion approved unanimously by roll call vote

IV. CONSENT AGENDA (FC)

For Approval

- A. Approval of Minutes from September 18, 2014 FC Regular meeting
- B. Approval of Summary Minutes from October 23, 2014 EC & FC Special meeting

Informational

- C. Attendance Log

Motion to approve consent agenda items A-C by Castro, second by Miller

Motion approved unanimously by roll call vote

V. PUBLIC COMMENT- FOR THOSE ITEMS NOT ON THE AGENDA

Buckingham announced that Golden Sierra Job Training Agency has established a Memorial Scholarship in the name of Sharon Williams. Ms. Williams had been involved with Golden Sierra for 30 plus years, and passed away last year. Funding for this scholarship will be from the Ticket to Work pool. Staff will be forming a committee to further define the eligibility and process for the \$500 annual scholarship.

Miller acknowledged Ms. Williams work with the agency and youth.

VI. APPROVE WIA REVISED 14/15 BUDGET (FC)

Trombley referred to page 26 that reflect changes due to adjustments in WIA allocation. One significant change is reflected on line 16 – El Dorado HHS reduction of \$108,151; this consists of \$65,000 of unspent youth award recouped by Golden Sierra as decided at October 23rd Executive/Finance meeting, as well as tentatively holding back \$55,000 to allow Golden Sierra to pay El Dorado participant invoices.

Larkey asked for clarification on the contingency fund line item. Trombley stated that in the public sector these funds permit us to function in first quarter of a new year and allow for cash flow until award is received. This is more clearly defined on page 31 Schedule 3 lines 66 & 67. Our contingency fund is typically comprised of our 10% admin and a portion of program.

Motion to approve WIA Budget by Castro, second by Miller

Motion approved unanimously by roll call vote

VII. APPROVE PROP 39 REVISED BUDGET (FC)

Trombley referred to page 37 that outlines the adjustment due to higher than estimated contracted services costs for MC3.

Motion to approve Prop 39 Budget by Castro, second by Miller

Motion approved unanimously by roll call vote

VIII. APPROVE DEI ROUND 2 14/15 BUDGET (FC)

Trombley referred to page 37 that represents a \$7,000 award for our DEI coordinator to attend quarterly meetings and assist Round 2 awardees; we have allocated \$1,250 for this year and will retain the remainder for future years.

Miller stated her disappointment that the fed's decided not to allow previous awardees any continuation funds. This was a great program, and she had hoped that this might have become a permanent program under WIOA. Galipo and Miller both agreed that there is stronger language in WIOA regarding services to persons with disabilities.

Motion to approve DEI Budget by Castro, second by Miller

Motion approved unanimously by roll call vote

IX. REPORT OUT OF TRAINING EXPENDITURES

- K491016 – July 1, 2013 – June 30, 2015

Buckingham stated that these numbers are through November 2014, and are used to track compliance with SB 734 required training levels.

Consortium – close to meeting requirement

Placer – very close to meeting requirement

El Dorado – behind in meeting requirement; however, this could be in part due to delay in invoice payments. This may reflect more accurately once Golden Sierra takes over paying invoices. Brent-Bumb concurred that she anticipates seeing a more accurate reflection with this change.

Alpine – behind in meeting requirement; however, one contract could bring them into compliance.

Miller inquired if a meeting with Alpine had occurred. Buckingham stated that the only discussion to date has been regarding Rapid Response and Layoff Aversion; however, hopes to have a broader conversation regarding services soon. Miller encouraged having stakeholder input in this process.

X. WIB MEMBERSHIP (EC)

Miller stated that based on the WIB bylaws there are clearly identified attendance requirements and actions as outlined in your memo on page 44. Miller stated that she had been in close communication with Magnussen regarding these attendance concerns.

Miller noted that Burris had legitimate absences, and was in contact with Magnussen; however, Reed has been able to commit due to scheduling.

Further discussion occurred regarding Reed and his scheduling conflict, and if the position should be vacated. Magnussen noted that this is a mandated labor seat, and she had notified the labor organization. Vacating this position would require a reappointment at this time. This may not be practical due to upcoming potential board composition changes under WIOA.

Miller and Buckingham recommended reporting out to Governing Body, but requesting that they stay decision and not vacate position based on upcoming WIOA impacts.

Motion to approve notifying Governing Body with recommendations to stay decision by Brent-Bumb, second by Larkey

Motion approved unanimously by roll call vote

XI. WIOA IMPLEMENTATION PLANNING

Buckingham referred to the action matrix handout, and provided the following updates:

- Letter requesting designation as Local Area and One-Stop Operator; approved by WIB & GB, Mailed on 12/21/15. Rumor that State is putting together a directive to outline the application process; however, this process should be informed by the regulations that are still pending release and may be further delayed.
- Joint meetings with SETA and other local areas; meeting set for late January to discuss partnering under WIOA.

Also in discussions with SETA on activities that would reduce our administrative costs, such as combined labor market data.

- Convening partners can begin at this stage; however, Buckingham is not sure how productive they will be without the regulations.

Indiveri recommended adding collecting of metrics that partners currently have to better design data collection under WIOA.

Larkey inquired if convening partners would be done at a local or regional level. Buckingham stated that this could occur both ways depending on the partner structure. He anticipates the first part of the convening process to occur with the core partners, WIOA funded, Adult Ed, Rehab and Wagner-Peyser, and the second part to include the one-stop partners. The second group will include development of Memorandum of Understandings (MOU), and discussions around contributions and the development of Resource Sharing Agreements (RSA); they need to aware that contributions are mandatory.

Indiveri stated that hopefully the state directive that is being formulated might inform us on the engagement of core partners. Larkey inquired if Governor Brown was convening these departments to establish how this will occur. Buckingham stated that while he is unsure of Governor's actions that convening is one of CWA's recommendations that have been submitted to the state. Buckingham felt that this cost sharing should be done by a formula at the state level would be the easiest.

Buckingham felt that the initial meeting with the core partners would most likely be regional in nature, but would be based on WIOA decision making ability by department. Trombley added that the state may be waiting for the directives to reference in their communications. Indiveri felt that the state already has their template designed, but are waiting for the federal regulations to ensure that there is no contradiction.

Miller noted that the federal notice and public comment period can be quite timely, and they have the authority to extend release dates. Buckingham added that the state process is the same adding another layer to the delay. Buckingham also said that while the release of the regulations can be extended the WIOA implementation date still remains the same based on the Act.

Buckingham suggested that at the upcoming regional meeting with the Capital Area Investment Zone (CAIZ) [SETA, Golden Sierra, Yolo & NCCC] he make the recommendation that that group convene the core partners that are regional in nature and begin that conversation. Miller agreed with the suggestion.

Indiveri inquired if this would be independent of the SlingShot project. Buckingham stated that there is a recommendation for the CAIZ steering committee to oversee both SlingShot and WIOA, in addition there is a design committee for both.

Miller inquired if Buckingham had been in any discussion with rehab regarding youth transition services. Buckingham stated that he had not been in contact with rehab yet. Miller stated that she had a couple of emails regarding this that she would forward to Buckingham. These emails reference public comment period and a public forum surrounding youth transition services specific to WIOA.

- Releasing RFQ to establish vendor list

Magnussen stated that she is working with staff on a wish list of services and hopes to have the RFQ released by January 16th. Miller inquired how this differs from the ETPL. Buckingham stated that anyone providing training must be on the ETPL; the vendor list is for two categories; 1) training or one-stop providers (sub-recipients), and 2) vendors for services such as tutor skills. Magnussen stated that we don't anticipate the sub-recipient RFQ/RFP to be released until the regulations are released.

XII. DAY AT THE CAPITOL

Buckingham stated that this upcoming event is scheduled for March 4th. This event is coordinated by CWA as an opportunity for local areas to speak with state elected about what they are doing for their constituents. He anticipates sending a group of 4 to this event; Chair, Vice Chair, Executive Director and Deputy Director. Larkey inquired if a member from the Governing Body had ever attended. Miller and Buckingham stated that Supervisor Santiago from El Dorado had previously attended. Buckingham noted that there is a possibility of a date change to March 18th; he will keep the attendees posted.

XIII. NEW BUSINESS/FUTURE AGENDA ITEMS

New business: Larkey inquired if the WIB should be doing something in terms of visioning in anticipation of WIOA. Buckingham stated that there should be a conversation to discuss what the future of WIOA is going to look like in our region; Buckingham felt that it was up to this group to determine if this should occur at the full WIB or Executive/Finance Committee level. Brent-Bumb asked how this could occur prior to the release of the regulations. Buckingham agreed that a bulk of the conversation can't occur until the regulations are released, but conversations can begin with the information we have and what we anticipate it will look like.

Larkey added that he envisions a future conversation with stakeholders to discuss how this funding aligns with goals and services for each of our programs.

Castro stated that the draft regulations will clarify things, but feels that there is enough framework to start these conversations. Things that he is thinking about are 1) Youth – 25%, 2) Business Engagement – how do we start dialogue, 3) Adult Ed – how are we going to get them into the one-stop, 4) data, and 5) industry related training. Miller added the new enhanced emphasis on apprenticeships.

Buckingham stated that there is an opportunity here for the WIB to grow in this development process. For example; business engagement, how will we measure it. Do we continue to monitor business engagement through the Business Services Committee (BSC) or quarterly convening of employers such as an employer advisory council structure, and if you use this structure do you create a new one or utilize an already established model. Brent-Bumb liked the second suggestion and stated that the chambers can be very instrumental in this process.

Larkey asked if there are regional chamber meetings. Miller stated that there is a regional chamber link, and they are convening a regional event. Buckingham stated that Placer has a Joint Chambers of Commerce and Government Affairs Committee. Brent-Bumb stated that El Dorado also has a Joint Chambers Commission; she also shared that the new Auburn Chamber leadership is anxious to participate in some sort of regional effort. Brent-Bumb feels that the chamber link may be too broad, and may not impact our sphere as it applies to employer engagement and apprenticeship. Miller stated that she sees value in both.

Miller referenced the Career Pathways Trust. She mentioned the overlap between sectors and clusters in LWIAs, and that the education stream from K12 up through universities need to be on board with the same focus to provide a trained labor force in these identified sectors and clusters.

Buckingham stated that there is a lot regional work going on out there, and to Larkey's point on visioning we need to have some awareness of our ultimate vision. Then Board should then select 1 or 2 priorities to work on over the 12 month period, and expand during the process.

Larkey suggested inviting other regional efforts to come to the table and talk about what they are doing. This will help us to identify what is in place, what efforts we can join in on, and where there are gaps. Buckingham noted that the role of the WIB is convener; therefore, bringing partners to the table to discuss coordinating services is in alignment with this role. Buckingham stated that this may be an excellent role for the Regional Executive Committee.

Miller added that another resource is our local employer advisory councils (SPEAC & FEAC) that exist through EDD. These councils are comprised of business owner/operators, fiscal and HR personnel, and would be a good sounding board.

Miller asked Buckingham if this provided him with enough direction for next steps. Buckingham stated that his biggest struggle is the delay in planning while waiting for regulations, but feels that defining our overall vision and establishing priorities would be next steps.

