



Stanislaus County Workforce Development Board

251 E. Hackett Road, Modesto, CA 95358 • www.allianceworknet.com • 209-558-2113 • 209-558-2164 Fax

Board Meeting

Monday, January 9th, 2017
Kirk Lindsey Center
1020 10th Street Ste. 102, Modesto, CA 95354
12:00 pm –2:30 pm

The Workforce Development Board complies with all provisions of the Brown Act and the Conflict of Interest Code on file with the Stanislaus County Board of Supervisors. See links below.

http://ag.ca.gov/publications/2003_Intro_BrownAct.pdf

<http://www.stancounty.com/board>

The agenda at each meeting allows for a public comment period, limited to 5 minutes. Public Comment forms are available at www.allianceworknet.com.

All meetings are conducted in English.

If you require assistance per the Americans with Disabilities Act, please notify the Alliance Worknet at (209) 558-2151, 48 hours in advance of the meeting.

Public notice of all Workforce Development Board meetings are posted 72 hours in advance of the meeting at the location site and on the webpage at www.allianceworknet.com.

- I. Call to Order
- II. Introductions
- III. Conflict of Interest
- IV. Public Comment Period
- V. Chairman's Report
- VI. Consent Items
 - A. Minutes of the October 3, 2016 WDB Meeting.
- VII. Information Items
 - A. Evaluation Committee Members Needed for Request for Proposals
 - B. Regional Economic Sector and Skills Gap Analysis: Stanislaus County Final Report
- VIII. Break-10 minutes
- IX. Action Items
 - A. Nominations and Elections of Workforce Development Board Officers
 - B. Approve the Formation of a Youth Development Committee, Select a Committee Chair, and Allow the Newly Appointed Chair to Take Necessary Actions for the Committee Formation
 - C. Stanislaus County Workforce Innovation and Opportunity Act (WIOA) Program Years 2017-2021 Local Plan
 - D. Approval of 2017 In-Demand Occupations List for Workforce Innovation and Opportunity Act (WIOA) Funded Training
 - E. On-The-Job Training (OJT) Program
 - F. Approval to be America's Job Center of California Adult and Dislocated Worker Career Services Provider
 - G. Transfer of Funds

Next Meeting: Monday, April 3rd, 2017
Location: Martin G. Petersen Event Center, 720 12th Street Modesto, CA 95354
Time: 12:00 pm



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Minutes of the Stanislaus County Workforce Development Board

Monday, October 3, 2016
Harvest Hall (A, B & C)
3800 Cornucopia Way, Modesto, CA 95358
12:00 pm

I. Call to Order

Interim Chair, Supervisor Bill O'Brien called the meeting of the Workforce Development Board (WDB) to order.

Members in attendance:

Michael Alves

Cal Campbell

Jennifer Carlson-Shipman

Lori Crivelli

Dean Fadeff

*Kathryn Harwell via Conference Call

Greg Kyler

Supervisor Dick Monteith

Doug Murdock

Walter Nicolau

Supervisor Bill O'Brien

Billy Powell

Mike Repp

Cecil Russell

Chris Savage

Doug Van Diepen

James Wood

Members absent:

Tom Changnon

John Evans

Mahalia Gotico

Richard Hagerty

Steve Hopper

Pedro Mendez

Bryce Packnit

Stan Risen

Greg Vincelet

Staff in attendance:

Sue Bowman

Miranda Chalabi

Vinal Chand

Jaskaran Dhesi

Andy Fiskum

Adolph Lopez

Margarita Ramos

Paul Rodgers

Martha Sanchez

II. Introductions

Interim Chair, Supervisor Bill O'Brien invited guest to introduce themselves. He welcomed everyone and thanked them for being there.

III. Conflict of Interest

Interim Chair, Supervisor Bill O'Brien outlined the conflict of interest rules.

IV. Public Comment Period

No public comment.

V. Chairman's Report

Interim Chair, Supervisor Bill O'Brien reported that the Alliance Worknet Director, Kristie Santos has taken another position with Merced County and Martha Sanchez has been appointed as the Interim Director until a new Alliance Worknet Director is hired.

Kathy Harwell is with us via a teleconference call from her location in Ontario, CA.



VI. Consent Items

Interim Chair, Supervisor Bill O'Brian called for approval of the following consent items:

- A. Minutes of the August 15th WDB Meeting
- B. Resignations of Mary Ruiz and Chad Brown from the WDB and the need for a Business Representative for the WDB.

Supervisor Dick Monteith motioned to approve both of the Consent Items and Chris Savage seconded. Roll call is read. Motioned/Seconded/Carried (M/S/C)

VII. Information Items

- A. WIOA Overview Training for WDB by John Baker. John gave an overview on the history of Workforce Boards. John urged the WDB to think of these meetings as conversations that you want to have with each other. Interim Chair, Supervisor Bill O'Brien suggested a brainstorming session be built into each WDB meeting.
- B. Doug Svensson, President of Applied Development Economics presented information from the draft economic analysis report for Stanislaus County. The final report is expected at the next scheduled meeting.

VIII. Break—10 minutes

IX. Action Items

- A. Approve Scope of Work for One-Stop RFP with the Ability to Amend. We lost Kathy Harwell from the Teleconference line therefore Interim Chair, Supervisor Bill O'Brien moved forward with normal board approval process. Jim Wood motioned and Cecil Russell seconded. M/S/C
- B. Approve Scope of Work for Adult RFP with the Ability to Amend. Dean Fadeff motioned and Cal Campbell seconded. M/S/C
- C. Approve Scope of Work for Youth RFP with the Ability to Amend. Chris Savage motioned and Jennifer Carlson-Shipman seconded. M/S/C
- D. Approve Regional Performance Negotiations with the Ability to Negotiate Down During the 4th Quarter. Doug Murdock motioned and Chris Savage seconded. M/S/C
- E. Approval to Procure Regional and Local Plan Vendor in Conjunction with Our Partners. Looking for 15 volunteers for the Local Plan. Martha will send out a request with more details for these volunteers. Billy Powell motioned and Walter Nicolau seconded. M/S/C
- F. Change of Meeting dates due to Holidays. Billy Powell motioned and Jim Wood seconded. Roll call is read. M/S/C

Next Meeting: Monday, January 09, 2017
Location: Kirk Lindsey Center, 1020 10th Street, #102
Time: 12:00 pm



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January 9, 2017

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Evaluation Committee Members Needed for Request for Proposals
- II. ITEM NUMBER: A
- III. ITEM TYPE: Information Only
- IV. STAFF RECOMMENDATION: None
- V. DISCUSSION: The Stanislaus County Workforce Development Board previously approved the release of the following three Requests for Proposals (RFPs):
 - Previously Incarcerated Adults,
 - Youth Services and
 - One Stop Operator-America's Job Centers of California (AJCC).

The RFP's were released on November 23rd, 2016, and responses are due on February 3rd, 2017. Alliance Worknet staff is tasked with coordinating an evaluation committee for each RFP, and will be actively recruiting members to serve on the evaluation committees. Each evaluation committee must have a minimum of five (5) evaluators, who will read, score, and meet to rank the proposals. The time commitment will vary based on the number of proposals received for each RFP. Board members with an interest in serving on an evaluation committee for any or all of the RFP's may either volunteer at the Board meeting or contact Jaskaran Dhesi (558-2109, dhesij@stanalliance.com) for inclusion in the process.

- VI. ADMINISTRATIVE BUDGET IMPACT: None

Doris Foster, Director



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January 9, 2017

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Regional Economic Sector and Skills Gap Analysis: Stanislaus County Final Report
- II. ITEM NUMBER: B
- III. ITEM TYPE: Information Only
- IV. STAFF RECOMMENDATION: None
- V. DISCUSSION: At the October 3, 2016 Stanislaus County Workforce Development Board meeting, Doug Svensson, President of Applied Development Economics presented information from the draft economic analysis report for Stanislaus County. The report has been finalized and is available on the Alliance Worknet website www.allianceworknet.com/home.

Applied Development Economics provides objective technical expertise and community-building talent to various projects including prioritizing a community's economic objectives and identifying specific resources needed to achieve said objectives. Mr. Svensson specializes in economic strategic planning, industry cluster analysis, public financing plans, fiscal impact analysis, and pro forma analysis. He holds a Bachelor of Arts degree from the University of California, Santa Barbara in Environmental Studies and Political Science and a Master's Degree from the University of California, Berkeley in City Planning with an emphasis in Housing and Economic Development.

VI. ADMINISTRATIVE BUDGET IMPACT: None.

Doris Foster, Director



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January 9, 2017

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Nominations and Elections of Workforce Development Board Officers
- II. ITEM NUMBER: A (Attachment 1)
- III. ITEM TYPE: Discussion and Action
- IV. STAFF RECOMMENDATION: Nominate and elect Workforce Development Board Officer positions of Chair, Vice Chair and Secretary
- V. DISCUSSION: On June 7, 2016 the Stanislaus County Board of Supervisors approved the Workforce Development Board (WDB) Bylaws as required by the State. The Bylaws include the authority of the Workforce Development Board, purpose, define the membership, officers, meetings, committees, quorum and voting, vacancies, conflict of interest and amendments. A recommendation to amend, repeal, or alter the Bylaws, in whole or in part may be made by a majority vote of the Workforce Development Board. Any amendments to the Bylaws, shall take effect only upon approval by the Stanislaus County Board of Supervisors. The Bylaws are included as an attachment.

