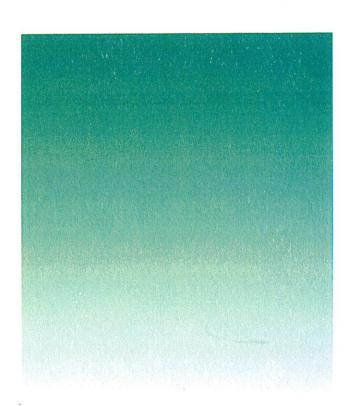


# AGENDA WORKFORCE DEVELOPMENT BOARD AUGUST 23, 2017





"Your Workforce Resource"



# AGENDA WORKFORCE DEVELOPMENT BOARD AUGUST 23, 2017

Dear Workforce Development Board Members:

Attached is your agenda for the August 23, 2017 meeting of the Workforce Development Board (WDB).

The meeting will be held:

DATE:

August 23, 2017

TIME:

7:30 – 9:00 a.m. (Breakfast served at 7:00 a.m.)

PLACE:

WorkNet Building

56 S. Lincoln Street

Stockton, CA

If you have any questions, please call me at 468-3511.

Sincerely

OMN M. SOLIS

**EXECUTIVE DIRECTOR** 

JMS:gg



### **Directions to 56 South Lincoln Street**

### From Highway 99

From Highway 99, take Highway 4 toward Interstate 5 (The Crosstown Freeway). Take the El Dorado Street/Downtown Stockton exit. Go straight onto East Washington Street (one way). Travel on Washington Street approximately 1/2 mile. Turn right on South Lincoln Street. WorkNet will be on your right hand side.

### From Interstate 5

From Interstate 5, take Highway 4 toward Highway 99 (The Crosstown Freeway). Take the Downtown Stockton exit. Go straight on East Lafayette Street (stay in left hand lane). Turn left on South El Dorado Street, turn left at the next light (East Washington Street). Travel on Washington Street approximately 1/2 mile. Turn right on South Lincoln Street. WorkNet will be on your right hand side.



## AGENDA WORKFORCE DEVELOPMENT BOARD

August 23, 2017 - 7:30 a.m. Stockton WorkNet Center 56 S. Lincoln Street, Stockton, CA

### **ROLL CALL**

### APPROVAL OF MINUTES

### STATEMENTS OF CONFLICT OF INTEREST

### PUBLIC COMMENT

### **ACTION ITEMS**

- A-1 Approval of Workforce Innovation and Opportunity Act Formula Fund Budget for Program Year 2017-18
- A-2 Approval of the San Joaquin County Workforce Development Board Travel Policy

### **COMMITTEE REPORTS**

Accountability Committee
Business Development Committee
Data Collection and Technology Committee
Executive Committee
Planning Committee
WorkNet System Committee
WorkNet Charter Committee
Youth Council

### **DIRECTOR'S REPORT**

**BOARD MEMBERS QUESTIONS AND COMMENTS** 

### \*\*\* PUBLIC COMMENT \*\*\*

Members of the public may address the Workforce Development Board on items appearing on the agenda. The public may also address items of interest to the Workforce Development Board which are within the subject jurisdiction of the Board. However, the Workforce Development Board, in compliance with Government Code Section 54954.3(a) shall not take any action on any item not appearing on the agenda. Such items may be referred to staff or recommended for inclusion on a future agenda.

Persons wishing to address the Board must complete the Public Comment Form which may be obtained from the Clerk. Speakers are asked to limit their total presentation to a maximum of five minutes.

### \*\*\* AMERICANS WITH DISABILITIES ACT \*\*\*

In accordance with the Americans with Disabilities Act, the San Joaquin County Workforce Development Board will make reasonable efforts to accommodate persons with qualified disabilities. If you require special accommodation, please contact Gloria Gamez at 468-3500 at least one day in advance of the meeting.

### **ADJOURNMENT**

The next WDB meeting is scheduled for Wednesday, October 25, 2017 (subject to approval) at the Stockton WorkNet Center.

