



## WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

### EXECUTIVE COMMITTEE MEETING

**Thursday, July 14, 2016**  
**8:00 a.m. - 9:30 a.m.**

VCCF Nonprofit Center (Board Room)  
4001 Mission Oaks Blvd., Camarillo, CA

### AGENDA

8:00 a.m.	<b>1.0 Call to Order and Agenda Review</b>	Jim D. Faul
8:02 a.m.	<b>2.0 Public Comments</b> Procedure: The public is welcome to comment. All comments not related to items on the agenda may be made at the beginning of the meeting only.	Jim D. Faul
8:05 a.m.	<b>3.0 WDB Chair Comments</b>	Jim D. Faul
8:10 a.m.	<b>4.0 Consent Items</b> 4.1 Approve Executive Committee Minutes: May 19, 2016 4.2 Receive and File: WDB Committee Reports	Jim D. Faul
8:15 a.m.	<b>5.0 Performance Update</b>	Theresa Salazar Vital
8:20 a.m.	<b>6.0 Financial Status Report: May 2016</b>	Theresa Salazar Vital
8:25 a.m.	<b>7.0 Action Item</b> Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve a WDB Policy on Non-WDB Members of the WDB Programs Committee	Cheryl Moore
8:35 a.m.	<b>8.0 2015-2016 Year-End Review</b>	Jim D. Faul
8:45 a.m.	<b>9.0 WIOA Requirements: Local and Regional Plans</b> <ul style="list-style-type: none"><li>• California EDD/CWDB Draft Directive: July 2016</li><li>• Planning Timeline</li><li>• Local Plan Requirements</li><li>• Regional Plan Requirements</li><li>• Next Steps</li></ul>	Cheryl Moore





**WDB Executive Committee Meeting**  
**May 19, 2016**

**MINUTES**

**Meeting Attendees**

Executive Committee

Victor Dollar (Chair)  
Jim D. Faul (Vice Chair)  
Vic Anselmo  
Greg Barnes  
Brian Gabler  
Anthony Mireles  
Alex Rivera  
Patty Schulz  
Tony Skinner  
Mike Soules

WDB Administration

Talia Barrera  
Patricia Duffy  
Richard McNeal  
Cheryl Moore

Guests

Nancy Ambriz (HSA Community Services Department/WIOA)  
Sally Harrison (Office of the Ventura County CEO)  
Heidi Hayes (theAgency)  
Bruce Stenslie (Economic Development Collaborative-Ventura County)

**1.0 Call to Order and Agenda Review**

Victor Dollar called the meeting to order at 8:08 a.m. No changes were made to the agenda.

**2.0 Public Comments**

No comments.

**3.0 WDB Chair Comments**

Victor Dollar thanked the members of the Executive Committee for their leadership and support of WDB committees and activities in 2015-2016.

**4.0 Consent Items**

4.1 Approve Executive Committee Minutes: April 14, 2016

4.2 Receive and File: WDB Committee Reports

Motion to approve the Consent Items: Mike Soules

Second: Anthony Mireles

Motion carried

**5.0 Performance Update: 2015-2016 Performance Evaluation Report**

Committee members reviewed, discussed, and asked questions regarding WIOA performance:

- *WIOA Adult Enrollments – Third Quarter (Q3) July 1, 2015 through March 31, 2016:* Community Services Department/WIOA (CSD) enrolled 109 new participants or 132% of plan to actual. Total Q3 cumulative enrollments are at 183 with 123 participants in training.
- *WIOA Dislocated Worker Enrollments – Q3:* CSD enrolled 83 new participants or 66% of plan to actual. Total Q3 cumulative enrollments were at 218, with 148 participants in training.

- *AJCC Universal Enrollments – Q3*: The number of customers receiving public access employer and employment/career services through the Ventura County American Job Center of California is at 12,153.
- *Common Measures – Q3*: All nine of the Workforce Development Board (WDB) of Ventura County Adult, Dislocated Worker, and Youth performance measure outcomes for Q3 exceeded 100% success rate for WDB performance accountability levels.
- *Rapid Response (required activities) – Fourth Quarter (Q4) April 1, 2015 through March 31, 2016*: The Community Services Department conducted cumulative on-site layoff/closure planning meetings and/or employee orientations. State reporting lists:
  - 13 unique at-risk Ventura County businesses reported layoffs for 1533 workers
  - 537 of these impacted employees attended WIOA Rapid Response orientations
- *Rapid Response (layoff aversion required activities) Third Quarter (Q3) July 1, 2015 through March 31, 2016*: The Economic Development Collaborative-Ventura County (EDC-VC) reported cumulative business retention/layoff aversion activities. State and WDB reporting lists:
  - Nineteen (19) unique at-risk businesses received services to prevent the loss of 1,238 at-risk jobs.
  - Ninety-six (96) at-risk workers were provided Incumbent Worker Training (IWT) with non-WIOA funds.
  - Contract expenditures are at \$75,995.71 with \$43,359.25 in-kind expenditures.
  - One hundred and thirty (130) jobs at risk, after completion of all employer services and 6 weeks retention, were reported to the State as jobs saved by layoff aversion activity (Layoff Aversion 122 Report). An additional thirty-two (32) jobs saved by layoff aversion activity were also reported for Q3 by EDC-VC.

Nancy Ambriz commented on expected participant wages increasing, noting a participant who received a Project Management Certification with starting wage at \$40.00 an hour.

Tony Skinner and Cheryl Moore commended the CSD/WIOA team and WIOA Youth Providers for their performance accomplishments, despite the challenges of WIOA implementation and the temporary re-location of CSD staff due to closure of the American Job Center in Oxnard.

**6.0 Financial Status Report: March 2016**

- 2015-2016 WIOA Budget Plan Expenditures

The Committee reviewed and discussed the Financial Status Report (FSR) for Fiscal Year 2015-2016, reflecting year-to-date expenditures from July 1, 2015 through March 31, 2016.

The status of expenditures at 75% into the fiscal year was:

<u>WIOA Core Funds</u>	<u>2015-2016 Plan</u>	<u>YTD Expended</u>	<u>% Expended vs. Plan</u>
Dislocated Worker	2,570,992	1,739,061	68%
Adult	1,842,954	1,372,756	74%
Youth	2,038,392	1,473,312	72%
Rapid Response	455,631	348,626	77%

<u>WIOA Non-Core Funds</u>			
Workforce Accelerator Grant	7,994	7,806	98%
DOL Bridges 2 Work Grant	212,637	28,054	13%
CWDB Steps 2 Work Grant	123,752	12,982	10%
VC I-E3	76,980	12,895	17%

Workforce Accelerator Grant: Augmented services in the existing Community Corrections Partnership to accelerate education attainment and reemployment for ex-offenders. Grant ended September, 2015.

CWIB Bridges 2 Work: Provides training opportunities for ex-offenders at VCCCD and with local businesses in WDB priority Manufacturing and Clean Green industry sectors.

DOL Bridges 2 Work: Creates a specialized in-jail AJCC and augments current services by adding employment-focused activities and services to pre-release offenders.

VC Innovates: Expand, Enhance, Extend (VCI-E3) funding, through the California Career Pathways Trust: Department of Education, is for a two-year fixed-term WDB Manager position.

The State requires WDBs to spend a minimum of 80% of the annual WIOA Dislocated Worker, Adult, and Youth core grant allocations and 100% of the annual Rapid Response core grant allocation by June 30, 2016. Under WIOA requirements, at least 75% of the annual Youth WIOA core allocation must be expended for out-of-school youth and 20% of the annual Youth WIOA core allocation must be expended for work experience.

Committee members discussed and requested additional information showing grant plan numbers and actual spending.

- WIA/WIOA Training Expenditures

As shown in the table below, the summary of WIOA training expenditures, as of March 31, 2016, indicated appropriate spending against the required Adult/Dislocated Worker training expenditure targets (25% in 2012-2013 through 2015-2016; 30% in 2016-2017 and each performance year thereafter) and against WIOA core grants across the overlapping federal two-year grant cycles.

	<u>Core Grant FY 13-15</u>	<u>Core Grant FY 14-16</u>	<u>Core Grant FY 15-17</u>
Total Adult and Dislocated Worker Formula Fund Allocations	4,346,991	4,092,349	4,126,060
Training Expenditure Requirement	1,086,748 25%	1,023,087 25%	1,031,515 25%
Formula Fund Training Expenditures	1,053,524	1,263,321	698,076
Leveraged Resources			
• Total Leveraged Resources Used Toward Training Expenditures	400,025	409,235	312,201
• Maximum Allowed Leveraged Resources (10%)	434,699	425,933	412,606

Total Leveraged Resources Used Toward Training Expenditures	400,025	409,235	312,201
• Total Amount Spent on Training	1,453,549	1,672,556	1,010,277
• % of Training Requirement Met (Final goal = 100%)	134%	163%	98%

## 7.0 Action Items

The Executive Committee considered background information, asked questions, and discussed the following items before taking action. The meeting packet with background information on the action items is available on the WDB website: [www.workforceventuracounty.org](http://www.workforceventuracounty.org).

### 7.1. Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve a Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2016-2017

The approved budget (attached) reflects WDB action from the April 28, 2016 meeting, to refer the action item to the Executive Committee for further discussion and action prior to the June 16, 2016 WDB meeting. Committee members approved additional adjustments to Management Reserve levels to offset PY 2016-2017 WIOA Dislocated Worker, Adult, and Youth allocation reductions, with the stipulation that Management Reserve levels be restored should additional funds become available.

Motion to approve: Anthony Mireles  
 Second: Brian Gabler  
 Motion carried

### 7.2. Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve the Renewal of Contracts to Provide Comprehensive Youth Services in Amounts Not to Exceed \$475,000 for the Boys and Girls Clubs of Greater Oxnard and Port Hueneme, \$475,000 for PathPoint, and \$260,000 for Ventura Adult And Continuing Education in Program Year July 1, 2016, through June 30, 2017

All WIOA Youth Providers met or exceeded third year performance evaluation goals for enrollments, Common Measures, expenditures, and cost per participant, for renewal of fourth and final year (PY 2016-2017) contracts, pending Board of Supervisor (BOS) consideration and approval on June 21, 2016. A new procurement for WIOA Youth Services is planned in the fall of 2016.

Motion to approve: Mike Soules  
 Second: Anthony Mireles  
 Motion carried

### 7.3. Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve the Renewal of a Contract with the Agency to Provide Marketing and Outreach Services to the WDB in an Amount Not to Exceed \$150,000 for in Program Year July 1, 2016, through June 30, 2017

The WIOA Marketing and Outreach Provider completed all second year deliverables on time, on budget, and according to plan, while also demonstrating creativity and flexibility in

responding to changing marketing and outreach needs. A third-year contract will be submitted for BOS consideration and approval on June 21, 2016.

Motion to approve: Tony Skinner  
Second: Mike Soules  
Motion carried

**7.4. Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve the Renewal of a Contract with the Economic Development Collaborative-Ventura County to Provide Business Services to the WDB in an Amount Not to Exceed \$95,000 for in Program Year July 1, 2016, through June 30, 2017**

The WIOA Rapid Response/Layoff Aversion Provider achieved 62.6% plan to actual for in-kind expenditures and exceeded second year performance evaluation goals for at-risk employers, Incumbent Worker Training, expenditures, customer satisfaction, and at-risk jobs saved, for renewal of a third-year (PY 2016-2017) contract, pending BOS consideration and approval on June 21, 2016.

Motion to approve: Greg Barnes  
Second: Alex Rivera  
Motion carried

Bruce Stenslie commented on the recent EDC-VC award of a California Workforce Development Board Workforce Accelerator Grant to improve the efficiency of identifying at-risk firms for layoff aversion services.

**7.5. Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve a Memorandum of Understanding (MOU) Between the Workforce Development Board Of Ventura County and the Partners of the American Job Center Of California System: Providers of Career Services (AJCC MOU) and Forward the AJCC MOU to the Ventura County Board of Supervisors with a Recommendation for Approval**

WIOA requires that the WDB and AJCC partners in the region sign an agreement regarding the networked operations of the AJCC service delivery system, to establish a cooperative working relationship among the parties, define respective roles and responsibilities, and outline a framework for providing customer support to job seekers, youth, workers, employers and others needing workforce services. The MOU will be submitted for BOS consideration and approval on June 7, 2016.

Motion to approve: Alex Rivera  
Second: Anthony Mireles  
Motion carried

## **8.0 WIOA Implementation**

Committee members received updates regarding:

- Local Board WIOA Recertification: The WDB is awaiting State notification of approval of the Ventura County Workforce Development Board Recertification Request, to be effective July 1, 2016, through June 30, 2018.

- Board Composition: The Membership Committee continues to recruit for one member in the business category to achieve the 31 member WDB target. However, Cheryl Moore noted that the current WDB composition of 30 members is in compliance with federal WIOA law.
- AJCC MOU: Executive Committee action today approved a Memorandum of Understanding (MOU) with WIOA required partners and others regarding the regional career services operations of the local one-stop system, the American Job Center of California (AJCC).
- Data Analysis Workgroup: Representatives from each of the three WDB sector committees will be invited to the first meeting in July 2016.
- California WDB: Ad Hoc Data Collection and Reporting for WIOA Title I Committee: Cheryl Moore was appointed to this new state committee to determine how the virtual systems in California can meet the needs of employers and job seekers more effectively. The first meeting is scheduled for June 16, 2016, in Sacramento.
- 2015-2016 Year-End Review: Committee members brainstormed insights from the prior program year. All committee Year-End Reviews will be presented to the WDB on August 25, 2016.

## 9.0 WDB Administration

- On the 2016 Calendar
  - June 14: WDB Study Session with Board of Supervisors
  - June 16: WDB Annual Meeting (WDB Awards, Election of Officers)
  - August 5: WDB Regional Sectors Meeting (Joint Meeting of Sector Committees)
  - August 25: WDB Meeting (Final WIOA Federal and State Requirements)
  - September 6-8: CWA Conference (Meeting of the Minds in Monterey)
  - October 20: WDB Meeting (Local and Regional Planning)

## 10.0 Committee Member Comments

Vic Anselmo thanked Executive Committee members and WDB staff for their support and assistance as Manufacturing Committee Chair.

