

**AGENDA  
WORKFORCE INVESTMENT BOARD  
FEBRUARY 24, 2016**



***"Your Workforce Resource"***

**AGENDA  
WORKFORCE INVESTMENT BOARD  
FEBRUARY 24, 2016**

TO: Workforce Investment Board

Dear WIB Members:

Attached is your agenda for the February 24, 2016 meeting of the Workforce Investment Board (WIB).

The meeting will be held:

DATE: February 24, 2016  
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,

A handwritten signature in blue ink, appearing to read "John M. Solis".

JOHN M. SOLIS  
EXECUTIVE DIRECTOR

JMS:gg

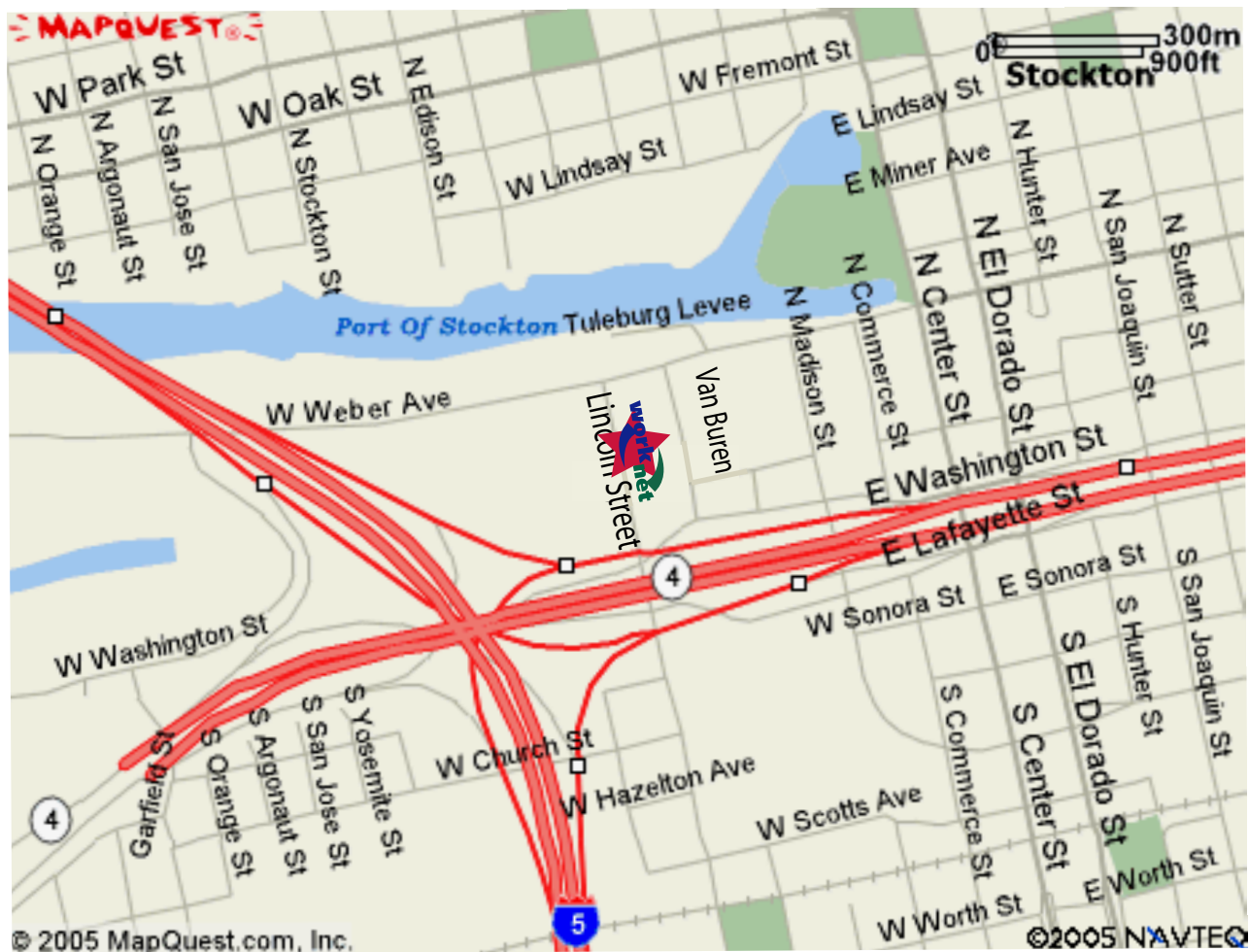
## Directions to 56 South Lincoln Street

### 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 INVESTMENT BOARD**

February 24, 2016  
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 the Executive Committee's Recommendation of a San Joaquin County Workforce Development Board, its Membership and Nomination Process, its By-Laws, the Chief Local Elected Official Agreement, and the Local Workforce Development Board Recertification Request

**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**

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

Members of the public may address the Workforce Investment Board on items appearing on the agenda. The public may also address items of interest to the Workforce Investment Board which are within the subject jurisdiction of the Board. However, the Workforce Investment 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 Investment 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 WIB meeting is scheduled for Wednesday, May 25, 2016 (subject to approval) at the Stockton WorkNet Center.

**APPROVAL OF MINUTES**

**MINUTES  
OF THE  
WORKFORCE INVESTMENT BOARD**

December 2, 2015  
WorkNet  
56 S. Lincoln Street  
Stockton, CA

**MEMBERS PRESENT**

Sheri Oneto

Mary Kennedy-Bracken  
Shelley Burcham  
MaryAnn Cox  
Susan Drake  
Les Fong  
Rick Goucher  
Peter Halver  
David Jimenez  
Steve Lopez  
Dan Maloney  
Michael Miller  
Christopher Paige

Jessie Garza-Roderick  
Lorenda Sanchez  
Cynthia Thoming Sanders  
Julian Sepulveda  
John Solis  
Cynthia Summers  
Nate Tucker  
Sofia Valenzuela  
Lisa Vigil  
Ernest Williams  
Marcus Williams

**MEMBERS ABSENT**

Gene Acevedo  
Kirk Dall  
Terry Givens  
Cornelio Gomez  
Kathleen Hart  
Stephanie James  
Sandra Johnson  
Priscilla Mikaio

James Mousalimas  
Pat Patrick  
Maria Patterson  
Michelle Sanders  
Daniel Schroeder  
Tamra Spade  
Tony Washington  
Ardria Weston

**GUESTS/STAFF PRESENT**

Rick Aguilera, Employment & Economic Development Dept.  
Gloria Gamez, Employment & Economic Development Dept.  
Tina Rangel, Employment & Economic Development Dept.  
Rachael Carbajal, Employment & Economic Development Dept.  
Allet Williams, Employment & Economic Development Dept.  
Tonnie Mallory, Employment & Economic Development Dept.  
Sandra Reyes, Employment & Economic Development Dept.

Beth Warren, Employment & Economic Development Dept.  
Patty Virgen, Employment & Economic Development Dept.  
Leticia Corona-Rocha, Employment & Economic Development Dept.  
Steve Lantsberger, Employment & Economic Development Dept.  
Peggy LaRossa, Employment & Economic Development Dept.  
Ed Wanket, Employment & Economic Development Dept  
Nati Martinez, Employment-Development Dept.  
Lorraine Perry, Employment Development Dept.  
Paul Castro, California Human Development  
Salvador Vargas, San Joaquin Delta College

Guests who failed to sign in may not be listed.

### 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 Mr. Sepulveda and seconded Mr. Halver to elect Ms. Sheri Oneto as chair pro-tem. The meeting was called to order by the elected Chair Pro-tem Sheri Oneto at 7:41 a.m. Roll call was taken and a quorum of the Board was present.

### APPROVAL OF MINUTES

#### MOTION

Mr. Lopez moved and Mr. Ernest Williams seconded to approve the minutes of the August 26, 2015 Workforce Investment Board meeting.