XIV. NEXT MEETING – Joint EC & FC

Thursday, February 19, 2015 at 1:00 pm, Roseville Connections

XV. ADJOURNMENT

Motion to adjourn at 10:08 am by Brent-Bumb

Meeting adjourned

Executive Committee	Date: 04/17/14	05/15/14	06/19/14	08/21/14	10/16/14 10/23/13	11/13/14	12/18/14 01/05/15	Rate
	Joint Regular	Joint Special	cancelled	EC Regular	Joint Special	EC Retreat	Joint Regular	
Tink Miller-CHAIR	1	1		1	1	1	1	100%
Rick Larkey-VICE CHAIR				1	1	1	1	100%
Kevin Ferreira	1	1		1	1	0	0	67%
Laurel Brent-Bumb	1	0		1	1	1	1	83%
Martha Escobedo	0	0		1	1	1	1	67%



WIOA Action Matrix – Draft

Action	Comments	Responsibility			Status
		WIB	Governing Body/CLEO	State Board/ Governor	
Establish Local Area					
Revise JPA to reference WIOA			X		Ongoing – Working with KMTG should be sent to county counsel in late Feb/March
Request Designation as Local Area	The Governor is required to designate (initially) local areas who have performed successfully and who have had fiscal integrity for the previous two years. Golden Sierra meets these criteria. No process has been defined but I recommend the WIB, in conjunction with the Governing Body, submit a letter requesting designation.	X	X	X	Approved by WIB 11/20/14 Approved by GB 12/15/14 Mailed 12/21/14 Draft Directive WSDD-111 released 1/16/15 for 10 day public comment.
Request approval to remain one-stop operator	According to WIOA each local area is required to have one One-Stop (at a minimum) and that One-Stop must be collocated with EDD staff. Currently, the Golden Sierra region has five centers only one of which is collocated with EDD (Roseville). The designation would eliminate our requirement to competitively procure the operator for the region. This is the most cost effective and efficient scenario.	X	X	X	Approved by WIB 11/20/14 Approved by GB 12/15/14 Mailed 12/21/14

Action	Comments	Responsibility			Status
		WIB	Governing Body/CLEO	State Board/ Governor	
Workforce Development Board					
Governance					
Review WIB Functions for gaps/opportunities	WIB (ADA accessibility policies)	X			
Review Bylaws	Review bylaws for consistency with responsibilities and functions of WDB	X	X		Working with KMTG
Re-write WIB/Governing Body Agreement	Review current agreement for consistency with WIOA	X	X		Working with KMTG
Set Qualifications for Director	The WDB will need to set qualifications for the Director. Will probably need to wait for regulations to do so.	X	X		
Review WIB Directives	Current WIB Directives will need to be reviewed and revised or eliminated for accuracy within the new system.	X			
Membership					
Review WIB membership for compliance and strategic direction	Is membership in line with key sectors and new requirements?	X	X		Reviewing – Pending regs.
Structure					
Review Committee Structure	The WIB should review its committee structure to ensure that it can meet its new role. No youth council is required, new partners included in performance (performance committee), New business engagement metrics, new emphasis on pathways and pathway development, Education and economic development continuous improvement, accessibility...Joint mtgs with SETA? (See initiatives)	X			

Action	Comments	Responsibility			Status
		WIB	Governing Body/CLEO	State Board/ Governor	
Workforce Development Board (continued)					
Planning/Service Delivery					
Convene Core Partners to discuss the design of the future system and MOUs	Executive Committee should convene leaders from DOR, EDD, Adult ED to discuss partnering in the new system, MOU's and Cost Sharing Agreements.	X			Email intro CWA WIOA Overview – 9/23/14 Letter intro WIOA 10/20/14
Meet with SETA to Consider Joint Committees and policies with SETA and CAIZ group	WIOA will nearly require a regional planning effort. We may want to have our subcommittees start meeting jointly with SETA	X			Attending SETA Planning Committee late January. Meeting cancelled; next meeting in February
Review One-Stop locations and service delivery model	Review service delivery. Should all current locations remain one-stops or should we target special projects in certain areas. Should we open population-specific job centers? Other LWIAs have centers that focus on youth only or business only or sectors. Should we reduce the number of physical centers and set-up remote access instead (the community colleges would be a likely host). (Recommendations to GB)	X	X		Met with Alpine County on 1/29/15 to discuss program services needs and model.
Publish RFQ for vender services	Establishing a vendor list for services will greatly enhance our ability to provider services without a full RFP process for each service	X			Working with staff to define services – anticipate release 2/10/15 Released 2/10/15
Publish RFQ for Training Services and/or One-Stops	Prepare for competitive bid requirement by obtaining lists of qualified/interested sub-recipients	X			In development
Technology	How does the WDB want to address the new emphasis on Technology				
Branding	Consider adopting unified Identifier	X	X		
Accessibility	How will we address accessibility				
LMID	How will we ensure we have proper data for planning – Contract that out				

Action	Comments	Responsibility			Status
	Action Item = Green	WIB	Governing Body/CLEO	State Board/Governor	
Workforce Development Board (continued)					
Performance					
Metrix	Review and identify performance metrix for WIA services or initiatives (i.e. expenditures related to OJT vs classroom training?) Training in critical clusters? Pathway development, apprenticeship enrollment – Business engagement etc.	X			
Initiatives	Brand Initiatives i.e. NEXT, Vital Assets, Youth@Work etc. - maybe reduce committees but have ad hocs that manage the initiatives?	X			

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSI FI CATION WIOA - Vision
	CORRESPONDENCE SYMBOL OPDR -DPLR
	DATE February 19, 2015

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 19-14

TO: STATE WORKFORCE AGENCIES
STATE WORKFORCE ADMINISTRATORS
STATE WORKFORCE LIAISONS
STATE AND LOCAL WORKFORCE BOARD CHAIRS AND DIRECTORS
LABOR COMMISSIONERS

FROM: PORTIA WU /s/
Assistant Secretary

SUBJECT: Vision for the Workforce System and Initial Implementation of the Workforce Innovation and Opportunity Act of 2014

1. **Purpose.** This Training Employment Guidance Letter (TEGL) lays out the vision for a revitalized transformed workforce system as a result of implementation of the Workforce Innovation and Opportunity Act (WIOA). Further, it encourages workforce system leaders and partners to take action now to support successful implementation to fully realize the vision of WIOA. Finally, it provides an overview of upcoming guidance and technical assistance to support effective implementation of WIOA.

2. **References.**

- WIOA, Public Law (Pub. L.) 113-128, enacted July 22, 2014.
- Workforce Investment Act of 1998 (WIA), Pub. L. 105-220, et seq.
- [TEGL No. 15-14](#), *Implementation of the New Uniform Guidance Regulations*, dated December 19, 2014.
- TEGL No. 12-14, *Allowable Uses and Funding Limits of WIA Program Year 2014 Funds for Workforce Innovation and Opportunity Act Transitional Activities*.
- Training and Employment Notice (TEN) No. 6-14, *Information for Stakeholder Engagement for Workforce Innovation and Opportunity Act Implementation*.
- TEN No. 5-14, *WIOA Announcement and Initial Informational Resources*.
- WIOA implementation dates, at www.doleta.gov/wioa/pdf/WIOA-Key-Implementation-Dates.pdf.
- TEGL No. 3-14, *Implementing a Job-Driven Workforce System*.
- 2 CFR, Part 2900, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

RESCISSIONS None	EXPIRATION DATE Continuing
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3. **Vision for WIOA and the Workforce System.** WIOA, which supersedes the Workforce Investment Act of 1998, presents an extraordinary opportunity to improve job and career options for our nation's workers and jobseekers through an integrated, job-driven public workforce system that links diverse talent to businesses. It supports the development of strong, vibrant regional economies where businesses thrive and people want to live and work.

This revitalized workforce system will be characterized by three critical hallmarks of excellence:

- ✓ The needs of business and workers drive workforce solutions;
- ✓ One-Stop Centers (or American Job Centers) provide excellent customer service to jobseekers and employers and focus on continuous improvement; and
- ✓ The workforce system supports strong regional economies and plays an active role in community and workforce development.

Across the system, continuous improvement is supported through evaluation, accountability, identification of best practices, and data driven decision making.

- a. **The Needs of Businesses and Workers Drive Workforce Solutions:** Businesses inform and guide the workforce system and access skilled talent as they shape regional workforce investments and build a pipeline of skilled workers. This engagement includes leadership in the workforce system and active participation in the development and provision of education and training, work-based learning, career pathways, and industry sector partnerships. Jobseekers and workers, including those individuals with barriers to employment, such as individuals with disabilities, as defined by WIOA, have the information and guidance to make informed decisions about training and careers, as well as access to the education, training and support services they need to compete in current and future labor markets.
- b. **One-Stop Centers (American Job Centers or AJCs) Provide Excellent Customer Service to Jobseekers, Workers and Employers and Focus on Continuous Improvement:** One-Stop Centers and partners provide jobseekers, including individuals with barriers to employment, such as individuals with disabilities, with the skills and credentials necessary to secure and advance in employment with family-sustaining wages. Additionally, AJCs enable employers to easily identify and hire skilled workers and access other supports, including education and training for their current workforce. Further, rigorous evaluations support continuous improvement of AJCs by identifying which strategies work better for different populations; states, local areas, and training providers remain accountable for performance; high-quality, integrated data informs policy maker, employer and jobseeker decision making; and training providers are accountable for performance using the data and evidence.
- c. **The Workforce System Supports Strong Regional Economies:** Meeting workforce needs is critical to economic growth. State and local workforce development boards—in partnership with workforce, economic development, education, and social service organizations at the state, regional and local levels—align education and training investments to regional civic and economic growth strategies, ensuring that all jobseekers and businesses can access pathways to prosperity.

4. **Implementing WIOA: Realizing the Vision.** State and local workforce system leaders should take immediate action to achieve the vision of modernizing the workforce system and ensuring it operates as a comprehensive, integrated and streamlined system that expands opportunities for all workers and businesses.

Key operational and governing principles:

- a. ***States align programs and ensure integrated services through a unified strategic plan and shared governance.*** Every state collaborates across the core programs (Adult, Dislocated Worker and Youth, Wagner-Peyser, Adult Education and Vocational Rehabilitation) to create a single unified and integrated strategic state plan. States govern the core programs as one system, assessing strategic needs and aligning them with service strategies to ensure the workforce system meets employment and skill needs of all workers and employers. States also collaborate with One-Stop partner programs and other partners at the state and local levels to produce Combined WIOA plans. States use the certification process and competition to help achieve this vision and ensure continuous improvement.
- b. ***Workforce boards focus on strategy.*** As strategic leaders, state and local workforce boards, in partnership with governors and chief elected officials, facilitate public-private partnerships; support sector strategies and career pathways that advance opportunities for all workers and jobseekers, including low-skilled adults, youth, and individuals with disabilities; foster innovation; and ensure streamlined operations and service delivery excellence.
- c. ***States and local areas align workforce programs with regional economic development strategies.*** Local boards, program leaders, and elected officials share a common vision and design and govern the system regionally; create unified regional and local plans integrating education, training, support services, and other workforce services across the core programs; align workforce policies and services with regional economies; and support sector strategies tailored to their needs.
- d. ***The One-Stop Center network and partner programs are organized to provide high-quality services to individuals and employers.*** State and local boards, One-Stop Center operators and partners must increase coordination of programs and resources to support a comprehensive system that seamlessly provides integrated services that are accessible to all jobseekers, workers, and businesses.
- e. ***States and local areas promote accountability and transparency, and data drives decisions and informs customer choice.*** State and local leaders ensure investments in employment, education and training programs are evidence-based and data-driven, and programs are accountable to participants and taxpayers. This includes evaluating approaches and aligning performance accountability and data systems to support program management, facilitate common case management systems, and inform policy. State and local areas provide robust, validated data to inform strategy, operations, and evaluations. Information technology systems are designed to reduce burden and present integrated information to support services, inform customer choice and guide strategy development. Technological strategies for improving the quality of services

are adopted, including advances in digital literacy skills and models for accelerating skill acquisition and credential attainment of jobseekers.

5. **Taking Action Now.** Most WIOA provisions related to DOL-administered programs take effect in Program Year (PY) 2015, which starts July 1, 2015. ETA strongly advises states and local areas to begin planning and implementing WIOA transition activities now. As discussed further in Section VI, ETA will issue regulations and additional guidance; in addition, the legislation and the technical assistance tools currently available support initial implementation and transitional activities. While some provisions do not go into effect until PY 2016 (July 1, 2016), such as the unified or combined state plans and the performance accountability system, states should be preparing now for the ultimate implementation of these provisions.

Beyond complying with the requirements of the new law, WIOA offers an opportunity to continue to modernize the workforce system and create a customer-centered system: where the needs of business and workers drive workforce solutions; where One-Stop Career Centers provide excellent customer service to all jobseekers and businesses; and where the workforce system supports strong regional economies. To realize this vision, workforce system leaders are asked to step back and re-envision how they conduct business and restructure activities accordingly.

Below are recommended actions workforce system leaders and partners are strongly encouraged to take now to move toward full implementation of the law. These should be considered in any state and local transition discussions to ensure states and local areas are well positioned on July 1, 2015 to implement WIOA. The list is not exhaustive, and each state and local area should fully assess its own situation and requirements and determine the activities it will need to undertake to support a full and effective transition.