## 11.0 Adjournment

Motion to adjourn at 9:31 a.m.: Alex Rivera  
 Second: Greg Barnes  
 Motion carried

### Next Meeting

July 14, 2016 (8:00 a.m.-9:30 a.m.)  
 VCCF Nonprofit Center (Board Room)  
 4001 Mission Oaks Blvd., Camarillo, CA





**Executive Committee  
Workforce Development Board of Ventura County**

**July 14, 2016**

**WDB COMMITTEE REPORTS**

- Business Services Committee
- Clean/Green Committee
- Healthcare Committee
- Manufacturing Committee
- Membership Committee
- Outreach Committee
- Programs Committee



# WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

[workforceventuracounty.org](http://workforceventuracounty.org)

**TO: EXECUTIVE COMMITTEE**

**FROM: CHERYL MOORE, EXECUTIVE DIRECTOR  
WORKFORCE DEVELOPMENT BOARD**

**DATE: JULY 14, 2016**

**SUBJECT: BUSINESS SERVICES COMMITTEE REPORT**

The Business Services Committee will participate in the Joint Meeting of the WDB Regional Sector Committees on Friday, August 5, 2016, from 8:00 a.m. to 10:00 a.m., at the Ventura County Office of Education, 5100 Adolfo Road, Camarillo, CA. Members of the Clean/Green Committee, Healthcare Committee, and Manufacturing Committee also will participate.

The Business Services Committee report for that meeting will be provided at the Executive Committee meeting on August 11, 2016.

If you have questions or need more information, please call me at (805) 477-5306, or contact Talia Barrera at (805) 477-5341, email [Talia.Barrera@ventura.org](mailto:Talia.Barrera@ventura.org).



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**TO: EXECUTIVE COMMITTEE**

**FROM: ANTHONY MIRELES, CHAIR  
CLEAN/GREEN COMMITTEE**

**DATE: JULY 14, 2016**

**SUBJECT: CLEAN/GREEN COMMITTEE REPORT**

The Clean/Green Committee will participate in the Joint Meeting of the WDB Regional Sector Committees on Friday, August 5, 2016, from 8:00 a.m. to 10:00 a.m., at the Ventura County Office of Education, 5100 Adolfo Road, Camarillo, CA. Members of the Business Services Committee, Healthcare Committee, and Manufacturing Committee also will participate.

The Clean/Green Committee report for that meeting will be provided at the Executive Committee meeting on August 11, 2016.

If you have questions or need more information, please call me at (805) 643-5487, or contact Patricia Duffy at (805) 477-5350, email [Patricia.Duffy@ventura.org](mailto:Patricia.Duffy@ventura.org).



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**TO: EXECUTIVE COMMITTEE**

**FROM: GREG BARNES, CHAIR  
HEALTHCARE COMMITTEE**

**DATE: JULY 14, 2016**

**SUBJECT: HEALTHCARE COMMITTEE REPORT**

The Healthcare Committee will participate in the Joint Meeting of the WDB Regional Sector Committees on Friday, August 5, 2016, from 8:00 a.m. to 10:00 a.m., at the Ventura County Office of Education, 5100 Adolfo Road, Camarillo, CA. Members of the Business Services Committee, Clean/Green Committee, and Manufacturing Committee also will participate.

The Healthcare Committee report for that meeting will be provided at the Executive Committee meeting on August 11, 2016.

If you have questions or need more information, please call me at (805) 370-4321, or contact Patricia Duffy at (805) 477-5350, email [Patricia.Duffy@ventura.org](mailto:Patricia.Duffy@ventura.org).



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**TO: EXECUTIVE COMMITTEE**

**FROM: CHERYL MOORE, EXECUTIVE DIRECTOR  
WORKFORCE DEVELOPMENT BOARD**

**DATE: JULY 14, 2016**

**SUBJECT: MANUFACTURING COMMITTEE REPORT**

The Manufacturing Committee will participate in the Joint Meeting of the WDB Regional Sector Committees on Friday, August 5, 2016, from 8:00 a.m. to 10:00 a.m., at the Ventura County Office of Education, 5100 Adolfo Road, Camarillo, CA. Members of the Business Services Committee, Clean/Green Committee, and Healthcare Committee also will participate.

The Manufacturing Committee report for that meeting will be provided at the Executive Committee meeting on August 11, 2016.

If you have questions or need more information, please call me at (805) 477-5306, or contact Patrick Newburn at (805) 477-5470, email [Patrick.Newburn@ventura.org](mailto:Patrick.Newburn@ventura.org).



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**TO: EXECUTIVE COMMITTEE**

**FROM: PATTY SCHULZ, CHAIR  
MEMBERSHIP COMMITTEE**

**DATE: JULY 14, 2016**

**SUBJECT: MEMBERSHIP COMMITTEE REPORT**

The next Membership Committee meeting is scheduled for August 2, 2016, from 8:30 a.m. to 10:00 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA. The Membership Committee report for that meeting will be provided at the Executive Committee meeting on August 11, 2016.

If you have questions or need more information, please call me at (805) 650-8611, or contact Patrick Newburn at (805) 477-5470, email [Patrick.Newburn@ventura.org](mailto:Patrick.Newburn@ventura.org).



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**TO: EXECUTIVE COMMITTEE**

**FROM: BRIAN GABLER, CHAIR  
OUTREACH COMMITTEE**

**DATE: JULY 14, 2016**

**SUBJECT: OUTREACH COMMITTEE REPORT**

The next Outreach Committee meeting is scheduled for July 20, 2016, from 8:30 a.m. to 10:00 a.m., at the Economic Development Collaborative-Ventura County, 1601 Carmen Drive, #215, Camarillo, CA. The Outreach Committee report for that meeting will be provided at the Executive Committee meeting on August 11, 2016.

If you have questions or need more information, please call me at (805) 583-6701, or contact Talia Barrera at (805) 477-5341 or [Talia.Barrera@ventura.org](mailto:Talia.Barrera@ventura.org).



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**TO: EXECUTIVE COMMITTEE**

**FROM: TONY SKINNER, CHAIR  
PROGRAMS COMMITTEE**

**DATE: JULY 14, 2016**

**SUBJECT: PROGRAMS COMMITTEE REPORT**

The Programs Committee meeting is scheduled for August 3, 2016, from 3:00 p.m. to 4:30 p.m., at the Human Services Agency (Redwood Room), 855 Partridge Drive, Ventura, CA. The Programs Committee report for that meeting will be provided at the Executive Committee meeting on August 11, 2016.

If you have questions or need more information, please call me at (805) 642-2149, or contact Richard McNeal at (805) 477-5344, [Richard.McNeal@ventura.org](mailto:Richard.McNeal@ventura.org).



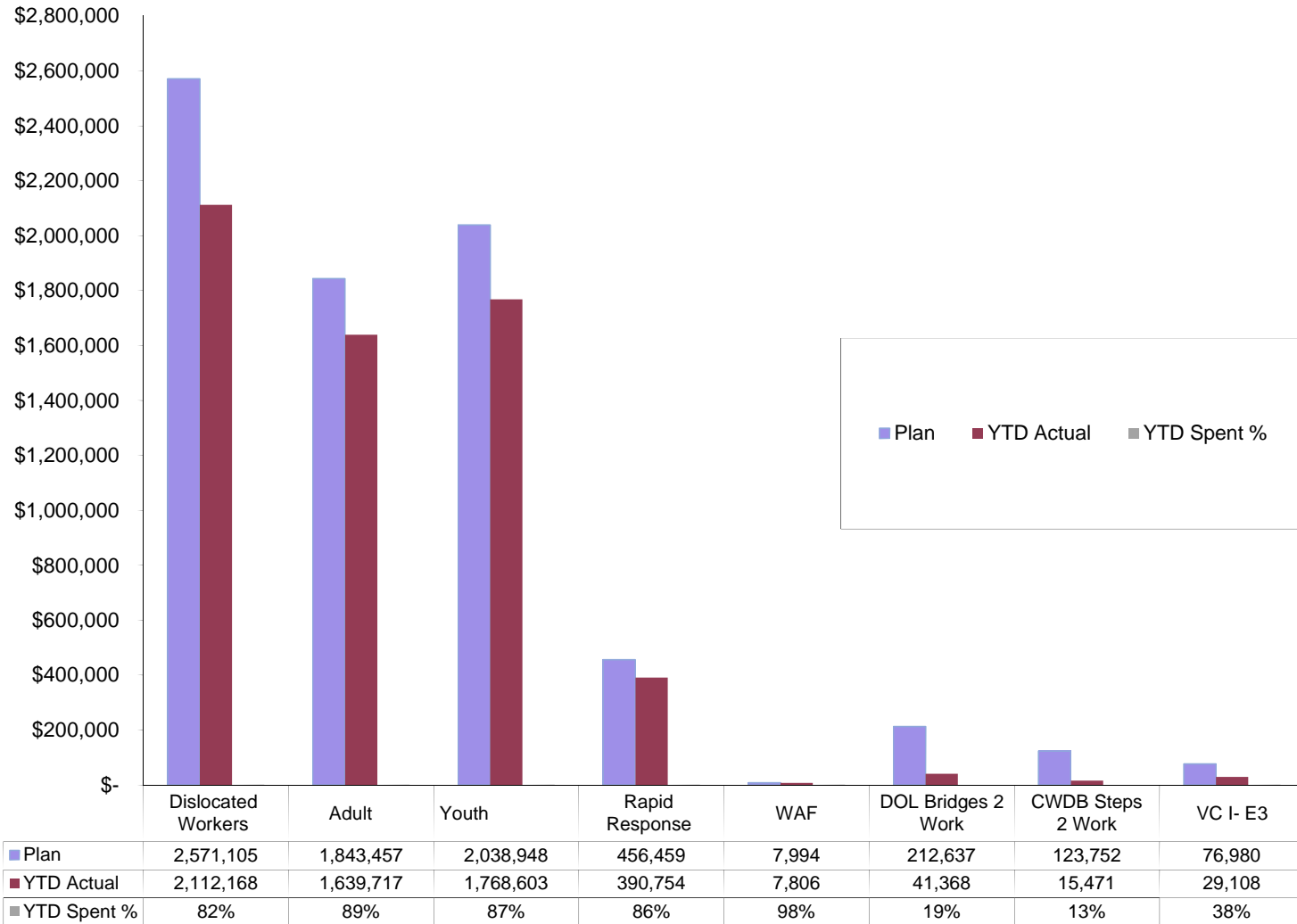


**FINANCIAL STATUS REPORT for FISCAL YEAR 2015-2016**  
**Year to Date Expenditures from 07/01/15 to 05/31/2016 (91.67% into the Fiscal Year)**  
*Submitted on: June 21, 2016*

## WIOA Financial Status Report for Fiscal Year 2015 - 2016

**Year to Date Expenditures from 07/01/15 to 05/31/2016 (91.67% into the Fiscal Year)**

**YTD Actual Expenditures Compared to Plan**



**WIOA Financial Status Report for Fiscal Year 2015 - 2016**

**Year to Date Expenditures from 07/01/15 to 05/31/2016 (91.67% into the Fiscal Year)**

Name of Grants	Salaries and Benefits			Direct Program/WIOB Special Projects			Other Operating Expenses			Total			
	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan *	YTD Actual	%	Plan Balance
<b>Core Grants:</b>													
Dislocated Worker	1,508,292	1,349,610	89%	751,511	492,374	66%	311,302	270,184	87%	2,571,105	2,112,168	82%	458,937
Adult	1,140,208	1,015,378	89%	483,807	433,536	90%	219,441	190,804	87%	1,843,457	1,639,717	89%	203,739
Youth	434,883	358,607	82%	1,361,468	1,198,944	88%	242,597	211,052	87%	2,038,948	1,768,603	87%	270,345
Rapid Response	265,217	225,141	85%	135,958	118,480	87%	55,284	47,134	85%	456,459	390,754	86%	65,705
<b>Others:</b>													
WorkForce Accelerated Fund	7,559	7,921	105%	-	(115)	0%	435	-	0%	7,994	7,806	98%	188
DOL Bridges 2 Work	9,421	17,500	186%	177,553	1,900	1%	25,663	21,967	86%	212,637	41,368	19%	171,269
CWDB Steps 2 Work	9,421	5,978	63%	103,669	-	0%	10,662	9,493	89%	123,752	15,471	13%	108,281
VC I- E3	67,500	20,914	31%	2,240	-	0%	7,240	8,194	113%	76,980	29,108	38%	47,872
<b>Total WIOA Grants</b>	<b>\$ 3,442,500</b>	<b>\$ 3,001,049</b>	<b>87%</b>	<b>\$ 3,016,207</b>	<b>\$ 2,245,118</b>	<b>74%</b>	<b>\$ 872,624</b>	<b>\$ 758,827</b>	<b>87%</b>	<b>\$ 7,331,331</b>	<b>\$ 6,004,994</b>	<b>82%</b>	<b>\$ 1,326,337</b>

**VCFMS Plus Estimated Accrued Expense for Fiscal Year 2015- 2016**  
**Year to Date Expenditures from 07/01/15 to 05/31/2016 (91.67% into the Fiscal Year)**

	Salaries and Benefits			Direct Program/Client Expenses			Other Operating Expenses			Total		
	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total
<b>CORE GRANTS:</b>												
Dislocated Worker	1,318,564	31,046	1,349,610	457,982	34,392	492,374	227,884	42,300	270,184	2,004,430	107,738	2,112,168
Adult	992,036	23,342	1,015,378	385,806	47,729	433,536	160,932	29,872	190,804	1,538,773	100,944	1,639,717
Youth	351,168	7,439	358,607	1,016,162	182,782	1,198,944	178,009	33,042	211,052	1,545,339	223,264	1,768,603
Rapid Response	219,160	5,980	225,141	104,434	14,046	118,480	39,754	7,379	47,134	363,348	27,406	390,754
<b>OTHERS:</b>												
WorkForce Accelerated Fund	7,921	-	7,921	(115)	-	(115)	-	-	-	7,806	-	7,806
DOL Bridges 2 Work	17,099	401	17,500	1,900	-	1,900	18,528	3,439	21,967	37,528	3,840	41,368
CWDB Steps 2 Work	5,598	380	5,978	-	-	-	8,007	1,486	9,493	13,605	1,866	15,471
VC I- E3	20,914	-	20,914	-	-	-	6,911	1,283	8,194	27,825	1,283	29,108
<b>Total WIOA Grants</b>	<b>\$ 2,932,461</b>	<b>\$ 68,588</b>	<b>\$ 3,001,049</b>	<b>\$ 1,966,168</b>	<b>\$ 278,950</b>	<b>\$ 2,245,118</b>	<b>\$ 640,025</b>	<b>\$ 118,802</b>	<b>\$ 758,827</b>	<b>\$ 5,538,654</b>	<b>\$ 466,340</b>	<b>\$ 6,004,994</b>