## **APPROVAL OF MINUTES**

## MINUTES OF THE WORKFORCE DEVELOPMENT BOARD

June 28, 2017 WorkNet 56 S. Lincoln Street Stockton, CA

### **MEMBERS PRESENT**

### Sheri Oneto

Shelley Burcham Kirk Dall Les Fong Raul Hernandez David Jimenez Dan Maloney James Mousalimas John Palmer Maria Patterson
Jessie Garza-Roderick
Julian Sepulveda
John Solis
Sofia Valenzuela
Lisa Vigil
Ernest Williams
Marcus Williams

### **MEMBERS ABSENT**

Gene Acevedo Terry Givens Kathleen Hart Sandra Johnson Steve Lopez Michael Miller Christopher Paige Pat Patrick Cynthia Thoming Sanders
Daniel Schroeder
Tamra Spade
Cynthia Summers
Nate Tucker
Tony Washington
Ardria Weston

### **GUESTS/STAFF PRESENT**

Nati Martinez, Employment Development Dept.
Sharon Oberman, San Joaquin County Office of Education
Paul Castro, California Human Development
Brenda Rogers, Department of Apprenticeship Standards
Allet Williams, Employment & Economic Development Dept.
Tina LaBounty, Employment & Economic Development Dept.
Rachael Carbajal, Employment & Economic Development Dept.
Tonnie Mallory, Employment & Economic Development Dept.
Peggy LaRossa, Employment & Economic Development Dept.
Gloria Gamez, Employment & Economic Development Dept.
Tina Rangel, Employment & Economic Development Dept.
Alfredo Mendoza, Employment & Economic Development Dept.

### UNDERSTANDING (MOU) PHASE II BETWEEN ONE STOP PARTNERS

Mr. Solis summarized the information contained in the agenda item.

### **MOTION**

Ms. Burcham moved and Ms. Patterson seconded to approve the authorization for the Executive Committee to Act on Behalf of the Workforce Development Board (WDB) to Facilitate the Development of a Recommendation to the San Joaquin County Board of Supervisors on the America's Job Center of California (AJCC) – One Stop Operator and the Memorandum of Understanding (MOU) Phase II between One Stop Partners.

M/S/C unanimously

**PRESENTATIONS** 

None.

**COMMITTEE REPORTS** 

None.

### **DIRECTOR'S REPORT**

Mr. Solis extended an invitation to the iHub San Joaquin Annual Board of Directors Meeting July 12, 2017 at University of the Pacific.

### **INFORMATION ITEMS**

- I-1 Mr. Solis reported that the Manteca EDD WorkNet Center will be closing as of July 31, 2017, EEDD will move into the Manteca Adult School Facilities.
- Item included in the Agenda Packet regarding Customer Jesse Lozano's Appreciation of WorkNet Center Staff.
- Item included in the Agenda Packet regarding State Employment Development Department's Final Monitoring Report of its Review of San Joaquin County's WIOA Final and Procurement Activities for FY 2016-17.

### **BOARD COMMENTS**

Ms. Burchman informed the board that the City of Tracy and Prologis commissioned a commuter survey that gives details on residents that commute to the Bay area. Ms. Burchman will bring the result of the survey back to the Board at a future date.

Ms. Garza-Rodrick provided input on the need to provide information on skills needed to the schools. Mr. Solis suggested she make a presentation to the Board regarding the Mountain House Delta College campus.

### **ROLL CALL**

Chairman Daniel Schroeder was absent and there is currently no Vice-Chair, therefore per the Bylaws, upon a vote of the membership a motion was made by Ms. Garza-Roderick seconded Ms. Patterson to elect Ms. Sheri Oneto as chair pro-tem. The meeting was called to order by the elected Chair Pro-tem Ms. Oneto at 7:40 a.m. Roll call was taken and a quorum of the Board was present.

### APPROVAL OF MINUTES

### **MOTION**

Mr. Hernandez moved and Mr. Sepulveda seconded to approve the April 26, 2017 Workforce Development Board meeting minutes.

M/S/C unanimously

### STATEMENTS OF CONFLICT OF INTEREST

None.

### PUBLIC COMMENTS

There were no public comments.

### **ACTION ITEM**

A-1 APPROVAL OF SAN JOAQUIN COUNTY'S WORKFORCE INNOVATION AND OPPORTUNITY ACT FOUR-YEAR LOCAL PLAN AND REGIONAL PLAN FOR PROGRAM YEARS 2017-2021

Mr. Mendoza summarized the information contained in the agenda item.

### **MOTION**

Ms. Burcham moved and Mr. Sepulveda seconded to approve the recommendation on San Joaquin County's Workforce Innovation and Opportunity Act (WIOA) Four-Year Local Plan and Regional Plan for Program Years (PY) 2017-2021.