M/S/C unanimously

### STATEMENTS OF CONFLICT OF INTEREST

There were no statements of conflict of interest.

### PUBLIC COMMENTS

There were no public comments.

### ACTION ITEM

A-1 Approval to Establish a Committee for the Employment of Individuals with Disabilities



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

**MOTION**

Mr. Marcus Williams moved and Ms. Summers seconded to approve Action Item A-1, Approval to Establish a Committee for the Employment of Individuals with Disabilities.

M/S/C unanimously

**COMMITTEE REPORTS**

None.

**DIRECTOR'S REPORT**

Mr. Solis provided a recap of the Annual WIB Board retreat regarding the transition to WIOA. The next step will be the Executive Committee will meet to formulate a recommendation to the WIB.

Mr. Solis also noted that attendance at the next meeting, February 24, 2016, will be critical.

**ADJOURNMENT**

**MOTION**

Ms. Vigil moved and Ms. Summers seconded to adjourn the meeting at 8:08 a.m.

M/S/C unanimously

**STATEMENTS OF CONFLICT OF INTEREST**

**PUBLIC COMMENT**

**ITEM #1**

**APPROVAL OF THE EXECUTIVE COMMITTEE'S RECOMMENDATIONS  
ON THE CREATION OF A SAN JOAQUIN COUNTY WORKFORCE  
DEVELOPMENT BOARD, ITS MEMBERSHIP AND NOMINATION  
PROCESS, ITS BY-LAWS, THE CHIEF LOCAL ELECTED OFFICIAL  
AGREEMENT, AND THE LOCAL WORKFORCE DEVELOPMENT BOARD  
RECERTIFICATION REQUEST**

DATE: February 24, 2016

ACTION ITEM: 1

TO: Workforce Investment Board

FROM: Workforce Investment Board Executive Committee

SUBJECT: **APPROVAL OF THE EXECUTIVE COMMITTEE'S RECOMMENDATIONS ON THE CREATION OF A SAN JOAQUIN COUNTY WORKFORCE DEVELOPMENT BOARD, ITS MEMBERSHIP AND NOMINATION PROCESS, ITS BY-LAWS, THE CHIEF LOCAL ELECTED OFFICIAL AGREEMENT, AND THE LOCAL WORKFORCE DEVELOPMENT BOARD RECERTIFICATION REQUEST**

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**IT IS RECOMMENDED:**

That the Workforce Investment Board (WIB) approve the recommendation of the Executive Committee to:

1. Establish a Workforce Development Board (WDB) in accordance with the Workforce Innovation and Opportunity Act (WIOA), with membership and nomination process consistent with the Act and WDB Bylaws;
2. Authorize the transition of WIB members to WDB members as specified herein;
3. Approve the attached WDB Bylaws (Attachment A);
4. Approve the attached agreement between the WDB and the Chief Local Elected Official (CLEO) and authorize the Chair of the WDB to sign and forward to the San Joaquin County Board of Supervisors (BOS) for execution (Attachment B);
5. Approve the attached Local Workforce Development Board Recertification Request and authorize the Chair of the WDB to sign and forward to the BOS for execution (Attachment C);
6. Authorize the Executive Director of the Employment and Economic Development Department (EEDD) to forward the Local Workforce Development Board Recertification Request to the State as required for Local Board Recertification.

**REASONS FOR RECOMMENDATION:**

On February 17, 2016, the Executive Committee of the WIB met to initiate the discussion and formulate a recommendation to the Workforce Investment Board for the establishment of a WDB in accordance with WIOA.

The Executive Committee considered a list of options for the creation of a Workforce Development Board, the composition of the WDB, a transition strategy in compliance with WIOA requirements, a process for recruitment and nomination of representatives, Bylaws, the

agreement with the Chief Local Elected Official (CLEO), and the Local Workforce Development Board Recertification Request. The results of the Executive Committee meeting serves as the basis for this recommendation to be considered by the WIB.

By unanimous vote, the Executive Committee is recommending that the WIB:

1. Establish a Workforce Development Board (WDB) in accordance with the Workforce Innovation and Opportunity Act (WIOA), with membership and nomination process consistent with the Act and WDB Bylaws.

The rationale for the decision was based on the fact that all the legislative and regulatory language, including policies, procedures, and directives refer to the new Boards as Workforce Development Boards. The State has already renamed its own Board from the California Workforce **Investment** Board to the California Workforce **Development** Board. Further, the State no longer references workforce investment boards under WIOA. All references are to workforce development boards. The Executive Committee felt it was important to align the name of our local board with State action. It will also minimize confusion.

2. Authorize the transition of WIB members to WDB members.

Three options were identified for consideration as possible transition strategies. Regardless of the option selected, the transition would be made with the understanding that there will be a reconstitution of the Board to ensure alignment with WIOA, the final Regulations once published by the Department of Labor (DOL), and State requirements as appropriate. The options discussed included:

- a) Establish a comprehensive process that would require every potential Board member to go through the submission of an application and the formal nomination process.
- b) Transition all the current Board members that meet the WIOA requirements without an application process, requiring only the new Board applicants to follow the comprehensive application process. Under this option, as the current Board members submit their applications for reappointment, they would complete the new application and be subject to the nomination requirements.
- c) Transition all the current Board members to WDB members.

After a robust discussion, the Executive Committee selected option c) based on the following factors:

- The existing Board met the WIOA Section 107(b) and State requirements and received initial certification by the State on June 23, 2015, for the period July 1, 2015 through June-30, 2016;
- There was insufficient time to revamp the process and meet the March 31, 2016, deadline for submission of the attached Local Workforce Development Board Recertification Request (see #5 below); and

- The final Regulations have not been published by DOL which may affect the final composition of the Local Board.

3. Approve the attached WDB Bylaws.

The Executive Committee reviewed the existing Bylaws approved for the WIB and recommended that:

- a) The document be updated to comply with WIOA and the Notice of Proposed Rule Making (NPRM). The NPRM is essentially a draft of the final regulations from DOL; and
- b) The section on the removal of a seated member for cause or attendance be reworded to include more specificity with respect to attendance requirements and how a member may appeal for reinstatement if removed by action of the Board.

4. Approve the attached agreement between the WDB and the Chief Local Elected Official (CLEO) and authorize the Chair of the WDB to sign and forward to the San Joaquin County Board of Supervisors (BOS) for execution.

The Executive Committee reviewed the existing CLEO Agreement approved by the WIB and Board of Supervisors and recommended that the document be updated to comply with WIOA and the NPRM.

5. Approve the attached Local Workforce Development Board Recertification Request and authorize the Chair of the WDB to sign and forward to the BOS for execution.

On Friday, January 22, 2016, the State Employment Development Department, Workforce Services Division released Directive WSD15-13 to provide guidance to the Local Workforce Development Areas on the process for the recertification of Local Workforce Development Boards. In accordance with this Directive, Local Workforce Development Areas must submit the recertification application to the State by March 31, 2016.

The State Workforce Development Board will recommend recertification of a Local Board if they have met the following criteria:

- a) The Local Board Met the Membership Provisions in the WIOA Section 107(b)

Local Boards must meet the membership provisions established in WIOA Section 107(b) and CUI Section 14202(c) by March 31, 2016.

- b) The Local Board Met or Exceeded Performance Accountability Measures

The Local Board must have achieved 80 percent or higher on at least eight of the nine locally negotiated common performance measures for PYs 2013-14 and 2014-15.