**WIOA Training Activity Summary (Expended and Leveraged)**

*(based on annual report "Summary of Leveraged Resources - Attachment 6 - page 35 of WSD12-3)*

*Year to Date Expenditures from 07/01/15 to 05/31/2016 (91.67% into the Fiscal Year)*

<b>Rpt Line #</b>	<b>Program Year Funding and Training Expenditures</b>	<b>FY 12-14 Grant Due 10/01/14</b>	<b>FY 13-15 Grants Due 10/01/15</b>	<b>14-16 Grants (Due 10/1/16)</b>	<b>15-17 Grants (Due 10/1/16)</b>
<b>4)</b>	Adult and Dislocated Worker Formula Fund Allocations	4,503,559	4,346,991	4,092,349	4,133,724.00
<b>5)</b>	Training Expenditures Required	1,125,890	1,086,748	1,023,087	1,033,431
	<i>Training Expenditures % Required</i>	25%	25%	25%	25%
<b>6)</b>	Formula Fund Training Expenditures	921,243	1,053,524	1,263,321	830,250
	Leveraged Resources				
	- Total Leveraged Resources	562,187	400,025	425,933	339,451
	- Maximum Allowed Leveraged Resources (10%)	450,356	434,699	409,235	413,372
<b>7)</b>	- Total Leveraged Resources Used Towards Training Expenditures	450,356	400,025	409,235	339,451
<b>8)</b>	Total Amount Spent On Training (should equal/exceed Line 5)	1,371,599	1,453,549	1,672,556	1,169,700
	% of Training Requirement Met (final goal is 100%)	<b>122%</b>	<b>134%</b>	<b>163%</b>	<b>113%</b>

<b>9)</b>	<b>Leveraged Resources Detail (notes)</b>				
	(a) Pell Grant	116,771	233,994	135,654	150,761
	(b) Programs Authorized by the Workforce Investment Act (VETP)	200,457	0	0	
	(c) Trade Adjustment Assistance (EDD)	129,548	0	0	
	(e) Match Fund from Employers, and Industry Associations (OJT 50%)	115,411	166,031	290,279	188,690
	<b>Total</b>	<b>562,187</b>	<b>400,025</b>	<b>425,933</b>	<b>339,451</b>
	<b>Legends/Coding for Source/Type of Leveraged Resources:</b>				
	9a) = Pell Grant				
	9b) = Programs Authorized by the Workforce Investment Act (specify)				
	9c) = Trade Adjustment Assistance				
	9d) = Dept of Labor National Emergency Grants				
	9e) = Match funds from employers, industry, and industry associates (specify)				
	9f) = Match funds from joint labor-management trusts (specify)				
	9g) = Employment Training Panel grants				

**NOTES:**

Early in the year, the "% of Training Requirement Met..." shown above may appear to "understate" the degree to which the organization is actually accomplishing its planned training goals (i.e. the organization is likely doing better than it looks here). This is because the training expenditures shown in this report do NOT include costs related to two areas of current year training activities that are in the current year Plan:

- 1) Current year training activities (in current year Plan) that have been paid with prior year grant funds
- 2) Current year training activities (in current year Plan) that have been committed to but not yet paid



FY 2015-16 YTD PAID AND ACCRUED EXPENDITURES 07/01/15 TO 05/31/16 (91.67% INTO THE FISCAL YEAR)												
			Dislocated Worker	Adult	Youth	Rapid Response	Workforce Accelerated Fund	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I- E3	Total	Adjusted Plan
<b>Revenues:</b>			WDSW	WADL	WYTH	WRRS	WAF	WLEP	STW			
1	FY 15-16 Grants		2,342,693	1,791,031	1,956,058	456,459	-	500,000	165,000	317,920	7,529,161	7,370,201
2	FY15-16 Management Reserve		(172,007)	(132,097)	(76,747)	-	-	-	-	-	(380,851)	(380,850.83)
3	<b>FY 16-17 B2W &amp; S2W Funds FY14-18 for VC 1</b>		-	-	-	-	-	(287,363)	(41,248)	(240,940)	(569,551)	(410,591)
4	Balance rollover from Prior Year		-	-	-	-	-	-	-	-	-	-
5	FY14-15 Mgt Reserve		190,783	119,540	130,062	-	-	-	-	-	440,385	440,385
6	Additional rollover - Salaries Savings/(CSD Overage)		49,367	24,808	2,921	-	693	-	-	-	77,789	77,789
7	Overhead Saving/(Overage)		-	-	-	-	7,301	-	-	-	7,301	7,301
8	FY 14-15 Unspent Contracts/Misc		80,269	15,175	26,654	-	-	-	-	-	122,098	122,098
9	ITA/OJT Committed in FY14-15 spent in FY15-16		80,000	25,000	-	-	-	-	-	-	105,000	105,000
10	<b>Total Projected Revenues</b>		2,571,105	1,843,457	2,038,948	456,459	7,994	212,637	123,752	76,980	7,331,332	7,331,332
11	Grants %		35.1%	25.1%	27.8%	6.2%	0.1%	2.9%	1.7%	1.1%	100%	
12	<b>CSD FTEs Assigned</b>	27										
13	% CSD FTES Allocated to Grants	100%										
14	% Admin Staff Allocated to Grants(Per CM)	100%										
15	<b>Expenditure Projection:</b>	43.5										
16	<b>Salaries and Benefits:</b>											
17	Direct Salaries- Costed in VCHRP		671,806	504,331	55,330	102,425	-	13,491	250	-	1,347,633	2,475,000
18	Direct costs (non costed in VCHRP)	755,167	359,753	280,547	57,254	64,411	7,921	1,431	1,431	-	772,749	967,500
	WDB Program (Per VCHRP)	821,963	311,234	225,558	240,748	57,054	-	2,524	4,207	20,914	862,238	
	WDB Admin (Per VCHRP)	18,008	6,818	4,942	5,274	1,250	-	54	90	-	18,428	
19	Subtotal S	-	1,349,610	1,015,378	358,607	225,141	7,921	17,500	5,978	20,914	3,001,049	3,442,500
21	<b>Contracted Services (Grant Specific)</b>											
22	EDC-VC		-	-	-	89,027	-	-	-	-	89,027	95,000
23	Boys and Girls Club: Core Program		-	-	420,698	-	-	-	-	-	420,698	511,000
24	PathPoint: Core Program		-	-	425,077	-	-	-	-	-	425,077	511,000
25	VACE: Allied Hlth Youth (Vta Unified)		-	-	282,788	-	-	-	-	-	282,788	286,000
26	CSD CalWORKS Activity											239,708
27	WDB Special Projects/EDD		-	-	-	1	-	-	-	-	1	-
28	Subtotal - Contracted Services		-	-	1,128,563	89,028	-	-	-	-	1,217,591	1,642,708
29	<b>CSD Client Expenses:</b>											
30	25% Classroom Training - ITA	19,825	339,296	155,000	-	-	-	-	-	-	494,296	894,745
31	25% On The Job Training -OJT	33,232	91,412	244,541	-	-	-	-	-	-	335,953	105,000
32	Supportive Services	-	15,126	10,665	-	-	-	1,900	-	-	27,691	85,264
34	Subtotal - Client Expense		445,834	410,207	-	-	-	1,900	-	-	857,941	1,085,009
35	<b>Allocated/Contracted Expenses</b>											
36	Geographic Solutions Per Plan	7,107	1,380	552	2,484	1,104	-	-	-	-	5,520	-
37	WAF Grant Facilitator/Kay Faulconer		-	-	-	-	(115)	-	-	-	(115)	-
38	S2W CCD Training											41,250
39	theAgency (Bill Hamilton)	146,958	31,694	12,678	57,049	25,355	-	-	-	-	126,776	150,000
40	WDB Program Promotion/Sponsorships		-	-	-	-	-	-	-	-	-	27,240
41	WDB Expense - Non Staff	10,715	3,857	2,893	3,107	857	-	-	-	-	10,715	20,000
42	Cal Lutheran Radio/Pine Grove print	26,690	9,608	7,206	7,740	2,135	-	-	-	-	26,690	50,000
45	Subtotal - Allocated Services		46,540	23,329	70,381	29,452	(115)	-	-	-	169,586	288,490
46	<b>Subtotal- Contracted/Clients Services</b>		492,374	433,536	1,198,944	118,480	(115)	1,900	-	-	2,245,118	3,016,207
48	<b>Overhead/Administration:</b>											
49	Communication/Voice/data	60,382	25,179	17,781	19,668	4,392	-	2,047	885	764	70,715	62,000
50	Insurance	A 19,822	7,058	4,984	5,513	1,231	-	574	248	214	19,822	19,822
51	Facilities Maint.	70,652	30,799	21,750	24,058	5,373	-	2,504	1,082	934	86,500	95,090
52	Membership and dues	11,810	4,205	2,970	3,285	734	-	342	148	128	11,810	12,350
53	Education allowance	1,100	481	339	375	84	-	39	17	15	1,350	6,207
54	Indirect cost recovery (County /	A 58,697	20,656	14,587	16,135	3,603	-	1,679	726	626	58,012	57,917
55	Printing, Books and Publication	0	599	423	468	105	-	49	21	18	1,683	10,100
56	Office Supplies/Equipment	15,019	6,720	4,746	5,249	1,172	-	546	236	204	18,874	23,130
57	Mail Center - ISF	4,122	2,008	1,418	1,568	350	-	163	71	61	5,639	9,100
58	Purchase Charges - ISF	A 3,085	1,324	935	1,034	231	-	108	47	40	3,718	3,800
59	Copy Machine - ISF	8,909	4,478	3,162	3,498	781	-	364	157	136	12,576	22,000
60	Stores - ISF		33	23	25	6	-	3	1	1	92	550
61	Information Tech - ISF	16,461	7,107	5,019	5,552	1,240	-	578	250	216	19,961	21,000
62	Computer Services/Equip		24	17	19	4	-	2	1	1	69	825
63	Building Lease/Rental	71,259	27,909	19,709	21,801	4,869	-	2,269	981	846	78,384	85,500
64	Storage Charges - ISF	6,797	2,628	1,856	2,053	458	-	214	92	80	7,380	7,000
65	Mileage Reimb. - Staffs only	18,558	9,112	6,435	7,118	1,590	-	741	320	276	25,592	33,765
66	Conference and Seminars - CSD Staffs	16,166	6,359	4,491	4,968	1,109	-	517	223	193	17,861	20,340
67	Conference and Seminars - WDB Staffs	20,524	9,385	6,627	7,331	1,637	-	763	330	285	26,357	35,000
68	Misc. Travel - Staffs only		244	172	191	43	-	20	9	7	686	8,228
69	A Fiscal/HR/BTD/ET(HSA)	A 229,784	101,102	71,398	78,975	17,637	-	8,220	3,552	3,066	283,951	325,000
70	Attorney Fees	A 6,318	2,517	1,777	1,966	439	-	205	88	76	7,068	9,000
71	Other Admin (2206,2302,2303)	560	259	183	202	45	-	21	9	8	727	4,900
72	<b>Subtotal Overhead</b>	640,025	270,184	190,804	211,052	47,134	-	21,967	9,493	8,194	758,827	872,624
	Ratio for Overhead/WDB salary based on expenditure		35.6%	25.1%	27.8%	6.2%	0.0%					
	WDB Special Projects											
74	<b>Total Grant Expenses</b>		2,112,168	1,639,717	1,768,603	390,754	7,806	41,368	15,471	29,108	6,004,994	7,331,331



# WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

[workforceventuracounty.org](http://workforceventuracounty.org)

**TO: EXECUTIVE COMMITTEE**

**FROM: CHERYL MOORE, EXECUTIVE DIRECTOR  
WORKFORCE DEVELOPMENT BOARD**

**DATE: JULY 14, 2016**

**SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE OF THE WORKFORCE  
DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE A WDB  
POLICY ON NON-WDB MEMBERS OF THE WDB PROGRAMS COMMITTEE**

## **RECOMMENDATION**

Recommend that the Executive Committee of the Workforce Development Board of Ventura County (WDB) approve a policy on Non-WDB members of the WDB Programs Committee.

## **BACKGROUND**

The Workforce Innovation and Opportunity Act, Section 107(b)(4)(A)(i-iii), allows the local board to “designate and direct the activities of standing committees to provide information and to assist the local board in carrying out activities under this section. Such standing committees shall be chaired by a member of the local board, may include other members of the local board, and shall include other individuals appointed by the local board who are not members of the local board and who the local board determines have appropriate experience and expertise.”

## **DISCUSSION**

In accordance with the WDB decision to consolidate the oversight and evaluation of WIOA Title I client-centered activities (Youth, Adult, Dislocated Worker and Rapid Response) under one committee, the WDB Bylaws, as amended July 1, 2016, established a standing Programs Committee. The Programs Committee will advise the WDB on WIOA program performance and issues relating to the One-Stop delivery system.

The Policy on Non-WDB Members of the Programs Committee specifies that no more than two non-WDB members may be appointed from any one of the nine categories specified. Recommendations will come from the Membership Committee for approval of non-WDB members by the WDB at one of its regular meetings. Non-WDB appointees will serve a three-year term. Reappointments will be considered, recommended, and approved in the same way. Non-WDB members will be required to complete ethics training and a WDB orientation session within 60 days of appointment, and to attend Programs Committee meetings regularly. (The proposed policy is attached.)

If you have questions or need more information, please contact me at (805) 477-5306 or Richard McNeal at (805) 477-5344, email [Richard.McNeal@ventura.org](mailto:Richard.McNeal@ventura.org).



**WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB)**  
LOCAL POLICY BULLETIN #2016-03  
Policy on Non-WDB Members of the Programs Committee

Effective Date: July 1, 2016

**SUBJECT:** Policy on Non-WDB Members of the Programs Committee

**PURPOSE:** This policy establishes the criteria for membership on the Programs Committee of the Workforce Development Board of Ventura County of non-WDB members.

**REFERENCE:** WIOA 107(b)(4)(A)(i-iii); WDB Bylaws, as amended July 1, 2016

**POLICY:** Recognizing the prospective usefulness of having non-WDB members on the Programs Committee to benefit from their appropriate experience and expertise and also to promote additional community engagement where needed, the WDB establishes the terms by which non-WDB members may join the Programs Committee and defines the conditions in which they may serve.