A-2 AUTHORIZATION FOR THE EXECUTIVE COMMITTEE TO ACT ON BEHALF
OF THE WORKFORCE DEVELOPMENT BOARD (WDB) TO FACILITATE THE
DEVELOPMENT OF A RECOMMENDATION TO THE SAN JOAQUIN COUNTY
BOARD OF SUPERVISORS ON THE AMERCIA'S JOB CENTER OF
CALIFORNIA (AJCC) - ONE STOP OPERATOR AND THE MEMORANDUM OF

### **ADJOURNMENT**

### **MOTION**

Ms. Patterson moved and Ms. Garza-Roderick seconded to adjourn the meeting at 8:56 a.m.

M/S/C unanimously

# MINUTES OF THE WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

July 17, 2017 WorkNet 56 S. Lincoln Street Stockton, CA

A regularly scheduled meeting of the Workforce Development Board (WDB) was held on June 28, 2017. At this meeting a quorum was established. Because time was of the essence, the WDB Executive Committee met on July 17, 2017, to take action on behalf of the WDB. The following are the minutes from the July 17, 2017 Executive Committee meeting.

### MEMBERS PRESENT

**Daniel Schroeder** 

Sheri Oneto Jessie Garza-Roderick Julian Sepulveda John Solis Ernest Williams

### **MEMBERS ABSENT**

Shelley Burcham

Cynthia Summers

### **GUESTS/STAFF PRESENT**

Rick Aguilera, Human Services Agency
MaryAnn Cox, WDB Youth Council
Allet Williams, Employment & Economic Development Dept.
Patricia Virgen, Employment & Economic Development Dept.
Tina LaBounty, Employment & Economic Development Dept.
Rachael Carbajal, Employment & Economic Development Dept.
Alfredo Mendoza, Employment & Economic Development Dept.

Guests who failed to sign in may not be listed.

### **ROLL CALL**

The meeting was called to order by Chairman Schroeder at 7:30 a.m.

### STATEMENTS OF CONFLICT OF INTEREST

There were no statements of conflict of interest.

### **ACTION ITEMS**

A-1 Approval of Agreement with ProPath Inc., to Provide One-Stop Operator Services Funded under the Workforce Innovation and Opportunity Act (WIOA) for \$15,000 for the Period July 1, 2017 through June 30, 2018

Mr. Solis summarized the information contained in the agenda item.

### MOTION

Ms. Oneto moved and Ms. Garza-Roderick second to approve the Agreement with ProPath Inc., to Provide One-Stop Operator Services Funded under the Workforce Innovation and Opportunity Act (WIOA) for \$15, 000 for the Period July 1, 2017 through June 30, 2018.

M/S/C unanimously

### **DISCUSSION ITEM**

Mr. Solis introduced a Proposed Workforce Development Board Travel Policy.

The Executive Committee made a recommendation to present to the Workforce Development Board on August 23, 2017.

### **INFORMATION ITEM**

Mr. Solis reported on the status of the WIOA Memorandum of Understanding Phase II.

### <u>ADJOURNMENT</u>

Meeting adjourned at 8:46 a.m.

# MINUTES OF THE WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

August 3, 2017 WorkNet 56 S. Lincoln Street Stockton, CA

A regularly scheduled meeting of the Workforce Development Board (WDB) was held on June 28, 2017. At this meeting a quorum was established. Because time was of the essence, the WDB Executive Committee met on August 3, 2017, to take action on behalf of the WDB. The following are the minutes from the August 3, 2017 Executive Committee meeting.

### MEMBERS PRESENT

Daniel Schroeder

Shelley Burcham Sheri Oneto Jessie Garza-Roderick Julian Sepulveda John Solis Cynthia Summers Lisa Vigil Ernest Williams

#### **MEMBERS ABSENT**

None

#### **GUESTS/STAFF PRESENT**

Allet Williams, Employment & Economic Development Dept. Patricia Virgen, Employment & Economic Development Dept. Rachael Carbajal, Employment & Economic Development Dept. Tonnie Mallory, Employment & Economic Development Dept. Alfredo Mendoza, Employment & Economic Development Dept.

Guests who failed to sign in may not be listed.

### **ROLL CALL**

The meeting was called to order by Chairman Schroeder at 7:30 a.m.

### STATEMENTS OF CONFLICT OF INTEREST

There were no statements of conflict of interest.