As required in the Bylaws under Article V Officers, the Workforce Development Board shall elect a Chair, Vice Chair and Secretary. Only members of the Board may be Officers. Each Office shall have a term of one year. The description of the duties for each of the Officers is included in the Bylaws.

The election of each of the Officers requires an action by the majority of members present.

- VI. ADMINISTRATIVE BUDGET IMPACT: None

Doris Foster, Director

**STANISLAUS COUNTY
WORKFORCE DEVELOPMENT BOARD**

BYLAWS

**ARTICLE I
NAME**

The name of this body shall be the Stanislaus County Workforce Development Board. Whenever the term "Board" is used in these Bylaws, it shall mean the Stanislaus County Workforce Development Board.

**ARTICLE II
AUTHORITY**

Stanislaus County's authority to form this Board is based in the federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128 (the "WIOA"), and the state California Workforce Innovation and Opportunity Act, California Unemployment Insurance Code section 14000 *et seq.*

**ARTICLE III
PURPOSE**

The purpose of the Board shall be to carry out job training and employment programs, and to set policy for the workforce development system in the local Workforce Development Area of Stanislaus County, in coordination with statewide workforce development efforts and consistent with the federal WIOA, as amended, in order to: (i) attract greater employer participation in all aspects of local employment and training activities; (ii) increase the employment, retention, and earnings of customers/participants; (iii) increase the occupational skill attainment by customers/participants; (iv) improve the quality of the workforce, reduce dependency on social services, and enhance the productivity and competitiveness of the local Workforce Development Area; and (v) to accept donations and to otherwise actively apply for, seek, and accept funding, including from local, state, and federal sources, for this purpose.

**ARTICLE IV
MEMBERSHIP**

The County Board of Supervisors, as the chief local elected official in Stanislaus County, is authorized to appoint the members of the Board. The Board shall consist of no more than twenty eight (28) members, consistent with the WIOA, as it may be amended from time to time, and the following requirements:

**STANISLAUS COUNTY
WORKFORCE DEVELOPMENT BOARD**

BYLAWS

1. **Business Representatives.** A majority (i.e., at least 51%) of the members of the Board, including the Board Chair, shall consist of representatives of Stanislaus County's private business sector.

2. **Labor Representatives.** No less than twenty percent (20%) of the members of the Board shall consist of representatives of labor organizations who have been nominated by local labor federations and (i) shall include at least one (1) representative, who is a member of a labor organization or a training director, from a joint labor-management apprenticeship program (if no such joint labor-management program exists in Stanislaus County, then the representative shall be a representative of an apprenticeship program within Stanislaus County, if such a program exists); (ii) 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 (iii) 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.

3. **Education/Training Representatives.** The Board shall include members who are representatives of entities administering education and training activities in Stanislaus County, which (i) shall include a representative of eligible providers administering adult education and literacy activities under title II of the WIOA; (ii) shall include a representative of institutions of higher education, including community colleges, providing workforce investment activities; and (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.

**STANISLAUS COUNTY
WORKFORCE DEVELOPMENT BOARD**

BYLAWS

4. **Economic/Community Development Representatives.** The Board shall include members who are representatives of governmental and economic and community development entities serving Stanislaus County who (i) shall include a representative of economic and community development activities; (ii) shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act serving Stanislaus County; (iii) shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 serving Stanislaus County; (iv) may include representatives of agencies or entities administering programs serving Stanislaus County relating to transportation, housing, and public assistance; and (v) may include representatives of philanthropic organizations serving Stanislaus County.

5. **Other Representatives.** The Board may include such other individuals or representatives of entities that the Stanislaus Board of Supervisors, as the local chief elected official in Stanislaus County, determines to be appropriate and as is consistent with the WIOA. Members of the Board that represent organizations, agencies, or other entities shall be individuals with optimum policymaking authority within the organizations, agencies, or entities. The members of the Board shall represent diverse geographic areas within Stanislaus County. Members of the Board shall serve without compensation but shall receive reimbursement for their actual expenses consistent with the policies of the Stanislaus County.

**ARTICLE V
OFFICERS**

The Officers of the Board shall be a Chair, a Vice Chair, and a Secretary. Only members of the Board may be Officers. Each Office shall have a term of one (1) year. Officers shall be elected annually at a regular meeting of the Board. The County Board of Supervisors may appoint initially an Interim Chair Until annual elections are conducted and Offices are elected.

The Chair of the Board shall, if present, preside at meetings of the Board and exercise and perform such other powers and duties as may be from time to time assigned to the Chair by the Board or prescribed by these Bylaws.

In the absence or disability of the Chair, the Vice Chair shall perform all the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the Chair. The Vice Chair shall have such other powers and perform such other duties as from time to time may be prescribed by the Board or these Bylaws.

**STANISLAUS COUNTY
WORKFORCE DEVELOPMENT BOARD**

BYLAWS

The Secretary shall keep or cause to be kept a book of minutes of all meetings and actions of the Board. The Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board. At the Board's discretion, the Secretary may delegate the responsibilities contained in this paragraph to an employee of Stanislaus County as approved by the Board of Supervisors.

**ARTICLE VI
MEETINGS**

The Board shall establish a regular meeting time and place. The Board may, through public notification, call for special meetings it deems necessary.

At all meetings of the Board, the Board shall comply with the provisions of the Ralph M. Brown Act (Gov. Code § 54950 *et seq.*), and the provisions of the California Public Records Act (Gov. Code § 6250 *et seq.*), as either or both may be amended from time to time.

A member with three (3) consecutive absences from meetings is considered resigned from the Board.

**ARTICLE VII
COMMITTEES**

The Board may designate and direct the activities of standing committees to provide information and to assist the Board in carrying out workforce development activities. Such standing committees shall be chaired by a member of the Board, may include other members of the Board, and shall include other individuals appointed by the Board who are not members of the Board and who the Board determines have appropriate experience and expertise. At a minimum, the Board may designate each of the following:

1. **One-Stop Operations.** A standing committee to provide information and assist with operational and other issues relating to the One-Stop Delivery System, which may include as members representatives of the One-Stop Partners.

2. **Youth Services.** A standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.

**STANISLAUS COUNTY
WORKFORCE DEVELOPMENT BOARD**

BYLAWS

3. **Individuals with Disabilities.** A standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues regarding providing programmatic and physical access to the services, programs, and activities of the One-Stop Delivery System, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

4. **Other Committees.** The Board may designate standing committees in addition to the standing committees specified above.

**ARTICLE VIII
QUORUM AND VOTING**

The meetings of the Board shall be conducted in accordance with *Robert's Rules of Order* and the Brown Act. A majority of the current membership of the Board shall constitute a quorum for the transaction of any and all business duly presented at a meeting of the Board. Every action taken or decision made by a majority of the members present at a duly held meeting at which a quorum is present shall be the act of the Board.

**ARTICLE IX
VACANCIES**

Vacancies on the Board shall exist upon the death, resignation, or removal of any member, and whenever the number of authorized members is increased. Any member may resign from the Board by giving written notice to the Chair of the Board or to the Stanislaus County Board of Supervisors. Vacancies on the Board may be filled by the Stanislaus County Board of Supervisors.

**ARTICLE X
CONFLICT OF INTEREST**

Members of the Board are deemed to be Public Officials pursuant to the Political Reform Act, and are subject to the provisions of that Act, the regulations of the Fair Political Practices Commission, and Government Code section 1090 *et seq.*, as any or all may be amended from time to time. Furthermore, members of the Board shall be subject to the Stanislaus County Conflict of Interest Code, and annually shall file a Statement of Economic Interest as required under that Code.

**STANISLAUS COUNTY
WORKFORCE DEVELOPMENT BOARD**

BYLAWS

**ARTICLE XI
AMENDMENTS**

These Bylaws may be amended, repealed, or altered, in whole or in part, by the approval of the Stanislaus County Board of Supervisors. A recommendation to amend, repeal, or alter these Bylaws, in whole or in part, may be made by a majority vote of the Board members present at any duly held meeting of the Board, provided that a copy of any amendment proposed for consideration shall be mailed to the last recorded address of each member of the Board at least thirty (30) days prior to the date of the meeting at which such vote shall be held. These Bylaws, and any amendments to these Bylaws, shall take effect only upon approval by the Stanislaus County Board of Supervisors.



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January 9, 2017

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Approve the Formation of a Youth Development Committee, Select a Committee Chair, and Allow the Newly Appointed Chair to Take Necessary Actions for the Committee Formation
- II. ITEM NUMBER: B
- III. ITEM TYPE: Discussion and Action
- IV. STAFF RECOMMENDATION: Approve the recommendation for the Stanislaus County Workforce Development Board to establish a Youth Development Committee, appoint a chair and members to the Youth Development Committee and allow the chair to begin to work with community based organizations to nominate additional members to participate in the committee.
- V. DISCUSSION: The Stanislaus County Workforce Development Board (SCWDB) Bylaws Article VII states that the Board may designate and direct the activities of standing committees to provide information and to assist the SCWDB in carrying out workforce development activities. The Bylaws further state that such standing committees shall be chaired by a member of the Board, may include other members of the Board, and shall include other individuals appointed by the Board who are not members of the SCWDB and who the SCWDB determines have appropriate experience and expertise. At a minimum the Board may appoint a youth services standing committee.

Purpose of the Youth Development Committee

The purpose of the Youth Development Committee is to provide the Stanislaus County Workforce Development Board assistance with the planning, operational, implementation and performance activities related to the WIOA funded youth services being provided in the Stanislaus County workforce system.