- ✓ ***Identify and allocate funding for transitional activities.*** TEGL 12-14, *Allowable Uses and Funding Limits of Workforce Investment Act Program Year (PY) 2014 funds for Workforce Innovation and Opportunity Act (WIOA) Transitional Activities* explains that states and locals may use up to two percent of the WIA's Fiscal Year 2014 Youth, Adult, and Dislocated Worker formula funds to transition to WIOA. The TEGL identifies nine priority areas for transition activities more fully described in this document and also details how to incur and report transition activities costs. Please consult TEGL 12-14 in tandem with this guidance. Also, please note the importance of maintaining a balance between exercising the transitional funding authority and continuing to serve current system customers effectively.
- ✓ ***Build new, and strengthen existing, partnerships.*** WIOA requires states and local areas to enhance coordination and partnerships with local entities and supportive service agencies for strengthened service delivery, including through unified state plans and combined state plans. These plans should include statutorily specified additional partners in the planning process; establish a set of system performance measures that apply to all core programs; strengthen linkages between a myriad of complementary programs within the One-Stop Center system; require co-location of employment services in One-Stop Centers; add One-Stop Center partners, such as Temporary Assistance for Needy Families (TANF) and the Jobs for Veterans State Grants (JVSG)

programs; enhance the role of apprenticeship; clarify partner programs support for system infrastructure costs and other common costs; and ask the system to work regionally and across local workforce development areas.

Additionally, successful implementation of many of the approaches called for within WIOA, such as career pathways and sector strategies, require robust relationships across programs and with businesses, economic development, education and training institutions, including community colleges and career and technical education local entities and supportive service agencies. As workforce system leaders step back and explore their approach for moving toward the WIOA vision, robust partnerships will be required to successfully enable our dual customers—jobseekers and employers—to drive solutions, to ensure these customers receive excellent services, and to effectively support economic regions.

- ✓ ***Engage with core programs and other partners to begin strategic planning.*** Local and state leaders should engage in strategic planning and find new ways to align core and other key programs, such as Registered Apprenticeship, Job Corps, JVSG, TANF, Perkins Career and Technical Education programs, Unemployment Insurance, and required partners under the Act. It is vital to understand the new unified and combined state plan requirements, and assess whether the right partners are at the table, and are participating fully as equal partners in the design and coordination of the programs and services within the workforce system. Strategic planning should include concrete goals as well as a vision of success: how the workforce system should ideally function in each state to best meet WIOA goals. We encourage local and state leaders to include state economic development staff and alignment of workforce and economic development goals.
- ✓ ***Reassess One-Stop delivery system.*** With your WIOA partners, reassess the One-Stop delivery system and what is needed to achieve seamless service delivery models that place the customer at the center of how programs are designed and delivered. Consider operations, such as “bricks and mortar” and information technology infrastructures in light of new requirements: core and mandatory One-Stop Center partners; co-location of Wagner-Peyser employment services; procedures and policies to transition to selecting One-Stop Center operators through competitive procurement; a Memoranda of Understanding to address One-Stop Center infrastructure funding; physical and programmatic accessibility requirements; and the vision of WIOA and state established goals. These actions will better position states and local workforce development areas to better tailor the state’s plan for infrastructure funding and certification of One-Stop Centers.
- ✓ ***Develop plans to ensure workforce investment boards become WIOA compliant.*** State and local boards must meet the new membership requirements and be able to carry out new functions by July 1, 2015. Chief elected officers should review the new requirements to reconstitute and certify boards. While a business majority is required by WIOA and must be maintained for the transition period of July 22, 2014 through June 30, 2015, suggested strategies may be employed to bring board membership into compliance by July 1, 2015, such as establishing standing committees and transition board members. When establishing standing committees, we strongly encourage

focusing on serving youth, low skilled adults, Indians and Native Americans, individuals with disabilities and other relevant priorities for the local area. Also, local areas can reach out to the state to signal interest in initial designation or re-designation that may result in a new area.

- ✓ ***Develop transition plans.*** Transition to WIOA and realizing its vision is complex, and will require substantial activities leading up to July 1, 2015 and after. We encourage states and local areas to develop transition plans that will allow for transition preparation and tracking of transition and implementation progress and use these to guide implementation of new WIOA requirements. Also, consider customer impacts, such as how current WIA participants are impacted in WIOA transition. ETA is developing several technical assistance tools to assist states and locals in this area.
- ✓ ***Prepare for fiscal and program changes for transition across legislations.*** There are several fiscal and program changes that have been recently issued that require attention as part of transition planning: the new Office of Management and Budget Uniform Guidance was published in the Federal Register on December 19, 2014 and ETA issued associated guidance in [TEGL 15-14](#), also dated December 19, 2014. Financial staff and other applicable staff must become familiar with the requirements of this guidance and the impact on the state system and the transition from WIA to WIOA. States should also prepare for 100 percent transfer between adult and dislocated worker formula funds.
- ✓ ***Assess state laws.*** It is important to review state legislation and identify areas that may conflict with WIOA to develop plans and strategies that resolve these conflicts. When state and federal laws conflict, federal laws take precedence.
- ✓ ***Review Eligible Training Provider processes.*** Review Eligible Training Provider List processes and assess how they need to be updated to reflect new eligibility criteria. Examples include: adding new procedures for the inclusion of Registered Apprenticeship programs; taking into account the need to ensure access to training throughout the state, including rural areas; and ensuring the ability of providers to provide training to individuals who are employed and individuals with barriers to employment. States must also take steps to ensure that eligible training providers are in a position to provide required outcomes information for individuals served by their programs by July 1, 2015. ETA will be providing additional technical assistance to support such implementation.
- ✓ ***Ensure new or existing youth service contract operators support the 75 percent out-of-school youth and the 20 percent work experience expenditure rate requirements.*** States and locals that are not currently meeting the 75 percent out-of-school youth requirement must begin to prepare for this transition. ETA will provide guidance and technical assistance to aid with this transition, including further guidance on use of funds, productive approaches for serving out-of-school youth, as well as alternative resources for serving in-school youth. In the meantime, states, local areas and federal partners should develop plans to address this requirement. States will receive their first WIOA allotment for the youth programs in April 2015 and will begin full implementation of WIOA for the Youth Program at that time

6. **Timeframe of Anticipated Regulations, Guidance & Technical Assistance.** ETA is committed to continuing its collaborative work with its Federal partners and all workforce system stakeholders and grantees to support WIOA implementation. Generally, the WIOA provisions take effect on July 1, 2015, with the exception of the provisions in title IV, which became effective on enactment, and targeted exceptions.

Two Notices of Proposed Rulemaking (NPRMs) will be issued in early 2015: a joint NPRM with the Department of Education which will cover joint activities, including state planning, performance, and provisions covering the One-Stop system; and a second which will cover the remaining ETA-administered provisions in WIOA. (Concurrently, three additional NPRMs will be published by the Department of Education, one implementing Adult Education and Literacy and two implementing WIOA amendments to the Rehabilitation Act of 1973.) These NPRMs will provide notice of the current thinking by ETA and the Department of Education and an opportunity for public comment. These NPRMs will be published in the Federal Register and posted on www.regulations.gov. Instructions on how to comment on the NPRMs are included in the preambles of each proposed rule. ETA and the Department of Education will analyze these public comments and develop and issue Final Regulations by early 2016.

As many provisions of the law go into effect July 1, 2015, ETA will issue Operating Instructions in spring 2015 to support such implementation. ETA also intends to issue operating and programmatic guidance and continue to disseminate technical assistance beginning in early 2015 and throughout implementation. We will continue to gather stakeholder input for guidance development and technical assistance needs and convene additional regional events and conferences to provide more in-depth learning and networking opportunities.

The DOL's official Website for additional information on WIOA is www.doleta.gov/wioa. In addition, ETA has created a new WIOA collection page at <https://wioa.workforce3one.org> which currently houses existing technical assistance resources that are relevant for WIOA implementation, and will house more technical assistance resources and guidance as they are developed. These pages will be updated as new information is available.

7. **Inquiries.** Questions regarding this guidance should be directed to the appropriate ETA regional office or through the ETA email address established for this purpose: DOL.WIOA@dol.gov. ETA monitors this account daily, and may respond to inquiries directly or through general communications such as official guidance, webinars, and public Q&A documents. You can also contact your regional office for any inquiries or feedback.

DIRECTIVE

WORKFORCE SERVICES

Number: WSD14-10

Date: February 20, 2015
69:01:df:17276

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: INITIAL LOCAL AREA DESIGNATION AND LOCAL BOARD
CERTIFICATION UNDER WIOA

EXECUTIVE SUMMARY

Purpose

This directive communicates policy and procedures regarding the initial designation of Local Workforce Development Areas (local areas) and the initial certification of Local Workforce Development Boards (local boards) under the Workforce Innovation and Opportunity Act of 2014 (WIOA).

Scope

This directive applies to all current local areas interested in receiving designation and local board certification under the new WIOA.

Effective Date

This directive is effective on the date of its issuance.

REFERENCES

- WIOA (Public Law 113-128) Sections 106 and 107
- Title 2 *Code of Federal Regulations* (CFR) Chapter I, Chapter II, Part 200, et al., "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;" Final Rule (Uniform Guidance)
- Title 2 CFR Part 2900 et al., "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Uniform Guidance)
- Title 29 CFR Part 95: "Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations"

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

- Title 29 CFR Part 97: “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments”
- *Workforce Investment Act (WIA) Section 116*
- Title 20 CFR Part 652 et al: WIA; Final Rules
- *California Unemployment Insurance Code Section 14202(c)*
- Workforce Services Directive WSD12-14, Subject: *Program Year (PY) 2013-17 Local Plans and Board Certification (Biennial and High Performing)* (May 22, 2013)
- WIA Directive WIAD06-10, Subject: *Local Area Nonperformance Policy* (November 14, 2006)
- WIA Directive WIAD02-6, Subject: *Subsequent Designation of Temporary and State Board Recommended Local Areas* (September 18, 2002)
- Workforce Services Information Notice WSIN12-62, Subject: *Late Monthly, Quarterly, Closeout, Audit and Participant Reports* (May 23, 2013)

STATE-IMPOSED REQUIREMENTS

This directive contains some state-imposed requirements. These requirements are indicated by ***bold, italic*** type.

FILING INSTRUCTIONS

This directive finalizes Workforce Services Draft Directive WSDD-111, issued for comment on January 16, 2015. The Workforce Services Division received 61 comments during the draft comment period. These comments resulted in substantive changes to the directive which can be viewed as highlighted text. The highlighted text will remain on the Internet for 30 days from the issuance date. A summary of the comments is provided as Attachment 3. Retain this directive until further notice.

BACKGROUND

The WIOA Sections 106 and 107 provide the criteria for the initial designation of local areas and initial certification 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. The California Workforce Investment Board (State Board) and the Employment Development Department (EDD), acting under the authority of the Governor, have established policies and procedures within this directive for the initial designation of local areas and the initial certification of local boards. These policies are intended to provide maximum flexibility to local areas during the first year of WIOA implementation so they may have sufficient time to prepare for and fully comply with the new WIOA requirements for “subsequent” local area designation and local board recertification.

POLICY AND PROCEDURES

Initial Local Area Designation

As stated in WIOA Section 106, the Governor shall approve a request made for initial designation by any local area if the area did the following during PYs 2012-13 and 2013-14:

- Was designated as a local area under WIA
- Performed successfully
- Sustained fiscal integrity

Initial designation is effective July 1, 2015, through June 30, 2016. Local areas must apply for initial designation using the process included in this directive. Local areas that would like to modify their current geographical boundaries are eligible to apply under their new structure.

Subsequent designation will be effective July 1, 2016. Therefore, local areas should be planning and preparing to meet the WIOA requirements for subsequent designation [i.e., perform successfully, sustain fiscal integrity, and in the case of a local area in a planning region, meet the regional planning requirements in WIOA Section 106(c)(1)] during the initial designation period. Additionally, local areas should be preparing to meet the new Office of Management and Budget (OMB) and Department of Labor Uniform Guidance in 2 CFR 200 and 2 CFR 2900, which applies to new awards and additional funding (funding increments) to existing awards made after December 26, 2014 (i.e., the youth allocations beginning April 1, 2015, and all subsequent allocations).

