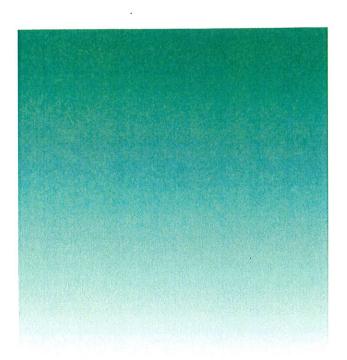
AGENDA WORKFORCE DEVELOPMENT BOARD OCTOBER 25, 2017





"Your Workforce Resource"

AGENDA WORKFORCE DEVELOPMENT BOARD OCTOBER 25, 2017

Dear Workforce Development Board Members:

Attached is your agenda for the October 25, 2017 meeting of the Workforce Development Board (WDB).

The meeting will be held:

DATE:

October 25, 2017

TIME:

7:30 – 9:00 a.m.

(D

(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

JOHN M. SOLIS

EXECUTIVE DIRECTOR

JMS:gg



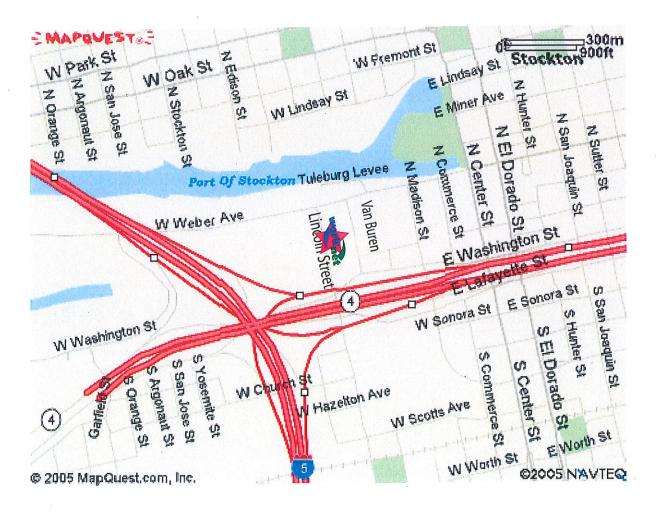
Directions to 56 South Lincoln Street

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

October 25, 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
- A-3 Approval of Modifications to the Workforce Development Board Bylaws
- A-4 Modification to the Workforce Development Meeting Schedule and Retreat

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 WDB Retreat is scheduled for Friday, December 8, 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.

ADJOURNMENT

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

<u>ITEM #1</u>

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

DATE:

October 25, 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:

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

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:

	ADULT	DISLOCATEI WORKER	O YOUTH	TOTAL
FORMULA ALLOCATIONS				
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%)	6%	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)	363	309	300	972
DIFFERENCE (DECREASE)	29	(15)	-0-	14
PERCENT CHANGE (DECREASE)	9%	(5%)	-0-	1%

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

October 2017

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	901,779	958,485			
B. Individual Career Svcs	759,078	805,497			
C. Training Services	527,138	559,373			
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	from July 1, 2016 and July 1, 2017 re	espectively)			
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	The state of the s	2,796,864			
19. March 2019		2,796,864			
20. June 2019	5	2,796,864			
COST COMPLIANCE PLAN (maximum 10%)					
ICOST COMPLIANCE FLAN (IIIaxIIIIuIII 1070)					

San Joaquin County
Local Workforce Development Area

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

Contact Person, Title Telephone Number

Date 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
3. 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	948,797	879,369
B. Individual Career Svcs	774,796	716,431
C. Training Services	538,053	497,522
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
	5 1 1 4 0040 J 1/1/4 0047 ro	ama atiwa lu)
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative	17,752	spectively)
9. September 2016	505,008	
10. December 2016	1,208,707	
11. March 2017		
12. June 2017	1,815,681 2,471,018	
13. September 2017	2,471,018	559,112
14. December 2017	2,090,204	1,398,980
15. March 2018		2,238,847
16. June 2018		2,487,608
17. September 2018		2,487,608
18. December 2018		2,487,608
19. March 2019		2,487,608
20. June 2019		2,407,000
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) 468-3500 8/17/2017
Contact Person, Title Telephone Number Date Prepared