Apart from WDB members who may choose to serve on the Programs Committee, no more than two non-WDB members may be appointed from any one of the categories below:

1. Educational institutions
2. Housing authorities
3. Juvenile justice/justice system/law enforcement
4. Behavioral/mental health agencies
5. Community-based organizations concentrating on workforce issues for youth or adults
6. Rehabilitation agencies
7. Labor organizations
8. American Job Center of California (AJCC) partners
9. Employers

After submitting an application, a resume, and a letter of recommendation to the WDB Membership Committee, an application for non-WDB membership on the Programs Committee will be considered by the Membership Committee for recommendation to the WDB for approval. Non-WDB members will be approved for a three-year term by the WDB at one of its regular meetings. Reappointments will be considered, recommended, and approved in the same way. In view of their Programs Committee responsibility to participate in making fiscal recommendations to the WDB, non-WDB members also will be required to complete ethics training and a WDB orientation session within 60 days of appointment, and to attend Programs Committee meetings regularly.

**INQUIRIES:** The WDB Administration staff can be reached at 805-477-5306 and will answer questions regarding this policy, which will be revised as need arises.

**2015-2016 YEAR-END REVIEW**  
**Workforce Development Board of Ventura County**

**WDB EXECUTIVE COMMITTEE**

**2015-2016 Members**

WDB Members: Victor Dollar (WDB Chair); Jim D. Faul (WDB Vice Chair); Mike Soules (Immediate Past WDB Chair); Anthony Mireles, Kimberly Nilsson, and Nancy Williams (Clean/Green Committee Chairs); Greg Barnes (Healthcare Committee Chair); Vic Anselmo (Manufacturing Committee Chair); Patty Schultz (Membership Committee Chair); Brian Gabler (Outreach Committee Chair); Alex Rivera (Resource Development Committee Chair); Tony Skinner (Youth Council Chair)

**Executive Committee Accomplishments**

In support of the *Ventura County Regional Strategic Workforce Development Plan 2013-2017*, WDB Executive Committee accomplishments included:

**Oversight of WDB Administration, Sector Committees and One-Stop System**

- Regularly received reports and reviewed activities of seven Workforce Development Board (WDB) Committees: Clean/Green, Healthcare, Manufacturing, Membership, Outreach, Resource Development, and Youth Council.
- Reviewed, discussed and took action on annual budget planning and expenditures, including the initial development of and updates to the Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan, including use of unallocated and Management Reserve funds.
- Approved the evaluation and reporting process for determining program and contract success and/or reporting for Adult and Dislocated Worker program performance, WIOA Common Measures performance outcomes required Rapid Response activities (lay-offs/closures and lay-off aversion).
- Reviewed, discussed and assessed quarterly program and fiscal performance reports/information for Adult, Dislocated Worker, and Youth program performance; required Rapid Response activities (layoffs/closures and lay-off aversion); WDB budget plan and expenditures; training expenditures; and a presentation of Community Services Department including WIOA transition strategies and implementation services.
- Evaluated WIOA programs and/or contracts and recommended action for Adult and Dislocated Worker programs (Community Services Department/WIOA); Rapid Response business services (layoff aversion) contract (Economic Development Collaborative-Ventura County); and youth contracts (Ventura Adult and Continuing Education, PathPoint and Boys and Girls Clubs of Greater Oxnard and Port Hueneme).
- Reviewed and discussed various federal, state and local legislation and requirements impacting the WDB for successful transition from WIA to the Workforce Innovation and Opportunity Act (WIOA) including regional designation and WIOA Federal guidelines

**Actions Taken by the Executive Committee**

Considered background information, asked questions, and discussed each of the following items at length before taking action to approve recommendations to the WDB and/or the Board of Supervisors and/or other actions relating to the following topics:

**2015-2016 YEAR-END REVIEW**  
**Workforce Development Board of Ventura County**

<b>WDB EXECUTIVE COMMITTEE</b>
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**Executive Committee Accomplishments (Continued)**

- Program Year 2015-2016 WIOA Adult, Dislocated Worker, Rapid Response and Youth evaluation/reporting process
- Three updates to the Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2015-2016
- New Workforce Development Board (WDB) policies on the use of the new WDB logo, the submission of grant proposals, the protection of personally identifiable information, and youth work experience
- Updated current WDB Policies, already approved under the Workforce Investment Act (WIA) by the Workforce Investment Board of Ventura County(WIB), to align policy terminology with the new Workforce Innovation and Opportunity Act (WIOA)
- One-year extension of the three WIOA Youth program provider contracts for PY 2016-2017 with approval criteria (available funds, satisfactory performance, and County of Ventura approval)
- Changes to the composition of the WDB to comply with WIOA requirements
- Updated WDB committee structure for inclusion in the proposed WDB Bylaws
- Ventura County Board of Supervisors submission of the Ventura County Local Workforce Development Board Recertification Request for PY 2016-2018 to the California Workforce Development Board
- Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget for Program Year 2016-2017
- Contract with the Economic Development Collaborative-Ventura County, in an amount not to exceed \$95,000 in P 2016-2017
- Contract with the Agency, in an amount not to exceed \$150,000 in Program Year 2016-2017
- Contracts for Workforce Investment Act (WIA) Comprehensive Youth Programs Provided by the Boys and Girls Clubs of Greater Oxnard and Port Hueneme (\$475,000), PathPoint (\$475,000), and Ventura Adult and Continuing Education (\$260,000) in Program Year 2016-2017

**WDB Accomplishments: Collaboration and Visibility**

- The WDB provided support for successful grant proposals including:
  - California Workforce Development Board: awarded funds (\$165,000) for the provision of workforce services to ex-offenders to prevent recidivism (STEPS2Work)
  - U.S. Department of Labor/Employment and Training Administration: awarded funds (\$500,000) for the provision of workforce services to offenders transitioning from pre-release status at the AJC comprehensive and/or satellite centers to prevent recidivism (BRIDGES2Work)

**2015-2016 YEAR-END REVIEW**  
**Workforce Development Board of Ventura County**

<b>WDB EXECUTIVE COMMITTEE</b>
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**WDB Accomplishments: Collaboration and Visibility (Continued)**

- WDB and WDB committee members continued to participate in the Advanced Manufacturing Partnership of Southern California (recently expanded to include ten counties), in support of its designation as a federally recognized Innovative Manufacturing Communities Partnership for regional aerospace and defense manufacturing. Participation included elected membership on the Executive Council and volunteer participation on the Pillar Committees.
- In addition to participating in Workforce Wednesday radio interviews, press interviews and articles, opinion pieces in the press, panel discussions, National Manufacturing Day, the WDB Speakers Bureau and other WDB outreach activities, WDB members attended and/or presented at a wide range of business, education, and community meetings and conferences.
- WDB members attended the 2015 California Workforce Association Meeting of the Minds Conference. 2016 National Association of Workforce Boards Forum in Washington, D.C. and engaged in Capitol Hill meetings with Congresswoman Julia Brownley, Congresswoman Lois Capps, and Congressman Steve Knight.
- WDB member Victoria Jump received the President's Citation Award from the California Association of Area Agencies on Aging for her exceptional work at the county and state levels.
- WDB members Gerhard Apfelthaler, Greg Gillespie, and Bruce Stenslie, and WDB Executive Director, Cheryl Moore, were recognized by the *Pacific Coast Business Times* as Who's Who in Business Leadership for their collaboration with businesses in the region.

**2015-2016 YEAR-END REVIEW**  
**Workforce Development Board of Ventura County**

<b>WDB EXECUTIVE COMMITTEE</b>
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**Insights**

- The WDB has terrific bench strength. Thanks to the breadth of experience, collaborative efforts, and level of commitment among our WDB and WDB committee members, we have been able to accomplish a great deal while making a smooth transition from WIA to WIOA.
- Although the roles of the long-standing Youth Council and Resource Development Committee ended this year, the members are to be commended for their exceptional contributions to the success of the WDB.
- Creating a new Programs Committee to evaluate all of the WIOA core programs is a good idea.
- We are keeping our forward momentum to address local workforce development needs while remaining flexible to adapt to ongoing changes in state and federal requirements.
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DRAFT

## **REGIONAL AND LOCAL PLANNING GUIDANCE FOR PY 2017-2020**

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### **GENERAL INSTRUCTIONS**

The attached directive is being issued in draft to give the Workforce Development Community the opportunity to review and comment prior to final issuance.

Submit any comments by email or mail no later than **July 30, 2016**.

All comments received within the comment period will be considered before issuing the final directive. Commenters will not be responded to individually. Rather, a summary of comments will be released with the final directive.

**Comments received after the specified due date will not be considered.**

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**Email**      [Daniel.Patterson@cwdb.ca.gov](mailto:Daniel.Patterson@cwdb.ca.gov)

Include "Draft Directive Comments" in the e-mail subject line.

**Mail**      California Workforce Development Board  
Attn.: Regional/Local Plan  
P.O. Box 826880 / MIC 45  
Sacramento, CA 94280-0001

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If you have any questions, contact State Board at 916-324-3425.

## REGIONAL AND LOCAL PLANNING GUIDANCE FOR PY 2017-2020

### EXECUTIVE SUMMARY

This policy provides guidance and establishes the procedures regarding the preparation of both Regional and Local Plans required by the *Workforce Innovation and Opportunity Act* (WIOA). This policy applies to Local Workforce Development Boards (Local Boards), and is effective on date of issuance

This policy contains some state-imposed requirements. State-imposed requirements are indicated in the narrative of the text.

This policy supersedes *Workforce Services Directive Program Year (PY) 2013-17 Local Plans and Board Certification (Biennial and High Performing)* (WSD12-14), dated May 22, 2013. Retain this directive until further notice.

### REFERENCES

- WIOA (Public Law 113-128) Sections 106 and 107
- Title 20 *Code of Federal Regulations* (CFR): "WIOA; Notice of Proposed Rulemaking" (NPRM) Section 679.200 through 679.580
- *California Unemployment Insurance Code* (CUIC) Sections 14000 through 18012
- Department Of Labor Training and Employment Guidance Letter 14-15, Subject: *WIOA Requirements for Unified and Combined State Plans* (March 4, 2016)
- California's Workforce Development Strategic Plan PY 2016-2019
- [WSD15-17](#), Subject: "*California WIOA Regional Planning Units (RPU)*" (February 24, 2016)
- [WSD15-14](#), Subject: "*WIOA Adult Program Priority of Service*" (January 22, 2016)
- [WSD15-12](#), Subject: "*WIOA Memorandums of Understanding(MOU)*" (January 20, 2016)

### BACKGROUND

This directive is intended to serve as guidance for the preparation of both local and regional workforce plans required by the WIOA. It begins by providing background on the relationship between State Plan, regional plans, and local plans, and gives an overview of the requirements

for regional and local plans. The California Workforce Development Board (State Board) intends to provide additional guidance and technical assistance materials pertaining to model local and regional partnerships as well as best practices both encouraged and recommended to Local Boards and their partners as they move forward to develop and implement their plans.

### **The State Plan and Its Relationship to Regional and Local Plans**

The State Plan is the controlling state policy document for regional and local plans. It sets the state's policy direction for these plans, and serves as a conceptual map for Local Boards and their partners as they jointly develop the regional and local plans required by WIOA.

Under the State Plan, state agencies and departments who are party to the State Plan are mandated to work jointly to ensure that relevant programs at the local level are carrying out the operational and policy commitments agreed upon during the planning process. Local Boards and their partners should review Chapter 5 of the State Plan and the corresponding partnership agreements which detail the commitments and responsibilities of the WIOA core programs as well as other State Plan program partners.

The State Board encourages and recommends broad and inclusive partnerships that include Community Based Organizations (CBOs) and non-profits. The State Board will grant considerable flexibility for Local Boards and their partners to determine the nature, scope, and depth of these partnerships based on local and regional needs and priorities provided that plans are consistent with the policy direction and goals of the State Plan, and that the needs of target populations identified in WIOA Section 24(A)-(M) are addressed either by local or regional plans.

State Plan content can be found here: [California WIOA Unified State Plan](#).

### **The Function of Regional Plans**

Regional plans and partnerships required by WIOA function under California's State Plan as the primary mechanism for aligning educational and training provider services with regional industry sector needs in California's fourteen WIOA Regional Planning Units (RPU)s. California state law requires coordination between the K-12, Community Colleges, and WIOA systems and requires the use of sector strategies as the operational framework for the state's workforce system. These two state mandated requirements are met under the State Plan by making federally required WIOA regional plans and partnerships the primary mechanism for aligning educational and training programs with regional industry sector needs. As such, the main aim of regional plans is the development of "regional sector pathway" programs by which we mean the identification, utilization, and servicing of career pathway programs aligned with regional industry sector needs in each of the RPU)s.



## *Regional Sector Pathways*

The purpose of “regional sector pathways” is to ensure that demand industries in each region are having their workforce needs met while also ensuring that students, workers, and other individuals, including individuals from populations with barriers to employment, have the opportunity to develop the requisite skills in-demand in their respective regional labor markets, and that the proper remediation and other supportive services are available to ensure participants can succeed. Regional sector pathway programs should ultimately result in the attainment of industry recognized postsecondary credentials by those who complete these programs.

The State Board recognizes that completing “regional sector pathway” programs will take longer for some individuals (e.g., those with basic skills related challenges) than it will for others. Nevertheless, it is the intent of the State Plan that regional partners develop regional sector pathway programs in a manner that makes relevant training and education programs accessible for those who face barriers to employment, including individuals from target populations. As a result, regional partners will need to not only identify relevant regional sector pathways, but also partner to provide the services needed to ensure the successful completion of pathway programs by those who enter them. Local Boards and their partners should develop partnerships with relevant organizations and CBOs who specialize in providing services to target populations to help ensure that individuals from relevant target populations can participate in regional sector pathway programs and that career pathway programmatic elements are in place to meet the needs of target populations. For example, including the Department of Rehabilitation and Independent Living Centers in partnership efforts will help ensure the physical and programmatic accessibility of these programs for individuals with disabilities.

## *Regional Organizing and Planning Efforts*

Regional sector pathways are expected to be identified and developed through regional planning and organizing efforts that involve industry sector leaders, organized labor, community colleges, K-12 programs, Adult Schools, Adult Education Block Grant (AEBG) Consortia, regionally organized Local Boards operating jointly in RPUs, CBOs, business associations, and regional economic development agencies. Regional planning efforts may involve a broader group of partners and efforts should be inclusive, taking into consideration the characteristics, demographics, and nature of each region so as to ensure that relevant stakeholders have an opportunity to provide input to and feedback on the regional plan and the regional sector pathways emphasized by the regional plan.