The duties and responsibilities of the Youth Development Committee may include:

- recommend strategies and activities that lead youth towards economic self-sufficiency, with an emphasis placed on out-of-school youth.
- provide ongoing input into the performance of the youth service providers.
- share, collect, and review data and best practices for data-driven and evidence based recommendations and decision making.
- represent the interests of disadvantaged and or disengaged youth.
- select a vice-chair from within the committee.
- provide updates and make recommendations to the SCWDB.

Other SCWDB members may volunteer to participate in the Youth Development Committee, but the committee must include community based organizations with a demonstrated record of success in servicing eligible youth.

VI. ADMINISTRATIVE BUDGET IMPACT: None

A handwritten signature in black ink that reads "D. Foster". The signature is written in a cursive style with a prominent initial "D" and a period after the last name.

Doris Foster, Director



January 9, 2017

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Stanislaus County Workforce Innovation and Opportunity Act (WIOA) Program Years 2017-2021 Local Plan
- II. ITEM NUMBER: C (Attachment 1)
- III. ITEM TYPE: Discussion and Action
- IV. STAFF RECOMMENDATION: Approve the Stanislaus County WIOA Program Years 2017-2021 (July 1, 2017 – June 30, 2021) Local Plan, authorize Alliance Worknet to make necessary amendments and submit the plan to the State for approval.
- V. DISCUSSION: At the October 3, 2016 the Stanislaus County Workforce Development Board (SCWDB) meeting, Board members were invited to participate in workgroups to assist in creating a vision, goals, and strategies. Accordingly, the following vision, goals, and strategies were developed:

The Stanislaus County Workforce Development Board's vision is to foster a demand-driven, skilled workforce that enables upward mobility through the alignment and integration of private and public partnerships. Contributing to this vision are the following specific goals identified by the SCWDB:

- 1. *Strengthen the Current Workforce: Stanislaus County residents — Including populations with barriers to employment — will possess the skills required to enhance careers. By focusing on careers as oppose to jobs, workers will develop the skills necessary to advance so upward mobility can be a reality.*
- 2. *Develop Future Talent: Stanislaus County's young adult workforce — including populations with barriers — will exhibit the foundational skills and work readiness attributes necessary to contribute to the local economy.*
- 3. *Support Business Growth: Facilitate communication with regional and local employers to identify in-demand sectors, skill gaps, and connect training opportunities to in-demand occupations.*

To meet these goals and objectives, the SCWDB identified a set of guiding principles for Stanislaus County's workforce system:

- 1. *Collaboration and alignment among businesses, workforce development, and community stakeholders is essential.*
- 2. *The formulation of strategy should be driven by data (quantitative and qualitative).*
- 3. *The maximization of resources is imperative.*

Working collaboratively with all core partners (Title I, Title II, Title III, and Title IV), and actively engaging in the planning and implementation of the local plan, the following strategies will be enacted to further facilitate the achievement of the stated goals:

Goal 1: Strengthen the Current Workforce

- Strategy 1.1 - Provide training for upward mobility (focus on supervisory and managerial skills).*
- Strategy 1.2 - Collaborate with local businesses to identify the in-demand work-based learning opportunities (internships, On-the-Job Trainings).*
- Strategy 1.3 - Increase number of apprenticeship opportunities in the local area.*

Goal 2: Develop Future Talent

- Strategy 2.1 - Individuals new to the workforce will be placed in a work-readiness course to focus on foundational skills and work preparedness abilities (etiquette, timeliness, communication).*
- Strategy 2.2 – Locally increase youth funding expenditures for work based learning activities from the mandatory WIOA requirement of 20% to 40%.*
- Strategy 2.3 - Apply for grant opportunities focused on the development of future talent that is specifically aligned with the in-demand occupations in the area.*

Goal 3: Support Business Growth

- Strategy 3.1 - Increase dialogue with businesses in the local area through regular contact focused on workforce and local business needs.*
- Strategy 3.2 - Survey employers to determine ongoing business needs.*
- Strategy 3.3 - Review survey results to determine in-demand occupations and skill gaps.*

The vision, goals, and strategies are included in the SCWDB’s Program Years 2017-2021 Local Plan. The plan was written and formatted in compliance with the State’s Local Plan Scoring Matrix.

Portions from the Regional Plan are required to be included in the Local Plan. Due to timing of the additional needed information and forum discussions scheduled later than originally anticipated, the regional plan is currently still being drafted by regional coordinators, John Chamberlin and David Shinder. The Local Plan will be updated and available by January 17, 2017 for the Public Comment Period.

On November 23, 2016, the Employment Development Department (EDD) released a Notice changing the required signature copy deadline from June 1 to August 1, 2017. The timeline presented at the October 3, 2016 SCWDB meeting has been updated to account for this change.

| Date | Action |
|-----------------------|--|
| 1/17/2017 – 2/13/2017 | Mandated up to 30 Day Public Comment Period on Regional and Local Plans |
| 3/15/2017 | Unsigned (Pending SCWDB signature) Regional and Local Plans due to State |
| 7/10/2017 | Final Regional and Local Plans with public comments submitted to WDB for Signature |
| 7/18/2017 | Regional and Local Plans Submitted to Board of Supervisors for Signature |
| 8/1/2017 | Signed Regional and Local Plans Submitted to the State |

The Final Regional and Local Plans with all additions and or changes will be brought to the SCWDB on July 10, 2017 for approval.

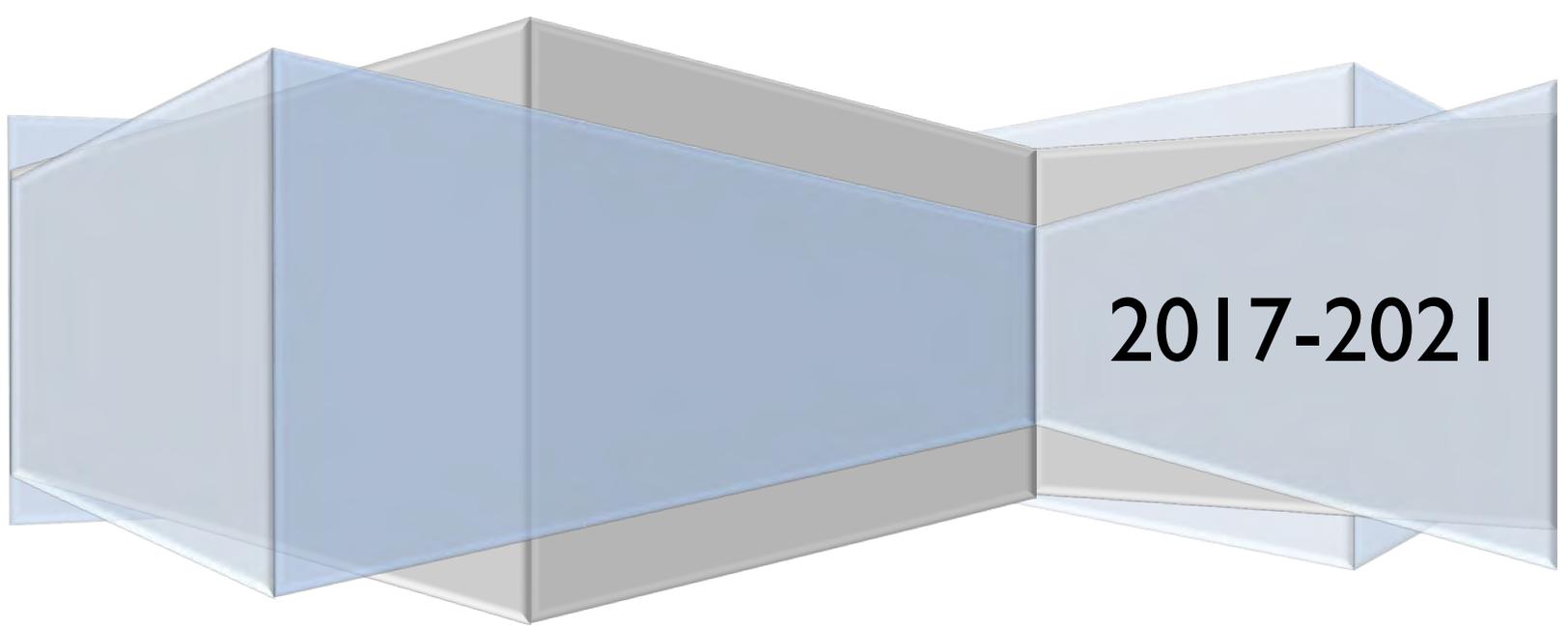
VI. ADMINISTRATIVE BUDGET IMPACT: None

A handwritten signature in black ink that reads "D. Foster". The signature is written in a cursive style with a large, looped "D" and a trailing flourish.

Doris Foster, Director

Stanislaus County Workforce Development Board Local Plan

Alliance Worknet
251 E. Hackett Road C-2
Modesto, CA 95358



2017-2021

INTRODUCTION

The Stanislaus County Workforce Development Board (SCWDB) was appointed by the Stanislaus County Board of Supervisors (BOS) to administer Workforce Innovation and Opportunity Act (WIOA) funds and services in the local area. Acting as staff to the Board and facilitating these services is the Stanislaus County department of Alliance Worknet. The WIOA requires each local workforce development area (LWDA) to develop and submit a comprehensive four-year plan. This plan will begin on July 1, 2017 and end on June 30, 2021.

