

**SAN JOAQUIN COUNTY WORKNET
 EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT
 POLICIES AND PROCEDURES DIRECTIVE**

| DIRECTIVE NO. | EFFECTIVE DATE | APPLICABILITY | PAGE |
|---|----------------|--------------------|--------|
| D-44 | July 1, 2016 | EMD, GMD, FMD, EDA | 1 of 4 |
| SUBJECT: INSTRUCTIONS AND FORMAT FOR PREPARING WORKFORCE DEVELOPMENT BOARD (WDB) AGENDA ITEMS | | | |

I. PURPOSE

The purpose of this directive is to provide staff formalized instructions and set a standard format for preparing agenda items for the Workforce Development Board (WDB).

II. GENERAL INFORMATION

The Workforce Innovation and Opportunities Act (WIOA) required the participation of not only the San Joaquin County Board of Supervisors (Local Elected Officials) but, also the Workforce Development Board (WDB) in the development and oversight of the America's Job Centers of California (AJCC). In San Joaquin County, these AJCC One-stop Centers are recognized as WorkNet Centers and are part of the San Joaquin County WorkNet Center Service Delivery System. The Federal Regulations, Federal U.S. DOL WIOA Directives, and State WIOA Directives further define the requirements in the WIOA legislation. These mandates require the authorization of the San Joaquin County Board of Supervisors (BOS) and the WDB to performance activities and incur funds under WIOA. The instrument used to seek Board authorization is the agenda item or Board letter.

The instructions, format and examples of agenda items in this directive are intended to provide guidance, standardization and assistance in the preparation of complete and accurate WDB agenda items.

Board letters should not be too wordy. However, these documents should be complete with accurate and pertinent information that would allow the governing body to make informed decisions.

III. POLICY

It is the administrative policy of the Employment and Economic Development Department (EEDD) that all agenda items for the WDB shall be prepared in accordance with the policies and procedures set forth in this directive.

IV. PROCEDURE

When preparing WDB agenda items, the following format is to be used:

- A. All agenda items shall be prepared in memoranda format and shall include:
1. The "DATE" of the scheduled meeting (located in the upper left-hand margin);
 2. A "TO" line addressed to the Workforce Development Board;
 3. A "FROM" line reflecting the Executive Director's name and title;
 4. A "SUBJECT" line. The subject should be brief but clearly descriptive of the issue.
 5. On the upper right-hand margin, the agenda item must reflect either "ACTION ITEM:" or "INFORMATION ITEM: (insert #)." A copy of each format is attached (See Attachment 2 and 3).
- B. The determination of whether an agenda item is identified as an Action Item or Information Item is determined by the following definitions:
1. An Action Item requires the approval of the WDB for action to be taken.
 2. An Information Item presents information and does not require action or approval by the WDB.
 3. The course of action is determined by the Executive Director or designee.
- C. At a minimum, the following information must be included in the preparation of all agenda Action Items:
1. It is Recommended:

Under this section the specific recommendation(s) is presented. Concisely present the specific recommendation(s)/action the WDB is being requested to approve/take.

2. Reasons for Recommendation:

Under this section the author shall summarize the justification or reasons for the recommendation(s) and include appropriate background and pertinent information that will assist the WDB members in understanding the issue and make an informed decision. At all times be brief, but complete.

3. Fiscal Impact:

Under this section the author must explain or determine the costs or savings of the recommended course of action for the period identified or the current fiscal year or the next fiscal year as applicable, and WIOA Title and cost categories that will be impacted by the cost or savings.

4. Action to be Taken Following Approval:

Under this section, the author must briefly describe the action to be taken by staff following the approval by the Board of Supervisors to implement the recommendation(s) with timelines.

The following are examples:

- a. Secure Board of Supervisors approval to release the Request for Proposal. (November 5, 2017).
- b. Release Request for Proposal. (November 25, 2017).
- c. Receive proposals. (Deadline December 18, 2017)
- d. WDB reviews and selects provider. (December 27, 2017)
- e. Board of Supervisors takes action on WDB selection of provider. (January 4, 2018)
- f. Negotiate contract. (January 10, 2018)
- g. Implement program. (February 1, 2018)

5. For additional information on the preparation of Action Items see Attachment 1. Attachment 2 is an example of a WDB Agenda Action Item.

- D. The format for Information Items for the WDB agenda shall be prepared in accordance with the instructions noted under IV.A.1-5. The Information Item shall include a "SUMMARY" statement which is a brief descriptive statement concerning the information or document being provided to the WDB members. Attachment 3 is an example of a WDB Agenda Information Item.