### **ACTION ITEMS**

A-1 Approval of the Amendment to the Workforce Innovation and Opportunity
Act (WIOA) Memorandum of Understanding (MOU) between the Workforce
Development Board (WDB) and the WIOA Required Partners to include
Phase II Infrastructure and Other System Cost Funding Agreement

Mr. Solis summarized the information contained in the agenda item.

### MOTION

Ms. Burcham moved and Ms. Oneto second to approve the Amendment to the Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) between the Workforce Development Board (WDB) and the WIOA Required Partners to include Phase II Infrastructure and Other Systems Cost Funding Agreement.

M/S/C unanimously

### **ADJOURNMENT**

Meeting adjourned at 8:33 a.m.

STATEMENTS OF CONFLICT OF INTEREST

## PUBLIC COMMENT

### **ITEM #1**

APPROVAL OF WORKFORCE INNOVATION AND OPPORTUNITY ACT FORMULA FUND BUDGET FOR PROGRAM YEAR 2017-18

DATE:

August 23, 2017

ACTION ITEM: 1

TO:

Workforce Development Board

FROM:

John M. Solis, Executive Director

SUBJECT: APPROVAL OF WORKFORCE INNOVATION AND OPPORTUNITY ACT

FORMULA FUND BUDGET FOR PROGRAM YEAR 2017-18

### IT IS RECOMMENDED:

That the San Joaquin County Workforce Development Board (WDB):

Approve the attached Workforce Innovation and Opportunity Act (WIOA) 1. Formula Fund Budget for Program Year (PY) 2017-18.

Authorize the Chair of the WDB to sign all documents related to this action. 2.

### Background:

Under Section 107 (12)(A) of the WIOA, each local Workforce Board is required to approve an annual budget for the use of formula Adult, Dislocated Worker and Youth funds. Formula WIOA funds provided to local Workforce Boards are based on allotments determined by the U.S. Department of Labor (DOL) and the State of California. Allotments to the States and U.S. Territories were established through Training and Employment Guidance Letter (TEGL) 27-16, dated June 9, 2017. From the federal allotment to California, the State Employment Development Department (EDD) allocated formula funding to local Workforce Boards in accordance with the Workforce Services Information Notice (WSIN)16-60, dated July 27, 2017.

Approval of this recommendation by the WDB and the San Joaquin County Board of Supervisors will allow the Employment and Economic Development Department (EEDD) to utilize the PY 2017-18 formula WIOA fund allocations to serve Adults, Dislocated Workers, and Youth. For PY 2017-18, San Joaquin County has been allocated a total of \$8,271,375 as follows:

Adults	\$2,796,864
Dislocated Workers	\$2,487,608
Youth	\$2,986,903
Total	\$8,271,375

### WIOA Formula Budget for PY 2017-18:

Attached is the proposed budget for PY 2017-18. The budget includes this year's WIOA formula allocations and carry-over funds from PY 2016-17 that facilitate, in part, the provision of services to those participants that carry-over from one program year to the next. A comparison of the PY 2016-17 and PY 2017-18 formula allocations is as follows:

		DISLOCATE		
FORMULA ALLOCATIONS	ADULT	WORKER	YOUTH	TOTAL
2016-2017 FORMULA FUNDING	\$2,635,689	\$2,690,264	\$2,825,766	\$8,151,719
2017-2018 FORMULA FUNDING	\$2,796,864	\$2,487,608	\$2,986,903	\$8,271,375
DIFFERENCE (DECREASE)	\$161,175	\$(202,656)	\$161,137	\$119,656
PERCENT CHANGE (DECREASE)	6%	(8%)	5%	1%

The total PY 2017-18 allocation reflects a 1% (\$119,656) increase in funding over the PY 2016-17 level.

### Services Provided with WIOA Formula Funds

System-Wide Services – In San Joaquin County, approximately 32,000 individuals are served annually through the workforce development system known locally as WorkNet. Our WorkNet system is a part of the State's America's Job Center of California (AJCC) Network and is co-branded as such. The system-wide services include: conducting job fairs (large and targeted), Rapid Response & Layoff Aversion Activities (part of the Business Engagement Strategy), Resource Center activities (access to copy machines, fax, publications, phone banks, etc.), and a variety of other valuable services and activities that may not necessarily fit into those described below.