The primary purpose of the local plan and the corresponding partnership discussion is to facilitate access to workforce services at the local level. The Alliance Worknet staff has collaborated with America's Job Center of California Memorandum of Understanding partners, businesses, and community based organizations throughout Stanislaus County. The publication of the local plan for Stanislaus County is the result of months of local and regional research, formal and informal workgroup sessions, introspection, and process improvement. The cultivation of the local plan was done from a process of inclusion and the consideration of the vantage points of the various stakeholders, the participants in WIOA programs, and future participants. This local plan seeks to address current and future strategies and efficiencies that address the continuing modernization of the workforce system. The local plan will change as the needs of workforce and the relationship between workforce development and economic development continue to evolve. The four-year local plan is the embodiment of the SCWDB's vision and strategic goals and will be updated every two years.

The goals set forth by the SCWDB address the current workforce, prescribe for the development of the future workforce, and call for a greater enhancement of business growth. Each goal is coupled with distinct strategies that the SCWDB believes will work towards the fulfillment of the relevant goals. Further allowing the goals to come to fruition are guiding principles, which are based on collaboration and alignment, data-driven strategy, and the maximization of resources.

FEDERAL AND STATE REQUIREMENTS FOR LOCAL ADMINISTRATION OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT

The Stanislaus County Alliance Worknet is primarily directed by the Workforce Innovation and Opportunity Act (WIOA), which was signed into law by President Obama in July of 2014 and went into effect on January 1, 2015. The new act represents the first legislative reform of the public workforce system in over 15 years and promises to change how employment and workforce development services will be delivered. References to the Workforce Innovation and Opportunity Act, Public Law 113-128, enacted July 22, 2014 are available at the U.S. Department of Labor Employment and Training Administration website:www.doleta.gov.

PUBLIC COMMENT

In accordance with the Workforce Innovation and Opportunity Act, Section 108(d), the Workforce Development Board shall make copies of the proposed local plan available to

the public through electronic and other means, such as public hearings and local news media; allow for public comment not later than the end of the 30 day period beginning on the date the proposed plan is made available; and, include with submission of the local plan any comments that represent disagreement with the plan. Section J of the plan highlights the Stanislaus County Workforce Development Board's public comment period process.

REGIONAL PLAN

Stanislaus County is one of eight local areas that are part of the San Joaquin Valley and Associated Counties Regional Planning Unit. This local plan will contribute to the completion of the regional plan.

PLAN SUBMISSION AND DUE DATE

The local and regional plans must be submitted to State of California Workforce Development Board (State Board). The due date is March 15, 2017.

GLOSSARY OF KEY TERMS, DEFINITIONS, & ACRONYMS

For a complete list please see Attachment A.

RESPONSE TO LOCAL PLAN SCORING MATRIX

A.–B. Vision, Strategic Planning and Implementation

i. The Plan's Vision is strategic and comprehensive and supports regional growth and self-sufficiency.

The Stanislaus County Workforce Development Board's (SCWDB) vision is to foster a demand-driven, skilled workforce that enables upward mobility through the alignment and integration of private and public partnerships. Contributing to this vision are the following specific goals identified by the SCWDB:

1. Strengthen the Current Workforce: Stanislaus County residents — Including populations with barriers to employment — will possess the skills required to enhance careers. By focusing on careers as opposed to jobs, workers will develop the skills necessary to advance so upward mobility can be a reality.
2. Develop Future Talent: Stanislaus County's young adult workforce — including populations with barriers — will exhibit the foundational skills and work readiness attributes necessary to contribute to the local economy.
3. Support Business Growth: Facilitate communication with regional and local employers to identify in-demand sectors, skill gaps, and connect training opportunities to in-demand occupations.

- ii. **The Plan’s Goals and Objectives include goals in which to prepare an education and skilled workforce, and goals related to performance accountability measures are based on WIOA performance indicators.**

To meet these goals and objectives, the SCWDB identified a set of guiding principles for Stanislaus County’s workforce system:

1. Collaboration and alignment among businesses, workforce development, and community stakeholders is essential.
2. The formulation of strategy should be driven by data (quantitative and qualitative).
3. The maximization of resources is imperative.

- iii. **Core programs and other required partners align resources and are actively engaged in both the planning and implementation of the local plan strategic visions.**

Working collaboratively with all core partners (Title I, Title II, Title III, and Title IV), and actively engaging in the planning and implementation of the local plan, the following strategies will be enacted to further facilitate the achievement of the stated goals:

Goal 1: Strengthen the Current Workforce

Strategy 1.1 - Provide training for upward mobility (focus on supervisory and managerial skills).

Strategy 1.2 - Collaborate with local businesses to identify the in-demand work-based learning opportunities (internships, On-the-Job Trainings).

Strategy 1.3 - Increase number of apprenticeship opportunities in the local area.

Goal 2: Develop Future Talent

Strategy 2.1 - Individuals new to the workforce will be placed in a work-readiness course to focus on foundational skills and work preparedness abilities (etiquette, timeliness, communication).

Strategy 2.2 – Locally increase youth funding expenditures for work based learning activities from the mandatory WIOA requirement of 20% to 40%.

Strategy 2.3 - Apply for grant opportunities focused on the development of future talent that is specifically aligned with the in-demand occupations in the area.

Goal 3: Support Business Growth

Strategy 3.1 - Increase dialogue with businesses in the local area through regular contact focused on workforce and local business needs.

Strategy 3.2 - Survey employers to determine ongoing business needs.

Strategy 3.3 - Review survey results to determine in-demand occupations and skill gaps.

iv. Local Plan includes description of the workforce development system, how it supports service alignment and implements the seven policy strategies identified in the State Plan, and how it plans to provide professional development and capacity building to workforce staff and partners.

The State of California's strategic plan is the controlling state policy document, which sets the state's policy direction for the local and regional plans. It serves as the conceptual map for the SCWDB and its partners in the joint development of the required regional and local plans. The three policy objectives of the state plan are fostering demand-driven skills attainment, enabling upward mobility for all Californians, and aligning, coordinating, and integrating programs and services. The overarching goal of the state plan is to produce a million "middle-skill" industry-valued and recognized post-secondary credentials between 2017 and 2027. The state is requiring partners to adopt seven policy strategies that frame, align, and guide program coordination at the state, local, and regional levels. The following is how the SCWDB will support the seven strategies:

- a. Sector Strategies:** The regional industry sectors identified for Stanislaus County include manufacturing, logistics/warehouse, health, and agriculture. Alliance Worknet, under the direction of the SCWDB, will engage with education and business partners to align programs with sector needs. Through the relationships with business and education, Alliance Worknet will participate/develop specific initiatives and programs that further eliminate skill gaps. The Department will enhance the current career focused initiatives already in development with the community college, secondary, post-secondary education and business service providers.
- b. Career Pathways:** The SCWDB supports career pathways as evidenced in the goals of strengthening the current workforce and developing future talent and will work closely with the business services provider* to ensure that the level of skills development corresponds with business needs. Alliance Worknet staff will work closely with the "community college consortium", career and technical education (CTE), and adult schools for the enhancement of career pathways. The pathways will be designed in a flexible manner and include remedial programming, and English as a Second Language (ESL) training, to increase access to career pathways services.
- c. Regional Partnerships:** Alliance Worknet will continue to engage closely with the San Joaquin Valley and Associated Counties Regional Planning Unit (RPU). These discussions will serve to build partnerships between industry leaders, workforce professionals, education and training providers, and economic development leaders to support regional economic growth.

*(Business services may be provided through contract, internally and/or partnerships.)

- d. Earn and learn:** The SCWDB will continue to support this state strategy, particularly as it relates to increasing youth participants in paid work experience activities. This strategy also aligns with the SCWDB's stated goal of developing future talent. In addition, Alliance Worknet staff will leverage relationships between community colleges/adult education programs/school districts and private business to further enhance established educational programs that will incorporate paid learning activities. For example, paid internships.
- e. Supportive services:** Alliance Worknet will work with all partner programs to take inventory of the ancillary services available to customers. Available resources will be aligned across the partner systems to limit resource duplication. This in turn will allow valuable resources to be made available to a wider pool of customer.
- f. Creating cross-system data capacity:** Alliance Worknet will implement the use of CalJOBS as the data entry referral point for the America's Job Center of California (AJCC) system. Partner programs will be granted access to the system and will be cross-trained on obtaining relevant reports that will assist in further enhancing system services.
- g. Integrated service delivery:** Through the collaboration of the established partnerships' activities across the local area, Alliance Worknet will continue to enhance the strategic initiatives, leverage resources and align business and education.

The SCWDB recognizes the importance of professional development of a multi-faceted workforce staff and partners. Alliance Worknet has partnered with the regional planning unit (RPU) and has contracted vendors to provide employee engagement training for key workforce development staff throughout the region. Further identified are the following areas in need of development: case management training, basic skills assessment training, business engagement, customer service, leadership, strategic planning, and serving hard-to-serve populations. To address these specific needs, Alliance Worknet plans to contract with professionals to train workforce development staff and partners. In addition, Alliance Worknet plans to organize internal cross-training between staff and core partners in order to be an effective and customer centric system. This includes cross training of services provided among different core partners and community based organizations, such as those that serve English Language Learners (ELL). Alliance Worknet has in the past taken advantage of the vast training and learning opportunities that Stanislaus County offers through Training/Learning Institute for employees and plans on continuing to do so. Alliance Worknet will utilize trainings from the Training/Learning Institute of Stanislaus County such as: effective communication, ethics training, and the supervisory academy. To further align with the importance of professional development, the SCWDB and Alliance Worknet staff plan to attend conferences and trainings put on by the California Workforce Association (CWA) and the National Association of Workforce Boards (NAWB).