WIOA Local Plan Program Year 2017-18

Title IB Budget Plan Summary

(Youth)

PROGRAM TYPE for PY 2017-18, beginning 04/01/17 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
3. Allocation Adjustment - Plus or Minus		
4. TOTAL FUNDS AVAILABLE (Line 2 plus 3)	2,825,766	2,986,903
TOTAL ALLOCATION COST CATEGORY PLAN	3 5 10 100	0.000.040
5. Program Services (sum of Lines 5A and 5B)	2,543,189	
A. In School	404,113	
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 fro	m April 1, 2016 and April 1, 2017	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		A STATE OF THE STA
21. % for Administration Expenditures (Line 6/Line 4)		10%

San Joaquin County Local Workforce Development Area		
John M. Solis, Executive Director	(209) 468-3500	8/17/2017
Contact Person, Title	Telephone Number	Date Prepared

WIOA Local Plan Program Year 2017-18 Title IB Participant Plan Summary

WIOA 118; 20 CFR 661.350(a)(13); TEGL 17-05 Plan the number of individuals that are in each category.

Total	s for PY 2017 (07/01/17 through 06/30/18)	ADULT	DW	YOUTH
1	Registered Participants Carried in from PY 2016	173	144	189
2	New Registered Participants for PY 2017	190	165	111
3	Total Registered Participants for PY 2017 (Line 1 plus 2)	363	309	300
4	Exiters for PY 2017	218	226	150
5.	Registered Participants Carried Out to PY 2018 (Line 3 minus 4)	145	83	150

PRO	GRAM SERVICES			
6.	Basic Career Services	9,337	7,953	
7	Individual Career Services	363	309	
8	Training Services	123	104	
9.	Follow Up Services	79	137	

*PERF	ORMANCE MEASURES			
of the big the support that the best of the	mployment Rate 2nd Quarter after Exit	148	160	96
10. L	mployment Rate 4th Quarter after Exit	143	157	98
12. N	ledian Earnings 2nd Quarter after Exit	\$5,157	\$6,107	
13. C	redential Attainment within 4 Quarters after Exit	122	142	87
	leasurable Skills Gain	123	104	180

** All Performance Measures listed are new and different from	
	Derformance Megeuree under WIA
1** All Derformance Measures listed are new and different HOIII	Perioritance Measures under viv.
The All Perioritance Measures listed are new and amorotic from	1 diletimente i

San Joaquin County
Local Workforce Development Area

John M. Solis, Executive Director	(209) 468-3500	8/17/2017
Contact Person, Title	Telephone Number	Date Prepared

<u>ITEM #2</u>

APPROVAL OF THE SAN JOAQUIN COUNTY WORKFORCE DEVELOPMENT BOARD TRAVEL POLICY

DATE:

October 25, 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.

If there is a limit to the number of attendees the WDB can send, attendance a. 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 information about the respective conference and solicit their participation.

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

<u>ITEM #3</u>

APPROVAL OF MODIFICATIONS TO THE WORKFORCE DEVELOPMENT BOARD BYLAWS

DATE:

October 25, 2017

ACTION ITEM: 3

TO:

Workforce Development Board

FROM:

Executive Committee

SUBJECT: APPROVAL OF MODIFICATIONS TO THE WORKFORCE

DEVELOPMENT BOARD BYLAWS

IT IS RECOMMENDED:

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

Approve the recommendation of the WDB's Executive Committee to modify its 1. Bylaws as reflected in Attachment A.

Forward the recommendation to the San Joaquin County Board of Supervisors 2. (BOS) for final approval.