The initial designation period is intended to serve as a “transition year” in which local areas may develop new services, enter new collaborative partnerships, and/or create innovative workforce development strategies in alignment with WIOA. The EDD and the State Board will provide technical assistance and guidance to local boards implementing WIOA activities during this transition year, and assess the extent to which local boards are designing a better system for customers. The assessment of local performance goals during the initial designation period will consider the extent to which local boards implement WIOA, and the potential impact on customer outcomes. During local area performance negotiations, the State Board will work with local boards who undertake activities that result in new services, partnerships, and/or service redesign, or other WIOA transitional activities, to ensure that local areas have the opportunity to set goals that enable them to perform successfully.

Definitions

Performed Successfully - a local area has achieved at least 80 percent of their local performance goal on each performance measure for PYs 2012-13 and 2013-14. [WIOA Section 106(e)(1)].

The state has provided the following flexibility to the definition of performed successfully, for purposes of initial local area designation only. This flexibility is in alignment with WIA Directive [WIA06-10](#) and the local board recertification criteria in Workforce Services Directive [WSD12-14](#).

A local area is still eligible for initial designation if it achieved at least 80 percent of its local performance goal on seven or more of the performance measures during either PY 2012-13 or PY 2013-14. To remain eligible, the local area must attach a Corrective Action and Technical Assistance Plan (as required in WIA Directive WIA06-10) to its initial local area designation and initial local board certification application.

A local area is ineligible for initial designation if it did not achieve at least 80 percent of its local performance goal on two or more performance measures during both PY 2012-13 and 2013-14.

Sustained fiscal integrity – the local area has not been found in violation of one or more of the following during PYs 2012-13 or 2013-14:

- 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 misexpended 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 for 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 CFR Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIA regulations, and state guidance. Highlights of these responsibilities include the following:
 - Timely reporting of WIA 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)]

Existing Local Area – A local area that was designated as a local area under WIA.

Modified Local Area – A local area that is considering local area modification as part of its initial designation application. Examples include: two areas proposing to merge into a new combined single local area, various local areas that will be combined in a new, single local area, or a local area that will be expanded to include part or parts of another current local area.

Initial Local Area Designation Application Process

The local Chief Elected Official (CEO) must follow the applicable process noted below in order to request initial designation:

- Existing Local Areas

Complete the [Existing Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16](#) (Attachment 1).

- Modified Local Areas

For local areas that are requesting local area modification as part of their initial designation, complete the [Modified Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16](#) (Attachment 2).

The local CEO must submit the completed application to the State Board no later than 5:00 p.m., March 31, 2015, by one of the following methods:

Mail: California Workforce Investment Board
P.O. Box 826880
Sacramento, CA 94280-0001

Courier: California Workforce Investment Board
800 Capitol Mall, Suite 1022
Sacramento CA 95814

Hand Deliver: California Workforce Investment Board
800 Capitol Mall, Suite 1022
Sacramento CA 95814

Note the following: Some local areas may be unable to obtain local approval by the submission deadline (e.g., due to the scheduling of their respective board meetings). If so, the local area may submit an unsigned copy of the application with an explanation for the absent signature(s), and the date by which the signed original will be sent. The signed application must be submitted to the State Board by June 30, 2015. Failure to meet this deadline will result in the local area not receiving full initial designation status until a signed application is received.

Assessment of the Application

The State Board, in coordination with the EDD, will verify the information provided in the application once a completed application is received. The State Board will consider all information provided, and determine whether to recommend approval or denial of the application at its spring 2015 meeting.

The local CEO will be notified in writing by May 10, 2015, regarding the approval or denial of its initial designation application. If approved, the initial designation will be effective July 1, 2015, through July 1, 2016. If denied, the local CEO may contest the decision using the appeal process below.

Appeal Process for Initial Designation

A unit of local government (or combination of units) which has requested and been denied initial designation as a local area under WIOA may appeal the denial to the State Board, in accordance with Section 106 of WIOA.

An entity which has been denied initial designation may appeal the decision and request a hearing. An appeal and request for hearing must be mailed to the State Board within 20 calendar days from the mailing date of the notice of denial of initial designation. The appeal must (1) be in writing and state the grounds for the appeal, and (2) state the reasons why the appellant should be initially designated.

The State Board will contact the appellant to schedule a hearing date within 5 calendar days of the receipt of the appeal. The State Board will conduct the appeal hearing process and provide a written decision to the appellant no later than five calendar days after the hearing.

Appeal of State Board Decision

A unit or combination of units of general government whose appeal has not resulted in designation as a local area may also appeal the denial to the Department of Labor. [WIOA Section(b)(5)]

Initial Local Board Certification

The WIOA Section 107 requires the Governor to certify one local board for each local area in the state. Local boards will be initially certified as follows, in order to provide local areas an opportunity to restructure their local boards in accordance with WIOA requirements:

- Local Boards within Existing Local Areas

Complete the [Existing Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16](#) (Attachment 1). Note that this application is used for both initial local area designation and initial local board certification.

The existing local board will be automatically initially certified through PY 2015-16 upon approval of initial designation of a local area.

- Local Boards for Local Areas requesting designation as new, modified, Local Areas

Complete the [Modified Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16](#) (Attachment 2). Note

that this application is used for both initial local area designation and initial local board certification.

The local CEO will be notified in writing by May 10, 2015, regarding the approval or denial of its initial local board certification.

Initial local board certification will be effective July 1, 2015, through June 30, 2016.

Subsequent local board recertification will be effective July 1, 2016. Therefore, local boards will be expected to complete all necessary tasks to meet the subsequent local board recertification requirements under WIOA (e.g., meet WIOA local board membership requirements, procure one-stop operators unless granted an exemption under WIOA Section 107(g)(2), meet or exceed performance requirements, and sustain fiscal integrity) during the initial certification period. The assessment of local performance goals during the initial designation period will consider the extent to which local boards implement WIOA, and the potential impact on local performance levels.

ACTION

Please bring this directive to the attention of the local CEO, local board, and other relevant parties.

INQUIRIES

If you have questions concerning this directive, contact your assigned [Regional Advisor](#).

/S/ JOSÉ LUIS MÁRQUEZ, Chief
Central Office Workforce Services Division

Attachments are available on the Internet:

1. [Existing Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16](#) ([Word Version Here](#))
2. [Modified Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16](#) ([Word Version Here](#))
3. [Summary of Comments](#)

Existing Local Area

**Application for Initial Local Area Designation
and Initial Local Board Certification
Program Year 2015-16**

Local Workforce Investment Area

Existing Local Area

This application will serve as your request for Local Workforce Development Area (local area) initial designation and corresponding Local Workforce Development Board (local board) initial certification under the Workforce Innovation and Opportunity Act (WIOA) for Program Year (PY) 2015-16.

If the California Workforce Investment Board determines the application is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this application.

Name of Local Area

Mailing Address

City, State

ZIP

Date of Submission

Contact Person

Contact Person's Phone Number

Local Area Levels of Performance

Instructions: Enter your local area's negotiated levels of performance and actual levels of performance for PYs 2012-13 and 2013-14.

Performance Table				
Name of Local Area: _____				
Common Measure	Negotiated PY 2012-13	Actual PY 2012-13	Negotiated PY 2013-14	Actual PY 2013-14
Adult				
Entered Employment Rate				
Employment Retention Rate				
Average Earnings				
Dislocated Worker				
Entered Employment Rate				
Employment Retention Rate				
Average Earnings				
Youth (ages 14-21)*				
Placement in Employment or Education	72%			
Attainment of a Degree or Certificate	60%			
Literacy and Numeracy Gains	54%			

*Note: For PY 2012-13, each local area's youth performance goals were the same as the State level goals.

Sustained Fiscal Integrity

The local area hereby certifies that it has not been found in violation of any of the following during either PYs 2012-13 or 2013-14:

- **Final determination 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 misexpended funds due to the willful disregard or failure to comply with any Workforce Investment Act (WIA) requirement, such as failure to grant priority of service or verify participant eligibility.
- **Gross negligence** - defined as a conscious and voluntary disregard for 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, WIA regulations, and state guidance.

Highlights of these responsibilities include:

- Timely reporting of WIA 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)]

Local Area Assurances

Through PY 2015-16, 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 WSD12-3, *Quarterly and Monthly Financial Reporting Requirements*.
- All close out reports will comply with the policies and procedures listed in Workforce Services Directive WSD09-12, *WIA Closeout Handbook*.

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 Senate Bill 734, to spend a minimum of 25 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 Chief Elected Official (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. 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.
- H. 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 10-09].

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 initial designation of the existing local area and initial certification of the existing local board. They certify that the local area has performed successfully and sustained fiscal integrity during PYs 2012-13 and 2013-14. Additionally, they agree to abide by the local area assurances included in this application.

Local Workforce Investment Board Chair

Local Chief Elected Official

Signature

Signature

Name

Name

Title

Title

Date

Date

December 16, 2014

Tim Rainey
Executive Director
California Workforce Investment Board
777 12th St #200
Sacramento, CA 95814

Dear Tim,

The long awaited passage of the Workforce Innovation and Opportunity Act (WIOA) presents the nation's workforce development system with tremendous opportunities. As you know, the extraordinary changes presented in WIOA will require many states to re-engineer their workforce development systems almost entirely. WIOA changes the playing field for many with regards to business engagement, regional planning, career pathways, partnering with adult education and apprenticeships and, in addition, it places great emphasis on continuous improvement and performance.

California's workforce development system is robust. We have been working on these items locally for a number of years. Recently, thanks in large part to the leadership of the state board; many of these local initiatives (that are also key principles of WIOA) are being recognized and enhanced by state level investments. For example, California recognized the importance of working with business by incorporating regional economic and workforce development networks into its planning process. Additionally, California has invested unprecedented funding for career pathways systems via the Career Pathways Trust and enhanced regional planning efforts via SlingShot. Across the state Adult Education, the Community College and Workforce Development systems are collaborating. This collaboration and alignment of systems is assisted by funding provided through AB86. Furthermore Apprenticeship programs and Workforce Boards are developing systems that define our partnerships. In Northern California for example, the NorCal Workforce Partnership (5 Local Boards representing 20 counties) entered into an MOU to enhance coordination with the Sacramento Valley Joint Apprenticeship Coordinators and the Department of Industrial Relations.

Momentum is in our favor and local systems are well positioned to assist the state in meeting its obligation to smoothly transition to WIOA. However, in order to implement these changes we need your help to do so. Golden Sierra has two requests. First, though a process has not yet been defined to designate local areas Golden Sierra meets the requirements as outlined in WIOA Section 106 (b)(2) and requests initial designation as a Local Workforce Development Area at the earliest date possible. Second, Golden Sierra Job Training Agency, with the agreement of its Chief Local Elected Officials seeks approval to provide Career Services under WIOA Section 107(g)(2) and be designated or certified as the local One-Stop Operator.



Golden Sierra

1919 Grass Valley Hwy, Ste. 100
Auburn, CA 95603

(530) 823-4635
goldensierra.com

Since 2006, the Golden Sierra WIB has strategically invested more than \$12.5 million to train nearly 1,700 job seekers, while achieving an 88% entered-employment rate and an average annual salary of more than \$60,000. In addition, we provided more than \$3.2 million in layoff aversion and business services during that time. Every \$1.00 of Workforce Investment Act money invested in our region returns nearly \$2.00 in community benefit.

Our successes are, in large part, attributable to our valued partners. Not the least of which is the Workforce and Veterans services staff from the Employment Development Department. WIOA requires collocation of services and we are indeed collocated. Additionally, competitive procurement of the operator would cause an unnecessary disruption of services to the community and delay implementation for an undefined period.

The Golden Sierra Workforce Investment Board and Governing Body believe that these two designations represent the most cost effective opportunity and present the highest outcomes for our job seekers and business through the transition. Thank you for your consideration.

Sincerely,

Jason Buckingham

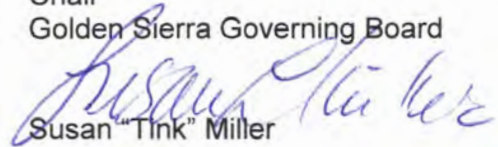


Executive Director
Golden Sierra Job Training Agency

Katherine Rakow



Chair
Golden Sierra Governing Board



Susan "Tink" Miller

Chair
Golden Sierra WIB

INVESTING IN CALIFORNIA'S WORKFORCE

As the state's economic recovery continues, many Californians are entering and returning to the workforce seeking jobs that require more education and training. However, the state does not have a coordinated approach that links efforts of various entities—traditional K-12 schools, adult schools, community colleges, universities, local workforce investment boards, libraries, social services agencies, public safety agencies, and employers—and the resources available do not effectively develop skills needed in the workforce. Increasing the resources available and better targeting where they are used will improve the skills of California's workforce and better meet the demands of the growing economy. Making this investment strategically will also help reduce the number of Californians living in poverty.