The evaluation of local performance outcomes will consider the extent to which Local Boards have begun to implement the WIOA, and the potential impact on local performance levels.

c) The Local Board Achieved Sustained Fiscal Integrity

The Local Board may not have been found in violation of one or more of the following during PYs 2013-14 or 2014-15:

- Final determination of significant finding(s) from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any WIA requirement, such as failure to grant priority of service or verify participant eligibility.
- Gross Negligence, which is defined as a conscious and voluntary disregard for the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- Failure to observe accepted standards of administration. Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 29 CFR Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIA regulations, and state guidance. Highlights of these responsibilities include the following:
  - Timely reporting of WIA participant and expenditure data.
  - Timely completion and submission of the required annual single audit.
  - Have not been placed on cash hold for longer than 30 days (In alignment with WIOA Section 106[e][2]).

d) Local Board Provided Status Updates On Key WIOA Provisions

The Local Board must demonstrate they have taken steps toward implementing key WIOA provisions and are moving towards a unified, customer-focused system. This includes, but is not limited to, strategic planning, developing new services, entering into new collaborative partnerships, and creating innovative workforce development strategies in alignment with the WIOA. In the event that EDD Monitors need to corroborate the Local Board's implementation efforts that are outlined in their status update, Local Boards must retain adequate supporting documentation. Progress must be demonstrated for the following WIOA provisions:

- Meeting new youth service requirements.
- Adhering to the new Uniform Guidance requirements.
- Developing sector initiatives and career pathways in high demand industries in coordination with community colleges, apprenticeship programs, adult basic education, and other training providers.



- Adopting, implementing, and promoting the AJCC brand.
- Completing Phase I of the MOU development process.

The Executive Committee reviewed State Directive WSD15-13 and a draft Local Workforce Development Board Recertification Request document which included the draft Board membership, actual performance for 2013-14 and 2014-15, assurances on compliance with fiscal integrity, and a draft status update on key WIOA provisions. As a result of this review, the Executive Committee felt the Application, once finalized in accordance with the recommendations made herein, would meet the requirements specified within the State Directive.

Fiscal Impact

There is no fiscal impact for the action taken by the Workforce Development Board.

Action To Be Taken Following Approval

1. The Employment and Economic Development Department (EEDD) shall move forward with the Workforce Development Board's recommendation to the San Joaquin County Board of Supervisors for final approval.
2. Upon approval from the San Joaquin County Board of Supervisors, EEDD will submit the required application for recertification the Workforce Development Board of San Joaquin County.
3. EEDD and the Clerk of the Board will work together to facilitate the establishment of the new Workforce Development Board and its nomination protocols.

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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, effectiveness of the services provided.
- 2.20 The WDB shall serve as the San Joaquin 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 in WDB membership shall be filled within sixty (60) days. The San Joaquin County BOS shall appoint WDB members.

**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** WDB members may be removed for cause or because of absence 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.

- a. Cause shall be defined as determined by the WDB that the member has violated the WDB's Code of Conduct.
- b. Absence shall be defined as a member missing three (3) consecutive regularly scheduled meetings of the WDB.
- c. Individuals removed from the WDB for absence may appeal removal to the Executive Committee of the WDB.

#### **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 re-elected.
- 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.

#### 6.00 COMMITTEES

- 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.

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WORKFORCE DEVELOPMENT BOARD

LOCAL ELECTED OFFICIAL

AGREEMENT

DATE:

PARTIES:

COUNTY: County of San Joaquin  
44 North San Joaquin Street  
Suite 627  
Stockton, CA 95202

WDB: Workforce Development Board  
of San Joaquin County  
Workforce Investment Area

RECITALS:

This agreement is entered into under the Workforce Innovation and Opportunity Act (WIOA) of 2014, hereinafter referred to as the Act, which is primarily found in Public Law 113-128 as amended.

AGREEMENT:

THE PARTIES AGREE THAT:

The **SAN JOAQUIN COUNTY WORKFORCE DEVELOPMENT BOARD** shall be responsible for:

Providing policy recommendation to the County on matters pertaining to the provision of service under the Act.

**DUTIES:**

1. Develop and submit a 4-year local plan for the local area, consistent with WIOA sec. 108;
2. Develop and submit a regional plan in collaboration with other local areas.
3. Subject to the approval of the Board of Supervisors, the Workforce Development Board will select WorkNet Center operators, youth service providers, training providers, and career service providers;
4. Subject to the approval of the Board of Supervisors, the Workforce Development Board will develop a budget for the San Joaquin County Workforce Development System;
5. Provide Program Oversight;
6. Negotiate and reach agreement on local performance measures with the Board of Supervisors and the Governor;
7. Conduct workforce research and regional labor market analysis to include:
  - (1) Analyses and regular updates of economic conditions, needed knowledge and skills, workforce, and workforce development (including education and training) activities to include an analysis of the strengths and weaknesses (including the capacity to provide) of such services to address the identified education and skill needs of the workforce and the employment needs of employers;
  - (2) Assistance to the Governor in developing the statewide workforce and labor market information system under the Wagner-Peyser Act for the region;

- (3) Other research, data collection, and analysis related to the workforce needs of the regional economy as the board, after receiving input from a wide array of stakeholders, determines to be necessary to carry out its functions
8. Convene local workforce development system stakeholders to assist in the development of the local plan under § 679.550 and in identifying non-Federal expertise and resources to leverage support for workforce development activities. Such stakeholders may assist the Local Board and standing committees in carrying out convening, brokering, and leveraging functions at the direction of the Local Board.
  9. Employer Linkages-Coordinating workforce investment activities with economic development strategies;
  10. Ensuring the effective provision of convening, brokering and leveraging activities;
  11. In the development of Workforce Development Plans, the Workforce Development Board shall seek the involvement of local business, local school districts, community colleges, Regional Occupational Centers and Programs, EDD's Job Service, public assistance agencies, Department of Rehabilitation, Organized Labor, community based organizations, and Economic Development Agencies. The involvement of these agencies is to identify services and resources available under WIOA and develop linkages among service providers; and
  12. The Workforce Development Board shall provide periodic reports to the County at the direction of the County Administrator.

**MEMBERSHIP:**

13. The Workforce Development Board shall not change the numbers of its membership as set forth under the Workforce Innovation and Opportunity Act, without prior written notice to the County and two-thirds vote of the Workforce Development Board membership.
14. The members of the Workforce Development Board shall receive no remuneration for their services except that the County permits actual and necessary costs consistent with federal funding.
15. Workforce Development Board members will be considered County Officials for the purposes of the California Tort Claims Act.

**ADMINISTRATIVE PROCEDURES:**

16. The Workforce Development Board shall prepare Bylaws that are consistent with this Agreement. The Bylaws shall include the requirements of Public Law 113-128 as amended, pertaining to the membership, nomination of members, appointment of members, number of members, and terms of office. The Bylaws shall be submitted to the County once adopted.
17. In addition to the State and federal requirements for Workforce Development Boards, the WDB shall comply with the County's ordinances and administrative procedures.
18. Unless otherwise required by law or approved by the County Board of Supervisors, the County Board of Supervisors or the County Purchasing Agent shall execute all contracts for the Workforce Development Board.

**CONFLICT OF INTEREST:**

19. No individual in a decision-making capacity, including WDB members 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 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 Workforce Development Board that pertain to organizations that they represent.