REASON FOR RECOMMENDATION:

Background:

In January, 2017, the State Employment Development Department conducted an Administrative Monitoring of the San Joaquin County Workforce Development Area noting critical issues with the Bylaws as presently approved. The following are the three (3) areas noted during the monitoring recommending a review and modifications:

1. Section 3.40

Section 3.40 of the WDB Bylaws states that "all vacancies in WDB membership shall be filled within sixty (60) days".

Historically, because of existing BOS protocols required to fill a vacant position on the WDB, it often takes more time.

The sixty-day period for a WDB appointment as specified in the current bylaws is unrealistic. The existing BOS protocols require more time.

Once a WDB vacancy has been confirmed, the Clerk of the Board of Supervisors will release an announcement, advertising the respective vacancy within a thirty (30) day period. From the date of the announcement, interested parties will have thirty (30) days to submit their application for consideration.

Once the application period is closed, all the applications received will be reviewed for completeness and eligibility. The Clerk of the Board will forward all the applications for review to the respective department head for review and eligibility determination, sometimes requiring a discussion with the respective member of the BOS and/or a follow-up conversation with the specific applicant under consideration. Once an application has been approved, the potential appointment is agendize for final consideration by the BOS.

Once the application has been accepted as complete and eligible it will take three (3) to six (6) weeks to agendize the appointment by the BOS. Since the last modification of the WDB Bylaws, the BOS shifted from a weekly BOS meeting to meeting only twice per month. The protocols for the submission of agenda items and the review process have also changed, adding an additional week to the process. If no appointment is made, the position will be re-advertised (restarting the above mentioned process).

The protocols for an appointment to the WDB, require additional time to get through the process established by the BOS. The sixty (60) day timeline specified in the current WDB Bylaws is unrealistic.

The revision to the Bylaws Section 3.40 will read as follows:

"All vacancies on the WDB membership shall be filled within the specified timeframes consistent with protocols established by the San Joaquin County Board of Supervisors."

2. <u>Section 3.90b</u>

Section 3.90b of the WDB Bylaws states "three (3) consecutive absences of a board member from regularly scheduled meetings of the WDB shall be deemed as a resignation of that board member". This does not take into consideration excused absences. It is absolutely reasonable to expect board members to be excused under special circumstances. Therefore, the recommendation made is to include the word "unexcused" to read as follows:

"Three (3) consecutive unexcused absences of a board member from regularly scheduled meetings of the WDB shall be deemed as a resignation of that Board member".

3. Workforce Development Board Meeting Participation Via Teleconference Calls

WDB members may participate in a scheduled board meeting via teleconference call provided the call is scheduled in conformance with Brown Act requirements. The name of the WDB member, the address and location of the teleconference call shall be published with the release of the WDB meeting agenda to allow any member of the public to attend the meeting at the published location.

The location selected must be consistent and in compliance with the Brown Act.

FISCAL IMPACT:

There is no Fiscal impact with the approval of this recommendation.

ACTION TO BE TAKEN: Upon approval, the Board's recommendation will be forwarded to the San Joaquin County Board of Supervisors for final approval.

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

BYLAWS

WORKFORCE DEVELOPMENT BOARD

OF

SAN JOAQUIN COUNTY

The Workforce Development Board of San Joaquin County hereby creates these Bylaws.

RECITALS

- A. The State of California, pursuant to the Workforce Innovation and Opportunity Act (WIOA) of 2014, hereafter called the Act, has designated the County of San Joaquin as a Workforce Development Area (WDA) for the operation of employment and training programs at the local level, and provides funding thereto.
- **B.** The State and Federal rules and regulations promulgated pursuant to the Act provide for program activities and require San Joaquin County to establish a Workforce Development Board, to be as follows:

1.00 **NAME**

The name of this body shall be the Workforce Development Board of San Joaquin County, hereafter referred to as the WDB.