For the last several years, the Census Bureau has reported that about 16 percent of California residents are living in poverty—slightly above the national average of 14.9 percent. The Census Bureau's supplemental measurement of poverty, which considers broader measures of income and the cost of living, reflects a poverty rate of 23.4 percent (a three-year average). Additionally, while the state's economic condition has improved since the Great Recession, the increase in wages and salaries has been uneven, with much of the gain being made by the state's wealthiest residents.

Investing in assistance programs alone will only marginally improve the situation for those living in poverty. Investments that improve a range of educational outcomes (such as basic literacy, graduation from high school, certificate programs, and college degrees) and provide tangible skills desired by employers generally increase an individual's

earning potential. This type of investment can provide a permanent path out of poverty and to greater personal advancement.

The Budget outlines a comprehensive framework to strengthen the workforce by providing credentials valued by employers and encouraging careers that have opportunities for advancement and self-sufficiency. These proposals represent a significant step in reinvesting and reshaping California's workforce preparation systems to accomplish the following:

- Provide high-quality, job-related instruction and connect students with quality career exploration and guidance.
- Produce a workforce and education framework that is highly responsive to labor market demands and focuses on current or emerging high-wage, high-skill, or high-demand jobs.
- Provide increased and more meaningful employer engagement in the workforce development system, including partnering in earn-and-learn programs, on-the-job training, and subsidized employment opportunities.
- Align various programs through coordinated regional planning efforts that can more easily incorporate business-sector input and industry-valued certificates and degrees.
- Improve alignment of workforce programs with post-secondary education, particularly the community colleges, and the continuing development of career pathways programs.
- Emphasize non-traditional apprenticeship programs in high-growth industries in emerging and transitioning occupations.
- Target education and employment services to special populations including veterans, the disabled, CalWORKs recipients, formerly incarcerated individuals, and other disadvantaged groups most in need of assistance.

Congress' recent reauthorization of the Workforce Innovation and Opportunity Act promotes principles that strongly align with this approach, as well as the key workforce initiatives of the Labor and Workforce Development Agency and the Community College Board of Governors Task Force on Workforce, Job Creation, and a Strong Economy.

While many programs are targeted toward workforce development, their goals, objectives, and approaches have differed and are not well coordinated. Recent

efforts have focused on bringing these divergent activities together through common performance measures and coordinated planning activities on a regional scale. The Labor and Workforce Development Agency and various workforce entities will continue development of the Unified State Workforce Investment Plan over the next year as required by the Workforce Act. The plan will:

- Incorporate input from workforce investment boards, schools, community colleges, rehabilitation programs, CalWORKs welfare-to-work services, and community correctional programs.
- Emphasize regional planning that reflects the needs of employers.
- Adopt common performance measures that are aligned with other workforce development programs, adult education and literacy programs, and job services.
- Create pathways to post-secondary education and careers.

The Budget builds on investments made in recent years across program areas and provides over \$1.2 billion to support these coordinated programs:

- **Adult Education Block Grant**—The Budget provides \$500 million Proposition 98 General Fund for a block grant to support programs in elementary and secondary basic skills, classes and courses in citizenship and English as a second language for immigrants, education programs for adults with disabilities, short-term career technical education programs linked to occupations with high employment potential, and programs for apprentices. The program will build upon the existing adult education infrastructure, but will ensure ongoing collaboration among different providers and with workforce development and social service functions that adult education is intended to serve. Additional information on the proposed block grant can be found in the K thru 12 Education Chapter.
- **Career Technical Education (CTE)**—The Budget provides \$250 million Proposition 98 General Fund for incentive grants to school districts, county offices of education, and charter schools. To qualify for funding, each awardee must provide one-to-one matching funds and demonstrate a long-term commitment to support CTE by presenting a plan to continue the program after grant funds expire with Local Control Funding Formula allocations or other local funding resources. Priority will be given to districts who apply in partnership with other districts or providers to offer regional programs. Additional information on this proposal can be found in the K thru 12 Education Chapter.

- **Workforce Investment Act**—The 2014 Budget Act included \$390.8 million federal funds of which \$356.3 million is allocated to 49 local workforce investment boards to target job and workforce services to youth, adults, and dislocated workers; and \$34.5 million for program oversight and discretionary programs. The discretionary funding is allocated to address regional workforce needs and employment barriers for special populations. Discretionary funding in 2015-16 is expected to increase and will be detailed in the May Revision after federal guidelines for the new Workforce Act are released in early 2015. Two regionally targeted programs include:
 - **SlingShot Regional Grants**—Provides \$5.2 million in 2014-15 to address regional barriers to employment through innovative workforce development, training, employer engagement, and career education approaches.
 - **Regional Workforce Accelerator Program Grants**—Provides \$3.2 million in 2014-15 to partnerships for job training, support services, and job placement assistance for the long-term unemployed, veterans, low-income individuals seeking jobs (including CalWORKs recipients), disconnected youth, formerly incarcerated individuals, and others with barriers to employment.
- **Apprenticeship Program Funding**—The Budget includes an increase of \$14 million for existing apprenticeship programs to support both an increase in the number of hours allocated and the rate at which schools and colleges are reimbursed. In addition, the Budget provides \$15 million for new and innovative apprenticeship programs in emerging industries.
- **Enhanced Non-Credit Rate Change**—The Budget provides \$49 million to reflect an increase adopted with the 2014 Budget in the funding rate for career development and college preparation non-credit courses to equal the rate provided for credit courses. Career development and college preparation non-credit courses offer flexibility for community colleges to design and deliver courses better suited for students pursuing career technical education.

These investments serve as the first step toward a broader strategy of aligning 49 workforce investment boards, 72 community college districts, more than 1,000 other local education agencies, and the employment programs of 58 county human services agencies. They will also provide a framework for workforce development in California that coordinates local, state, and federal resources within 15 economic development regions defined by regional and industry workforce needs.

Schedule

As of February 19, 2015 - Subject to change.

Saturday, March 28th

7:00 am - 3:00 pm	Forum Registration
7:00 am - 6:00 pm	Exhibits Set up
9:00 am - 2:30 pm	Pre-Conference Sessions
4:00 pm - 5:00 pm	First Time Forum-Goers
7:00 pm - 8:00 pm	Exhibit Hall Reception

Sunday, March 29th

7:00 am - 5:00 pm	Forum Registration
7:00 am - 7:30 am	Morning Pilates
7:30 am - 6:30 pm	Exhibit Hall Hours
7:30 am - 8:30 am	Breakfast with Exhibitors
9:00 am - 11:15 am	Opening General Session Advancing Workforce Innovation: WIOA and the Work Ahead
11:15 am - 11:45 am	Exhibit Hall Refreshment Break
12:00 pm - 1:30 pm	Issue Sessions and Lunch
1:45 pm - 2:45 pm	Keynote Address: Victor Hwang The Innovation Ecosystem
2:45 pm - 3:15 pm	Book Signing with Victor Hwang
2:45 pm - 3:15 pm	Exhibit Hall Refreshment Break
3:30 pm - 4:45 pm	Workshops
3:30 pm - 4:00 pm	Tool Shops
4:15 pm - 4:45 pm	Tool Shops
4:45 pm - 6:15 pm	Exhibitor Reception

Monday, March 30th

7:00 am - 5:00 pm	Forum Registration
7:00 am - 7:30 am	Morning Pilates
8:00 am - 4:00 pm	Exhibit Hall Hours
8:15 am - 8:45 am	Breakfast with Exhibitors
9:00 am - 10:30 am	General Session and Keynote Address: Aaron Hurst Understanding Your Imperative
10:30 am - 2:30 pm	Partners' Exchange
10:30 am - 11:00 am	Refreshment Break in Exhibit Hall and at Partners' Exchange
11:00 am - 12:15 pm	Workshops
11:00 am - 12:15 pm	NAWB Annual Business Meeting and Board Quickshops
11:00 am - 11:30 pm	Tool Shops
11:45 am - 12:15 pm	Tool Shops
12:30 pm - 2:00 pm	General Session Luncheon Panel Discussion: Starting Strong with WIOA Implementation
2:00 pm - 2:30 pm	Refreshment Break in Exhibit Hall and at Partners' Exchange
2:30 pm - 3:45 pm	Impact Sessions
4:00 pm - 5:15 pm	Workshops and Quickshops
4:00 pm	Exhibitors Tear Down
5:45 pm - 7:00 pm	Sponsored Receptions
7:15 pm - 8:30 pm	Awards Presentation and The Capitol Steps

Tuesday, March 31st

7:00 am - 10:00 am	Forum Registration
7:00 am - 7:30 am	Morning Pilates
7:30 am - 8:00 am	Continental Breakfast
8:00 am - 10:00 am	Closing General Session NAWB Forum Legislative Day
10:30 am - 12:00 pm	What's Next Sessions
12:00 pm	Hit the Hill - Off Site

Pre-Conference Sessions

Saturday, March 28, 9:00 a.m. to 2:30 p.m.

The passage of the *Workforce Innovation and Opportunity Act (WIOA)* means it is critically important that boards are prepared to demonstrate the four core leadership competencies required under the new legislation. These competencies are: 1) strategic management; 2) strategic convening and partnerships; 3) data analysis; and 4) communications and business outreach. With this in mind, NAWB has designed a pre-conference experience to help WIB leaders think strategically about these competencies and prepare your teams for the changes that lie ahead.

Four of the five pre-conference sessions being offered this year will help participants develop the core leadership competencies required of high performing workforce boards as described above. The fifth pre-conference session drills into the nitty-gritty of *Workforce Innovation and Opportunity Act* implementation, covering administrative principles, cost rules, and audits of federal grants, as well as a new focus on outcomes, risk assessments, anti-fraud certifications, finance policies, procurement, asset standards, and new computer and travel regulations.

Pre-conference sessions are substantially different from Forum workshops. We have brought together professionals from experienced firms to provide the opportunity for interactive, in-depth, hands-on learning that combines theory and practice in a rigorous learning environment. Sessions set the stage for strategic thinking and then provide tools for implementation. To meet our dual focus on theory and practice, our sessions are full-day, running from 9:00 AM to 2:30 PM (with lunch provided).

Before these five sessions convene, there will be a joint plenary for all participants that shows how these competencies are woven throughout the new *Workforce Innovation and Opportunity Act*, and how they can be used to successfully implement the new programs and activities.

Do you want more information on the four core leadership competencies?

Visit <http://www.nawb.org/WLC/default.asp> , and learn about NAWB's Workforce Leadership Council and how to join the next cohort.

Plenary (9:00 a.m. - 9:25 a.m.)

The New *Workforce Innovation and Opportunity Act*: How it Challenges Us to Bring our “A” Game

Presenter: Ron Painter, President and CEO, National Association of Workforce Boards, Washington, DC

The new *Workforce Innovation and Opportunity Act* positions workforce boards as the linchpin in their regional economies, providing important data, convening key partners, and creating unified workforce development plans to ensure that individuals can gain jobs with self-sustaining wages, and employers can find employees with the skills they need to compete in our global society. During this session, Ron Painter will point out how the four leadership areas covered in our pre-conference sessions can support implementation of the new Act and make a difference to the economic health of our country and the places we call home.

(Included free with selection of any of the five pre-conference sessions.)

Sessions (9:30 a.m. - 2:30 p.m.)

Getting Strategic as a Board

Presenter: John Baker, President, Strategies for the Future, Austin, TX

What are some of the important strategic roles that Workforce Development Boards are being encouraged to play in their regional and local economies under the *Workforce Innovation and Opportunity Act*? This session, intended for both Board members and staff, will examine the “innovations” and “opportunities” that the Act offers to Boards that want to play different roles their communities. This hands-on session will help you by focusing on critical factors that help your Board be more strategic, starting with creating Board agendas that are reflective of your focus on building the workforce assets of your community. You will discover creative recruitment strategies to keep your Board fresh and proactive in your community, as well as practicing what you learn by working through various scenarios. You will learn how to capitalize on workforce intelligence, define your role in sector strategies, apply different approaches to resource alignment, generate new ideas for convening, and identify ways to make workforce investments even more accountable.