Basic Career Services - The San Joaquin County WorkNet system serves more than 17,000 individuals annually by providing Basic Career Services. Basic Career Services include:

- WIOA Title I Program Eligibility
- Outreach, Intake, Orientation
- Initial Assessment
- Labor Exchange, Job Search Assistance
- Referrals to One Stop Partners
- Labor Market Information

- Support Service Information
- Unemployment Insurance Information and Assistance
- Financial Aid Information
- Performance and Cost Information for Training Providers on State's Eligible Training Provider List

Basic Career Services are the core services made available to individuals that wish to access the services regardless of program eligibility or official enrollment into one or more of the formula grants.

Individualized Career Services – Participation in Individualized Career Services is contingent upon eligibility determination of the customer and official enrollment into one or more of the WIOA formula funded grants. In PY 2016-17, 393 participants were enrolled into Individualized Career Services. Individualized Career Services include:

- Comprehensive Assessment
- Individual Employment Plan
- · Career Plan, Counseling
- Short Term Pre-Vocational Services
- Internships, Work Experience

- Out of Area Job Search
- Financial Literacy
- English Language Acquisition
- Workforce Preparation
- Follow Up Services

**Training Services** – Participation in Training Services is contingent upon eligibility determination of the customer and official enrollment into a formula funded grant. In PY 2016-17, 297 participants were enrolled into Training Services. Training Services include:

- Occupational Skills Training
- On-the-Job Training
- Skill Upgrade and Retraining
- Entrepreneurial Training
- Apprenticeship and Pre-Apprenticeship Skills Training
- Customized Training (as defined by WIOA)

- Incumbent Worker Training
- Pay- for-Performance Training
- Job Readiness Training
- Programs that Combine Workplace Training with Related Instruction (including Cooperative Education programs)

**Follow-up Services** - The WorkNet system will also provide follow-up services as required under the WIOA. The DOL has provided information (TEGL 3-15, dated July 1, 2015) indicating that "follow-up services must be provided as appropriate for participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment." It is estimated that 221 individuals will receive follow-up services during PY 2017-18. Follow-Up Services include:

- Counseling about the Work Place
- Mentoring
- Crisis Intervention
- Life Skills
- Emergency Support to Sustain Longterm Employment
- Apprenticeship and Pre-Apprenticeship Skills Training

- Additional Career Planning and Counseling
- Information about Additional Educational Opportunities
- Referral to Supportive Services Available in the Community
- Contact with Participant's Employer
- Assistance with Work Related Problems that may Arise

### Planned Participant Service Levels for PY 2017-18:

More than 17,000 individuals are planned to receive Basic Career Services during PY 2017-2018. A subset of those individuals will go through an eligibility determination process and be officially enrolled into one or more of the formula grants.

A comparison of the PY 2016-17 and PY 2017-18 planned participant levels is as follows:

	ADULT	DISLOCATED WORKER	YOUTH	TOTAL
FORMULA PARTICIPANTS				
2016-2017 (CARRY OVER + NEW)	334	324	300	958
2017-2018 (CARRY OVER + NEW)	263	413	300	976
DIFFERENCE (DECREASE)	(71)	89	-0-	18
PERCENT CHANGE (DECREASE)	(21%)	27%	-0-	2%

### Participant Plan Summary

Attached is a Participant Plan Summary which provides specific information on the planned service levels for Adults, Dislocated Workers and Youth. The summary includes the actual number of carry over participants from PY 2016-17 into PY 2017-18, the planned number of carry over participants into 2018-19, the projected number of Adults and Dislocated Workers for each level of service funded by WIOA formula funds, and information on the Youth programs operated under subrecipient agreements with our youth providers. The agreements were authorized by the WDB on April 26, 2017 and the Board of Supervisors on June 13, 2017.

### Fiscal Impact:

Approval of the recommendation will result in the utilization of \$8,271,375 in federal formula funds for the operation of WIOA programs in San Joaquin County.