2.00 PURPOSE AND FUNCTION

- 2.10 The purpose of the WDB shall be to: (1) Provide strategic and operational oversight in collaboration with the required and additional partners and workforce stakeholders to help develop a comprehensive and high-quality workforce development system in the local area and larger planning region; (2) Assist in the achievement of the State's strategic and operational vision and goals as outlined in the Unified State Plan; and (3) Maximize and continue to improve the quality of services, customer satisfaction, and effectiveness of the services provided.
- 2.20 The WDB shall serve as the San Joaquin County business and industry contact point for the local employment and training system. The WDB will present the views of the private sector, organized labor, public assistance agencies, community based organizations, educational agencies, including public education, rehabilitation agencies, economic development agencies, and the California Employment Development Department ensuring programs are responsive to local employment needs.
- 2.30 The WDB shall provide direction on ways to increase private sector employment and training opportunities that align with regional labor market dynamics for persons under the Act.

- 2.40 The WDB shall identify the skills gap and needs of local employers and formulate programs to address those needs.
- 2.50 The WDB shall provide policy guidance for, and exercise oversight with respect to, activities under the local Workforce Development Plan (WDP) for its Workforce Development Area (WDA) in partnership with San Joaquin County.
- 2.60 Pursuant to requirements of the Act, the WDB has entered into a written WDB/Board of Supervisors Agreement with San Joaquin County that describes:
 - a. Methods and procedures for development of the local and regional Workforce Development Plan (WDP) and budget for the local WDA;
 - b. Designation of San Joaquin County as the WDA grant recipient and administrator of the plan;
 - c. A process for achieving approval of the WDP by both the WDB and the County of San Joaquin;
 - d. A process to select WorkNet (One Stop) Operators;
 - e. A process to approve local performance measures to be negotiated with the State;
 - f. A process to approve budgets for One-Stop and Youth systems under WIOA.

In any instance in which the terms of the Agreement referred to above conflict with these Bylaws, the terms of the WDB/Board of Supervisors Agreement shall prevail.

2.70 The WDB shall discharge and perform any and other duties, responsibilities, and functions deemed appropriate by action of the WDB, the WIOA, or State enabling legislation or required by governing agencies and their respective rules and regulations which are herein incorporated into these Bylaws by reference.

3.00 MEMBERSHIP

- 3.10 Pursuant to provisions authorized by the Act, San Joaquin County has established the membership and structure of the WDB. Determination of the size and membership of the WDB remains the sole authority of the WDB. Individuals appointed to the WDB may represent more than one category of membership.
- 3.20 WDB membership shall include the following:
 - a. A majority of the members of the Local Board must be representatives of business in the local area. At a minimum, two members must represent small business as defined by the U.S. Small Business Administration. Each business representative must meet the following criteria:
 - (i) be an owner, chief executive officer, chief operating officer, or other individual with optimum policy-making or hiring authority;
 - (ii) provide employment opportunities in in-demand industry sectors or occupations, as those terms are defined in WIOA sec. 3(23); and

(iii) are nominated by local business organizations and/business trade associations.

One Business Representative shall be appointed from each supervisorial district and the remainder shall be "at-large" appointments.

- b. At least 20 percent of the members of the local board must be workforce representatives. These representatives:
 - (i) must include two or more representatives of labor organizations who have been nominated by local labor federations;
 - (ii) must include one or more representatives of a joint labor management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization; and
 - (iii) are nominated by local business organizations and/business trade associations.
 - (iv) may include one or more representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities; and
 - (v) may include one or more representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

At least 15 percent of Local Board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. If this occurs, then at least 10 percent of the Local Board members shall be representatives of labor organizations.

Where labor representatives described above do not exist, representatives must be selected from other employee representatives.