Making Strategic Convening, Collaboration, and Partnerships More Impactful

Presenters:

Reg Javier, Associate Manager, Public Consulting Group, San Diego, CA

Tom Kavanagh, Senior Consultant, Public Consulting Group, Elkhart, IN

Nick Schultz, Executive Director, Pacific Gateway Workforce Investment Board, Long Beach, CA

Stephen Baiter, Executive Director, Workforce Development Board of Contra Costa County, Pleasant Hill, CA

Cross-sector collaborations aren't new, but they take on heightened meaning in the context of the new *Workforce Innovation and Opportunity Act*. Under the new Act, workforce boards must convene industry and education to ensure that education and training programs meet the skill requirements of their area employers. They must convene government, education, economic development, and community organizations to ensure that workforce programs are being delivered as effectively and efficiently as possible. But what are the critical factors that enable collaborations to achieve meaningful impact? How do you begin to understand the gaps, strengths, and strategic opportunities of your region's broader talent development system? Learn about ways to assess your talent development landscape, develop shared goals, and expand the impact of the workforce system to meet the vision contained in the *Workforce Innovation and Opportunity Act*.

Labor Market Intelligence: Using Analytics to Focus your Investments

Presenters:

Ken Poole, Executive Director, Council for Community and Economic Research and Labor Market Information Institute, Arlington, VA

Marty Romitti, Senior Vice President, Center for Regional Economic Competitiveness, Arlington, VA

Sarah Gutschow, Research Manager, Center for Regional Economic Competitiveness, Arlington, VA

The *Workforce Innovation and Opportunity Act* emphasizes the importance of building workforce development systems on a knowledge base of local industry intelligence. Programs must be selected based on whether they address a high demand industry or occupation, and course content must align with the knowledge, skills, and abilities required in the workplace. With so much data and so few resources, workforce boards must focus attention on the investments that can have the greatest impact on employers and jobseekers alike. Workforce boards must provide good advice to jobseekers about what is possible; to businesses about what skills are available and what wages their competitors are paying; and to education and training providers seeking to invest their limited resources in relevant curricula. This session focuses on what you need to know, and makes you more analytic in using data to answer key workforce questions.

- Participants should bring a laptop to the session.
- Comfort and basic familiarity with Excel is an important pre-requisite for the afternoon skill development session.

Regional Leadership for Market Responsive Business Engagement

Presenters:

Celina Shands Gradijan, President/CEO, Full Capacity Marketing & Business U, San Diego, CA
Dr. Christine Bosworth, Co-Founder/Chief Strategy Officer, Business U, Los Angeles, CA

Panelists:

Michael Katz, Regional Coordinator, EASTBAY Works, Oakland, CA
Randal Tillery, Senior Dean, Workforce and Economic Development, Contra Costa Community College District, Martinez, CA
Todd Gustafson, Executive Director, Kinexus, Inc., Benton Harbor, MI

The *Workforce Innovation and Opportunity Act* points to multiple ways that the workforce investment system will need to think regionally and focus on business engagement and business metrics. This outlook requires workforce boards to strengthen leadership and revisit critical organizational components to develop and motivate an effective, regionally-collaborative, **market-responsive business engagement team**. Leaders and staff will be tasked with aligning strategic objectives to anticipate employer needs, using innovative technology tools to manage customer and partner relationships, and identifying measureable performance outcomes that link to continuous improvement processes. This highly interactive session provides participants with a strategic business engagement blueprint to build the effective operational processes needed to develop a professionally trained business engagement team that will strengthen connections with employers and foster coordinated planning within economic regions. In addition, a panel of high performing workforce organizations will discuss how they used the blueprint for operations, brand management, communications, outreach, and business engagement metrics within an environment of continuous process improvement.

Everything You Need to Know about the New OMB Uniform Guidance on the Management of *Workforce Innovation and Opportunity Act* Funds

Presenter: Michael Brustein, Partner, Brustein & Manasevit, PLLC

The Office of Management and Budget (OMB) will issue new Department of Labor (DOL) regulations covering administrative principles, cost rules, and audits of federal grants on December 26, 2014. These regulations will be effective immediately, covering all direct grants issued by DOL after that date, including the *Workforce Innovation and Opportunity Act*. This pre-conference session will cover the substantive changes to the law, including the shift in federal focus from compliance to performance outcomes; new risk assessments from all pass-through agencies; the need for anti-fraud certifications; required written policies on cash management, allowability, travel, conflicts, and gratuity violations; new thresholds on procurement; new standards for shared use of equipment and disposition of assets; new characterization of computers as supplies; and family friendly policies on travel and conferences; as well as the new OMB performance metrics.

Forum 2015 Workshops

Sunday, March 29, 3:30 pm - 4:45 pm

- 10 Great Ways to Connect 50+ Job Candidates to Workforce Services
- Career Online High School – Broadening Educational Pathways to the Middle Class
- Collaboration for Success – The Impact of WIOA on Workforce and Vocational Rehabilitation
- Data-Driven Decisions Supporting Your Transition to WIOA
- Developing the Maker Eco-System for Your City: Education, Workforce, and Economic Development
- Embracing the Role of Convener
[Download presentation »](#)
- FRST Steps to Success
- High Tempo Performance Management: Continuous Improvement not Reactive Compliance
[Download presentation »](#)
- Integrated Regional Business Engagement across Three Verticals: Workforce, Education, and Economic Development
- The Power of Partnership: Ford Motor Company and the Kansas City & Vicinity Workforce Investment Board
- Scaling Up Success: Expanding Best Practices in Career Pathways
- Strengthening the LMI Connection through Supporting Organizations
- Successful Strategies to Help Long-Term Unemployed Get Back to Work
- A Tale of Three Cities: The Industry Workforce Landscape
- Workforce Driven Innovation through Community College Collaboration

Monday, March 30, 11:00 am - 12:15 pm

- Advocacy: Maximizing Efforts on the Hill and at Home
- Building the Transportation Workforce Pipeline – Opportunities Abound
- Enhancing Labor Market Intelligence with Real-Time LMI
[Download presentation »](#)
- The Future is Now: The Texas Model and WIOA
- How Louisville Is Using Labor Market Intelligence to Shape Its Economic Future

- Implementing the Workforce Innovation and Opportunity Act for the Long-Term Unemployed
- Make it Personal: Career-Focused Transition Tools for Out-of-School Youth
- Michigan's Skilled Trades Training Fund – Filling the Talent Gap
- No Holds Barred: Community College and Workforce Board Partnerships
- An Open Dialogue about the Workforce and Innovation Opportunity Act
- Performance Management: If Not Now, When?
- Skills to Jobs: A Demand-Driven, Competency-Based Implementation Model for Workforce Boards
- Targeting Local Business Partners through a Data-Driven Industry Analysis
- Visionary Leadership and Economic Impact
- Workforce Boards and Registered Apprenticeship: Work-Based Learning Partnerships Delivering Results

Monday, March 30, 4:00 pm - 5:15 pm

- Driving Change in the Workforce System with Data and Analytics
- Finding the Next "Best-Fit" for Seasoned Professionals
- The Manufacturing Workforce – Tapping into the MEP to Meet Employer Needs
- The National Dislocated Worker Grant and WIOA
- Reemployment Connectivity Across Data Systems
- Share Information, Change the World: Big Data, Small Apps and Smart Dashboards
- Shifting Your System Policies and Programs to Sectoral Career Pathways
- Stop Selling... Start Listening
[Download presentation »](#)
- Unleashing the Economic Power of the 35 Percent: Employer Centered, Community-Based Systems Approach
- Using Data to Develop Business, Win Grants, and Deepen Employer Engagement
- When Skill Development Isn't Enough: Developing the Demand Side
- Workforce Innovation and Opportunity Act: Performance Accountability
- World Tour: International Innovations in Workforce Development

Key Phrasing

- Local Workforce System (when talking about the system)
- Business-Led Local Workforce Boards (when talking about local boards)
- The Opportunity Act (when talking about WIOA)

CWA Background

- Non-profit member association
- Represents all 49 of the Workforce Investment Boards in California
- 30 other members from labor, education, industry, Chambers of Commerce, government and community-based organizations

Local Workforce System Background

- Business-Led Local Workforce Boards
- Broker and convener of the workforce system on a local level
- Ensure that needs of businesses are met in the local community by analyzing key local sectors, communicating with industry in those sectors to determine workforce needs, and convening education, labor and community stakeholders to coordinate resources to meet those needs
- Workforce Innovation and Opportunity Act of 2014 passed through both houses of Congress with near-unanimous, bi-partisan support
- Over 60,000 people were employed or earned degrees or credentials through the Local Workforce System in the last year

The Opportunity Act Implementation Key Points

- Process of identifying of planning regions, utilizing existing regional workforce structures
- Governor and the local electeds retain the freedom to designate operators of the local one-stop system as they see fit with supporting documentation to display that operator's efficacy and the positive fiscal outcome of choosing that operator
- Working with the programs listed in The Opportunity Act to ensure that data is collected and reported, utilizing the state's base-wage file system to ease the burden on reporting

CWA's Mission to Serve the Hardest-to-Serve Populations

- CWA co-sponsored AB 2060 last year, which provided one million dollars to fund job training to formerly incarcerated individuals
- CWA will look to expand on that program
- We are working with legislators to remove barriers to best serve veterans
- We will provide guidance on the statewide ETPL policy to ensure that training providers who service hard-to-serve populations remain eligible to receive federal funding

INFORMATION NOTICE

WORKFORCE SERVICES

Number: WSIN14-25

Date: February 5, 2015

Expiration Date: 03/05/2017

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: REGISTRATION FOR BUILDING WORKFORCE PARTNERSHIPS 2015

The [2015 Building Workforce Partnerships Conference](#)—“Job-Driven Training Creating Pathways to Prosperity” takes place on March 4-5, 2015, at the Sheraton Grand Hotel, Sacramento.

Building Workforce Partnerships is sponsored by the California Labor Federation’s Workforce and Economic Development Program. The annual conference is a collaboration of the California Labor and Workforce Development Agency, California Employment Development Department, Employment Training Panel, AFL-CIO Working for America Institute, and the California Regional Rapid Response Roundtables.

The conference will focus on the changes and opportunities for local and regional stakeholders created by the new Workforce Innovation and Opportunity Act. Workshops will include the following:

- Regional sector strategies
- Next steps in enhancing local layoff aversion/rapid-response practices and how they relate to state agencies
- Changes in California’s Career and Technical Education systems
- Connecting the workforce system to employers and job placement through apprenticeship

This year’s conference will focus on the *Rapid Response and Layoff Aversion Activities* state Directive, and include training on blending funding streams within formula funds and across regions in sector-based efforts, as well as Layoff Aversion facilitated by Rob Gamble and Roger Schmitt.

Workforce Investment Board (WIB) Staff, WIB Board members, and California Rapid Response practitioners are strongly encouraged to attend.

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

The cost of [registration for this Conference](#) is \$395. You can reserve your hotel accommodations online for the [Sheraton Grand Hotel](#), or call 916-447-1700 or 800-325-3535 and ask for the Building Workforce Partnerships Conference room rate: \$145. Deadline for room reservations at the \$145 conference rate is February 12th.

If you have any questions contact Martha Bader at 510-663-4082, or e-mail mbader@calaborfed.org.

/S/ JOSÉ LUIS MÁRQUEZ, Chief
Central Office Workforce Services Division

JOB-DRIVEN TRAINING

Creating Pathways
to Prosperity

2015 brings many exciting opportunities, challenges and changes to workforce development in California and across the country. Let's come together as a workforce community and share our experience in and with Sacramento to show policy leaders the way forward.

- Changes under *Workforce Innovation and Opportunity Act (WIOA)*
- The national policy shift outlined in the Vice President's *Ready to Work: Job-Driven Training and American Opportunity* report
- A renewed focus on apprenticeship and Career & Technical Education (CTE) at the federal and state levels
- The renewed focus on channeling WIOA services into supporting key economic sectors and employers throughout the business cycle, including the shift toward local layoff aversion in rapid response practices.