C. Specific Services and Service Delivery Strategies

- i. **Local plan describes the ways the local board will work with entities carrying out core programs to expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment. Target populations include those listed in WIOA Section 24(a)-(m).**

The SCWDB will ensure the full provision of WIOA services through the implementation of the three stated goals described in section A.-B. Embedded within the goals are the strategies in which access to employment, training, education and supportive services will be expanded. This will further be enhanced through the facilitation of core partner meetings. Beyond this, day-to-day contact, where necessary, will also serve to fortify the connection between the SCWDB, core partners, and other organizations within the community. Partners comprising the America's Job Center of California (AJCC) workforce system will utilize a uniform referral process through the CalJOBS system, which will further expand access to employment, training, education, and supportive services for eligible individuals. The referral process will be seamless as manifested in the ability of any partner to make an appropriate referral for services based on the individual's service needs. This automated process will also reduce delays in service provision. Further contributing to expanding access are reoccurring staff trainings that will serve to empower case managers with the knowledge of supportive services available in the community.

In addition, the SCWDB supports the Stanislaus County's Focus on Prevention Initiative. This initiative is a journey towards community transformation and prosperity through the identified four levers of change that serve to improve the quality of life for Stanislaus County. The four levers of change are:

- o To Reduce Homelessness
- o To Strengthen Families
- o To Invest in and Support Youth
- o To Reduce Recidivism & Re-entry into Criminal Justice System

In order for the coordinated prevention effort to be successful, multiple sectors throughout the community have come together. These include government; business; health; non-profit; philanthropy; education; faith; neighborhood; media; arts, entertainment and sports. The Focus on Prevention initiative is about doing better and that can only be accomplished when there is an actual calculated focus on addressing and identifying root causes that prohibit communities from having upward economic mobility. Alliance Worknet plans to participate in this initiative by coordinating with the different sectors and identifying, coordinating, and implementing appropriate referral structures and service engagement strategies.

Alliance Worknet's role within Stanislaus County offers the opportunity for connections to be made with other county departments who strive to strengthen the connections to inter-related services and the identification of service needs on a broader scale. For example having expanded relationship with family services programs like Temporary

Assistance for Needy Families (TANF) and Supplemental Nutritional Assistance Program (SNAP) allows for the opportunity to better fulfill the priority of service tenets under WIOA, particularly as it relates to those low-income individuals. Additionally, this strengthened relationship will also allow for the ability of the English Language Learning (ELL) population to be more readily identified and thus served appropriately.

ii. Local plan describes how the local board will facilitate the development of career pathways and co-enrollment, as appropriate, in core programs.

Progressive skills development through education and training programs allows for the feasibility of Career Pathways. Career Pathways are coherent and articulated sequences of academic and career and technical courses cultivated to result in proficiency for defined careers. Career Pathways foster skills attainment for upward mobility and shared prosperity. Alliance Worknet staff has developed long-term relationships with several career and technical education institutions that are approved to provide training. Other organizations listed on the Eligible Training Provider List (ETPL) also serve to strengthen the development of Career Pathways in core programs. In order to expand upon the development of Career Pathways, Alliance Worknet will continue to engage in monthly meetings with the local community college consortium to align business needs with the trainings available. Alliance Worknet will continue to work with local technical colleges and other post-secondary training institutions to develop additional credentialing benchmarks in order for basic and occupational skills to be developed on a timeline that suffices to reinsert individuals back into the labor force. By working with the community colleges, particularly in conjunction with the English Language Learner population, inroads can be made to broaden the pool of career and technical education applicants. The local community colleges will continue to be present at the AJCC locations in order to be readily available to clients.

The SCWDB will continue to support the development of career pathways by building upon the strong partnerships with the local area's community college, secondary school districts and the Stanislaus County Office of Education. Alliance Worknet will continue to be an active member at the consortium meetings and intends to further enhance the discussions focused on meeting the seven state identified program areas that are supported by the Adult Education Block Grant and are consistent with the adult education regional plan. Alliance Worknet will further grow its current participation with these groups to assist in the implementation of the necessary strategies inherent in identifying and providing relevant trainings that lead to employment. Alliance Worknet will provide the SCWDB's In-Demand list to inform the partnership of the current labor market demands throughout the local area on an annual basis or sooner if a business need is identified. Alliance Worknet will also forward to the partners any relevant real time labor market analysis received so as to assist in the strategic discussions of building relevant business needed training/education. It is essential that these pathways have additional resources necessary for English Language Learners, disabled, basic skills deficient youth and adults and other populations to overcome economic or other resource barriers.

- iii. Local Plan describes the way the Local Board will improve access to activities leading to a recognized post-secondary credential; including a credential, that is an industry-recognized certificate or certification, portable, and stackable.**

To increase customer access, co-location within the AJCC system allows for improved customer service, communication and customer referrals. In addition to colocation, the SCWDB intends to incorporate presentations within the community especially within areas of the community that have a higher presence of priority service customers. These presentations will enhance access to all workforce system activities, including those leading to a recognized post-secondary credential.

The SCWDB also plans to improve access for activities leading to recognized post-secondary credentials by continuing to serve the youth and adult populations through the ETPL, as well as through the maintenance of cohort trainings in partnership with higher education providers. An increased focus will be placed on vocational credentialing. Having a heightened level of communication with post-secondary credentialed programs will also assist efforts in improving access. Additionally, Alliance Worknet seeks to establish regular meetings with ETPL providers, focus on improving the referral process for credentialing, and improving customer service as it pertains to disseminating information for post-secondary programs and credentialing. Alliance Worknet, in conjunction with the business services provider will continue to strengthen business involvement in discussions of in-demand post-secondary credentials.

- iv. Local plan describes the way Local Boards and their partners will facilitate engagement of employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations.**

Alliance Worknet will continue to work closely with the business services partner to develop and implement an effective outreach and marketing plan to engage employers including small employers and those in in-demand industry sectors and occupations. This will include developing further staff knowledge of WIOA, SCWDB and the network of resources, and providers to be better able to assist customers. The business services provider will:

- Develop strong partnerships with area economic development practitioners to coordinate business outreach and engagement and align with the various communities' economic development priorities
- Establish a virtual presence within the AJCC system that is available to businesses in need of WIOA services
- Coordinate and assist with local and regional job fairs
- Develop relationships with and conduct needs assessment and retention visits of businesses in the local and regional area to gather data needed to engage and help meet the needs of all businesses
- Increase the usage of referrals for On-the-Job Trainings (OJT's)
- Utilize CalJOBS database to track and disseminate information on employers and employment opportunities

- Continue to participate in networking events hosted by community partners
 - Co-facilitate presentations with partners such as Employment Development Department (EDD)
 - Conduct sector based outreach for the purpose of sector grant initiatives
 - Email provider newsletter to market the benefits of working with the workforce center
- v. Local plan describes the way Local Boards and their partners will support a local workforce development system that meets the needs of businesses in the local area.**

The SCWDB in implementing three distinct strategies previously described will focus on supporting local workforce development systems. To achieve these goals, Alliance Worknet staff will increase the dialogue with businesses in Stanislaus County through regular contact. Employers will be surveyed on a routine basis to determine ongoing business needs. The surveys will help align training opportunities to meet the needs of employers and jobseekers to facilitate placements. Alliance Worknet will also serve to market and connect employers to On-the-Job Training subsidies. Survey results will also be subsequently reviewed to determine in-demand occupations and identify any skill gaps. Furthermore, Alliance Worknet will continue to engage with business representatives that serve on the Board to foster routine analysis of business needs and strategies to address those needs. The Department will collaborate with the business services provider to improve upon the skill gaps identified by industry. The feedback received from employer surveys will serve to identify additional needs of the business community. To further support a local workforce development system, Alliance Worknet will:

- Develop and implement a comprehensive business services strategy to build relationships with local and regional business services provider in order to link business customers to available resources and services, including business start-up assistance, loans, industry roundtables, and human resources assistance
- Refer businesses to a network of services and support, through required and recommended partnerships
- Refer and connect businesses to appropriate incumbent worker training
- Conduct rapid response and layoff aversion activities
- Serve as primary point for job orders for the AJCC system
- Partner with career services provider and local and regional education partners to identify training and educational barriers that hinder local hiring and job creation
- Facilitate partnerships with educators, training providers and employers to develop and market training opportunities to meet the employment needs of businesses

vi. Local plan describes the way Local Boards and their partners will better coordinate workforce development programs and economic development.

Supporting business growth is one of the three goals identified by the SCWDB. By increasing the dialogue with business in the region, workforce development and economic development programs can be coordinated on a greater advanced scale. This will allow for the interests of both workforce development and economic development to be conveyed and corroborated in a more mutual fashion. Alliance Worknet with the business services provider will coordinate business outreach and engagement by aligning with the economic development priorities of the cities comprising the local area. Additionally, the business services provider will coordinate referrals of those in need of services provided through the Stanislaus County Small Business Development Center (SBDC). Alliance Worknet will collaborate with additional organizations to strengthen the accord between workforce development and economic development programs by conducting quarterly meetings with interested service providers, including local colleges, EDD, the business services provider, and city and county economic development representatives. Beyond regular meetings, all organizations referenced will be communicating regularly on employer recruitment activities, community resource fairs, and job fairs via the development of appropriate points of contact.

vii. Local plan describes how local boards and their partners will strengthen linkages between the one-stop delivery system and unemployment insurance programs.