### **ACTION TO BE TAKEN FOLLOWING APPROVAL:**

1	Program	Implementation		

August 2017

ACTION TAKEN: APPROVED:	DISAPPROVED: OTHER:
BY:	DATE:
MOTIONED BY:	SECONDED BY:
YES:	
NO:	

## WIOA Local Plan Program Year 2017-18 Title I Budget Plan Summary

(Adult Worker)

PROGRAM TYPE for PY 2017-18, beginning 07/01/17 through 06/30/18

- ☑ Grant Code 201/202/203/204 WIOA I-Adult
- ☐ Grant Code 501/502/503/504 WIOA I-Dislocated Worker

FUNDING IDENTIFICATION	K7102071 Subgrant	K8106683 Subgrant
Year of Appropriation	2016-17	2017-18
2. Formula Allocation	2,635,689	2,796,864
3. Allocation Adjustment - Plus or Minus		
4. Transfers - Plus or Minus		
5. TOTAL FUNDS AVAILABLE (Lines 2 thru 4)	2,635,689	2,796,864
TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (sum of Lines 6.A thru 6.E)	2,372,120	2,517,178
A. Basic Career Services	954,493	1,014,422
B. Individual Career Svcs	759,078	805,497
C. Training Services	474,424	503,436
D. Follow-Up Services	112,961	118,307
E. Other	71,164	75,515
7. Administration (Line 5 minus 6)	263,569	279,686
8. TOTAL (Line 6 plus 7)	2,635,689	2,796,864
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative fi	rom July 1, 2016 and July 1, 2017 re	spectively)
9. September 2016	22,637	
10. December 2016	677,754	
11. March 2017	1,359,337	
12. June 2017	2,068,970	
13. September 2017	2,635,689	142,914
14. December 2017		934,335
15. March 2018		1,725,756
16. June 2018		2,517,178
17. September 2018		2,796,864
18. December 2018		2,796,864
19. March 2019		2,796,864
20. June 2019		2,796,864
COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)	10%	10%

San Joaquin County

Local Workforce Development Area

John M. Solis, Executive Director(209) 468-35008/17/2017Contact Person, TitleTelephone NumberDate Prepared

## WIOA Local Plan Program Year 2017-18 Title IB Budget Plan Summary

(Dislocated Worker)

PROGRAM TYPE for PY 2017-18, beginning 07/01/17 through 06/30/18

- ☐ Grant Code 201/202/203/204 WIOA IB-Adult
- ☑ Grant Code 501/502/503/504 WIOA IB-Dislocated Worker

FUNDING IDENTIFICATION	K7102071 Subgrant	K8106683 Subgrant
Year of Appropriation	2016-17	2017-18
2. Formula Allocation	2,690,264	2,487,608
Allocation Adjustment - Plus or Minus		
4. Transfers - Plus or Minus		
5. TOTAL FUNDS AVAILABLE (Lines 2 thru 4)	2,690,264	2,487,608
TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (sum of Lines 6.A thru 6.E)	2,421,238	2,238,847
A. Basic Career Services	1,002,602	929,122
B. Individual Career Svcs	774,796	716,431
C. Training Services	484,248	447,769
D. Follow-Up Services	111,167	100,748
E. Other	48,425	44,777
7. Administration (Line 5 minus 6)	269,026	248,761
8. TOTAL (Line 6 plus 7)	2,690,264	2,487,608
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative	e from July 1, 2015 and July 1, 2016 res	spectively)
9. September 2016	17,752	
10. December 2016	505,008	
11. March 2017	1,208,707	
12. June 2017	1,815,681	
13. September 2017	2,471,018	7
14. December 2017	2,690,264	(219,246)
15. March 2018		620,622
16. June 2018	-	2,238,847
17. September 2018		2,487,608
18. December 2018		2,487,608
19. March 2019		2,487,608
20. June 2019		2,487,608
COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)		10%

San Joaquin County

Local Workforce Development Area

John M. Solis, Executive Director(209) 468-35008/17/2017Contact Person, TitleTelephone NumberDate Prepared

### WIOA Local Plan Program Year 2017-18

### **Title IB Budget Plan Summary**

(Youth)