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

**The COUNTY shall be responsible for:**

20. The County shall act as the Grant Recipient in accordance with Section 107 of the Workforce Innovation and Opportunity Act;
21. The County shall be financially responsible to the U.S. Department of Labor and the State of California, for the administration of funds received pursuant to the requirements of the Act;

22. The County designates the Employment and Economic Development Department to act as the WIOA administrative entity and the local fiscal agent under Section 107 of the Workforce Innovation and Opportunity Act;
23. The Employment and Economic Development Department will act as staff to Workforce Development Board in accordance with Section 107 of the Workforce Innovation and Opportunity Act;
24. The County shall administer programs as described in the Workforce Development Plan and consistent with the Act and the Rules and Regulations promulgated to carry out the Act, as well as other Federal, State and local laws, Rules and Regulations Administrative responsibility and authorities shall include;
  - 24.1 Receipt and disbursement of all funds related to program operations, including collection and disposition of program income generated by program activities pursuant to federal regulation.
  - 24.2 Collection of program data necessary for management evaluation and the preparation of required and desired reports.
  - 24.3 Monitoring and evaluation of program operations, pursuant to the Act.
  - 24.4 Contracting with vendors and agencies for services described in the Workforce Development Plan.
  - 24.5 Determination and verification of participant eligibility as described in the Act.
  - 24.6 Procurement and maintenance of fixed assets and expendable supplies necessary for program operation.
  - 24.7 Selection and hiring of staff.
  - 24.8 Contracting for space for EEDD operations after mutual agreement on location.
  - 24.9 Other administrative duties and responsibilities as required by the Act of the Grant Recipient and Administrator.
  - 24.10 Recruitment and appointment of members to fill vacancies on the Workforce Development Board, in accordance with this Agreement, Workforce Development Board Bylaws, and the WIOA. Workforce Development Board vacancies will be filled within sixty (60) days of occurrence.

- 24.11 Appointment or reappointment of the WDB Chairperson by affirming, the Chairperson selected by the Workforce Development Board membership or appointing another private sector representative on the Workforce Development Board to serve as Chairperson.
25. Approval of County WIOA budget.
26. The County shall procure audits of funds as required under the Act and shall resolve any questions arising from said audits.
27. The County shall develop and manage a system to hear and resolve grievances brought by participants, vendors, and other interested parties, as required by the Act.
28. The Workforce Development Board and the County will maintain a consolidated office support and staff structure.
29. The Executive Director of EEDD shall be the managing officer of the WDB and shall direct the consolidated staff and office support of the Workforce Development Board.

In the event of any dispute, claim, question, or disagreement arising out of or relating to this Agreement or the breach thereof, the parties hereto shall use their best efforts to settle such disputes, claims, questions, or disagreement. To this effect, they shall consult and negotiate with each other, in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties.

The initial term of this Agreement shall be for one year, thereafter, renewing itself for terms of one (1) year unless either party gives the other party ninety (90) days written notice of termination prior to the beginning of a new term.

EXECUTED BY THE PARTIES the date first written above.  
COUNTY OF SAN JOAQUIN, a  
Political subdivision of  
the State of California

By \_\_\_\_\_  
MOISES ZAPIEN, Chair  
Board of Supervisors

ATTEST: MIMI DUZENSKI  
Clerk of the Board of Supervisors  
of the County of San Joaquin, State of California

By \_\_\_\_\_  
Deputy Clerk

WORKFORCE DEVELOPMENT BOARD

By \_\_\_\_\_  
Title \_\_\_\_\_  
Chairperson

APPROVED AS TO FORM:

County Counsel

By \_\_\_\_\_  
GILBERTO GUTIERREZ  
Deputy County Counsel



# **Local Workforce Development Board Recertification Request**

**Program Years 2016-18**

**DRAFT**

**Local Workforce Development Board  
San Joaquin County**

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## Local Board Recertification Request

This will serve as our request for Local Workforce Development Board (Local Board) recertification for Program Years (PYs) 2016-18 under the *Workforce Innovation and Opportunity Act* (WIOA).

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

San Joaquin County Workforce  
Development Board

Name of Local Board

56 S. Lincoln Street

Mailing Address

Stockton, CA

95203

City, State

Zip

John M. Solis

Contact Person

209-468-3500

Contact Person's Phone Number

March 30, 2016

Date of Submission

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## Instructions

If additional pages were added to the *Local Workforce Development Board Recertification Request*, the page numbers may be updated by hovering over the gray box above, clicking, and then selecting "Update Table" on the top left corner.

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## Local Board Membership

### Instructions

Enter the names of the Local Board members in the appropriate membership categories found in the tables below. If the Chief Local Elected Official (CEO) has approved additional members, enter the information under the "ADDITIONAL MEMBERS" table. If an individual represents multiple categories, after the first time s/he is identified (subsequent to the first notation), please asterisk his/her name at all subsequent entries. Address any vacancies under "CORRECTIVE ACTION COMMENTS." If additional rows are needed, add a table following the membership type.

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## BUSINESS

WIOA Section 107(b)(2)(A) – a **majority** of the members of each Local Board shall be representatives of business in the Local Workforce Development Area (Local Area), who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; (ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the Local Area; and (iii) are appointed from among individuals nominated by local business organizations and business trade associations.

- WIOA Section 107(b)(3) – the members of the Local Board shall elect a chairperson for the Local Board from among the representatives described in Section 107(b)(2)(A).
- Must include **two or more** members that represent small business as defined by the U.S. Small Business Administration.

Name	Title	Entity	Appointment Date	Term End Date
Dan Schroeder	Chairperson/ Partner	At-Large Business	8/18/15	8/18/17
Julian Sepulveda	Small Business/ Owner	1 <sup>st</sup> District Rep	8/18/15	8/18/17
Jessie Garza-Roderick	Small Business/ Partner	At-Large Business	8/18/15	8/18/17
Sheri Oneto	Owner	2 <sup>nd</sup> District Rep	11/3/15	11/3/17
Cynthia Summers	Realtor	2 <sup>nd</sup> District Rep	11/3/15	11/3/17
Kirk Dall	Business Owner/Realtor	3 <sup>rd</sup> District Rep	2/10/15	2/10/17
Rick Goucher	Senior Real Estate Mgr.	3 <sup>rd</sup> District Rep	8/4/15	8/4/17
Cynthia Sanders	CFO/Owner	5 <sup>th</sup> District Rep	10/6/15	10/6/17
Terry Givens	Retired Consultant	At-Large Business	9/15/15	9/15/17
Pat Patrick	President/CEO	At-Large Business	7/7/15	7/7/17
Dan Maloney	Marketing Mgr.	At-Large Business	4/29/14	4/29/16
Gene Acevedo	President/Publisher	At-Large Business	7/7/15	7/7/17
Les Fong	President	At-Large Business	6/24/14	6/24/16
Peter Halver	Stkn. Division Mgr.	At-Large Business	9/9/14	9/9/16
Vacant		At-Large Business		
Sofia Valenzuela	President, Tracy Chamber of Commerce	At-Large Business	12/10/13	12/10/15

Vacant		1 <sup>st</sup> District Rep		
Tamra Spade	Executive Director Ripon Chamber	4 <sup>th</sup> District Rep	11/5/13	11/5/15
Sandra Johnson	HR Director	4 <sup>th</sup> District Rep	8/27/13	8/27/15
Mary Kennedy- Bracken	CEO, MK Business Association	5 <sup>th</sup> District Rep	12/10/13	12/10/15

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## WORKFORCE

WIOA Section 107(b)(2)(B) – not less than **20 percent** of the members of each Local Board shall be representatives of the workforce within the Local Area, who— (i) shall include representatives of labor organizations (for a Local Area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a Local Area in which no employees are represented by such organizations) other representatives of employees; (ii) shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists; (iii) may include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and (iv) may include 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.

- Must include **two or more** representatives of labor organizations, where such organizations exist in the Local Area. Where labor organizations do not exist, representatives must be selected from other employee representatives.
- 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. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists.

*California Unemployment Insurance Code (CUIC) Section 14202(c)* further requires and specifies that 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.