- c. Each local board shall include representatives of entities administering adult education and training activities in the local area, who:
 - (i) shall include at least one representative of eligible providers administering adult education and literacy activities under WIOA title II; and
 - (ii) shall include at least one representative of institutions of higher education providing workforce investment activities (including community colleges).
- d. Each local board shall include representatives of governmental and economic and community development entities serving the local area, who:
 - (i) shall include at least one representative of economic and community development entities;

- (ii) shall include at least one representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.); and
- (iii) shall include at least one representative of the programs carried out under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of the title (29 U.S.C. 732, 741).
- e. Each local board may include other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate such as:
 - (i) entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment;
 - (ii) governmental and economic community development entities who represent transportation, housing, and public assistance programs; and
 - (iii) philanthropic organizations serving the local area.
- 3.30 Members nominated and appointed to the WDB are expected to serve, and may not appoint alternates.
- 3.40 WDB members are responsible for notifying the WDB upon change of status, which could lead to lack of representation as identified in these Bylaws. Upon such notice, WDB shall determine if the member may continue. Members whose status changes may remain on the WDB pending recruitment and replacement.
 - All vacancies on the WDB membership shall be filled within the specified timeframes consistent with protocols established by the San Joaquin County Board of Supervisors.
- 3.50 The term of WDB membership shall be for two (2) years from the date of appointment by the San Joaquin County BOS.
 - Members shall serve past the expiration date of their term until their successors are appointed.
- 3.60 Members may be re-appointed, except those members who have been removed from the WDB for cause. Such members may not be re-appointed, except with two-thirds approval of the full WDB.
- **3.70** WDB members may resign upon written notice.
- 3.80 An official membership list, attendance materials, a record of the actions of the WDB, and a detailed statement on the composition, structure, membership, and nomination process for the WDB shall be maintained by the WDB.
- 3.90 a. WDB members may be removed for cause by two-thirds vote of the WDB members in attendance at any regular meeting providing that a quorum of the WDB is present. Removal of WDB members may only be accomplished at meetings of the full WDB. Such authority may not be assigned to an Executive or other committee. Cause shall be defined as determined by the WDB that the member has violated the WDB's Code of Conduct.

b. Three (3) consecutive unexcused absences of a board member from regularly scheduled meetings of the WDB shall be deemed as a resignation of that board member. Individuals deemed to have resigned from as a WDB member under this section may appeal removal to the Executive Committee of the WDB who shall have discretion on whether to reinstate the individual as a WDB member.

4.00 OFFICERS

- 4.10 The presiding officer of the WDB shall have a two-year term of office beginning on July 1 and ending on June 30, two years later.
- 4.20 The WDB shall elect by a majority vote from its membership its Chairperson and Vice-Chairperson. Elections shall occur prior to July 1, biennially. The WDB Chairperson and Vice-Chairperson shall be business representatives, and may succeed themselves if so reelected.
- 4.30 The San Joaquin County BOS must ratify the WDB's selection of a Chairperson. The Board of Supervisors shall either affirm the Chairperson selected by the WDB membership or appoint another business representative on the WDB to serve as Chairperson. The BOS has the final authority to appoint or re-appoint the WDB Chairperson.
- 4.40 The Chairperson and Executive Director WDB/Employment and Economic Development Department (EEDD) shall have the responsibility of preparing the agenda for WDB meetings and the management of business of the WDB.
- 4.50 In absence of the WDB Chairperson, the elected Vice-Chairperson shall serve as the presiding officer. In the absence of both the Chairperson and Vice-Chairperson, the WDB shall, at the beginning of its meeting, designate by majority vote, a Chairperson pro tem to serve as presiding officer of that meeting. Such a Chairperson pro tem must be a business representative.

5.00 MEETINGS AND QUORUMS

- 5.10 The WDB shall meet not less than four (4) times annually on a calendar quarterly basis.
- 5.20 The WDB Chairperson, or a majority of the WDB, or the Executive Director of the EEDD may call special meetings of the WDB.
- 5.30 All meetings of the WDB shall be conducted and noticed in conformance with the Ralph M. Brown Act (California Government Code 54960, et seq. as amended).
- 5.40 A quorum shall consist of fifty-one percent (51%) of the authorized WDB. Authorized WDB members shall be defined as those Board members currently in office, exclusive of vacancies.
- 5.50 Action may be taken by a simple majority of those present and voting, provided that a quorum is attained. If the quorum, duly obtained at any regular meeting, is lost due to a member(s) disqualification due to conflicts of interest, so that no decision is possible and business is stalled, the quorum for that particular meeting or issue shall be reduced by the number of disqualified members and the particular item or business shall be determined by a vote of a majority (50% + 1), unless otherwise required, of the newly designated and convened quorum.