- E. To avoid using the same number on agenda items, designated Executive Management staff will determine the number sequence of items for the agenda.
- F. Agenda items shall be the topic of discussion at the Manager's meeting the first week of the month the WDB will meet to determine the course of action, the information required, and allow sufficient time to prepare a final draft one week before the scheduled release.
- G. WDB agenda items that will require the approval of the San Joaquin County Board of Supervisors shall be drafted simultaneously to ensure the agenda item is properly agendized for the Board the following Tuesday. The BOS agenda item will require review by County Counsel and the CAO's office the week before the WDB takes action.
- H. Action items which have a fiscal impact must be reviewed by the EEDD Fiscal Management Division prior to the review by Executive Management.
- I. All agenda items must be reviewed and approved by the EEDD Executive Director at the earliest possible date to avoid delays in the preparation and dissemination of the agenda package. Finalized agenda items are due five (5) working days before the scheduled dissemination date of the agenda package. However, it must be recognized that the EEDD Executive Director will require adequate time to review and analyze agenda items. Complex or major items will require earlier submittal of a first draft to the EEDD Executive Director and may require discussion between the Executive Director and the designated author of the agenda item.

V. QUESTIONS REGARDING THIS DIRECTIVE

May be referred to the Executive Director of EEDD via Managers or designee.

VI. UPDATE RESPONSIBILITY

The Executive Director of EEDD and/or designee shall be responsible for updating this directive, as appropriate.

VII. APPROVED



JOHN M. SOLIS
EXECUTIVE DIRECTOR

JMS:rg

INFORMATION TO CONSIDER IN THE PREPARATION OF ACTION ITEMS

1. Reason for Recommendation:

- Be specific, clear and brief in stating the reason for the recommendation.
- Include, if needed, a background statement.
- How does the reasons for the recommendation conform with:
 - WDB policy?
 - Board of Supervisors policy?
 - Goals and objectives?
 - Annual Plans?
 - Rules and Regulations?

2. How does the Reasons for Recommendation conform to common related questions posed by the WDB members? Common questions raised by the WDB members include:

- Have we contracted with this agency before? If so, how did they perform?
- Is any other agency providing this service? If so, is the cost less? Is the service available free? Is this a duplication of effort?
- Is this cost effective? Yes or No and, in relationship to what.
- What kind of contract and method of payment will be used (performance based, fixed unit price, or cost reimbursement)?
- Is there a need for this service/training program? How has this been determined?
- Description of the program; its training activities or services provided.
- Is it county-wide?
- What skills will participants acquire?
- How many participants are to become employed? What wage will they earn?
- How long has this firm been in business (is this a branch office)? How many employees does this firm have? Have references been verified?
- Who will benefit?

- Are the participants (applicants) available (who meet the MQs) for enrollment into this training program?

3. WDB Members should:

- Be able to agree with the recommendation.
- Feel good about taking the action.
- Get all information needed to make an informed decision and consider time constraints/restraints.
- Act on policy matters.
- Act on funding decisions.
- Be kept informed but not overwhelmed.
- Be given the pros and cons of the issue whenever possible.
- Be given a clear, complete and truthful perspective of the matter for their consideration.

4. Staff Should:

- Be able to define any and all words/terms used in the text of the Action Item.
- Be prepared to answer questions posed by the WDB members.
- Understand that WDB members may not be as familiar with the issue as staff who work with WIOA on a daily basis and must be brought up to date on past actions (background).

DATE: August 24, 2016

ACTION ITEM: 2

TO: Workforce Development Board

FROM: John M. Solis, Executive Director

SUBJECT: AUTHORIZATION FOR THE EXECUTIVE COMMITTEE TO ACT ON BEHALF OF THE WORKFORCE DEVELOPMENT BOARD AND FACILITATE THE DEVELOPMENT OF A RECOMMENDATION TO THE SAN JOAQUIN COUNTY BOARD OF SUPERVISORS ON THE ESTABLISHMENT OF NEGOTIATED PERFORMANCE GOALS FOR PY 2016 AND PY 2017

IT IS RECOMMENDED:

That the Workforce Development Board (WDB) authorizes the WDB's Executive Committee to act on behalf of the WDB and facilitate the development of protocols for the negotiations and the establishment of state level Workforce Innovation and Opportunity Act (WIOA) performance goals for Title IB Adult, Dislocated Worker and Youth programs under the Act and that will:

1. Establish an agreement between the WDB and the San Joaquin County Board of Supervisors for how the Central California planning region will collectively negotiate and reach agreement with the Governor on local levels of performance;
2. Forward a recommendation to the San Joaquin County Board of Supervisors that will include the protocols for negotiating local levels of performance that will be followed; and
3. Submit for approval the final performance goals negotiated with the State through the Collective Regional Planning Unit (CRU).