Name	Title	Entity	Appointment Date	Term End Date
Steve Lopez	Labor Organization/ VP, SJ Labor Coalition	Labor	7/7/15	7/7/17
Nate Tucker	Labor Organization/ Labor Rep., Operating Engineers Local 3	Labor	5/5/15	5/5/17
Lisa Vigil	Registered Apprenticeship/ Field Rep., Carpenters Local	Apprenticeship/ Labor	12/15/15	12/15/17

Maria Patterson	Custodian, SJ Central Labor Council	Labor	8/18/15	8/18/17
Marcus Williams	VP Region E, SEIU Local 102	Labor	9/15/15	9/15/17
Vacant				
Christopher Paige	CEO, CHD	CBO education & training for clients with barriers	7/1/15	7/1/17
John Solis	Executive Director, EEDD	Youth Employment and Training Agency	8/18/15	8/15/17
James Mousalimas	County Superintendent of Schools	Youth Education including Out of School Youth	3/10/15	3/10/17

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## EDUCATION AND TRAINING

WIOA Section 107(b)(2)(C) – each Local Board shall include representatives of entities administering education and training activities in the Local Area, who— (i) shall include a representative of eligible providers administering adult education and literacy activities under title II; (ii) shall include a representative of institutions of higher education providing workforce investment activities (including community colleges); (iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

- Must include **at least one** eligible provider administering adult education and literacy activities under WIOA title II.
- Must include **at least one** representative from an institution of higher education providing workforce investment activities, including community colleges.

Name	Title	Entity	Appointment Date	Term End Date
Dr. Kathleen Hart	Adult Education & Literacy/ President, San Joaquin Delta College	Adult Ed & Literacy	6/24/14	6/24/16
*Dr. Kathleen Hart	Institution Higher Education/ President, San Joaquin Delta College	Institution of Higher Ed	6/24/14	6/24/16
*James Mousalimas	County Superintendent of Schools	Local Education Agency	3/10/15	3/10/17

## GOVERNMENTAL AND ECONOMIC AND COMMUNITY DEVELOPMENT

WIOA Section 107(b)(2)(D) – each Local Board shall include representatives of governmental and economic and community development entities serving the Local Area, who— (i) shall include a representative of economic and community development entities; (ii) shall include an appropriate representative from the State employment service office under the *Wagner-Peyser Act* (29 U.S.C. 49 et seq.) serving the Local Area; (iii) shall include an appropriate 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 that title (29 U.S.C. 732, 741), serving the Local Area; (iv) may include representatives of agencies or entities administering programs serving the Local Area relating to transportation, housing, and public assistance; and (v) may include representatives of philanthropic organizations serving the Local Area.

- Must include **at least one** representative of economic and community development entities.
- Must include **at least one** representative from the state Employment Service Office (EDD) under the *Wagner-Peyser Act* (29 U.S.C. 49 et seq.) serving the Local Area.
- Must include **at least one** representative from programs carried out under title I of the *Rehabilitation Act of 1973*, other than Section 112 or Part C of that title.

Name	Title	Entity	Appointment Date	Term End Date
David Jiminez	Economic & Community Dev/ Treasurer, Economic Development Assn	Economic & Community Development	3/11/14	3/11/16
Cornelio Gomez	Employment Service / EDD	Wagner Peyser	8/27/13	8/27/15
Ardria Weston	Rehabilitation Act of 1973/ Staff Services Mgr. DOR	DOR	6/24/14	6/24/16
Shelley Burcham	Economic Development Manager	Economic & Community Development	3/10/15	3/10/17
Mike Miller	Director Human Services Agency	Public Assistance	3/10/15	3/10/17

## ADDITIONAL MEMBERS

WIOA Section 107(b)(2)(E) – each Local Board may include such other individuals or representatives of entities as the chief elected official (CEO) in the Local Area determines to be appropriate.

Name	Title	Entity	Appointment Date	Term End Date
Tony Washington	Director of PR, CCCI	CBO	11/3/15	11/3/17
Ernest Williams	President, African American Community Service Organization	CBO	8/15/15	8/15/17

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## CORRECTIVE ACTION COMMENTS

Explain any vacant appointment(s) regarding the required membership composition only. Include the length of time the appointment(s) has been vacant, efforts made to fill the vacant appointment(s), and dates by which the vacant appointment(s) should be filled.

Representative of Business (District 1) Vacant July 14, 2014

Representative of Business (At-Large) Vacant August 13, 2015

Representative of Labor – Vacant June 1, 2015 WIB member Jack Munoz deceased

### Workforce Development Board Vacancies

- A. Efforts to fill Business Representatives vacancies on the Workforce Development Board in San Joaquin County include, but have not been limited to the following:
1. Targeted solicitation letters to organization representing business include:
    - a. Twelve Chamber of Commerce Organization
    - b. San Joaquin Business Council
    - c. San Joaquin Partnership
    - d. Economic Development Agencies
    - e. Targeted Industry Sectors
  2. Follow-up visits to and conversations with the managers and CEO's of the above mentioned business organizations.
  3. Conversations with the respective members of the San Joaquin County Board of Supervisors where the respective vacancy exists.
  4. Advertisements on Chambers' and Business Association newsletters.
  5. Outreach at selective business forums, including the State of the City events and Chamber mixers.
  6. Periodic solicitations released by the Clerk of the Board as vacancies occur.
  7. Scheduled meetings of business leaders in the community soliciting their participation and/or recommendations.
  8. Announcements in the local newspapers
  9. Solicitation on social Media
  10. Target letter to potential candidate with follow-up conversations..
- B. Efforts to fill labor vacancies are not usually a problem. The Central Labor Council is usually responsive and has more applications than vacancies. Several names of potential union representatives have been identified and are being processed.

## COMPLIANCE WITH MAJORITY OF BUSINESS REPRESENTATIVES

The table below will assist Local Boards determine compliance with WIOA Section 107(b)(2)(A), which requires that a **majority** of the members be representatives of business in the Local Area.

**Instructions** – Double click the table below to open in Excel.

Total number of individuals currently sitting on local board =	34
Number of vacancies currently on local board =	3
Total local board membership =	37
Total number of Business Representatives currently sitting on local board =	18
Number of Business Representative vacancies currently on local board =	2
Total local board Business Representatives =	20
Divide total local board Business Representatives by total local board membership =	54.05%
	<b>(Must be greater than 50%)</b>

## COMPLIANCE WITH 20% OF WORKFORCE REPRESENTATIVES AND 15% LABOR ORGANIZATION REPRESENTATIVES

The table below will help Local Boards determine compliance with WIOA Section 107(b)(2)(B), which requires not less than **20 percent** of the members be representatives of the workforce within the Local Area and compliance with CUIA Section 14202 which requires that at least **15 percent** of Local Board members be representatives of labor organizations unless the local labor federation fails to nominate enough members, in which case it is **10 percent**.

**Instructions** – Double click the table below to open in Excel.

Total number of individuals currently sitting on local board =	34
Number of vacancies currently on local board =	3
Total local board membership =	37
Total number of Workforce Representatives currently sitting on local board =	8
Number of Workforce Representatives vacancies currently on local board =	1
Total local board Workforce Representatives =	9
Divide total local board Workforce Representatives by total local board membership =	24.32%
	<b>(Must not be less than 20%)</b>
Total number of Labor Organization Representatives currently sitting on local board =	4
Total number of Apprenticeship Program Representatives currently sitting on local board =	1
Number of Labor Org/Apprenticeship Program Representatives vacancies =	1
Total local board Labor Representatives =	6
Divide total local board Labor Representatives by total local board membership =	16.22%
	<b>(Must be at least 15%)</b>

## Local Board Performance Accountability Measures

### Instructions

Enter your Local Board's negotiated levels of performance and actual levels of performance for PYs 2013-14 and 2014-15.