BUILDING WORKFORCE PARTNERSHIPS CONFERENCE | 2015

WEDNESDAY, MARCH 4 -
THURSDAY, MARCH 5, 2015

SHERATON GRAND | SACRAMENTO

Register online: www.CaliforniaLabor.org
(click on the Calendar of Events tab)

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BUILDING WORKFORCE PARTNERSHIPS CONFERENCE | 2015

JOB-DRIVEN TRAINING

Creating Pathways
to Prosperity



WED
Workforce &
Economic
Development

**MARCH
4-5, 2015**

SHERATON GRAND
SACRAMENTO, CA

TOPICS AND WORKSHOPS

- This year’s Building Workforce Partnerships Conference will focus on the changes and opportunities for workforce stakeholders created by the passage of the new Workforce Innovation and Opportunity Act (WIOA), including:
- **EMPHASIS** on regional sector strategies and initiatives
 - **THE SHIFT** toward business engagement and layoff aversion
 - **CREATING** strong links between education and workforce, expanding focus on California’s CTE (Career and Technical Education) systems
 - **INTEGRATION** of local and state agency partnerships leading to increased training opportunities
 - **INVESTMENTS** in Registered Apprenticeship
 - **OPPORTUNITIES** to weigh in with our leadership in Sacramento on many changes in state and federal policy



HOTEL INFORMATION

- **LOCATION:**
Sheraton Grand Hotel
1230 J Street, Sacramento, CA 95814
- **Reservations:** Phone: 916-447-1700 or 1-800-325-3535
Standard Room rate: \$145. Reservations must be made by 2/12/15. Mention “Building Workforce Partnerships” to receive discounted rates. For information: mbader@calaborfed.org, 510-663-4082

TEAR HERE TO MAIL OR FAX BACK

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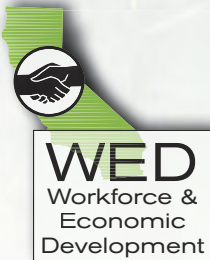
BE A PART OF SHARING
THE BEST MODELS AND IDEAS ON
WORKFORCE WITH OUR PARTNERS
IN SACRAMENTO

■ **WEDNESDAY, MARCH 4, 2015**

- 9:00 AM: **Special Pre-Conference Meetings** (by invitation only)
- **National Labor Program Operators Meeting**
 - **CA Rapid Response Roundtable Meeting**
 - **WIB Labor Representatives Annual Meeting**
- 1:00 PM: **Conference Opening**
- 3:00–4:45 PM: **Round I Workshops**
- 5:00-7:30 PM: **High Road Reception**

■ **THURSDAY, MARCH 5, 2015**

- 7:30 AM: **Breakfast provided**
- 8:30 AM: **General Session**
- 10:30 AM: **Round II Workshops**
- 12:00 NOON: **Luncheon Plenary (Lunch provided)**
- 2:00-3:15 PM: **Round III Workshops**
- 3:30-4:45 PM: **Round IV Workshops**
- Adjourn Building Workforce Partnerships 2015**



REGISTRATION FORM

BUILDING WORKFORCE PARTNERSHIPS CONFERENCE
Return this form by mail to: California Labor Federation/WED
600 Grand Ave., #410, Oakland, CA 94610 or
fax: 510-663-4099

NO LIMIT TO PARTICIPANTS!

Photocopy this form for additional registration.

■ **THREE WAYS TO REGISTER FOR THIS CONFERENCE:**

- ~ **Online:** www.CaliforniaLabor.org (click on the calendar of events tab)
- ~ **Fax/Mail:** Fill out the form below
- ~ **Download a copy of this form:** visit www.CaliforniaLabor.org

■ **Building Workforce Partnerships Conference**

MARCH 4 – 5, 2015 (Each conference registration includes reception, 1 lunch and 1 breakfast ticket for March 5th)

REGISTRATION FEE \$325 (QUANTITY _____)

■ **Meal Choice:**
vegetarian (QUANTITY _____) non-vegetarian (QUANTITY _____)

■ **Registration Total \$** _____

Make checks payable to: California Labor Federation/WED Program

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NAME _____ E-MAIL _____
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ORGANIZATION NAME _____

ADDRESS, CITY, STATE, ZIP _____

PHONE _____ FAX _____

Please review our Cancellation Policy before registering. Cancellations must be received in writing by fax 510-663-4099 or via email to rboothe-bey@calaborfed.org by 2/25/15 to qualify for a full refund. Requests for refunds submitted after 2/25/15 will be processed less a \$75 administrative fee. No refunds for cancellations after 2/27/15. Individuals who have not cancelled by that date may send another person in their place. No-shows are responsible for the full registration fee. **For more information, contact Martha Bader at 510-663-4082 or mbader@calaborfed.org.**

What is Rapid Response?

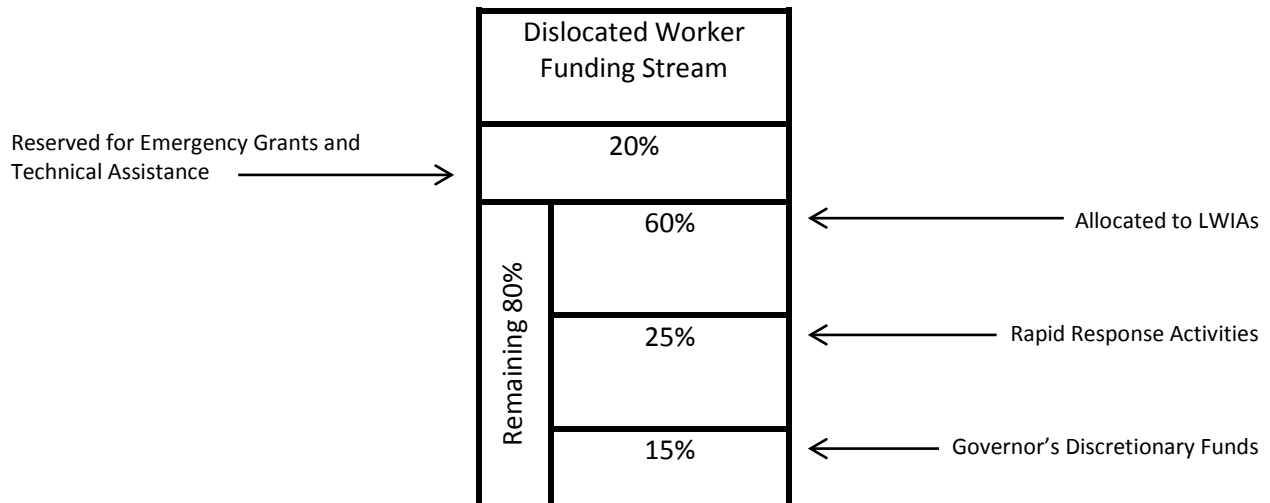
The primary purpose of Rapid Response is to enable affected workers to *return to work as quickly as possible* following a layoff, or to prevent layoffs altogether. Led by local boards, Rapid Response teams should be regional partnerships among a range of organizations and intermediaries that can help identify and design appropriate interventions.

What is the Role of Layoff Aversion in Rapid Response?

Layoff aversion is a central component of a high-performing Rapid Response strategy. It is the process of using a series of activities, studies, and networks to examine the well-being of a business in an effort to determine a series of workforce interventions that can *mitigate short or long-term job loss, or save jobs altogether*.

To save jobs, a Rapid Response team must be able to identify an at-risk company well in advance of layoffs, get executive level commitment to work together, assess the needs of the company, and deliver services to address risk factors. This requires a new Rapid Response culture of prevention and a strong infrastructure, including clarity of roles among regional partners. It requires data collection and analysis of trends, early warning mechanisms that can alert of problem areas, and well-trained staff.

How is the Rapid Response Program Funded?



References:

WSD14-3, Rapid Response and Layoff Aversion Activities
WIA Sections 101(38), 133(a)(2), and 134(a)(2)(A)
TEN 9-12, Layoff Aversion in Rapid Response Systems

Golden Sierra Job Training Agency

MEMORANDUM

DATE: February 23, 2015
TO: Executive Committee
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: **Update** - Service Delivery in El Dorado County

☐ Resolution ☐ Action Item ☒ Information

As requested please find below a Summary Table which demonstrates the status of expenditure as of January 31, 2015 for the contract with El Dorado County Health and Human Services Department. This contract is scheduled to end on May 31, 2015. This update is as of January 31, 2015. The Consortium will have until June 30, 2015 to expend any remaining dollars.

Subgrant Award: **July 1, 2013 through May 31, 2015 - Subgrant Award K491016**

	<u>Budget</u>	<u>Expended</u>	<u>Accrued</u>	<u>Contracted</u>	<u>Remaining</u>	<u>Returned</u>
Total Contract	\$ 1,005,957	\$ 734,916	\$ 45,444	\$ 58,374	\$ 86,817	\$ 80,405
SB734 Training	\$ 200,901	\$ 80,225	\$ 28,088	\$ 58,374	\$ 34,214	
Adult	\$ 292,152	\$ 234,000	\$ 14,100	\$ 25,082	\$ 18,971	
Adult DW Transfer	\$ 67,026	\$ 99,583	\$ 12,946	\$ 30,257	\$ 24,240	
Dislocated Worker	\$ 167,026	\$ 109,008	\$ 11,377	\$ 3,035	\$ 43,606	
Youth- In	\$ 92,000	\$ 66,284	\$ 2,333	\$ -----		\$ 23,383
Youth - Out	\$ 205,897	\$ 145,558	\$ 4,628	\$ -----		\$ 55,711
Rapid Response	\$ 81,853	\$ 80,483	\$ 60	\$ -----		\$ 1,311

Calculation for *Remaining* column is as follows: *Budget less Expended, Accrued and Contracted.*

Funding Review for El Dorado County/Contracts Awarded to Health and Human Services							
				Allocation Sub-Grant Award Numbers			
			<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>	
<u>WIA - Contract Award Activity</u>			<u>K2</u>	<u>K3</u>	<u>K4</u>	<u>K5</u>	
			<u>Approved October 2011</u>	<u>Approved October 2012</u>	<u>Approved October 2013</u>	<u>Approved October 2014</u>	
			<u>Expended in Fiscal Years</u>	<u>Expended in Fiscal Years</u>	<u>Expended in Fiscal Years</u>	<u>Expended in Fiscal Years</u>	
			<u>2011/2012</u>	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>	
	ID's		<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	
County awards as presented in Final Budget Schedule 5			\$ 935,465	\$ 985,228	\$ 958,117	\$ 953,446	
Additional WIA Allocation Funding Awarded by State			\$ 96,957	\$ -	\$ -	\$ -	
10% Hold for Sequestration awarded by end of 1st year of award			\$ -	\$ 109,470	\$ 98,097	\$ -	
Transfer between Subgrants Negotiated			\$ 50,000	\$ (50,000)	\$ -	\$ -	
<u>Award Available</u>	1		\$ 1,082,422	\$ 1,044,698	\$ 1,056,214	\$ 953,446	
<u>Award Accepted and Negotiated Based on final Contract Modification</u>	2		\$ 1,082,416	\$ 959,790	\$ 1,005,957	\$ 943,046	
<u>Expenditures Reimbursed</u>							
Contract Closed Out and Reimbursed as of 6/30/2013 Final Invoices	3		\$ 1,071,193				
Contract Closed Out and Reimbursed as of 6/30/2014 Final Invoices	3			\$ 894,418			
Contract Reimbursed as of 1/31/2015 Invoice Accruals Included	3				\$ 780,360	\$ -	
<u>Contract Award left unexpended</u>	4	(2-3)	\$ 11,223	\$ 65,372	\$ 225,597	\$ 943,046	
<u>Award Remaining for Consortium to Expend</u>	5	1-(2+4)	\$ 11,229	\$ 150,280	<u>Contract Active</u>	<u>Contract Active</u>	
<u>Utilized as follows:</u>							
Negotiated to meet Direct Training Requirements under SB734				\$ 85,000			
Youth Award Returned/Expended by Consortium				\$ 58,013	\$ 79,094		
Rapid Response Returned/Expended by Consortium					\$ 1,310		
Supporting NEXT and Rapid Response Activities for Consortium					\$ 50,257		
Consortium to Deliver all Layoff Aversion Activities						\$ 10,400	
Various Funding Streams Unexpended at close of contract on 6/30/2013			\$ 11,229	\$ 7,266			
			<u>Contract Closed</u>	<u>Contract Closed</u>			
<u>Remaining Awarded Monies as of February 1st 2015</u>					\$ 145,193		
Rapid Response to be expended by 12/31/2014					\$ -		
Youth to be expended by 12/31/2014					\$ -		
Adult & Dislocated Worker Direct Training to be expended by 5/31/2015					\$ 92,558		
Core & Intensive to be expended by 5/31/2015					\$ 52,635		
<u>Contract Approved February 24th 2015</u>						\$ 943,046	
Rapid Response required to be expended by 5/31/2015						\$ 72,767	
Adult & Dislocated Worker Direct Training to be expended by 5/31/2016						\$ 138,371	
<u>History of El Dorado County's Subgrant Awards and amounts contractually negotiated to the Health & Human Services Department for the past four years.</u>							