To reduce duplication of effort, regional organizing and planning efforts undertaken under WIOA are expected to be informed by, aligned with, and build upon other relevant regional planning efforts undertaken by planning partners. Existing regional planning by AEBGs and Community College consortia, and SlingShot coalitions, for example, could serve to inform WIOA planning efforts and coordination activities between the partners. Any regional planning efforts conducted prior to the passage of WIOA or issuance of state Regional and Local Planning

guidance can serve as a foundation for WIOA regional planning to the extent that prior plans are relevant to and consistent with the intent and policy requirements of WIOA regional plans. In addition, Local Boards and their required partners can economize their efforts by incorporating already completed planning work in their plans. Specifically, the task of identifying regional sector pathway programs should build upon any existing regional efforts in this area, especially those involving industry sector leaders and training and education providers, as long as the pathways identified have clear relationship to regional labor market needs and have been or will be validated by relevant industry sector employers as part of regional planning efforts. Pathways emphasized in regional plans are expected to have a clear labor market rationale for their inclusion in the regional plan.

### **The Function of Local Plans**

Under the State Plan, the primary purpose of local workforce plans and partnerships is to facilitate access to workforce services at the local level. While WIOA Section 106 regional plans and partnerships are specifically focused on constructing a regional training and education architecture that aligns with regional labor markets, individuals will access and experience this regional workforce architecture primarily through local service delivery efforts, principally those of WIOA partners operating in the America's Job Center of California (AJCC) system, formally known as a One-Stop Career Centers, but potentially through other partners of the workforce system as well. In this regard, it is typically at the local level where services will be integrated, resources will be braided and supportive services will be provided to individuals being served by the partners.

#### *Program Alignment, Integrated Services, Braided Resources, and Upskilling On-Ramps*

Local workforce development plans are required to ensure a baseline level of WIOA core program alignment compliant with federal regulations at the local level, in and through AJCCs (the state's One-Stop system) so that core program and mandated services are coordinated, and when appropriate, integrated to make accessible a menu of customizable services available to customers on the basis of their needs (e.g., programs should be accessible to individuals with disabilities and those that are Limited English Proficient (LEP), and, in general, should be customer-centered such that customers can access the relevant services for which they are eligible). Additionally, AJCCs are required to operate as an access point for "regional sector pathway" programs. As such, local plans and AJCC MOUs should reflect the strategic vision of the relevant WIOA RPU regional plan such that AJCCs are operating as an "on ramp" or "gateway" to the "Regional Sector Pathways" programs either built-out or identified through the regional planning process. In developing these "on ramps," Local Boards should consider alternative ways to provide services and the necessary supports to guarantee access for members of populations with barriers to employment to ensure that they move through the system seamlessly.

Under the California State WIOA Plan, AJCCs will continue to provide the full menu of One-Stop services, including services now known under WIOA as "career services," and AJCCs will continue to provide as labor exchange services, especially for those dislocated workers who do

not need further training to reenter the labor market. However, the State Plan mandates a greater emphasis on treating AJCCs as an access point for education and training services for those who want and need them. Moreover, local plans and AJCC MOUs must provide more emphasis on coordinating and aligning program services across WIOA core programs to best serve relevant client populations. To this end, Local Boards and their partners should review Chapter 5 of the State Plan and the corresponding partnership agreements, as these detail the commitments and responsibilities of State Plan program partners that are directly associated with local plans and AJCC MOUs.

## POLICY AND PROCEDURES

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### WIOA Regional Plan Requirements

WIOA Section 106(c) “Regional Coordination” identifies eight RPU requirements, referred to, hereafter as the “A-H RPU” requirements. A-H RPU requirements include the following:

- The preparation of a regional plan.
- The establishment of regional service strategies, including use of cooperative service delivery agreements.
- The development and implementation of sector initiatives for in-demand industry sectors or occupations for the region.
- The collection and analysis of regional labor market data (in conjunction with the State).
- The establishment of administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate, for the region.
- The coordination of transportation and other supportive services, as appropriate, for the region.
- The coordination of services with regional economic development services and providers.
- The establishment of an agreement concerning how the planning region will collectively negotiate and reach agreement with Governor on local levels of performance for, and report on, the performance accountability measures described in WIOA Section 116(c), for the Local Workforce Development Area(s) (Local Area) or the planning region.

\*Note that WIOA section 106 also makes clear that local plans are considered part of the regional plan and are submitted with Regional Plans to the state for approval.

## Notice of Proposed Rulemaking Regulations

Section 679.500-580 of the NPRM regulations provides additional guidance on Regional Plan elements, and the preparation, submission, and modification of the Regional Plans. Required planning elements essentially mirror the A-H RPU requirements from WIOA Section 106 and reiterate that local plans need to be submitted with regional plans. The NPRM regulations also make clear that the regional planning process must be open to the public. Relevant language from the regulations pertaining to the public comment and plan modification process are as follows:

- Local Boards representing each Local Area in the planning region must provide an opportunity for public comment on the development of the Regional Plan or subsequent plan modifications before submitting the plan to the Governor. To provide adequate opportunity for public comment, the Local Boards must do the following:
  - Make copies of the proposed Regional Plan available to the public through electronic and other means, such as public hearings and local news media.
  - Include an opportunity for comment by members of the public, including representatives of business, labor organizations, and education.
  - Provide no more than a 30-day period for comment on the plan before its submission to the Governor, beginning on the date on which the proposed plan is made available.
  - The Local Boards must submit any comments that express disagreement with the plan to the Governor along with the plan.

Consistent with WIOA Section 107(e), the Local Board must make information about the plan available to the public on a regular basis through electronic means and open meetings.

- At the end of the first 2-year period of the 4-year local plan, the Local Boards within a planning region, in partnership with the appropriate Chief Elected Official(s) (CEO), must review the Regional Plan and prepare and submit modifications to the Regional Plan to reflect changes:
  - In regional labor market and economic conditions.
  - Other factors affecting the implementation of the local plan, including but not limited to changes in the financing available to support WIOA Title I and partner-provided WIOA services.

### Special Note on Accessibility for Individuals with Disability

Under WIOA Section 188 public meetings and publically disbursed information pertaining to regional plan content must be made accessible to individuals with disabilities to ensure an opportunity for full and equal participation in the regional planning process.

## *State Law Requirements Relevant to Regional Planning*

State law requires the State Board to implement additional standards for certifying high-performing Local Boards. In order to be considered eligible for HPB certification, a Local Board is required meet all regional planning requirements of the federal law and State Plan [CUIC 14200(3)(A)-(B)].

Other HPB certification criteria would require local planning with the following entities:

- Key stakeholders, including the major employers and industry groups from the relevant regional economy and organized labor.
- Partners in K–12 education, career technical education, the community college system, other postsecondary institutions, and other Local Areas operating in the relevant regional economy [See Unemployment Insurance Code 14200 (4)-(5)].
- Partnerships with Department of Labor programs, including Youth Build and Job Corps programs, and California Conservation corps programs and their local affiliates [as required by pending legislation Assembly Bill (AB) 2719].

Local plans are considered to be part of the regional plan under federal law and regulation. Local plans can demonstrate that they involve key stakeholders, including the major employers and industry groups from the relevant regional economy and organized labor, and can demonstrate that they account for the entire workforce training pipeline for the relevant regional economy, including partners in K–12 education, career technical education, the community college system, other postsecondary institutions, and other Local Areas operating in the relevant regional economy by making use of regional planning efforts that meet these very same criteria provided that the relevant local plan demonstrates operational alignment with the strategic objectives of the respective Regional Plans, the Regional Plans were developed with the relevant required stakeholders enumerated directly above, and the local plan demonstrates some level of coordination with the partners enumerated in the HPB certification criteria.

## **State Plan Requirements Relevant to Regional Planning**

The State Plan provides additional requirements for WIOA Regional Plans in the following areas:

- Required Regional Partners
- Development of Regional Sector Pathways
- Industry-Valued Post-Secondary Credential Attainment
- Accessibility and Inclusivity
- Job Quality Considerations
- Regional Assessment

## Required Regional Planning Partners

Under the State Plan, the required regional partners for developing and implementing the regional plans are as follows:

- Industry sector leaders, including associations, business organizations, and organized labor from the region's priority industry sectors.
- Regionally organized Local Boards.
- Local economic development agencies.
- Regional consortia of community colleges.
- Regional consortia of adult education providers, (including both WIOA Title II and other state-funded adult education and basic skills programs).
- Representatives of K-12 Career and Technical Education (CTE) programs funded by either federal Perkins funds or various state-specific CTE funding streams, when relevant county offices of education and other local educational agencies determine that participation will benefit the students participating in regional CTE programs.

Additional regional partners may also include the Employment Training Panel (ETP), the Department of Rehabilitation (DOR), Independent Living Centers, the Assistive Technology Network, county welfare agencies, as well as community groups with experience representing and serving individuals with barriers to employment.

- Per the State Plan, and agreement between DOR and the State Board, Local Boards are required to invite DOR to participate in WIOA regional planning efforts, particularly any regional planning efforts pertaining to employer engagement, and in particular, coordinated efforts to engage federal contractors to take advantage of "503" hiring requirements.
- Boards are also encouraged to contact ETP and County Welfare agencies and invite them to participate in regional planning efforts.
- The State Board further recommends that Local Boards in single county RPUs make it a priority to engage County Welfare programs at the RPU/County level so as to reduce duplicative efforts between Local Boards and county-operated Temporary Assistance for Needy Families (TANF)/CalWORKs programs.

Attachment 1 provides a map of RPU boundaries and details assigned RPU regional planning partners. This attachment does not provide an exhaustive list of organizations that may participate in regional planning efforts, but it does identify the regional planning partners required under the State Plan.

### *Regional Planning Partner Modification*

Should RPUs, Community College Regional Consortia, or AEBG consortia disagree with the required regional planning partners noted in Attachment 1, they may jointly petition the State Board, California Community Colleges Chancellor's Office, and California Department of Education for a regional planning modification. Petitioners must provide an evidence-based rationale for the alternate planning relationships identified in the proposal and must enumerate an itemized list of alternate regional planning partners. The proposal for alternative regional planning partners must include data and analysis that address all of the following:

- An explanation as to why the state assigned partners detailed in Attachment 1 are inappropriate for regional planning purposes.
- Shared regional industries of focus.
- Commute patterns of workforce.
- Prior regional collaborations strategies and outcomes.
- A signed agreement by the proposed regional planning partners that identifies the proposed alternate planning partners.

Regional Planning Modification petitions which propose to alter RPU, College Consortia, or AEBG consortia boundaries will not be accepted. The modification process is provided as a means to propose alternate partnership relations between systems, not change the required partnerships within systems. Essentially the modification process is designed to allow for feedback on the assigned partnerships identified in this regional planning guidance and provide for a mechanism for making alterations concerning partnership across systems if this guidance has failed to identify the most appropriate planning partners. More detail on the procedure for petitioning for a planning variance will be forthcoming.

Regional planning may include additional partners not specified in Attachment 1, including partners technically outside of the RPU boundaries where such coordinated planning activity makes sense for local and regional operational reasons. There is no need to submit a Regional Planning Partner Modification to do so. Modification requests are only necessary in those instances where there is a proposal to not include assigned regional planning partners in the planning process.

### *Required Regional Plan Content*

Under the State Plan, regional plans must be developed as vehicles to implement three of the seven policy strategies emphasized in the State Plan:

- Sector strategies
- Career pathways
- Regional partnerships



These three policy strategies are discussed at length in Chapter 3 and Chapter 5 of the State Plan [[hyperlink](#)], and the regional plan requirements detailed below are directly relevant to efforts to bring these strategies together in regional efforts to build “regional sector pathways.”

#### *Requirements Pertaining to Identification and Development of Regional Sector Pathways*

Working with the planning partners identified above, Local Boards in RPUs are required to identify, develop, prioritize, service, and feed “regional sector pathway” programs. To this end, regional plans must include the following:

- A description of the way planning partners, including local economic development agencies, assessed regional industry workforce needs, including a description of the data sources utilized, the industry leaders engaged, and the manner in which industry engagement took place, including a summary of any relevant convening activities, the dates partners met, who attended, and what was decided.
- An analysis of the manner in which regional partners, including industry leaders, have determined, or will determine whether existing training and education programs in the region were/are meeting industry’s workforce needs. This analysis should provide a description of any areas of identified training and education deficiency and what planning partners have committed to do to resolve relevant deficiencies.
- A description of any existing career pathway programs in the region that have been identified as meeting leading and emergent industry sector needs. This description should specifically articulate the manner in which industry participated in the identification of relevant pathways.
- A description of the work being done by industry, workforce boards, economic development agencies, and relevant faculty partners to recommend and implement any necessary adjustments to further develop career pathway programs that meet regional industry needs

#### *Requirements Pertaining to Industry-Valued Post-Secondary Credential Attainment*

Under the State Plan, regional sector pathway programs should result in the attainment of industry-valued and recognized postsecondary credentials that are portable and aligned with regional workforce needs. As a result, all regional plans are required to identify the following:

- The process used to determine industry-valued and recognized postsecondary credentials, including a description of the process taken to insure industry leads this discussion.
- The current industry-valued and recognized postsecondary credentials being emphasized in the regional plan and the process that will be used to ensure their relevance in subsequent years as labor markets change.



- The manner in which regional partners, including industry leaders determined that the relevant credentials are actually industry valued.
- The relevant training and education providers providing the credentials.
- How the regional planning partners will establish regional goals for, and track attainment of industry recognized credentials produced in each region, including each Local Board's contribution, and the total contribution of industry recognized credentials produced by the partners collectively in the RPU

Attachment 2 provides the State Board's policy statement and framework for identifying industry recognized credentials. Regional partners must develop their approach to both credentials and regional career pathways with this framework in mind.

### *Requirements Pertaining to Accessibility and Inclusivity*

Regional sector pathway programs must be flexibly designed and include, as appropriate, remedial programming, so as to allow individuals with barriers to employment and other WIOA target populations, including those with limited basic skills and limited English proficiency, an ability to work their way along these pathways. Regional sector pathway programs must be designed to allow participation of individuals with disabilities. As a result, all regional plans are required to provide the following:

- A description of the manner in which AEBG consortia participated in the WIOA regional planning process.
- An analysis of the need for basic skills education in the RPU with an enumeration of the estimated number of individuals being served and the types of basic skills services offered in the RPU.
- An analysis of the way basic skills education will be integrated into regional sector pathways programs emphasized by the regional plan, including an analysis of any strategies to serve members of the regional population who have limited English proficiency.
- A description of regional efforts to streamline and coordinate intake, assessment, and referrals of individuals needing basic skills remediation.
- An analysis of the ways in which RPU partners, including Local Boards, Community Colleges, Adult Schools, and AEBG consortia will ensure program and physical accessibility and participation in regional sector pathway programs for individuals with disabilities.
- As appropriate, an analysis of the need for, and a description of the means by which regional partners will work together to place individuals enrolled in TANF/CALWORKS in regional sector pathway programs.