The SCWDB is currently in the process of procuring AJCC operator services with one of the chief functions being to help lead the integration of services between the core partners of WIOA Title I B Youth, Adult and Dislocated Worker, Title II Adult Education and Literacy, Title III Wagner-Peyser and Title IV Vocational Rehabilitation and the Unemployment Insurance Programs (UI).

Services will be delivered through colocation, information sharing and by direct access via the internet. By working together with common customers, various staff will integrate functions and cross-train one another in order to provide the best possible customer service. From the customer standpoint, services will be seamless. The EDD, specifically the Wagner-Peyser division, is a co-located partner in the AJCC system. The Wagner-Peyser staff provides assistance to UI customers by directing them to UI services via phone and online. EDD is currently in the process of hiring a UI Navigator that will be available to assist customers with claims and to provide additional technical assistance in the resource center. Alliance Worknet strives to conduct bi-monthly conference calls with UI to ensure consistency and to strengthen the linkage between UI programs and AJCC program partners.

D. America's Job Center of California

i. Local plan describes how the Local Board will ensure the continuous improvement of eligible providers of services through the system.

The SCWDB strives to create an integrated, customer-centered, and seamless workforce system for employers, workers and jobseekers. This is aligned with the objectives of the California Strategic State Plan. Through ongoing collaboration, Alliance Worknet will develop consistent service definitions, business practices, and efficiencies that will allow improvement of the customer experience for both business and job seeker customers. These aspects are highlighted in the recently released AJCC operator procurement in which the roles of the AJCC operator include:

- Develop processes which ensure that all AJCC customers receive appropriate, timely, and effective services
- Help implement a formal referral process for services within and outside of the Center(s)
- Coordinate and collaborate with regional or multi-county one-stop operators

Continuous improvement of services provided through the system is also realized through the following accountability measures placed on the AJCC operator:

- Develop and implement a system to gather, analyze, and report performance of core partners, center processes, and system services
- Perform activities to achieve high level of service quality and to enhance customer service
- Ensure compliance with all State and local policies and procedures relative to one-stop system and one-stop center
- Prepare and submit monthly and quarterly reports

Alliance Worknet will engage in regular and consistent communication in order to assess the needs of customers and ensure that service delivery is efficient. The business services provider will maintain frequent communication with business, government, and agencies in Stanislaus County. These actions coupled in addition to constant communication of all parties involved will serve to ensure the continuous improvement of the system and meet employment needs.

ii. Local plan describes how the Local Board will facilitate access to services provided through the AJCC delivery system, including in remote areas, through the use of technology and other means.

The SCWDB currently has a comprehensive one-stop and two affiliate one-stops strategically located in Stanislaus County to provide residents in remote areas accessibility to services. An anticipated third affiliate site will open in 2018. Currently, the East County and West County affiliate one-stop offices are accessible by public transportation. The AJCC website has been revamped to include all partner website links with contact information. To increase access to services, the website will be updated continually to promote AJCC services and programs. Local and regional Labor Market Information (LMI) is also available on the AJCC website as is information on

occupations and training programs. The use of social media pages on Facebook and LinkedIn provide a broad and aggressive communication avenue for job posting, center events, and services. AJCC partners are available to answer customer information via phone and email. In addition, Alliance Worknet also anticipates further accelerating the usage of technology by incorporating career-counseling sessions via Skype, increased e-mail communication, self-service kiosk, and the possibility of a web-chat operator to address routine questions. The online referral mechanism via CalJOBS will also facilitate access to AJCC services.

- iii. **Local plan describes the way entities within the AJCC delivery system will comply with WIOA Section 188, and applicable provisions of the *Americans with Disabilities Act of 1990* regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities.**

WIOA places an emphasis on serving those individuals that are most difficult to serve. As a result, understanding the barriers of these participants is of high importance. All comprehensive one-stop centers must be physically accessible to individuals with disabilities. The AJCC system places the responsibility on each of its partners to be familiar with and comply with the WIOA Section 188 and the Americans with Disabilities Act of 1990. Each party will promote capacity building and professional development of its staff in order to increase awareness and understanding of service to individuals with barriers to employment including those with disabilities. Alliance Worknet will partner with the Department of Rehabilitation (DOR) and Disability Resource Agency for Independent Living (DRAIL) to train career services staff internally on an ongoing basis. Alliance Worknet will also obtain assistance from DOR and DRAIL offices to make on-site recommendations for accessibility. Compliance with accessibility requirements will be enhanced through the ongoing training efforts provided by Alliance Worknet Equal Employment Opportunity (EEO) Officer on at least a semi-annual basis. Staff self-assessments will also be reviewed to coordinate further on-site training as necessary. Customers coming into the AJCC system will also be provided with anonymous surveys regarding accessibility. These will in turn be forwarded to the EEO Officer for further follow-up as necessary.

- iv. **Provide a description of the roles and resource contributions of AJCC partners.**

The AJCC MOU illustrates the roles and functions each partner will serve. These roles include the provision of career services, training, and employer needs. While the resource contributions of the partners are still being finalized during MOU Phase II, the attached chart (Attachment B) depicts the different functions each partner will fulfill.

- v. Local plan includes executed MOUs, cost sharing agreements and cooperative agreements or if cost sharing agreements are not yet completed, a description of where they are in process and the roles and resource contributions of the AJCC partners.**

Attached is the AJCC MOU (Attachment C), which was approved when submitted to the State during Phase I of the MOU negotiations. Under the direction of the SCWDB, Alliance Worknet is in the process of developing Phase II of the MOU Infrastructure and other system cost funding agreements. All AJCC partners who completed and signed Phase I MOUs will also complete and sign a Phase II MOU with the SCWDB by June 30, 2017. An initial meeting with the AJCC partnership was held to review the provisions, and discuss a timeline for completing Phase II of MOU. A second meeting with co-located partners will be held in early January 2017 to formalize an agreement specifically on infrastructure costs.

- vi. Local plan specifies how Local Boards will work with WIOA Section 166 and WIOA Section 167 grantees to include in their local plans their strategies to provide Indian and Native American and eligible Migrant Seasonal Farmworkers equal access to AJCC service.**

The Central Valley Opportunity Center (CVOC) is the local grantee for WIOA Section 167 in Stanislaus County. Alliance Worknet has an established and sound partnership with CVOC enhanced through workforce related activities, including CVOC's prior membership on the local board. In addition, they are actively involved in the development of the AJCC MOU and is committed to using the CalJOBS referral component of the system as the mechanism for referral for AJCC services. Through this coordinated effort, CVOC customers will have direct access to all relevant AJCC partner services including the planned technological access options that allow for customers living in agricultural focused outlying areas to engage with AJCC partner staff.

Alliance Worknet staff will coordinate with CVOC migrant seasonal farmworker staff to identify specific service needs and resource improvement via the review of materials relevant to customer service provision. Orientation information related to the AJCC services will also be provided in Spanish. Through the anticipated AJCC cross training sessions, CVOC staff will collaborate and share program updates with migrant seasonal farmworker customers.

The California Indian Manpower Consortium, Inc, is the local grantee for WIOA Section 166 in Stanislaus County. Alliance Worknet will engage with Consortium staff to identify the services provided throughout the local area and develop the cross training essential for streamlining of program services. As an AJCC MOU partner, the California Indian Manpower Consortium will also actively participate in the development of the CalJOBS referral component of the system. Consortium customers will have direct access to the relevant AJCC partnership services that will allow for customers in remote areas to access AJCC information.

- vii. Local plan specifies how AJCCs will serve as an on-ramp for the regional Sector pathways emphasized in the corresponding regional plan.**

The AJCC will serve as a conduit for organizations such as secondary, post-secondary, community college technical education and industry leaders to work together in development of regional sector pathways. The AJCC partnership will facilitate the entrance of participants into regional sector pathways by ensuring frontline staff is informed of the pathways and understands the necessary credentials required by industry. By engaging in regular AJCC partnership meetings where regional sector pathways are discussed, the alignment of cross training, the understanding of employer and industry needs, and the braiding of program curriculum will be further developed. In addition, AJCC staff will be kept abreast of all regional initiatives and refer applicable candidates to those programs.

The Modesto Comprehensive AJCC and the Affiliate AJCCs in Patterson and Oakdale will serve as on-ramps for the local area. The AJCCs provide an access point for education and training services to be received by job seekers; employers; UI claimants; youth; seniors; veterans; businesses; StanWORKs clients; WIOA clients; and others as specified in the individual partner agreements. The one-stop delivery system partnership including the community college and other education providers will engage in activities designed to meet the outcome objectives established in the California Workforce Development Strategic Plan which include: Sector strategies, Career pathways, Regional partnerships.

The AJCC will continue to have focused, active partnerships between businesses in a target industry sectors and those engaged in workforce development as well as educators, training providers, labor unions, and community organizations. Services pertaining to the sector pathways will be delivered through co-location, cross information sharing and by direct access through real-time technology. By working together with common customers, various staff will integrate functions and cross train one another. From the customer viewpoint, services will be seamless. Information and services pertaining to regional sector pathways will be provided which will most directly meet the needs of each customer, with referral to additional services as necessary.