<u>Cash Reimbursements by Fiscal Year by Funding Source</u>									
		<u>Fiscal Year before Direct Training Requirement</u>		<u>Fiscal Year 2013</u>		<u>Fiscal Year 2014</u>		<u>Expenditures - K5 Estimated</u>	
		<u>Fiscal Year 2012</u>		<u>Fiscal Year 2013</u>		<u>Fiscal Year 2014</u>		<u>Fiscal Year 2015</u>	
		<u>July 2011 - June 2012</u>		<u>July 2012- June 2013</u>		<u>July 2013 - June 2014</u>		<u>July 2014 - January 2015</u>	
		<u>Prior Year</u>	<u>New Contract</u>	<u>Prior Year</u>	<u>New Contract</u>	<u>Prior Year</u>	<u>New Contract</u>	<u>Prior Year</u>	<u>New Contract</u>
		<u>Contract Rollover</u>	<u>Awarded</u>	<u>Contract Rollover</u>	<u>Awarded</u>	<u>Contract Rollover</u>	<u>Awarded</u>	<u>Contract Rollover</u>	<u>Awarded</u>
		<u>K1</u>	<u>K2</u>	<u>K2</u>	<u>K3</u>	<u>K3</u>	<u>K4</u>	<u>K4</u>	<u>K5</u>
Funding Sources Available for Fiscal Year	*	\$ 420,691	\$ 1,082,416	\$ 661,725	\$ 959,790	\$ 460,204	\$ 1,005,957	\$ 782,987	\$ 931,198
Allocation Invoices Reimbursed/Accrued Exp		\$ 420,691	\$ 660,616	\$ 410,577	\$ 445,956	\$ 448,462	\$ 222,970	\$ 557,390	\$ 90,000
		-		-		-		-	
Total Cash Reimbursed by Funding Source		\$ 420,691	\$ 660,616	\$ 410,577	\$ 445,956	\$ 448,462	\$ 222,970	\$ 557,390	\$ 90,000
Total Cash Reimbursed		\$ 1,081,307		\$ 856,533		\$ 671,432		\$ 647,390	
Change in Expenditures from Prior Year					(224,774)		\$ (185,101)		\$ (24,042)
		Brief history of expenditures and Updated expenditures for Fiscal Year 2014/2015 as of February 1 2015.							
		Each fiscal year allows for the use of two funding streams to meet program operations spending requirements.							
		* Finalized in Contract Awards							

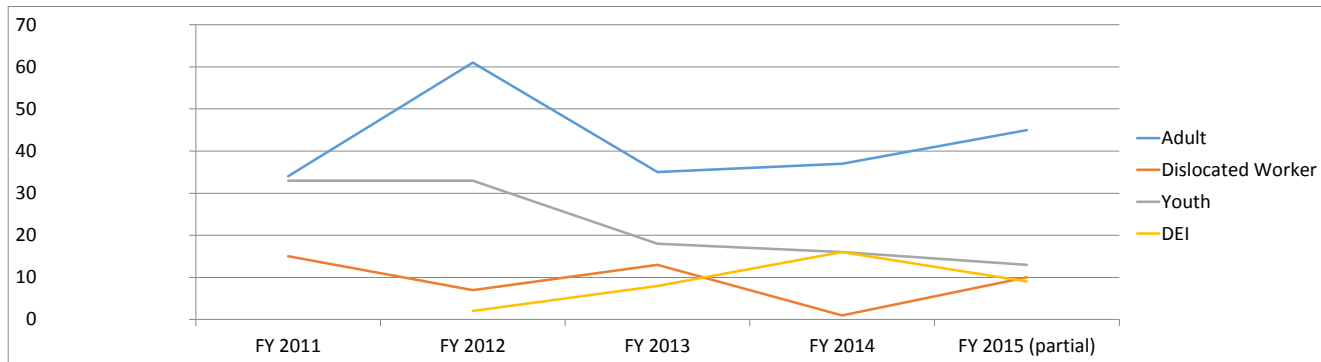
WIA Participant Enrollment Summary

Office Locations: Placerville and South Lake Tahoe

	Column 1	Column 2	Column 3	Column 4	Column 5
	July 1, 2010 - June 30, 2011	July 1, 2011 - June 30, 2012	July 1, 2012 - June 30, 2013	July 1, 2013 - June 30, 2014	July 1, 2014 - January 31, 2015
	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015 (partial)
Adult	34	61	35	37	45
Dislocated Worker	15	7	13	1	10
Youth	33	33	18	16	13
DEI		2	8	16	9
Total	82	103	74	70	77
	July 1, 2014 - September 30, 2014	October 1, 2014 - December 31, 2014	January 1, 2015 - January 31, 2015		
	(1st Quarter - Actual)	(2nd Quarter - Actual)	(2nd Quarter - partial)		
Adult	16	21	8		
Dislocated Worker	6	4	0		
Youth	8	5	0		
DEI	9	0	0		
Total	39	30	8		

Source:

Custom Reports > Locally Developed > California: Enrollment Roster



Narrative:

This document displays the number of NEW individuals assigned to the Placerville and South Lake Tahoe offices who have an enrollment date during a specified time period.

For each Fiscal Year, the enrollment numbers are broken down by customer group (Adult, Dislocated Worker, Youth, and DEI).

For Youth, the data includes both In-School Youth and Out-of-School Youth.

86% of DEI participants were co-enrolled in Adult funding.

The data in Column 3, below the solid line, displays current enrollment activity for the 3rd Quarter of Fiscal Year 2015 (partial).

**Golden Sierra
Workforce Investment Board**

MEMORANDUM

DATE: February 23, 2015
TO: Executive Committee
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: SB734 - K491016 Funding Direct Training Spending Update

☐ Resolution ☐ Action Item ☒ Information

For your review please find attached the level of spending and allowable leverage for participant direct training within the Adult and Dislocated Worker funding streams for Subgrant award No. K491016.

Both the graphed and numeric presentations provide information for the consortium as a whole and each member county's level of expenditures as of January 31, 2015.

Golden Sierra Job Training Agency
WIA Allocation Award K491016
Award Period - July 1,2013 - June 30,2015

Adult and Dislocated Worker Formula Fund Allocations	\$ 2,790,295
Training Requirement = 25% of Allocation with an Allowable 10% for Leverage	\$ 697,573

Budgeted - Expenditure/Leverage Performance Plan

	<u>Percent</u> <u>Share of</u> <u>Target</u>	<u>20% Budget</u>	<u>Percent</u> <u>Share of</u> <u>Target</u>	<u>5% Leverage</u>	<u>25% Total</u>
Placer County	63%	\$ 351,577	63%	\$ 87,895	\$ 439,473
El Dorado County	36%	\$ 200,901	36%	\$ 50,226	\$ 251,127
Alpine County	1%	\$ 5,581	1%	\$ 1,393	\$ 6,973
		<u>\$ 558,059</u>		<u>\$ 139,514</u>	<u>\$ 697,573</u>

Completed Transactions - January 31, 2015 (Cash/Accrued Transactions)

	<u>Target</u> <u>Obtained</u>	<u>Actual</u> <u>Expenditures</u>	<u>Target</u> <u>Obtained</u>	<u>Supported</u> <u>Leverage</u>	<u>Actual</u> <u>Expenditures</u> <u>& Leverage</u> <u>Total</u>
Placer County	94%	\$ 330,280	282%	\$ 248,193 *	\$ 578,476
El Dorado County	54%	\$ 108,314	38%	\$ 19,295	\$ 127,609
Alpine County	6%	\$ 344	0%	\$ -	\$ 344
		<u>\$ 438,938</u>		<u>\$ 267,488</u>	<u>\$ 706,429</u>

Expenditure/Leverage Performance Based on Budgeted Plan as of January 31, 2015

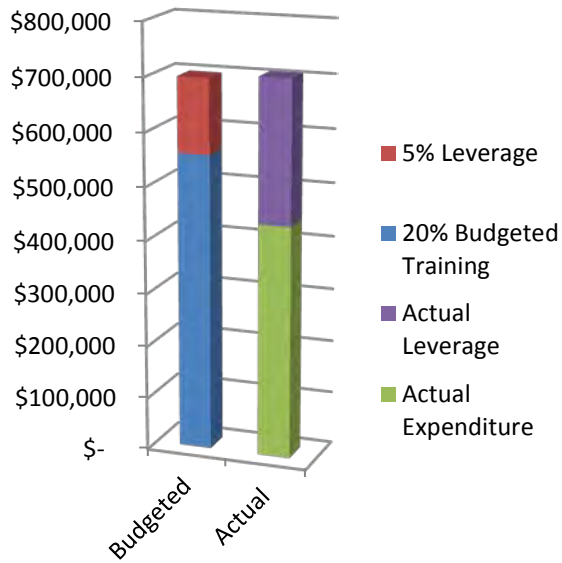
	<u>Actual</u> <u>Expenditures</u> <u>Over/(Under)</u>	<u>Contract</u> <u>Supported</u> <u>Leverage</u> <u>Over/(Under)</u>
Placer County	\$ (21,297)	\$ 160,298
El Dorado County	\$ (92,587)	\$ (30,931)
Alpine County	\$ (5,237)	\$ (1,393)
	<u>\$ (119,121)</u>	<u>\$ 127,974</u>

* \$58,126 of Rapid Response used as Additional Assistance for Training.

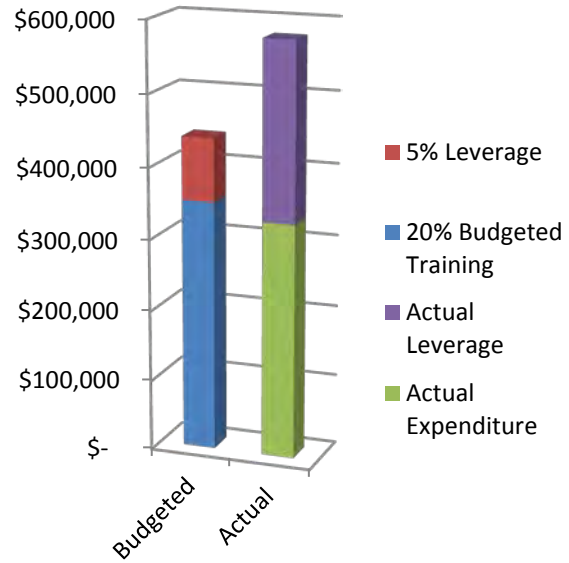
Recap of Consortium Performance as of January 31, 2015

Formula Fund Training WIA Expenditures Target	\$ 558,059	100%
Training Expenditures Completed	\$ 384,129	69%
Remaining WIA Expenditures	<u>\$ 173,930</u>	<u>31%</u>

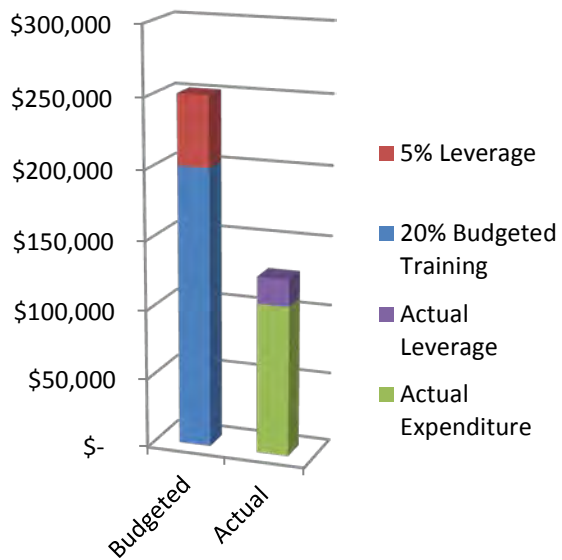
**Golden Sierra Consortium
K491016 as of January 31,
2015**



**Placer County
K491016 as of January 31,
2015**



**El Dorado County
K491016 as of January 31,
2015**



**Alpine County
K491016 as of January 31,
2015**