- An analysis of the way regional program partners will work together to provide supportive services to individuals enrolled in regional sector pathways programs.
- A description of the role of CBOs, such as Independent Living Centers, in helping provide services to and integrating individuals with barriers to employment into region sector pathway programs, including participation in program development, outreach, and the provision of specialized supportive services for relevant target populations.
- A description of the process Local Boards and their partners will use to retain individuals in relevant programs as they work their way through the career pathway progressing into livable wage jobs and careers.

### *Requirements Pertaining to Job Quality*

State law directs the State Board to develop strategies that help people enter and retain employment and emphasizes the development of policies that lead to “placement in a job providing economic security or job placement in an entry-level job that has a well-articulated career pathway or career ladder to a job providing economic security” (CUIC Section 12013). State law defines these jobs as those that provide, “a wage sufficient to support a family adequately, and, over time, to save for emergency expenses and adequate retirement income, based on factors such as household size, the cost of living in the worker’s community, and other factors that may vary by region. State law and the State Plan both make clear that sector initiatives and career pathways programs should focus efforts on moving people into jobs that provide economic security. As a result, all regional plans are required to provide the following information:

- A description of the projected earnings of those employed in occupations directly related to the regional sector pathway programs identified in the regional plan.
- A comparison of the foregoing wage levels to the median wage in the relevant RPU.

The State Board recognizes that not all jobs are good jobs and that education and training alone will not solve the problem of poverty. There is a hidden cost to low wage work that is ultimately borne by communities, particularly communities of color and immigrant populations. The State Board is committed to developing a workforce system that enables economic growth and shared prosperity on the basis of innovation, quality, and skills attainment rather than low wages, contingent employment, and low or no benefits. As such, State Plan partners and providers covered by the plan should make it a priority to work with employers who offer jobs with good wages and benefits, support for ongoing skills training and employee advancement, good working conditions (including paid sick days, paid family leave, and paid medical or short-term disability leave), and adequate hours with predictable schedules that enable employees to meet their family caregiving commitments. As a result, all regional plans are required to provide the following information:

- A description of the way each of the Local Boards in the RPU will prioritize working with employers who offer jobs with good wages and benefits.

- A description of the process Local Boards will take to implement incumbent worker training strategies to ensure progression along career pathways.

#### *Additional Requirements Pertaining to Regional Assessment*

The State Plan requires regional partners to determine the extent to which persons receiving training and education services aligned with regional industry needs in each RPU are actually obtaining employment in occupations and sectors directly related to their programs of study. Developing this capacity will require creativity and the development of an operational plan for collecting relevant information. As a consequence, all regional plans are required to provide the following information:

- How the regional partners in the RPU will work together to track training-related employment for individuals entering the labor market.

#### **Additional Requirements Being Issued/Clarified At this Time**

A significant share of the California population is foreign born, including several million individuals in the workforce who are Limited English Proficient. Regional plan content pertaining to the analysis of and provision of services to target populations and/or individuals with barriers to employment must assess and address the need to provide services to the foreign born and limited English proficient individuals. This requirement must be addressed specifically in any sections of the regional plan that deal with the provision of services to individuals with basic skills challenges.

#### **State Plan Requirements that Meet Federal A-H Regional Plan Requirements**

State board staff have reviewed and compared State Plan requirements with WIOA Section 106 A-H requirements and have determined that RPUs that meet State Plan requirements for their regional plan may be able to simultaneously meet a number of the federal regional plan requirements. As RPUs develop their plans they should consider the following:

- RPUs that meet the State Plan requirements pertaining to the identification and development of regional sector pathway programs will meet federal regional plan requirements pertaining to the development and implementation of sector initiatives for in-demand industry sectors or occupations in the region.
- RPUs that meet the State Plan program and physical accessibility and inclusivity requirements for regional plans will meet the federal requirement for the establishment of regional service strategies if the RPU develops a cooperative service delivery agreement that does any of the following:
  - Seamlessly integrates basic skills programs in the RPU with regional sector pathways programs emphasized by the regional plan so that students with basic

- skills challenges can enter, participate in, and successfully move along regional sector pathway programs.
  - Achieves streamlined, coordinated intake, the use of a common assessment tool, and coordinated referral for individuals needing basic skills remediation.
  - Ensures program and physical accessibility, the coordinated provision of services, and participation in regional sector pathway programs for individuals with disabilities.
  - Provides coordinated supportive services to, and enrolls TANF/CALWORKS participants in, regional sector pathway programs.
- RPU plans that meet State Plan requirements to provide an analysis of the way regional program partners will work together to provide supportive services to individuals enrolled in regional sector pathways programs will meet federal requirements pertaining to the coordination of transportation and other supportive services so long as supportive services are actually provided in a coordinated fashion and this coordination is described in the plan and detailed in a regional MOU. A regional plan that provides coordinated supportive services to, and enrolls TANF/CALWORKS in, regional sector pathway programs will also meet this federal requirement so long as supportive services are actually provided in a coordinated fashion and this coordination is described in the plan and detailed in a regional MOU.
- RPU plans that meet the State Plan requirements to provide a description of the way planning partners, including local economic development agencies, assessed regional industry workforce needs will meet federal requirements pertaining to the collection and analysis of regional labor market data as long as they specify how labor market provided by the state informed their assessment of regional labor market needs.
- RPUs can meet the federal requirements pertaining to the coordination of services with regional economic development agencies provided that they meet the State Plan requirements to involve economic development agencies in regional efforts to develop regional sector pathways and provided that economic development agencies' services and priorities help determine the sectors emphasized in the RPU's regional plan.
- RPUs can meet the federal requirements pertaining to the establishment of administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate, for the region if they can demonstrate, through an agreed to MOU that they have pooled resources to meet any of the State Plan requirements for RPUs specified in this planning guidance.

## Local Planning Requirements

*WIOA, NPRM, and State Law*

The State Board has reviewed the federal statute, NPRMs regulations, and state law, and determined that the requirements for local plans enumerated in these three sources are currently consistent, though pending state legislation (AB 2719) would add additional state planning requirements for local plans. The disposition of the bill will be known by September 30, 2016, and if passed and signed by the Governor will become effective January 1, 2017.

The guidance sections that follow detail federal requirements, review additional requirements in pending legislation and the State Plan, and then specify areas where Local Boards can meet these local plan requirements by being strategic in the way they draft regional and local plans.

### *Federal Requirements*

Federal statute and regulations require that local plans provide information in thirteen general areas which including the following:

- Analytical background concerning the regional economy, labor market needs, and the workforce and education system operating in the region.
- A cohesive statement pertaining to the vision, goals, and strategy of the Local Board and its partners.
- Detail on local program alignment to implement State Plan policy strategies.
- Detail on a number of specified services and service delivery strategies.
- Required Information Pertaining to AJCCs.
- Required Information Pertaining to Specific Programs, Populations, and Partners.
- Relevant Information Pertaining To Grants and Grant Administration.
- Relevant information pertaining to performance goals.
- Relevant information pertaining to HPB efforts.
- Relevant information on training activities.
- Public transparency, accessibility, and inclusivity information.
- Relevant information pertaining to common intake and case management efforts.
- Other miscellaneous information requirements.

Greater detail for these federal local plan requirements is set forth in the sections that follow.

### *Analytical Background Requirements*

Analytical background concerning the regional economy, labor market needs, and the workforce and education system operating in the region. For reasons explained further on in the guidance, these local plan requirements will be submitted as part of the regional plan, and not for each local plan. According to WIOA, the relevant background information must include the following:

- A regional analysis of economic conditions including existing and emerging in-demand industry sectors and occupations; and employment needs of employers in existing and emerging in-demand industry sectors and occupations; a Local Area may use an existing analysis, which is a timely current description of the regional economy, to meet the foregoing requirements.
- An analysis of the knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations.
- An analysis of the regional workforce, including current labor force employment and unemployment data, information on labor market trends, and educational and skill levels of the workforce, including individuals with barriers to employment. Target populations include the following:
  - Displaced homemakers.
  - Low-income individuals.
  - Indians, Alaska Natives, and Native Hawaiians, as those terms are defined in Section 3221 of Title 29 of the United States Code.
  - Individuals with disabilities, including youths who are individuals with disabilities.
  - Older individuals.
  - Ex-offenders.
  - Homeless individuals, as defined in Section 14043e-2(6) of Title 42 of the United States Code, or homeless children and youths, as defined in Section 11434a(2) of Title 42 of the United States Code.
  - Youth who are in, or have aged out of, the foster care system.
  - Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
  - Eligible migrant and seasonal farmworkers, as defined in Section 3322(i) of Title 29 of the United States Code.
  - Individuals within two years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act (42 U.S.C. Section 601 et seq.).
  - Single parents, including single, pregnant women.
  - Long-term unemployed individuals.

[Reference WIOA Section 24(A)-(M)]
- An analysis of workforce development activities, including education and training, in the region. This analysis must include the strengths and weaknesses of workforce development activities and capacity to provide the workforce development activities to

address the education and skill needs of the workforce, including individuals with barriers to employment, and the employment needs of employers.

### *Vision, Goals, and Strategy Statement*

A cohesive statement pertaining to the vision, goals, and strategy of the Local Board and its partners. This statement must include the following:

- A description of the Local Board’s strategic vision to support regional economic growth and economic self-sufficiency. This must include goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment), and goals relating to the performance accountability measures based on WIOA performance indicators described in 20 CFR NPRM 677.155(a)(1). Vision, goals, and strategy must be linked to the analytical background information.
- Taking into account analyses described above, a strategy to work with the entities that carry out the core programs and other required partners to align resources available to the Local Area, to achieve the strategic vision of the local plan.

### *Local Program Alignment to Implement State Plan*

Required detail on local program alignment to implement State Plan policy strategies includes the following:

- A description of the workforce development system in the Local Area that identifies programs included in the system.
- How the Local Board will support the seven policies identified in the State Plan and will work with the entities carrying out core programs and other workforce development programs, including programs of study authorized under the *Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.)* to support service alignment and implement the policy strategies emphasized in the State Plan.

### *Information on Specified Services and Service Delivery Strategies*

Required detail on specific required services and service delivery strategies includes the following:

A description of the ways the Local Board will work with entities carrying out core programs to expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment. Target populations identified in WIOA Section 24(A)-(M).

- A description of the way the Local Board will facilitate the development of career pathways and co-enrollment, as appropriate, in core programs.
- A description of the way the Local Board will improve access to activities leading to a recognized post-secondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable).
- A description of the way Local Boards and their partners will facilitate engagement of employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations.
- A description of the way Local Boards and their partners will support a local workforce development system that meets the needs of businesses in the Local Area.
- A description of the way Local Boards and their partners will better coordinate workforce development programs and economic development.
- A description of the way Local Boards and their partners will strengthen linkages between the AJCC delivery system and unemployment insurance programs.

The foregoing may provide a description of the way Local Boards and their partners will implement initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of regional employers. These initiatives should support the strategy the Local Board will use to work with entities carrying out core programs to expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment.

### Information Pertaining to AJCCs

Local plan requirements pertaining to AJCCs include the following:

- A description of the way the Local Board will ensure the continuous improvement of eligible providers of services through the system and that such providers will meet the employment needs of local employers, workers, and jobseekers.
- A description of the way the Local Board will facilitate access to services provided through the AJCC delivery system, including in remote areas, through the use of accessible technology and other means.
- A description of the way entities within the AJCC delivery system, including AJCC operators and the AJCC partners, will comply with WIOA Section 188, if applicable, and applicable provisions of the *Americans with Disabilities Act of 1990* (42 U.S.C. 12101 *et seq.*) regarding the physical and programmatic accessibility of facilities, programs and



services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities.

- A description of the roles and resource contributions of the AJCC partners.
- The inclusion as an appendix in each Local plan of copies of executed cooperative agreements which define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local AJCC system. This includes cooperative agreements (as defined in WIOA Section 107[d][11]) between the Local Board or other local entities described in WIOA Section 101(a)(11)(B) of the *Rehabilitation Act of 1973* (29 U.S.C. 721[a][11][B]) and the local office of a designated State agency or designated State unit administering programs carried out under Title I of such Act (29 U.S.C. 720 et seq.) (other than Section 112 or part C of that Title 29 U.S.C. 732, 741 and subject to Section 121[f]) in accordance with Section 101(a)(11) of such Act (29 U.S.C. 721[a][11]) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.

#### *Specific Programs, Populations, and Partners*

Information requirements pertaining to specific programs, populations, and partners includes the following:

- An examination of how the Local Board will coordinate local workforce investment activities with regional economic development activities that are carried out in the Local Area and how the Local Board will promote entrepreneurial skills training and microenterprise services.
- A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the Local Area.
- A description of how the Local Board will coordinate rapid response activities carried out in the Local Area
- A description and assessment of the type and availability of youth workforce activities in the Local Area including activities for youth who are individuals with disabilities. Include successful evidence-based models of such activities.
- How the Local Board will coordinate relevant secondary and post-secondary education programs and activities with education and workforce investment activities to coordinate strategies, enhance services, and avoid duplication of services.

- How the Local Board will coordinate WIOA Title I workforce development activities with the provision of transportation and other appropriate supportive services in the Local Area.
- Plans, assurances, and strategies for maximizing coordination, improving service delivery, and avoiding duplication of Wagner-Peyser Act (29 U.S.C. 49 et seq.) services and other services provided through the AJCC delivery system.
- How the Local Board will coordinate WIOA Title I workforce development activities with adult education and literacy activities under WIOA Title II. This description must include how the Local Board will carry out the review of local applications submitted under title II consistent with WIOA secs. 107(d)(11)(A) and (B)(i) and WIOA Section 232.

*Required Information Pertaining To Grants and Grant Administration*

Relevant information pertaining to grants and grant administration includes the following:

- An identification of the entity responsible for the disbursement of grant funds described in WIOA Section 107(d)(12)(B)(i)(III), as determined by the CEO or the Governor under WIOA Section 107(d)(12)(B)(i).
- The competitive process that will be used to award the subgrants and contracts for WIOA Title I activities.

*Performance Goals*

The local plan should describe the levels of performance negotiated with the Governor and CEO consistent with WIOA Section 116(c), to be used to measure the performance of the Local Area and to be used by the Local Board for measuring the performance of the local fiscal agent (where appropriate), eligible providers under WIOA Title I subtitle B, and the AJCC delivery system in the Local Area. Additional information from the State Board on performance negotiation will be forthcoming.