PROGRAM TYPE for PY 2017-18, beginning 04/01/16 through 06/30/18

Grant Code 301/302/303/304 WIOA IB-Youth

FUNDING IDENTIFICATION	K7102071 Subgrant	K8106683 Subgrant
Year of Appropriation	2016-17	2017-18
2. Formula Allocation	2,825,766	2,986,903
Allocation Adjustment - Plus or Minus		
4. TOTAL FUNDS AVAILABLE (Line 2 plus 3)	2,825,766	2,986,903
TOTAL ALLOCATION COST CATEGORY PLAN		2 222 242
5. Program Services (sum of Lines 5A and 5B)	2,543,189	2,688,213
A. In School	404,113	403,232
B. Out-of-School	2,139,077	2,284,981
6. Administration (Line 4 minus 5)	282,577	298,690
7. TOTAL (Line 5 plus 6)	2,825,766	2,986,903
		×
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from	April 1, 2017 and April 1, 2018 r	respectively)
8. June 2016	-	
9. September 2016	1,271	
10. December 2016	683,809	
11. March 2017	1,516,394	
12. June 2017	2,247,374	
13. September 2017	2,825,766	201,608
14. December 2017		1,030,476
15. March 2018		1,859,344
16. June 2018		2,688,213
17. September 2018		2,986,903
18. December 2018		2,986,903
19. March 2019		2,986,903
20. June 2019		2,986,903
COST COMPLIANCE PLAN		400/
21. % for Administration Expenditures (Line 6/Line 4)		10%

San Joaquin County	
Local Workforce Development Area	

	- 1 1 1 1	Data Drangrad
John M. Solis, Executive Director	(209) 468-3500	8/17/2017

Contact Person, Title Telephone Number

Date Prepared

5/13

## <u>ITEM #2</u>

APPROVAL OF THE SAN JOAQUIN COUNTY WORKFORCE DEVELOPMENT BOARD TRAVEL POLICY

DATE:

August 23, 2017

ACTION ITEM: 2

TO:

Workforce Development Board

FROM:

John M. Solis, Executive Director

SUBJECT:

APPROVAL OF THE SAN JOAQUIN COUNTY WORKFORCE

DEVELOPMENT BOARD TRAVEL POLICY

### IT IS RECOMMENDED:

That the Workforce Development Board (WDB) concur with the recommendation of the WDB's Executive Committee to approve the attached WDB Travel Policy.

### REASONS FOR RECOMMENDATION:

On July 17, 2017, the Executive Committee discussed the establishment of a WDB Travel Policy that would encourage WDB member participation in conferences and trainings sponsored by the California Workforce Association (CWA), the California Workforce Development Board (CWDB) and the U.S. Department of Labor (USDOL).

Language was included that provided priority to new Board members in their first term who have not attended a conference. Their participation would assist them in filling the learning gap by exposing them to a variety of information on workforce development.

WDB member participation would promote stronger Board leaders through a better understanding of the critical issues being faced by the WDB's One-Stop Center service delivery system.

It would also offer an excellent opportunity to talk to WDB members from other areas, as well as workforce development professionals from other Local Workforce Development Areas (LWDA), the State cognizant agencies and the USDOL.

The WDB Travel Policy sets the parameters for travel by WDB members attending conferences and training sessions hosted by Workforce Development Association Cognizant Agencies:

### 1. One Day Forums:

One Day Forums organized to engage WDB members, will be open to those Board Members that are interested in attending.

a. If there is a limit to the number of attendees the WDB can send, attendance will be based on a first-come, first served basis.

- b. If three (3) or less members attend a forum, one of the attendees will be a designated driver for the purpose of mileage and parking reimbursement.
- c. On occasion, forums are organized to engage a specific category of representation such as Education, Business or Labor Representatives. Those WDB members that represent the identified category will be given priority if requested by the cognizant entity.

### 2. CWA Conferences:

- a. The WDB shall encourage Board Member participation at workforce development conferences.
- b. Subject to the availability of funds, the WDB shall budget sufficient funds to enable up to three (3) Board members to attend scheduled CWA Conferences.
- c. Priority will be given to new Board members who have not attended a conference.
- d. If more than three (3) Board members wish to participate, attendees will be selected through a lottery. However, Board members who have never participated shall be selected first. If open seats are available, after selected first-time attendees, the remaining Board members will be selected through the lottery process.

### 3. Mileage Reimbursement;

Travel Request and Reimbursement will be subject to Policies, Procedures, Protocols, and Requirements of San Joaquin County. Failure to do so may result in disallowed costs resulting in a reduction in any request for reimbursement.

The Executive Committee recognized that attending workforce development conferences is an excellent opportunity for WDB members to gain a greater understanding of the workforce system and more importantly, to learn more about their role within the WDB's One-Stop service delivery system. New WDB members will be encouraged to attend, as a way to further develop their expertise on workforce development issues and develop strong leadership skills. The Travel Policy is consistent with the policies, procedures, protocols, and requirements of San Joaquin County.