E. Required Information Pertaining to Specific Programs, Populations, and Partners

- i. Local plan describes how the Local Board will coordinate local workforce investment activities with regional economic development activities and promote entrepreneurial skills training and microenterprise services.**

Alliance Worknet has fostered relationships with economic development organizations, and will continue to work closely with organizations that connect, promote, and assist businesses throughout the region. The business services provider supports economic

development services in the central valley area and serves the needs of business through the following activities:

- Offsetting expansion
- Serving as a liaison to county and city services
- Confidential site location assistance
- Facilitating fast track permitting
- Assisting with fees and permitting
- Assisting with regulatory issues
- Providing a link to alternative sources of financing
- Serving as a direct conduit to state, regional, and local economic incentive
- Providing workforce training
- Providing research and marketing resources to connect businesses and suppliers
- Communicating successes through marketing and communications outreach

Through the business services partnership, the SCWDB has secured the connection to both local and regional economic development and access to entrepreneurial training and microenterprise services. The SBDC offers a wide range of services to support innovators, entrepreneurs, and small business owners. These services include:

- Understanding startup requirements
- Assistance in locating and applying for funding
- Building profitable operations
- Developing new innovations
- Facilitating government certifications
- Understanding basic exporting requirements
- Assisting with employer regulations and taxes
- Assistance in writing business plans
- Confidential one-on-one business consulting by expert local advisors
- Providing live training events each year mostly at no cost
- Professional research assistance
- Access to marketing data
- Access to online trainings
- Assistance with documents, forms, quick links, and other valuable business information via the online resource room

SCWDB will receive quarterly updates regarding progress made in working with local and regional employers, as well as detailed reports on entrepreneurship, microenterprise, and small business development.

ii. Local plan describes and assesses the type and the availability of adult and dislocated worker employment and training activities.

Alliance Worknet and the AJCC partnership works with the general population of adults and dislocated workers as prescribed by WIOA to assist with accessing relevant opportunities to increase employability and long-term occupational growth. Services provided to customers by the career services unit range from intake, eligibility, CalJOBS data entry, initial adult basic career services, career counseling, and preparation of

individual employment plans, assessment, employment data, closure, and follow-up input.

Alliance Worknet and AJCC partnership also provide assessment of basic skills and current occupational skill-sets using National Reporting System (NRS) approved assessment tools and WorkKeys, which are also available to Spanish speaking customers. Using the results of those assessments, workforce staff counsels clients in labor market trends and career choices based on labor market data, and may recommend training in paid internship, OJTs or assesses the need for occupational skills training with a private post-secondary education or training provider.

Alliance Worknet has administrative access to the ETPL through CalJOBS, and regularly updates and manages the training providers in the local area to assure that training is approved, insurance requirements are met, and courses are available for local adult, dislocated workers and youth participants.

The SCWDB has established a partnership with an agency providing specialty services to previously incarcerated adult and dislocated worker population. The SCWDB acknowledges the significant barriers these individuals face within the local labor market due to extraordinary situations and have achieved successful outcomes by meeting contractual performance. Alliance Worknet has collaborated with organizations such as Department of Rehabilitation, Disability Resource Agency for Independent Living, and Community Services Agency in the local area to expand services for people with disabilities. Those agencies have programs and supportive services that can be leveraged. Alliance Worknet will be seeking opportunities to coordinate and expand services in order to reduce duplication of effort and conserve resources.

iii. Local plan describes how the Local Board will coordinate rapid response activities

The primary purpose of rapid response activities is to enable affected workers to return to work as quickly as possible following a layoff, or to prevent layoffs altogether. To realize this, the AJCC system must be coordinated, comprehensive, and proactive in communicating with business. The business services provider will act as the local rapid response coordination body and work as a conduit for directing dislocated workers affected by closures to the AJCC. The business services provider is familiar with the programs and processes that serve affected workers, and receive Worker Adjustment and Retraining Notification (WARN) notices for action directly from the EDD. The rapid response activities will be shared with other local partners, and when making presentations to the personnel of companies, the business services provider will invite other partner organizations to assist in providing information regarding AJCC partnership services. These services include information regarding supportive services, housing assistance, and financial assistance.

The SCWDB works closely with the business services provider to ensure efficient delivery of rapid response activities within Stanislaus County. The business services provider also assists with other services including permitting assistance, site location

services, business retention services, and layoff aversion services. This value-added approach promotes trust in the business community, and positions the AJCC workforce system as an information resource for critical business needs in the local and regional economic area.

- iv. Local plan includes a description and assessment of the type and availability of youth workforce development activities in the local area, including identification of successful models and activities for youth who are individuals with disabilities.**

The SCWDB youth service providers are required to complete assessments, including individual service strategies for each participant, enter eligibility documentation into the CalJOBS system; provide financial literacy, work maturity skills, career counseling, supportive services and transitional services for post-secondary education. They also offer extensive assistance on resume preparation, interviewing skills and techniques, and how to properly present themselves to employers when seeking employment.

Youth services providers offer work-based learning activities such as: paid work experience and OJT opportunities as these types of services teach youth foundational skills that are required to be successful in the workplace. As mandated in these contracts, service providers are required to place youth in a community service activity for a minimum of eight (8) hours to show the value of giving back to the community and as a means of developing workplace maturity skills. Another mandate requires participants entering a youth program without a high school diploma or general equivalency diploma (GED) to attend secondary school equivalent courses with the expectation that these individuals obtain a high school diploma or GED.

Youth with disabilities have been and continue to be served by SCWDB youth contractors. Stronger ties to other organizations providing services to the disabled community are being forged as youth providers integrate into the AJCC partnership. Additionally, English Language Learner (ELL) services are made available by youth providers to ensure inclusion of youth who may have limitations in English proficiency. It is the intent of the SCWDB to expand ELL youth services in the future in order to address a growing need of assistance to youth.

The WIOA places an emphasis on the expansion of youth services. As a result, youth services as a whole are expected to grow in both scope and availability. Integration of youth services into the AJCC is expanding, and both current and future youth service organizations will be expected to maintain a presence in the one-stop. This integration will maximize coordination between youth providers and minimize duplication of services, as well as provide direct access to youth service providers at the comprehensive AJCC.

- v. Local plan describes how the Local Board will coordinate with relevant secondary and post-secondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services.**

SCWDB staff will continue to work with WIOA Title II Adult Education providers, secondary and post-secondary education programs such as Modesto Junior College (MJC), the Stanislaus Partners in Education (SPIE), Stanislaus County Office of Education (SCOE), and various school districts within the county to facilitate communication regarding career pathways and how to better coordinate adult education efforts in the local area. Manufacturing academies, Career Technical Education (CTE) and California Department of Education (CDE) career pathways are understood to provide substantive planning direction for WIOA. The local educational community is committed to working with business, the SCWDB and its staff to better understand the workforce development needs of the local population and how to best address those needs going forward. The local education community has programs that are intended to meet the needs of business; however, there is room for strategic improvement to current programs. The educational community is striving to incorporate the opinions and needs of business and the workforce community to assure that the program designs are more targeted to the needs of business and will have a greater impact on the business community.

- vi. Local plan describes how the Local Board will coordinate WIOA Title I with the provision of transportation and other appropriate supportive services in the local area.**

The SCWDB will be working through the MOU process and the AJCC partnership to enhance and reduce duplication of services for AJCC participants. This will include the ability to cross-share information on which program will be providing supportive services such as transportation and clothing allowances. Many partner organizations in the AJCC partnership have the ability to provide supportive services, including CSA, DOR, contracted WIOA providers, DRAIL, Welfare to Work providers, and other community services providers. Through improved communication of the partners, use of the CalJOBS system and the C-IV system (CSA's case management system), coordination of supportive services will be tracked, thus eliminating duplication, while ensuring that customers get the support they need for program success.

- vii. Local plan includes plans, assurances, and strategies for maximizing coordination, improving service delivery, and avoiding duplication of Wagner-Peyser Act services and other service provided through the One Stop delivery system.**

The Wagner-Peyser and Trade Adjustment Assistant (TAA) services are already built into the CalJOBS system, so information regarding what services were provided to those who are registered for EDD programs is readily available for viewing by AJCC staff members. Staff will be reviewing the services provided by all programs on an on-going basis to avoid duplicative efforts. The SCWDB will be actively seeking common

intake and common narrative systems that the partnership may share to avoid duplication, as well as promoting sharing of confidential information to the extent permitted by statutes and by consent of shared customers.

- viii. Local plan describes how the Local Board will coordinate WIOA Title I activities with adult education and literacy activities under WIOA Title II, including how the Local Board will carry out the review of local applications submitted under Title II to determine whether such applications are consistent with the local plan, and how Local Boards will make recommendations to the eligible agency to promote alignment with the local plan.**

Coordination of workforce development, economic development and education activities has been increasing in 2016. The SCWDB is committed that this trend will continue. Alliance Worknet attends the Adult Education Block Grant (AEBG) meetings, as well as meetings with the adult and higher education consortium in Stanislaus County. Coordination of these activities is expected to improve further with increased participation by K-12, Title 1 Adult Education and post-secondary education providers. SCWDB members and Alliance Worknet will be reviewing the WIOA Title II applications and meeting with adult education representatives to suggest avenues that will assist the Title II providers in aligning with the local and regional plans. Local education providers have shown a commitment to participate in the strategic planning process and understand the value of being in alignment with the local and regional workforce development plans.

- ix. Local plan describes the services that will be provided to limited English proficient individuals, with details in any sections of the local plan that deal with the provision of services to individuals with basic skills challenges. Local plans must specify how basic skills programs in the local area will serve individuals from these communities.**

Alliance Worknet will continue to build strong linkages with service providers to the English Language Learner (ELL) community and will provide staff members that can address the needs of monolingual populations within the comprehensive and affiliate career centers. Languages for which translation services are provided by Alliance Worknet staff includes Spanish, Cambodian, Russian, Farsi, Assyrian and Laotian. Staff have been fostering relationships with service groups including El Concilio and the Spanish Chamber of Commerce to increase awareness of WIOA programs to additional ELLs in the Stanislaus County area. Meeting the basic skills needs of ELL population proves to be especially difficult, and linkages are planned with adult education providers to coordinate services to address the basic skills needs of ELL individuals in the WIOA programs.