REASONS FOR RECOMMENDATION:

On August 3, 2016 the state released draft Directive WSDD-149 to provide guidance and establish the procedures regarding the final State level Wagner-Peyser Act (IW-PA) and State Level Title IB Adult, Dislocated Worker, and Youth program performance goals for program year (PY) 2016-17 and 2017-18. It also provided guidance on negotiating Local Workforce Development Area (LWDA) Adult, Dislocated Worker and Youth program performance for PY 2016-17 and PY 2017-18.

The California Workforce Development Board (State Board) intends to negotiate Title IB primary indicators for PY 2016-17 and PY 2017-18 with LWDA's through a negotiated process with representatives of Regional Planning Units (RPU).

WIOA Section 116(b) requires the State to reach an agreement with the Secretary of Labor on State level performance goals for the Wagner-Peyser Act, and WIOA Title IB Adult, Dislocated Worker, and Youth programs for the two program years of performance accountability beginning on July 1, 2016.

The process by which state level goals have been negotiated began with the submission of proposed goals in the WIOA Unified State Plan (State Plan). The proposed goals were based on estimates using available WIA participant data and WIOA proposed federal regulations. The State Plan was approved, establishing proposed goals for W-PA and WIOA Title IB Adult, Dislocated Worker and Youth programs primary indicators that have not been determined as "baseline" indicators.

In July 2016, DOL informed the State Board of its desire to schedule negotiations and complete negotiations by August 15, 2016. The goals negotiated with DOL (Attachment A) will be the baseline for state negotiations with local areas. WIOA Section 116(C) states that the LWDB, Chief Elected Official, and the Governor shall negotiate and reach agreement on the local levels of performance for the same time periods as the state negotiated goals for primary indicators of performance. Baseline indicators submitted for PY 2016 and 2017 will not be negotiated and will not be used to determine failure to achieve adjusted levels of performance for purposes of performance accountability. Local areas are expected to collect data and report on these indicators of performance.

In accordance with WIOA Section 107(d)(9), which requires that Locals negotiate performance, CFR 679.510(a)(1)(viii) requires an agreement between LWDBs and Chief Elected Officials for how a planning region will collectively negotiate and reach agreement with the Governor on local levels of performance.

This directive publishes the final state level W-PA and WIOA Title IB Adult, Dislocated Worker, and Youth program performance goals for PY 2016-17 and 2017-18. It also provides guidance for negotiating LWDA performance goals for the Adult, Dislocated Worker, and Youth programs for PY 2016-17 and 2017-18.

For the first two program years covered in the local plan, local areas will negotiate and reach agreement with the Governor on local levels. The objective of the negotiations process is to define local performance targets that are aligned with current economic indicators, reflect local area service strategies and local achievements, while at the same time building on the overall system goal of continuous improvement for our clients and customers, providing the greatest return on workforce investments, and enabling the regional planning implementation of WIOA by providing industry-relevant skills attainment framework for individuals with barriers to employment.

As the primary contact for performance negotiations, the State Board will negotiate performance goals for all 46 LWDA's for PY 2016-17 and 2017-18 through their designated RPU's using the state level goals as a baseline for negotiations, as well as

other analytical tools and resources that will help establish representative performance levels, such as the statistical adjustment model provided by US DOLETA.

Local areas must come to agreement within their RPU's on a method for negotiating collectively.

FISCAL IMPACT:

The development and submission of negotiated performance goals for the Adult, Dislocated Worker, and Youth programs for PY 2016-17 and 2017-18 are required by WIOA.

ACTION TO BE TAKEN FOLLOWING APPROVAL:

1. Executive Committee will meet to review protocols for negotiating performance objectives and submit recommendation to the Board of Supervisors September 2016.
2. Board of Supervisors Action September 27, 2016.
3. Submission of local performance goals to the State September 30, 2016.

ACTION TAKEN: APPROVED: _____ DISAPPROVED: _____ OTHER: _____

BY: _____ DATE: _____

MOTIONED BY: _____ SECONDED BY: _____

YES: _____

NO: _____

DATE: June 28, 2017 INFORMATION ITEM: 3

TO: Workforce Development Board

FROM: John M. Solis, Executive Director

SUBJECT: STATE EMPLOYMENT DEVELOPMENT DEPARTMENTS FINAL
MONITORING REPORT OF ITS REVIEW OF SAN JOAQUIN COUNTY'S
WIOA FISCAL AND PROCUREMENT ACTIVITIES FOR FY'2016-17

I. SUMMARY: The following is a summary of the information item.

- A. Attached is the State Employment Development Department's Final Monitoring Report containing the results of its review of San Joaquin County's Compliance with WIOA Fiscal and Procurement requirement for the WIOA funding allocations for funding for FY'2016-17. No monitoring exceptions were noted, therefore this monitoring is closed.