- 5.60 The WDB meetings shall be governed by Robert's Rules of Order, Revised, in all cases to which they are applicable and to the extent in which they are not inconsistent with, or in conflict with, these Bylaws.
- 5.70 WDB members may participate in a scheduled board meeting via teleconference call provided the call is scheduled in conformance with Brown Act requirements. The name of the WDB member, the address and location of the teleconference call shall be published with the release of the WDB meeting agenda to allow any member of the public to attend the meeting at the published location.

6.00 <u>COMMITTEES</u>

- 6.10 The WDB Chairperson, with the approval of the WDB, shall establish committees of the WDB, which may be standing committees, technical workgroups, and/or business or community advisory groups as determined to be required by the WDB.
- 6.20 The WDB Chairperson shall appoint Committee chairpersons and vice-chairpersons from the WDB membership.
- 6.30 Committee members shall be appointed by the WDB Chairperson and include WDB members. Committees may be supplemented by non-voting, ex-officio, non-WDB members, as deemed appropriate by the WDB Chairperson. Standing committees must be chaired by a member of the local board, may include other members of the local board, and must include other individuals appointed by the local board who are not members of the local board and who have demonstrated experience and expertise in education or workforce development as determined by the local board.
- 6.40 The WDB may empower a Committee to take action on behalf of the WDB for specified purpose(s). The power of any committee to act on behalf of the full WDB requires a two-thirds (2/3) majority vote of a WDB quorum. Notification of such a committee meeting shall be sent to all WDB members, who may attend and vote. Such meetings shall be subject to the provisions of the Ralph M. Brown Act.
 - WDB Committees empowered to take full action on behalf of the full Workforce Development Board shall have a quorum requirement of fifty-one percent (51%), of the authorized committee members. WDB Committees whose functions are to recommend an action or whose roles are advisory in nature, requiring confirmation by the Workforce Development Board, shall have no quorum requirement.
- 6.50 All actions of WDB Committees are advisory to WDB unless the WDB delegates the authority to act on behalf of the WDB.

7.00 STAFFING AND SUPPORT OF THE WDB

- 7.10 San Joaquin County shall provide, from funds made available under the Act, staff and necessary office and material support for the WDB.
- **7.20** At a minimum, staff support to the WDB shall include:
 - a. A Director WDB/EEDD who shall be managing officer of the WDB and who shall be managing officer of the WDA.

- b. Legal Counsel, available from the County of San Joaquin, and other sources as required.
- c. Other staff support to the WDB as is deemed appropriate and necessary under its responsibilities described in Agreement with San Joaquin County, the Act, and applicable State legislation to provide, under direction of the Director WDB/EEDD, professional, clerical, and technical staff support for the WDB and its committees.

8.00 CONFLICT OF INTEREST

- 8.10 No member of the WDB may receive any of his/her income from funds available under the Act.
- 8.20 No WDB member shall engage in any activity, including participation in the selection, award, or administration of a subgrant or contract supported by WIOA funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the individual, and member of the individual's immediate family, the individual's partner or an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm or organization selected for award. The officers, employees, or agents of the agency making the award will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements. WDB members shall not participate in financial matters before the WDB that pertain to organizations that they represent.

A WDB member shall not cast a vote on, nor participate in, any decision-making capacity on the provision of services by such member (or any organization, which that member directly represents), nor on any matter, which would provide any direct financial benefit to that member.