*Federal High Performance Board (HPB) Requirements and Local Plans*

Under state law the next certification for HPB status will take place midway through the implementation of WIOA regional and local plans (2019). Further information from the State Board on certification criteria for HPB status under state law will be forthcoming, but Local Boards should note that the use of the term “high performing board” under state law is broader than it is under federal law and was developed to encourage Local Boards to adopt a number of statutorily identified best practices, many of which involve comprehensive planning efforts with education partners and alignment with regional labor market needs.

Under the federal law, the local plan is required to describe the actions the Local Board will take toward becoming or remaining a high performing board, consistent with the factors

developed by the state in accordance with the requirements of WIOA Section 101(d)(6). Relevant Local Plan content will need to identify how Local Boards will assess the effectiveness and continuous improvement of AJCCs as well as how they will comply with state-issued AJCC policies specified in the following policy directives:

- [WSD15-14](#) - WIOA Adult Program Priority of Service
- [WSD15-12](#) - WIOA Memorandums of Understanding

The AJCC certification/assessment policy for measuring continuous improvement has not yet been developed but under the State Plan the criteria to be used for assessment/certification of AJCCs will include the following:

- An assessment of leadership, planning and collaboration (how well are core programs involved and aligned?).
- An assessment of customer-focus and customer-centered design (do clients get the services they need?).
- An assessment of the manner in which the AJCC will enable skills attainment leading to industry recognized credentials and degrees (does the AJCC help move those with barriers to employment on a path to skills development?).
- An assessment of the way the AJCC will use data for continuous improvement (do AJCC operators utilize performance data to improve service delivery?).
- An assessment of professional development and staff capacity building (are frontline staff trained on the requirements of WIOA, the policies required under the State Plan, and to provide high quality, customer-focused services?).
- An assessment of employer engagement and focus on high growth sectors (is programming aligned with regional labor market dynamics?).
- An assessment of physical and programmatic accessibility for individuals with disabilities.

Local Plans should provide a narrative description of the way they will assess the effectiveness of their AJCC in each of the foregoing areas.

#### *Training Activity*

The local plan should describe how training services outlined in WIOA Section 134 will be provided through the use of individual training accounts. If contracts for training services will be used, the local plan must include a description of how the use of such contracts will be coordinated with the use of individual training accounts, and how the Local Board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided.

### *Transparency, Accessibility, and Inclusivity*

The Local plan should describe the process used by the Local Board, consistent with WIOA Section 108(d), to provide a 30-day public comment period prior to submission of the plan, including an opportunity to have input into the development of the local plan, particularly for representatives of businesses, education, and labor organizations. There should be a concerted effort to engage representatives from the local community in this process, and reasonable accommodation should be made to include representatives from target populations, including accommodation for individuals with language needs and individuals with disabilities. Under WIOA Section 188 and relevant regulations, public meetings and publically disbursed information pertaining to local plan content must be made accessible to individuals with disabilities to ensure an opportunity for full and equal participation in the local planning process.

### *Intake and Case Management*

The local plan should describe how AJCCs are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA and by AJCC partners. The State Board recognizes that efforts to move in this direction are somewhat contingent on state-led data-sharing and coordination efforts between core programs. For purposes of this section, please describe how Local Boards currently handle intake and case management and whether their existing approach allows for the tracking of co-enrolled individuals across WIOA core programs and other programs party to the State Plan.

### *Other Miscellaneous Requirements*

Other local plan requirements include the following:

- The direction given by the Governor and the Local Board to the AJCC operator to ensure priority for adult career and training services will be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient consistent with WIOA Section 134(c)(3)(E) and 20 CFR NPRM Section 680.600.
- The local plan should identify the portions that the Governor has designated as appropriate for common response in the regional plan where there is a shared regional responsibility, as permitted by 20 CFR NPRM Section 679.540(b).
- Comments submitted during the public comment period that represent disagreement with the plan must be submitted with the local plan.

### *Pending State Legislation*

AB 2719 (Eduardo Garcia, pending, 2016) would require that Local Boards include the following entities in Local planning efforts pertaining to the development and implementation of career pathways:

- Adult Education consortiums.
- School districts.
- Schools operating in partnership with United States Department of Labor programs (Job Corps, Youth Build, and California Conservation Corps).
- Community colleges.

### State Plan Requirements for Local plans

The State Plan adds four requirements for local plans:

- Local plans must specify how Local Boards will work with WIOA Section 166 grantees to include in their local plans their strategies to provide Indian and Native Americans equal access to AJCC services.
- Local plans must specify how Local Boards will work with WIOA Section 167 grantees to include in their local plans their strategies to provide eligible Migrant Seasonal Farmworkers equal access to AJCC services.
- Local plans must specify how Title II program applicants will be given access to local plans for purposes of reviewing the local plan and developing Title II applications for funding. Local Plans must also specify how the Local Board will carry out the review of Title II grant applications to determine whether such applications are consistent with the local plan, and how Local Boards will make recommendations to the eligible agency to promote alignment with the local plan, as described in WIOA secs. 107(d)(11)(A) and (B)(i) and WIOA sec. 232.
- Local plans must specify how AJCCs will serve as an on-ramp for the regional sector pathways emphasized in the corresponding regional plan.

### State Adjustments to Local Plan Requirements Based on the NPRMs

20 CFR NPRM Section 679.540(b) grants the state the ability to issue planning guidance that transfers local plan requirements into the regional plan whenever there is a shared regional responsibility. The State Board is availing itself of this flexibility to reduce duplication of effort and reduce the workload of Local Boards wherever federal and state regional plan requirements substantially overlap WIOA local plan requirements. Accordingly, the State Board has determined the following:

- Regional Labor Market, Economic, and Background Analyses required in local planning efforts is unnecessary provided that the corresponding RPU background analyses meet the information requirements for local plan content. As a consequence the State Board is directing Local Boards to work with their partners to develop a common background analysis that meets the informational specifications of the local plan background

analysis and simply place this information in the regional plan. The required informational elements are as follows:

- A regional analysis of economic conditions including existing and emerging in-demand industry sectors and occupations; and employment needs of employers in existing and emerging in-demand industry sectors and occupations; RPU partners may use an existing analysis, which is a timely current description of the regional economy, to meet the foregoing requirements.
- An analysis of the knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations.
- An analysis of the regional workforce, including current labor force employment and unemployment data, information on labor market trends, and educational and skill levels of the workforce, including individuals with barriers to employment.
- An analysis of workforce development activities, including education and training, in the region. This analysis must include the strengths and weaknesses of workforce development activities and capacity to provide the workforce development activities to address the education and skill needs of the workforce, including individuals with barriers to employment, and the employment needs of employers.
- Local plan content requirements pertaining to career pathways, postsecondary credential attainment, coordination with economic development agencies, employer engagement, sector strategies, and coordination with secondary and postsecondary institutions may simply indicate the way local services and operations are integrated into broader RPU efforts in each of these areas so long as broader RPU efforts in these areas are developed in consultation with required planning partners.
- Local Boards may propose to handle any other local planning requirement through collective regional efforts so long as there is an agreement for shared responsibility with other Local Boards in the RPU for collectivizing the relevant function(s). Such efforts are encouraged, though contingent on State Board approval.

### **Additional Planning Partners**

Per the State Plan, the State Board encourages and recommends broad and inclusive partnerships, that include Community Based Organizations (CBOs) and non-profits, but the State Board will grant considerable flexibility for Local Boards and their partners to determine the nature, scope, and depth of these partnerships based on local and regional needs and priorities provided that plans are consistent with the policy direction and goals of the State Plan, and that the needs of target populations emphasized in the federal law in WIOA Section 24(A)-(M) are addressed either by local or regional plans.

## **Additional Requirements Being Issued/Clarified At this Time**

A significant share of the California population is foreign born, including several million individuals in the workforce who are Limited English Proficient. Local plan content pertaining to the analysis of and provision of services to target populations and/or individuals with barriers to employment must assess and address the need to provide services to the foreign born and limited English proficient individuals. This requirement must be addressed specifically in any sections of the local plan that deal with the provision of services to individuals with basic skills challenges.

## **PY 2017-2020 Strategic Four Year Local Plan Format**

The RPUs and Local Boards should arrange their completed regional and local plans in the following order:

1. Cover Page
2. RPU Regional Plan
  - a. List of Regional Partners Who Are Party to the Plan
  - b. Regional Economic and Background Analysis
  - c. Required Content on Regional Sector Pathways
  - d. Required Content on Industry-Valued Post-Secondary Credential Attainment
  - e. Required Content on Accessibility and Inclusivity
  - f. Required Content on Job Quality Considerations
  - g. Required Content on Regional Assessment
  - h. A description of the manner federal WIOA regional plan requirements not covered by the State Plan required content are being met
  - i. Any Regional MOUs or Cooperative Service Agreements between RPU partners
  - j. Any Community College and AEBG Related Attachments to the regional plan, including Strong Workforce Program regional plans required as part of AB 1602 (Assembly Budget Committee, Chapter 24, Statutes of 2016)
3. Local plans for All the Local Areas in the RPU; each local plan will contain the following:
  - a. A cohesive statement pertaining to the vision, goals, and strategy of the Local Board and its partners
  - b. Required detail on local program alignment to implement State Plan policy strategies
  - c. Required detail on specified services and service delivery strategies
  - d. Required Information Pertaining to AJCCs, including the following State Plan requirements for local plans:

- Detail specifying how Local Boards will work with WIOA Section 166 grantees to include in their local plans their strategies to provide Indian and Native Americans equal access to AJCC services.
  - Detail specifying how Local Boards will work with WIOA Section 167 grantees to include in their local plans their strategies to provide eligible Migrant Seasonal Farmworkers equal access to AJCC services
  - Detail specifying how AJCCs will serve as an on-ramp for the regional sector pathways emphasized in the corresponding regional plan
- e. Required Information Pertaining to Specific Programs, Populations, and Partners
  - f. Relevant Information Pertaining To Grants and Grant Administration
  - g. Relevant information pertaining to performance goals
  - h. Relevant information pertaining to HPB efforts
  - i. Relevant information on training activities
  - j. Public Transparency, Accessibility, and Inclusivity information
  - k. Relevant information pertaining to common intake and case management efforts
  - l. Other miscellaneous information requirements, including the State Plan requirement that Local Boards specify how Title II program applicants will be given access to local plans for purposes of reviewing the local plan and developing Title II applications for funding
  - m. Local Board Assurances
  - n. List of Comprehensive AJCC and AJCC Partners in the Local Area
  - o. AJCC MOU Local Area Grant Recipient Listing
  - p. Copy of Local Board Bylaws
  - q. Program Administration Designee and Plan Signatures
  - r. Public comments received that disagree with the regional and local plan.

All regional and local plans will be reviewed by a team of readers that may include representatives from the State Board, Employment Development Department (EDD) Regional Advisors, and other state partners such as the State Board of Education, the California Department of Education, and the Department of Rehabilitation. Upon review, the State Board will send each Local Board a letter by July 1, 2017, advising them of the approval status of the local plan for PY 2017-20.

*Submission Requirements and Deadline for Regional and Local Plan(s)*

***Regional and local plans must be submitted to the State Board no later than March 15, 2017. Each RPU and Local Boards within the RPU must submit one package that includes the following:***



- **One electronic version of the regional plan and local plan(s) in a pdf format copied to a compact disc**
- **One original of the regional plan and each local plan(s) with the original signatures of the RPU Local Board Chairs and the CEO(s) or their designated alternates**
- **Three copies of the regional plan and each local plan(s)**

**If local approval cannot be achieved by the submission deadline, the Local Board must submit at least one copy of the unsigned plan by the due date and provide a detailed explanation for the signature absence(s) and the date by which the signed original and copies will be sent. A signed copy must be submitted no later than June 1, 2017. Electronic copies of the signature approval page will be accepted and should be sent to [Daniel.Patterson@cwdb.ca.gov](mailto:Daniel.Patterson@cwdb.ca.gov), Attention: Regional and Local Plans.**

**\*Note that alternates must be formally designated by official action of their respective Local Board or locally approved policy.**

**(Also Note, alternates must be formally designated by official action of their respective Local Board or locally approved policy.)**

## **ACTION**

Share this directive with all relevant parties. All local/regional plans should be received by the State Board no later than 5:00 p.m., on March 15, 2017. All submittals shall be mailed or hand-delivered to the following:

Mail	California Workforce Development Board Attn: Regional/Local Plan PO Box 826880, MIC 45 Sacramento, CA 94280
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Hand Delivered	California Workforce Development Board Attn: Regional/Local Plan 800 Capitol Mall, Suite 1022 Sacramento, CA 95814
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## INQUIRIES

If you have any questions, contact your Regional Advisor at 916-654-7799 and/or the State Board at 916-324-3425.

JOSÉ LUIS MÁRQUEZ, Chief  
Central Office Workforce Services Division

Attachments are available on the internet:

1. [Local and Regional Planning Partners](#)
2. [Credentials Framework for Regional Planning Guidance](#)
3. [Regional and Local Plan Guide](#)
4. [Assurances](#)
5. [Local Area Grant Recipient Listing](#)
6. [Bylaws Cover Page](#)
7. [Program Administration Designee and Plan Signatures](#)
8. [Public Comments Cover Page](#)
9. [Regional Plans Cover Page](#)

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## Regional and Local Plan Guide

This guide provides the format and outline in order to develop your Workforce Innovation and Opportunity Act (WIOA) Program Year 2017-20 regional and local plan narratives.

1. Cover Page
2. Regional Planning Units (RPU) Regional Plan
  - a. Provide a List of Regional Partners Who Are Party to the Plan
    - i. Describe the geographic boundaries of the Regional Planning Unit and any plans to petition for a regional planning partner modification.
    - ii. List the regional partners who are party to the plan and describe their role in developing and implementing the regional plan.
  - b. Regional Economic and Background Analysis
    - i. Provide a regional analysis of economic conditions including existing and emerging in-demand industry sectors and occupations; and employment needs of employers in existing and emerging in-demand industry sectors and occupations; a local area may use an existing analysis, which is a timely current description of the regional economy, to meet the foregoing requirements.
    - ii. Provide an analysis of the knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations.
    - iii. Provide an analysis of the regional workforce, including current labor force employment and unemployment data, information on labor market trends, and educational and skill levels of the workforce, including individuals with barriers to employment.
    - iv. Provide an analysis of workforce development activities, including education and training, in the region. This analysis must include the strengths and weaknesses of workforce development activities and capacity to provide the workforce development activities to address the education and skill needs of the workforce, including individuals with barriers to employment, and the employment needs of employers.