<b>Performance Table</b>				
Name of Local Area: <u>San Joaquin County</u>				
Common Measure	Negotiated PY 2013-14	Actual PY 2013-14	Negotiated PY 2014-15	Actual PY 2014-15
<b>Adult</b>				
Entered Employment Rate	66.0%	72.9%	68.0%	74.1%
Employment Retention Rate	80.0%	80.7%	80.5%	83.3%
Average Earnings	\$14,500	\$13,110	\$14,000	\$19,099
<b>Dislocated Worker</b>				
Entered Employment Rate	71.9%	79.1%	71.5%	82.2%
Employment Retention Rate	82.8%	85.9%	83.5%	87.8%
Average Earnings	\$17,225	\$17,318	\$17,200	\$18,000
<b>Youth (ages 14-21)</b>				
Placement in Employment or Education	67.9%	70.3%	67.2%	79.6%
Attainment of a Degree or Certificate	67.0%	83.9%	55.5%	87.6%
Literacy and Numeracy Gains	53.0%	59.0%	56.0%	73.1%

## Local Board Sustained Fiscal Integrity

The Local Board hereby certifies that it has not been found in violation of one or more of the following during PYs 2013-14 or 2014-15:

- **Final determination of significant finding(s)** from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor, identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any *Workforce Investment Act* (WIA) requirement, such as failure to grant priority of service or verify participant eligibility.
- **Gross negligence**, which is defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- **Failure to observe accepted standards of administration.** Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 29 *Code of Federal Regulations* (CFR) Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIA regulations, and state guidance. Highlights of these responsibilities include the following:
  - Timely reporting of WIA participant and expenditure data
  - Timely completion and submission of the required annual single audit
  - ***Have not been placed on cash hold for longer than 30 days***

(In alignment with WIOA Section 106[e][2])

## Local Board WIOA Implementation

Using the questions below, describe your Local Board's efforts toward implementing the following key WIOA implementation provisions and designing a better system for customers.

1. What activities have you undertaken to design a better system for customers? Specifically, describe any actions you have taken, or actions you plan to take, for the following topics:
  - a. Developing new services

Recently, we (the WDB, staff to the Board and the One-Stop/AJCC operators) have developed new services for our career seekers and employers. We have augmented existing services to better serve our varied customers. We have new and enhanced programming for the supervised population (AB109 & SB2060), CalWORKs recipients, TANF youth, other at-risk youth, and employers. We are working to develop more comprehensive and responsive programming focusing on earn and learn models, public/private endeavors to meet employer needs, and better use of technology for the provision of services to our customers. We recently established a standing committee of the WDB to focus on services for individuals with disabilities and we hope to improve, in collaboration with EDD, services to veterans.

We recognize that within our responses to the five parts of question 1 (a through e), there is significant overlap. For example, in describing the development of new services we may include a reference that touches on one or more of the four other topic areas.

- **Human Centered Design** - Our service delivery area recently participated in a human centered design project which helped us re-assess what services were being provided through the AJCC partners, how the services were being provided and how the customers perceived the delivery of service. It allowed us to re-focus our point of view through that of the customer. As a result we are working on putting our Orientations online so that customers can view them at the first visit and can get immediate assistance with whatever service they have come to the center to receive (i.e. job search, training, housing, partner services, etc.). Lessons learned through the Human Centered Design process, which is on-going, will be integrated in our service delivery over time and may include the physical redesign of some or all of our AJCC locations, better use of technology for the delivery of services and a system to gather feedback from our customers, partners, and stakeholders.

In addition, our County (following Alameda and Kern), was the third selected to participate in the Google Innovation Lab Project which focuses on teaching participants how to completely re-imagine local government services. The Human Centered Design and the Google Innovation Lab concepts are being interwoven into the development of services and service strategies. The Google



Innovation Lab Project, specifically, has fostered increased collaboration with multiple County departments and the San Joaquin Partnership (a countywide economic development corporation which is a public/private partnership between private stakeholders, San Joaquin County and its incorporated cities). Although we are early in the process of the Innovation Project, we anticipate a more seamless delivery of services to our joint customers and greater accessibility of services through technology.

- AB109 and the Supervised Population -San Joaquin County WorkNet, as the local Workforce Development Agency, has been seated by the San Joaquin County Board of Supervisors on the Local AB109 Community Corrections Partnership Commission. As an active member organization, we are working closely with other member organizations and County agencies in a collaborative effort to develop a more comprehensive service delivery system that is more responsive to the needs of the AB109 customers. We work closely with the local Community Corrections Partnership (CCP) to provide job counseling, work-based learning opportunities, classroom and On-the-Job Training, and unsubsidized placement services to AB109 clients. Funding for these services is provided through the CCP to augment the services we offer through our existing AJCC locations. We are co-located with many other partner agencies within the County Probation Assessment Center which works closely with the AB109 customer population and County Probation's Day Reporting Center in Stockton that services customers coming out of incarceration in several programs. The Center embraces the one-stop design concept by providing access to "wrap around services" all under one roof or in an adjacent building. We are also a partner in the SB2060 grant awarded to California Human Development which serves individuals who meet the supervised population eligibility requirements. This partnership also includes the CCP Commission, County Probation and community service organizations funded by AB109.

Over time, we have learned that the formally incarcerated populations are better served, initially, in a more nurturing environment with greater access for one-on-one contact with our staff and partner staff. Prior to our stationing staff in the Day Reporting Center, services were being provided at the AJCC locations where these customers were more difficult to engage.

Together, as CCP engaged partners we are working to develop a service integration model that promotes increased collaboration and the leverage of a variety of resources from all the partner agencies to delivery services more responsive to the needs of individuals coming out of incarceration. Multiple agencies are working together, and doing what they do best.

Within the next 12 months, we anticipate locating additional dedicated staff within the Day Reporting Center to serve the general population of probationers. An additional service we have developed is exemplified through our teaming with local landfills/County Public Works to reclaim and refurbish discarded bicycles.

The bicycles are refurbished by youth and/or adults participating in community service or work experience activities. Once refurbished, the bicycles are provided to AB109 clients as a means to travel to work. Local Regional Transit busses are outfitted with bicycle racks for those who have a further commute.

The ultimate goal in working closely with the CCP is to reduce recidivism. Within the AB109 Program, our efforts have been most effective in contributing to this goal according to a recent independent, third party evaluation by the San Joaquin Data Co-Op, an applied social research and evaluation organization serving central California with extensive experience working on federal, State, foundation, and local grants. The Data Co-Op's report showed that our workforce development services had the most positive impact on reducing recidivism compared to all the services offered within the Partnership.

- CalWORKs - We are continually building on our relationship with the local Human Services Agency (HSA). Currently we are contracted by HSA to operate its CalWORKs community service and paid work experience programs, CalWORKs assessment activities, a large summer employment program for TANF-eligible youth, and a CalWORKs subsidized employment program (OJT).

Of note is the partnership to operate the Subsidized Employment program funded by HSA. The partnership includes HSA, the Greater Stockton Chamber of Commerce, and us. Through the partnership, the Chamber is responsible for job development, placement, and negotiating the subsidized employment contract. We serve as the administrative entity to develop the worksite agreement and ensure compliance, as well as processing the 50% reimbursement to employers. As a byproduct of this endeavor, we recently established a process for the Chamber to share open job orders that cannot be filled by CalWORKs clients. AJCC customers will be referred to employers, allowing access to WIOA, AB109 and other funding sources to support OJT contract activities and transition to permanent employment opportunities. Although we just embarked on this aspect of the partnership with the Chamber in 2016, we strongly believe it will help local employers meet their labor needs while expanding employment opportunities to our clients.

Looking forward, we recently discussed with HSA the potential to expand on our partnership by managing the classroom training activity (ITAs) for CalWORKs clients. We also discussed co-locating in a new facility in the north county area. The new facility may provide the potential for a comprehensive AJCC center in the northern area that does not currently exist.