### FISCAL IMPACT:

Travel is an allowable and necessary cost in developing a system responsive to the needs of the local community. The costs associated with travel are provided through the 10% administrative budget. The estimated fiscal impact is approximately \$14,067.97 per year.

### ACTION TO BE TAKEN FOLLOWING APPROVAL:

As conferences become available respective Board members would be given informa	ıtion
about the respective conference and solicit their participation.	

ACTION TAKEN: APPROVED:		DISA	APPROVED:_	OTHER:_	
BY:		- 4	DAT	E:	
MOTIONED BY:_		e * e	_SECONDE	D BY:	7
YES:				· · · · · · · · · · · · · · · · · · ·	<u> </u>
NO:					

### SAN JOAQUIN COUNTY WORKFORCE DEVELOPMENT BOARD TRAVEL POLICY

### I. Introduction

Under the Workforce Innovation and Opportunity Act (WIOA), travel expenses for the purpose of attending Workforce Development forums presented by the Cognizant Agencies and National Workforce Associations to facilitate development of the Workforce Development Board's (WDB) One-Stop Center service delivery system, are an allowable and necessary cost of developing a system responsive to the needs of the local community. It provides a forum for dialogue with employment and training professionals and facilitates staff development.

The California Workforce Association (CWA), working in partnership with the U.S. Department of Labor (USDOL), the State Employment Development Department (EDD), and the California Workforce Development Board (CWDB), presents several annual conferences and information forums to support the development of the WIOA service delivery system in the State of California.

These forums offer WDB members and WorkNet staff an excellent opportunity to engage in conversations with other workforce development professionals, learn, share best practices, get a better understand of the service delivery system funded under the WIOA, and stay on top of the critical issues that add complexity to the day-to-day operations.

The cost associated with WDB member participation at these forums are incurred by the Local Workforce Development Area's (LWDA) limited 10% administrative budget, however, there is value in engaging our WDB members in conversation with other WDB members and operational staff from other LWDA's. As the WDB members develop their knowledge, expertise and understanding of its service delivery system under WIOA, the stronger the leadership on the WDB.

### II. WDB Policies and Protocols

A. As opportunities to attend Workforce Development Conferences and information forums presented by the Workforce Development Cognizant Agencies and Associations become available, WDB members will have the opportunity to attend these sessions subject to the availability of funds and space. San Joaquin County WorkNet will extend an invitation to its WDB members, as appropriate:

### 1. One Day Forums

One Day Forums organized to engage WDB members, will be open to those Board members that are interested in attending.

a. If there is a limit to the number of attendees the WDB can send, attendance will be based on a first-come, first served basis.

- b. If three (3) or less members attend a forum, one of the attendees will be a designated driver for the purpose of mileage and parking reimbursement.
- c. On occasion, forums are organized to engage a specific category of representation such as Education, Business or Labor Representatives. Those WDB members that represent the identified category will be given priority if requested by the cognizant entity.

### 2. California Workforce Association (CWA) Conferences

The CWA conferences are the premier conferences for Workforce Development hosted in partnership with the U.S.DOL, the State EDD and the CWDB.

The Conferences are intended to:

- a. Provide training and promote leadership development.
- b. Promote best practices in the WIOA service delivery system.
- Hold conversation between LWDA's on critical issues and implementation strategies.
- d. Network with Employment and Training Professionals from other LWDA's.
- e. Hold discussions on recently released Federal and State guidelines and directives.

### 3. CWA Conference Participation

- a. The WDB shall encourage Board member participation at workforce development conferences.
- b. Subject to the availability of funds, the WDB shall budget sufficient funds to enable up to three (3) Board members to attend scheduled CWA Conferences.
- c. Priority will be given to new Board members in their first term who have not attended a conference.
- d. If more than three (3) Board members wish to participate, attendees will be selected through a lottery. However, Board members who have never participated shall be selected first. If open seats are available, after selected first-time attendees, the remaining Board members will be selected through the lottery.

B. Travel Request and Reimbursement will be subject to Policies, Procedures, Protocols, and Requirements of San Joaquin County. Failure to do so may result in disallowed costs resulting in a reduction in any request for reimbursement.

### **COMMITTEE REPORTS**

Executive Committee
Data Collection and Technology
Business Development Committee
Accountability Committee
Planning Committee
WorkNet System Committee
WorkNet Charter Committee
Youth Council

## **DIRECTOR'S REPORT**

**BOARD MEMBER QUESTIONS AND COMMENTS**