Note: Regional plan content pertaining to the analysis of and provision of services to target populations and/or individuals with barriers to employment must assess and

address the need to provide services to the foreign born and limited English proficient individuals.

c. Required Content on Regional Sector Pathways

- i. Provide a description of the way planning partners, including local economic development agencies, assessed regional industry workforce needs, including a description of the data sources utilized, the industry leaders engaged, and the manner in which industry engagement took place, including a summary of any relevant convening activities, the dates partners met, who attended, and what was decided.
- ii. Provide an analysis of the manner in which regional partners, including industry leaders have determined, or will determine whether existing training and education programs in the region were/are meeting industry's workforce needs. This analysis should provide a description of any areas of identified training and education deficiency and what planning partners have committed to do to resolve relevant deficiencies.
- iii. Provide a description of any existing career pathway programs in the region that have been identified as meeting leading and emergent industry sector needs. This description should specifically articulate the manner in which industry participated in the identification of relevant pathways.
- iv. Provide a description of the work being done by industry. Local Boards, economic development agencies, and relevant faculty partners to recommend and implement any necessary adjustments to further develop career pathway programs that meet regional industry needs.

d. Required Content on Industry-Valued Post-Secondary Credential Attainment

- i. Identify the process used to determine industry-valued and recognized postsecondary credentials. Describe the process taken to ensure industry leads this discussion and process.
- ii. Identify the current industry-valued and recognized postsecondary credentials being emphasized in the regional plan and the process that will be used to ensure their relevance in subsequent years as labor markets change.
- iii. Identify the manner in which regional partners, including industry leaders determined that the relevant credentials are actually industry valued.
- iv. Identify the relevant training and education providers providing the credentials.

- v. Identify how the regional planning partners will establish regional goals for, and track attainment of industry recognized credentials produced in each region, including each Local Board's contribution, and the total contribution of industry recognized credentials produced by the partners collectively in the RPU.
- e. Required Content on Accessibility and Inclusivity
- i. Provide a description of the manner in which Adult Education Block Grant (AEBG) consortia participated in the WIOA regional planning process.
  - ii. Provide an analysis of the need for basic skills education in the RPU with an enumeration of the estimated number of individuals being served and the types of basic skills services offered in the RPU.
  - iii. Provide an analysis of the way basic skills education will be integrated into regional sector pathways programs emphasized by the regional plan including an analysis of any strategies to serve members of the regional population who have limited English proficiency.
  - iv. Provide a description of regional efforts to streamline and coordinate intake, assessment, and referrals of individuals needing basic skills remediation.
  - v. Provide an analysis of the ways in which RPU partners, including Local Boards, Community Colleges, Adult Schools, and AEBG consortia will ensure accessibility and participation in regional sector pathway programs for individuals with disabilities.
  - vi. Provide, as appropriate, an analysis of the need for, and a description of the means by which regional partners will work together to place individuals enrolled in Temporary Assistance for Needy Families (TANF)/CalWORKS in regional sector pathway programs.
  - vii. Provide an analysis of the way regional program partners will work together to provide supportive services to individuals enrolled in regional sector pathways programs.
  - viii. Provide a description of the role of community based organizations (CBOs) in helping provide services to and integrating individuals with barriers to employment into region sector pathway programs, including participation in program development, outreach, and the provision of specialized supportive services for relevant target populations.
  - ix. Provide a description of the process local boards and partners will use to retain individuals in relevant programs as they work their way through the career pathway progressing into livable wage jobs and careers.

Note: Regional plan content pertaining to the analysis of and provision of services to target populations and/or individuals with barriers to employment must assess and

address the need to provide services to the foreign born and limited English proficient individuals.

f. Required Content on Job Quality Considerations

- i. Provide a description of the projected earnings of those employed in occupations directly related to the regional sector pathway programs emphasized in the regional plan.
- ii. Provide a comparison of the foregoing wage levels to the median wage in the relevant RPU.
- iii. Provide a description of the way each of the Local Boards in the RPU will prioritize working with employers who offer jobs with good wages and benefits.
- iv. Provide a description of the process Local Boards will take to implement incumbent worker training strategies to ensure progression along career pathways.

g. Required Content on Regional Assessment

- Provide a description of how the regional partners in the RPU will work together to track training-related employment for individuals entering the labor market.

h. A description of the manner federal WIOA regional plan requirements not covered by the State Plan required content are being met

- For any federal RPU A-H requirements not already met using regional plan content related to State Plan requirements, provide a description of how the relevant federal requirements are being met.

i. Provide Regional Memorandum of Understanding(s) or Cooperative Service Agreements between RPU partners.

j. Provide Any Community College and AEBG Related Attachments to the Regional plan, including Strong Workforce Program regional plans required as part of Assembly Bill (AB) 1602 (Assembly Budget Committee, Chapter XXXX, Statutes of 2016).

3. Local Plans for All the Local Areas in the RPU; each local plan will contain the following:

- a. Provide a cohesive statement pertaining to the vision, goals, and strategy of the Local Board and its partners, including:
  - i. A description of the Local Board’s strategic vision to support regional economic growth and economic self-sufficiency. This must include goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment), and goals relating to the performance accountability measures based on WIOA performance indicators described in *20 Code of Federal Regulations* Notice of Proposed Rulemaking 677.155(a)(1). Vision, goals, and strategy must be linked to the analytical background information.
  - ii. Taking into account analyses described above, provide a strategy to work with the entities that carry out the core programs and other required partners to align resources available to the local area, to achieve the strategic vision of the local plan.

Note: Local plan content pertaining to the analysis of and provision of services to target populations and/or individuals with barriers to employment must assess and address the need to provide services to the foreign born and limited English proficient individuals.

- b. Required detail on local program alignment to implement State Plan policy strategies.
  - i. Provide a description of the workforce development system in the local area that identifies programs included in the system.
  - ii. Identify how the Local Board will support the seven policies identified in the State Plan and will work with the entities carrying out core programs and other workforce development programs, including programs of study authorized under the *Carl D. Perkins Career and Technical Education Act of 2006* (20 U.S.C. 2301 *et seq.*) to support service alignment and implement the policy strategies emphasized in the State Plan (the seven strategies are sector strategies, career pathways, organizing regionally, earn and learn, supportive services, building cross system data capacity, integrating services and braiding resources).
- c. Required detail on specified services and service delivery strategies
  - i. Provide a description of the ways the Local Board will work with entities carrying out core programs to expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with

barriers to employment. Target populations include those listed in WIOA Section 24(a)-(M).

- ii. Provide a description of the way the Local Board will facilitate the development of career pathways and co-enrollment, as appropriate, in core programs.
- iii. Provide a description of the way the Local Board will improve access to activities leading to a recognized post-secondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable).
- iv. Provide a description of the way Local Boards and their partners will facilitate engagement of employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations.
- v. Provide a description of the way Local Boards and their partners will support a local workforce development system that meets the needs of businesses in the local area.
- vi. Provide a description of the way Local Boards and their partners will better coordinate workforce development programs and economic development.
- vii. Provide a description of the way Local Boards and their partners will strengthen linkages between the one-stop delivery system and unemployment insurance programs.

The foregoing may provide a description of the way Local Boards and their partners will implement of initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of regional employers. These initiatives should support the strategy the Local Board will use to work with entities carrying out core programs to expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment.

- d. Required Information Pertaining to America's Job Centers of California<sup>SM</sup> (AJCC), including the following State Plan requirements for local plans:
  - i. Provide a description of the way the Local Board will ensure the continuous improvement of eligible providers of services through the system and that such providers will meet the employment needs of local employers, workers, and jobseekers.
  - ii. Provide a description of the way the Local Board will facilitate access to services provided through the AJCC delivery system, including in remote areas, through the use of technology and other means



- iii. Provide a description of the way entities within the AJCC delivery system, including AJCC operators and the AJCC partners, will comply with WIOA Section 188, if applicable, and applicable provisions of the *Americans with Disabilities Act of 1990* (42 U.S.C. 12101 *et seq.*) regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities
- iv. Provide a description of the roles and resource contributions of the AJCC partners.
- v. Include an appendix in each local plan of copies of executed MOUs or cooperative agreements which define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local AJCC system. This includes cooperative agreements (as defined in WIOA Section. 107(d)(11)) between the Local Board or other local entities described in WIOA Section. 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)(B)) and the local office of a designated State agency or designated State unit administering programs carried out under Title I of such Act (29 U.S.C. 720 *et seq.*) (other than Section. 112 or part C of that Title (29 U.S.C. 732, 741) and subject to Section. 121(f)) in accordance with Section. 101(a)(11) of such Act (29 U.S.C. 721(a)(11)) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.
- vi. Provide detail specifying how Local Boards will work with WIOA Section 166 grantees to include in their local plans their strategies to provide Indian and Native Americans equal access to AJCC services.
- vii. Provide detail specifying how Local Boards will work with WIOA Section 167 grantees to include in their local plans their strategies to provide eligible Migrant Seasonal Farmworkers equal access to AJCC services.
- viii. Provide detail specifying how AJCCs will serve as an on-ramp for the regional Sector pathways emphasized in the corresponding regional plan.

Note: Local plan content pertaining to the analysis of and provision of services to target populations and/or individuals with barriers to employment must assess and address the need to provide services to the foreign born and limited English proficient individuals.

- e. Required Information Pertaining to Specific Programs, Populations, and Partners

- i. Describe how the Local Board will coordinate local workforce investment activities with regional economic development activities that are carried out in the local area and how the Local Board will promote entrepreneurial skills training and microenterprise services.
- ii. Provide a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area.
- iii. Provide a description of how the Local Board will coordinate rapid response activities carried out in the local area.
- iv. Provide a description and assessment of the type and availability of youth workforce development activities in the local area including activities for youth who are individuals with disabilities, which must include an identification of successful models of such activities.
- v. Describe how the Local Board will coordinate relevant secondary and post-secondary education programs and activities with education and workforce development activities to coordinate strategies, enhance services, and avoid duplication of services.
- vi. Describe how the Local Board will coordinate WIOA Title I workforce development activities with the provision of transportation and other appropriate supportive services in the local area.
- vii. Provide any plans, assurances, and strategies for maximizing coordination, improving service delivery, and avoiding duplication of Wagner-Peyser Act (29 U.S.C. 49 et seq.) services and other services provided through the One Stop delivery system.
- viii. Describe how the Local Board will coordinate WIOA Title I activities with adult education and literacy activities under WIOA Title II. This description must include how the Local Board will carry out the review of local applications submitted under Title II consistent with WIOA Sections 107(d)(11)(A) and (B)(i) and WIOA Section 232. This description must also specify how the Local Board will carry out the review of Title II grant applications to determine whether such applications are consistent with the local plan, and how Local Boards will make recommendations to the eligible agency to promote alignment with the local plan, as described in WIOA secs. 107(d)(11)(A) and (B)(i) and WIOA sec. 232.

Note: Local plan content pertaining to the analysis of and provision of services to target populations and/or individuals with barriers to employment must assess and address the need to provide services to the foreign born and limited English proficient individuals.

- f. Relevant Information Pertaining To Grants and Grant Administration
- i. Identify the entity responsible for the disbursement of grant funds described in WIOA Section 107(d)(12)(B)(i)(III), as determined by the chief elected official or the Governor under WIOA Section 107(d)(12)(B)(i).
  - ii. Describe the competitive process that will be used to award the sub-grants and contracts for WIOA Title I activities.
- g. Relevant information pertaining to performance goals
- The Local Plan should describe the levels of performance negotiated with the Governor and chief elected official consistent with WIOA Section 116(c), to be used to measure the performance of the local area and to be used by the Local Board for measuring the performance of the local fiscal agent (where appropriate), eligible providers under WIOA Title I subtitle B, and the AJCC delivery system in the local area. Additional information from the State Board on performance negotiation will be forthcoming.
- h. Relevant information pertaining to federal High Performance Board (HPB) efforts
- i. identify how the Local Board will comply with state-issued AJCC policies specified in the following policy directives:
    - [WSD15-14](#) - WIOA Adult Program Priority of Service
    - [WSD15-12](#) - WIOA Memorandums of Understanding
  - ii. Provide a narrative description of the way the Local Board will assess the effectiveness of AJCCs in each of the foregoing areas.
    - An assessment of leadership, planning and collaboration (how well are core programs involved and aligned?)
    - An assessment of customer-focus and customer-centered design (do clients get the services they need?)
    - An assessment of the manner in which the One-Stop will enable skills attainment leading to industry recognized credentials and degrees (does the One-Stop help move those with barriers to employment on a path to skills development?)

- An assessment of the way the One-Stop will use data for continuous improvement (do One-Stop operators utilize performance data to improve service delivery?)
  - An assessment of professional development and staff capacity building (are frontline staff trained on the requirements of WIOA, the policies required under the State Plan, and to provide high quality, customer-focused services?)
  - An assessment of employer engagement and focus on high growth sectors (is programing aligned with regional labor market dynamics?)
  - An assessment of physical and programmatic accessibility for individuals with disabilities
- i. Relevant information on training activities
- The local plan should describe how training services outlined in WIOA Section 134 will be provided through the use of individual training accounts. If contracts for training services will be used, the local plan must include how the use of such contracts will be coordinated with the use of individual training accounts, and how the Local Board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided.
- j. Public transparency, accessibility and inclusivity information
- The Local plan should describe the process used by the Local Board, consistent with WIOA 108(d), to provide a 30-day public comment period prior to submission of the plan. Information should specify how Local Boards complied with physical and programmatic accessibility requirement for individuals with disabilities.
- k. Relevant information pertaining to common intake and case management efforts
- Describe how Local Boards currently handle intake and case management and whether their existing approach allows for the tracking of co-enrolled individuals across WIOA core programs and other programs party to the State Plan.
- l. Other miscellaneous information requirements

- i. Specify how Title II program applicants will be given access to local plans for purposes of reviewing the local plan and developing Title II applications for funding.
  - ii. Describe how the Local Board will meet the priority of service requirements in WIOA Section 134(c)(3)(E).
  - iii. Identify the portions of the local plan that are being handled in the narrative content of the regional plan.
- m. Local Board Assurances
- n. Provide A List of Comprehensive One-Stops and AJCC Partners in the Local Area
  - o. Attach AJCC Memorandums of Understanding (MOU)
  - p. Provide the Local Area Grant Recipient Listing Using the Form Provided
  - q. Provide A Copy of Local Board Bylaws
  - r. Provide Program Administration Designee and Plan Signatures
  - s. Provide a Summary of Public comments received that disagree with the regional and local plan.