- Subsidized Summer Employment Opportunities for At-Risk Youth – Last summer we were funded by the City of Stockton to provide a summer employment program specifically for at-risk youth who reside within the City limits. The project is modeled after a successful youth program operated in the City of Chicago. Based on the success of the 2015 project, the Stockton City Council

recently doubled the funding allocation for the 2016 year. The project focuses on City youth that are considered as-risk (i.e. gang involvement; formerly incarcerated; school dropout; live in high poverty area; economically disadvantaged; and aged out of the Foster Care Program within the last two years). It is our intent to take this model to other municipalities in San Joaquin County to expand youth employment opportunities in each area. The City of Stockton is committed to expanding their program by approaching the private sector to increase funds to expand these youth work experience activities during the summer.

- We recently helped develop a public/private partnership with an employer that was having difficulty in meeting its hiring needs. The employer installs flooring for apartment complexes, hotels, and other large buildings. The partnership we helped broker includes the County Office of Education, HSA, California Human Development, public housing entities, and the employer. The goals of the partnership include:
  - Establishing a training program that will prepare eligible job candidates for permanent, unsubsidized employment opportunities with a private for profit organization that is in need of qualified and trained job candidates to meet the labor needs of the organization.
  - Enhancing employment opportunities for young adults, CalWORKs participants, women, low-income individuals, and other in-need populations for the purpose of reducing unemployment and participation in public assistance programs.
  - Leveraging the available resources between the partner agencies maximizing efficiency and creating a mutually beneficial situation for all partners involved.
  - Creating an innovative business model that supports community involvement by providing not only training and employment opportunities, but also contributing to the well-being of our community.

In fulfilling the employer's need for a trained workforce, a portion of the hands-on training was conducted at public housing sites in need of new flooring. The employer and its suppliers donated the materials and seasoned professionals to oversee the work completed at the public housing sites. We hope to build on this type of public/private venture as it was effective in helping the employer meet its needs for a trained workforce while providing participants with a earn and learn activity followed by non-subsidized employment with an employer in an expansion mode. The project also benefited the community as new flooring was installed at the public housing sites for free.

b. Entering into collaborative partnerships

Much of what was stated above describes the formation of collaborative partnerships that ultimately facilitate the development of new services. For continuity in describing the development of new services, we included information and several examples of collaborative partnerships entered into on behalf of the Workforce Development Board.

We currently have collaborative partnership with EDD, San Joaquin Delta Community College (one of our AJCC's is located on campus), San Joaquin County Office of Education, the Probation Department, the Human Services Agency, and the Department of Rehabilitation. We are working to strengthen these collaborations as we implement WIOA in San Joaquin County. The partnership is working towards an "every door is the right door" mindset.

To facilitate and enhance the collaborative partnerships and to improve cross training, we are in the process of instituting something called **WorkNet University**. WorkNet University is a forum which invites all of the partners to the table to discuss program development, referral processes, partner training and any other subject matter important to the local AJCC system.

Initially, partners will meet more frequently to discuss the continued implementation of WIOA. As the implementation phase progresses, it is expected that the frequency will be reduced to a quarterly basis. The WorkNet University forum will be used to facilitate the cross training between partner agencies, introduce new protocols, policies and procedures, leverage resources to provide staff development training and webinars to partner agencies engaged in service delivery at the AJCC Centers.

Regionally, we are part of the Central California Workforce Collaborative (CCWC). The CCWC is comprised of the eight (8) Workforce Development Areas in the Central Valley stretching from San Joaquin County to the north to Kern County to the south. The collaborative efforts were expanded as a result of Governor Schwarzenegger's Executive Order to create the California Partnership for the San Joaquin Valley in 2005. The CCWC became an engaged member of the California Partnership with a seat on its Board of Directors. The CCWC was able to expand its collaborative with the Economic Development Centers (EDC), Community Colleges and the Fresno State University system who became a stronger and more engaged member of the California Partnership for the San Joaquin Valley. As an engaged partner, the CCWC participated in quarterly meetings with its identified partners to better coordinate regional activities like the identification and development of industry sector initiatives and career pathways in high demand industries common within the region.

As a regional endeavor, the CCWC has contacted for Labor Market Analysis to determine priority sectors and the skills gaps in labor and training activities in the region. The studies are done in partnership with the community colleges in the region to share pertinent information to facilitate the development of training

activities more responsive to the needs of the demand occupations in the region. Additionally, the counties represented by the CCWC are a designated planning region for the State.

c. Creating innovative workforce development strategies in alignment with WIOA

We believe that we have created some innovative workforce development strategies in alignment with WIOA through our endeavors described in detail above and others that we will identify here.

The innovative workforce development strategies in alignment with WIOA previously described include:

- The Human Center Design and Google Innovation Lab activities leading to innovation in how we deliver services to our customers through greater use of technology.
- The alignment of WIOA services with services provided by Probation and the Human Services Agency to the formally incarcerated populations and individuals within the CalWORKS program.
- The public/private partnership established with the County Office of Education, HSA, California Human Development, public housing entities, and the employer in need of workers to install flooring.

In addition, we are in the process of increasing our involvement with local labor to facilitate more earn and learn opportunities for local residents. We recently established a Pre-Apprenticeship ad hoc committee of the Workforce Development Board. The committee meets quarterly to discuss how to increase earn and learn opportunities in the local area. Over the last few meetings, we have toured several training facilities and the Caterpillar training facility (pre-apprenticeship) on the campus of Delta Community College. The committee entered into a Memorandum of Understanding to identify how the various partners can work collaboratively to promote the earn and learn model.

We are in the process of finalizing an agreement with the Fresno Workforce Board and the Labor Unions under the Prop 39 funding made available by the State. The agreement, once signed, will focus on providing a cohort of at least 20 individuals with the Multi-craft Training offered by the participating labor organizations. It is our hope to expand on this opportunity in the future.

We are working with Delta Community College and local employers to help the institution ensure training certificate programs are meeting the demands of the employers in the area, specifically with manufacturing and agricultural-related manufacturing. Working in partnership with our Economic Development and

Educational Partners, we are holding conversations with the manufacturing industry sector to identify the critical needs for this industry.

We are currently in discussion with Delta Community College and the San Joaquin Regional Transit District to develop a program to train mechanics to work on hybrid and fully electric buses. The transit district recently opened a \$51 million, state of the art maintenance facility in Stockton. The facility consists of a 91,000-square-foot maintenance building; an 18,620 square-foot fuel, brake and tire building; a 36,000-square-foot operations building; and an 8,373 square-foot wash building. The maintenance building will be able to house 200 of the agency's 40-foot buses and 50 of its 60-foot vehicles, along with 18 repair bays. The effort currently under discussion would include Delta's instructors utilizing the site to conduct the training and facilitate work-based learning activities which might include internships, work experience, and an apprenticeship model. The Regional Transit District (RTD) has agreed to allow the community college to use its new facility as the training site and allow not only their respective employees to participate in the training, but also other potential job candidates referred by the Workforce Development Board. Upon the completion of the training, these individuals would be eligible for employment opportunities with other regional transit districts in neighboring communities. Working closely with the Board's Apprenticeship committee, which includes Apprenticeship Agency representation, we are engaged with RTD and the State to facilitate the development of an apprenticeship program for this industry sector.

d. Redesigning service delivery

The redesigning of our service delivery for WIOA implementation was described in the previous responses.

e. Other WIOA transitional activities to design a better system for customers

We strongly believe our Human Centered Design and Google Innovation Lab participation will help us further develop and transition into a system that better serves all of our joint customers in a more seamless and technologically advanced manner. We believe our efforts to enhance services to the formally incarcerated, at-risk youth, and CalWORKs clients will have both short term and long-term benefits in our region.

We believe that WorkNet University will help greatly with the transitional activities and better integrate the varied services of our partners within the AJCC system.