Neither membership on the WDB, nor the receipt of WIOA funds to provide training and related services shall be construed, by themselves, to violate the provisions of this section. Members of the WDB may vote on the Workforce Development Plan.

- **8.30** WDB members shall avoid organizational conflict of interest, and they and their personnel, employees, or agents shall avoid personal conflict of interest and appearance of conflict of interest in awarding financial assistance, and in the conduct of procurement activities involving funds under the Act.
- 8.40 Members of the WDB shall comply with the intent of the California Political Reform Act of 1979, as amended (commencing with Section 87300 of Chapter 7, Title IX, of the California Government Code) and the County of San Joaquin Conflict of Interest Code.

9.00 AMENDMENTS

9.10 Amendments to these Bylaws may be approved by a two-thirds (2/3) affirmative vote of the full WDB membership, at any regular meeting of the WDB, provided however, that the amendments proposed have been submitted in writing at the previous regular meeting or included in the call to the meeting. Amendments proposed to these Bylaws must be received by the WDB membership no less than ten (10) working days prior to their consideration by the WDB.

10.00 EFFECT

- 10.10 These Bylaws shall become effective upon initial adoption by a majority vote of the WDB, and shall remain in effect, as amended per section 9.00 above, until dissolution of WDB.
- 10.20 In any conflict arising between the provisions of the Act, applicable State law, or other implementing regulations, the legal provisions of law and regulation shall prevail, except as the Bylaws represent allowable discretion by WDB in interpretation and implementation of law and regulation.

<u>ITEM #4</u>

MODIFICATIONS TO THE WORKFORCE DEVELOPMENT BOARD MEETING SCHEDULE AND RETREAT

DATE:

October 25, 2017

ACTION ITEM: 4

TO:

Workforce Development Board

FROM:

John M. Solis, Executive Director

SUBJECT:

MODIFICATION TO THE WORKFORCE DEVELOMENT MEETING

SCHEDULE AND RETREAT

IT IS RECOMMENDED:

That the Workforce Development Board (WDB) reschedule the last meeting including the retreat to Friday, December 8, 2017.

REASON FOR RECOMMENDATION:

On November 4, 2016 the WDB approved the meeting schedule for the 2017 program year. As always, the last meeting of the year was scheduled for the first Wednesday of December, consolidating the meeting of November and December to avoid the conflicts during the holiday season.

The retreat and the board meeting will be held on that day with the WDB meeting starting at 7:30 a.m. followed by the Retreat at 8:30 a.m.

Several board members, including the Chairman have conflicts that would prevent them from participating. Therefore, the WDB retreat and meeting would be scheduled Friday, December 8, 2017.

The WDB approval of this request would facilitate these activities enabling more board member's participation.

FISCAL IMPACT:

There is no Fiscal impact with the approval of moving the meeting to Friday, December 8, 2017.

ACTION TO BE TAKEN:

- 1. Make the necessary arrangements, including scheduling the facilitates to hold the above mentioned event.
- 2. Notify all parties of the date change.

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



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WDB MEETING SCHEDULE 2017

MONTH	SCHEDULED MEETING DATE AND LOCATION	
January	January 25, 2017 @ 7:30 A.M.	*WorkNet Center
February	February 22, 2017 @ 7:30 A.M.	*WorkNet Center
March	March 22, 2017 @ 7:30 A.M.	*WorkNet Center
April	April 26, 2017 @ 7:30 A.M.	*WorkNet Center
May	May 24, 2017 @ 7:30 A.M.	*WorkNet Center
June	June 28, 2017 @ 7:30 A.M.	*WorkNet Center
August	August 23, 2017 @ 7:30 A.M.	*WorkNet Center
October	October 25, 2017 @ 7:30 A.M.	*WorkNet Center
**November/December (WDB Retreat)	December 8, 2017 @ 7:30 A.M.	*WorkNet Center

^{*} WorkNet Center, 56 S. Lincoln Street, Stockton, CA

^{**}November/December board meeting with be combined with the WDB retreat

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