We want to build upon our recent innovations with public/private ventures, greater emphasis on skill development through OJT and the expanded use of ITAs for CalWORKs and other clients, and we hope to develop stronger working relationships with organized labor and other apprenticeship models where earn and learn activities are available.

2. What steps have you taken to implement the new WIOA youth program requirements, including the 75 percent out-of-school youth and 20 percent work experience minimum expenditure requirements?

Recently, our youth service providers began moving towards a service model focused on the out-of-school youth population. Through the end of the 2<sup>nd</sup> quarter of PY2015-2016, we are meeting the 75% out-of-school youth and 20% work experience expenditure requirements. We anticipate meeting or exceeding both requirements for PY2015--2016.

Our sub-contracts with our Youth providers have also been modified to include the new 75 percent out-of-school youth requirement. The SJC EEDD has appropriated at least 20 percent of its Youth funds for work experience since the inception of WIA, with the exception of two years when ARRA funding was received. The Youth work experience budget for the 2015-16 fiscal year is 22% of the overall Youth budget.

We are working closely with local chambers of commerce and school district to expand the "Hire Me First" Internship Program which we initiated in Tracy. It will expand our worksite learning activities and career exploration opportunities for high school youth in the program. It also builds an awareness of the career opportunities available in our local community while increasing their future employability through skill development.

3. Describe your efforts to comply with the Uniform Guidance requirements.

The SJC EEDD is operating in compliance with the Uniform Guidance requirements at this time. Written policies and procedures are being updated. Compensation & Personal Services requirements are being met. We have added CFDA numbers to our fiscal records as required, ensured compliance with indirect cost allocation, and have written policies and procedures for the procurement of goods or services that are in line with Uniform Guidance requirements. Prior approval is also obtained for items and services, as required. Internal controls are in place to secure all confidential information. County Information Security Policy includes the secure storage of non-digital Personally Identifiable Information (PII). All sensitive data in paper format is stored behind locked doors. Data encryption, to ensure that data at rest and data in motion is safeguarded, was implemented in April of 2015. Sub-recipients have been notified of the change to Uniform Guidance. Sub-recipients have also been encouraged to attend trainings to ensure they are aware of all federal, state and local regulations.

4. Describe your efforts to develop sector initiatives and career pathways in high demand industries in coordination with community colleges, apprenticeship programs, adult basic education, and other training providers.

San Joaquin County WorkNet is part of a collaborative effort working in partnership with San Joaquin Delta College, the Regional Occupation centers and the local school districts to

facilitate the development of career and technical education and the development career pathways initiatives. Meetings have been scheduled on a monthly basis during the school year to support this ongoing effort.

The San Joaquin County Workforce Development Board has been hosting a series of conversation with the manufacturing industry sectors working in partnership with San Joaquin Delta College, Fresno State University and the Chancellors offices Doing What Matters for Jobs and the Economy to continue its conversations with the target and private industry sectors to identified the critical issues and needs of these businesses and industry to support their growth and development and fill the training gaps and the need for qualified job candidates.

Forums have included conversations on curriculum and revamping of existing certification course work to include new skill set requirements and the development of stackable certification programs more responsive to the needs of the manufacturing industry sectors and its variety of needs. Each manufacturing company has its own set of needs that are usually different from the other manufacturing companies.

San Joaquin County WorkNet, in partnership with the Unified School Districts in Manteca and Tracy, County Office of Education, the Lathrop & Tracy Chamber of Commerce is working to add to the Hire Me First Internship Program (for high school student) in career component to initiate the development of career ladders and road maps to guide its participating students in the development of career pathway strategy that would be completed for each student by the end of their senior year.

San Joaquin County engaged in conversation with the green industry sectors working in partnership with the Greater Stockton Chamber of Commerce, local partner agencies and business organizations in the areas of clean energy and recycling and clean manufacturing.

5. Describe your efforts to adopt, implement, and promote the AJCC brand.

We will continue to adopt, implement, and promote the AJCC brand. Below is a listing of some of our efforts.

- As new marketing materials have been ordered, we have included the AJCC branding message.
- We have updated our website and social media presence to include AJCC.
- The AJCC branding has been added to staff IDs, the new business card template, and their individual outgoing email signature line.
- The AJCC branding and logo is included in all advertisements and flyers that we publish as well as an updated letter head template.



- Customer phone calls to the main line in all five of the local one-stop centers are answered in the same, consistent manner referencing and promoting the AJCC brand.
- Exterior signage is in place at each one-stop center promoting the AJCC brand.

6. Describe your efforts to complete Phase I of the MOU development process. What challenges are you facing?

Several meetings have taken place to discuss the Phase I development of the MOU. Additional meeting with required partners have been/are being scheduled to finalize a draft MOU in compliance with State/federal requirements.

Workforce Development Board members and key representatives of the required partners have been provided State Directive WSD15-12, dated January 20, 2016, and a draft MOU for review and discussion.

Workforce Development Board members representing Titles I, II, III, IV and TANF attended the State's MOU Development session in Sacramento on February 2, 2016.

We are confident that we will meet the established deadline for Phase I of the MOU requirement. However, some challenges that we recognize and will continue to be addressed include:

- The referral of customers between programs and how real-time, meaningful services will be made available through use of technology, especially with partners that have limitations based on budget, location, or other impediments.
- Will cross-training of staff be sufficient to meet the needs of customers with specific issues that arise on a less frequent basis?
- Some required partners have limited staffing and budget constraints affecting how and to what extent the partnership will function in the future. The agencies with less of a presence in the County may have less impetus or sense of urgency to meet and finalize the MOU within the required time line.
- Currently we are seeking more clarity on who, specifically, is authorized to sign the MOU on behalf of some partners.

## Local Board Assurances

For PYs 2016-18, the Local Board assures that it will do the following:

- A. Comply with the applicable uniform administrative requirements, cost principles, and audit requirements included in Title 2 CFR Parts 200 and 2900 (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include the following:

- The Local Area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

*\*Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).*

- B. Do financial reporting in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

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

*\*Note that failure to comply with financial reporting requirements will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).*

- C. Expend funds in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include:

- The Local Area will meet the requirements of State Senate Bill 734, to spend a minimum of 30 percent of combined total of adult and dislocated worker formula fund allocations on training services (CUIC Section 14211).
- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

- D. Select AJCC operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal, unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).

- E. Collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBS<sup>SM</sup> reporting requirements and deadlines.
- F. Comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- G. Comply with State Board policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- H. Give priority of service to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and *Training and Employment Guidance Letter 10-09*).
- I. Comply with Assembly Bill (AB) 1234 and ensure that local members receive ethics training every two years. AB 1234 requires Local Boards to consult with the California Fair Political Practice Commission (FEPC) and the California Attorney General's office regarding the content of the ethics training course they can use. Local Boards may consider using the free, two-hour, on-line ethics training course available from the FPPC: AB 1234 Ethics Training for Local Officials.
- J. Comply with the conflict of interest provisions of WIOA Section 107(h).

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## Signature Page

By signing below, the local CEO and Local Board chair request Local Board recertification. We certify that the Local Board appointed members as described in WIOA Section 107(a), (b), and (c), performed successfully and sustained fiscal integrity during PYs 2013-14 and 2014-15, and developed and implemented strategies to improve and continuously strengthen the workforce development system in accordance with WIOA. Additionally, we agree to abide by the Local Area assurances included in this document.

### Instructions

The Local Board chairperson and local CEO must sign and date this form. Include the original signatures with the request.

**Local Workforce Development Board Chair**

**Local Chief Elected Official**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Daniel J. Schroeder  
Name

\_\_\_\_\_  
Moises Zapien  
Name

\_\_\_\_\_  
Chair, Workforce Development Board  
Title

\_\_\_\_\_  
Chair, Board of Supervisors  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **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**