F. Administration – Managing the Work of the Local Board

i. Local plan identifies the entity responsible for the disbursement of grant funds described in WIOA Section 107(d)(12)(B)(i)(III)

The agency responsible for disbursement of grant funds and grant administration in Stanislaus County is the Stanislaus County Alliance Worknet. The Chief Local Elected Official (CLEO) and the Board of Supervisors (BOS) maintain fiduciary responsibility for WIOA funds, and have delegated administrative authority for this function to Alliance Worknet.

ii. Local plan describes the competitive process that will be used to award the sub-grants and contracts for WIOA Title I activities, consistent with WSB Draft Directive 153.

The SCWDB and Alliance Worknet, in conjunction with the Stanislaus County General Services Agency (GSA) and Stanislaus County Risk Management Division, award competitive grants and agreements through a Request for Proposal (RFP) process whenever relevant. The RFP process conforms to Federal Acquisition Regulations and 2 CFR 200, Uniform Administrative Requirements and Cost Principles for Federal Awards, and provides the best opportunity to secure services in an open and competitive manner. October 3, 2016 the SCWDB approved RFP's to be issued for AJCC Operator, WIOA Youth Services, and WIOA Specialized Adult Population services. The RFP's were sent out by Stanislaus County's General Services Agency which manages the RFP process for all Stanislaus County departments.

When necessary, alternate procurement methodologies, such as Request for Information (RFI) may be used for services where Alliance Worknet has no history for procuring comparable services, and/or wishes to solicit and promote innovative program designs or concept from proposers. Sole Source procurement may be used if after solicitation from a number of sources, competition is determined to be inadequate, or the service or item is available from only a single source. Sole Source procurement must follow the guidelines outlined in 2 CFR 200 Sub Part D §200.320 (f).

G. Performance Goals

i. Local plan includes the performance measures negotiated with the Governor and chief elected official

The SCWDB negotiates performance levels that reflect the economic conditions of the local area and allow for successful attainment of the negotiated performance levels.

The table below reflects the performance measures negotiated with the State in August 2016. Baseline indicators are indicators for which local areas will not propose an expected level of performance in the Local Plan submission for Program Years 2016-2017 and 2017-2018 and will not need to come to agreement with the state on negotiated levels of performance.

| Performance Measure | Period | Performance Levels | |
|---|---|--------------------|-----------|
| | | 2016-2017 | 2017-2018 |
| Adult Measures | | | |
| Entry into unsubsidized employment | Measured in Q2 after exit. | 65% | 68% |
| Retention in unsubsidized employment (Employment Retention) | Measured in Q4 after exit. | 62.5% | 65.5% |
| Earnings change after entry into unsubsidized employment (Average Earnings) | Measured as median earnings in Q2 after exit. | \$4,350 | \$4,400 |
| Credential rate | New Measure | 52.9% | 55.9% |
| In Program Skills Gain | New Measure | Baseline | Baseline |
| Dislocated Worker Measures | | | |
| Entry into unsubsidized employment | Measured in Q2 after exit. | 68% | 71% |
| Retention in unsubsidized employment (Employment Retention) | Measured in Q4 after exit. | 66.5% | 69.5% |
| Earnings change after entry into unsubsidized employment (Average Earnings) | Measured as median earnings in Q2 after exit. | \$5,200 | \$5,356 |
| Credential rate | New Measure | 60% | 63% |
| In Program Skills Gain | New Measure | Baseline | Baseline |
| Youth Measures | | | |
| Entry into unsubsidized employment | Measured in Q2 after exit. | 62.40% | 65.40% |
| Retention in unsubsidized employment (Employment Retention) | Measured in Q4 after exit. | 64.20% | 67.20% |
| Earnings change after entry into unsubsidized employment (Average Earnings) | Measured as median earnings in Q2 after exit. | Baseline | Baseline |
| Credential rate | New Measure | 54.7% | 57.4% |
| In Program Skills Gain | New Measure | Baseline | Baseline |
| Employer Measure | | | |
| Indicators of effectiveness in serving employers | New Measure | Baseline | Baseline |

H. High Performance Board Effort

i. Local plan includes a status report or description of local policies on Priority of Service, MOU Phase I and MOU Phase II policy.

Guidance for the AJCC system is provided in the following three EDD directives: Workforce Services Directive (WSD)15-14, WSD15-12, and WSD16-09. Below is the SCWDB's progress towards complying with these AJCC centric policies.

Priority of service (WSD 15-14) is given specifically to the adult and dislocated worker population who meet WIOA Title I eligibility criteria. Through the work of the Title I providers, adult and dislocated workers can access career services, supportive services, individual employment plan development, structured job search, group and individual career counseling, individualized skill development strategies, work experience opportunities, as well as other services.

Alliance Worknet has engagement strategies for serving individuals who qualify for priority of service as well as individuals who have barriers to employment. The EDD Directive WSD15-14 and Public Law 107-288 "Jobs for Veterans Act" outline priority of service in alignment with the federal regulations. Alliance Worknet has developed the service delivery strategy to expand the application of priority of service for individualized career services and training services under WIOA Title I Adult Programs. Continuous staff trainings will be held with AJCC partners to ensure priority of service is emphasized. In addition, Alliance Worknet will strive to increase the level of outreach and support given to these populations via electronic and technical means.

Priority for receipt of individualized career services and training services will be given to customers who are residents of Stanislaus County in the following order:

1. To veterans and eligible spouses who are recipients of public assistance; low income, including those who are underemployed; or basic skills deficient
2. To other recipients of public assistance; low-income individuals, including those who are underemployed; or individuals who are basic skills deficient
3. To veterans and eligible spouses who are not recipients of public assistance; not low-income individuals, including the underemployed; or who are not basic skills deficient
4. To long-term unemployed individuals
5. To all other persons who are not listed above

Alliance Worknet will continue to develop strategic partnerships to support individuals with barriers to employment. Listed below are additional targeted populations within Stanislaus County:

- Displaced homemakers
- ELLs, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- Homeless individuals
- Indians, Alaska Natives, and Native Hawaiians
- Individuals with disabilities, including youth with disabilities

- Long-term unemployed individuals
- Migrant and seasonal farmworkers
- Older individuals
- Returning citizens, also referred to as ex-offenders
- Single parents, including single pregnant women
- Youth who are in or have aged out of the foster care system

The commitment to offer priority of service and training with WIOA adult funds is fortified through the memorandum of understanding (MOU) that has been developed amongst the partners of the AJCC system. WSD 15-12 discusses the requirements for WIOA MOU for Phase I. The SCWDB with the agreement of the chief local elected official (CLEO) and the AJCC partners have developed an MOU concerning the operations of the AJCC system. The purpose of the MOU is to establish a cooperative working relationship between the parties and to define the respective roles and responsibilities in achieving the policy objectives. The MOU also serves to establish the framework for providing services to employers, employees, job seekers and others needing workforce services. Phase I of the MOU was submitted on June 30th 2016 to the State and was approved. The SCWDB will ensure that AJCC operators and career services providers are in place and operating by June 30, 2017.

The SCWDB with the agreement of the Stanislaus County Board of Supervisors and the AJCC partners are in the process of developing Phase II of the MOU. All AJCC partners who completed and signed Phase I MOUs are anticipated to complete and sign a Phase II MOU with the SCWDB by June 30, 2017. An initial meeting with the AJCC partnership was held to review the provisions, and discuss a timeline for completing Phase II of MOU. A second meeting with co-located partners will be held in early January 2017 to formalize an agreement specifically on infrastructure costs.

I. Training Activities

- i. Local plan describes how training services will be provided through the use of individual training accounts or contracts and how they will be coordinated to ensure informed customer choice in the selection of training programs.**

The SCWDB each year approves a list of In-Demand occupations, which have been identified as the most likely to offer growth opportunities and new job openings. The list is generated through use of multiple occupational outlook surveys and employment reports. The Central California Workforce Collaborative (CCWC) contracted with Applied Development Economics, Inc. to conduct a “Regional and Local Economic Sector and Skills Gap Analysis.” The report was prepared and presented to the SCWDB. The regional occupational clusters identified for growth are:

- Health Care, Retail, and Food Services;
- Wholesale, Warehousing and Logistics;
- Education and Professional, Technical, and Scientific Services
- Manufacturing;
- Installation and Maintenance

The In-Demand List is used to identify and approve occupational fields for vocational training requests for participants, including specific trainings that focus in the above listed regional occupational clusters. Those participants who have demonstrated limited opportunities to return to employment utilizing their current skills and experience are referred to vocational training specialists who work with the customers to review their interests, aptitudes, and labor market information (LMI) to determine the most appropriate education or training programs that will help them achieve their employment goals.

To increase the number of participants who pursue training options within the programs, an increased outreach effort is being made to the community through a greater emphasis on social media. Facebook and LinkedIn will allow us to feature special projects, targeted recruitments by local employers, and successful customer testimonials. Alliance Worknet will post information about new businesses and planned expansions that will encourage participants to pursue training in order to be prepared and qualified for new job opportunities as they become available. If a customer selects a training that is covered by the SCWDB approved list, the process for approval is streamlined to enable the training request to be approved quickly.

Alliance Worknet has the ability to work with employers to develop specific training outlines that enable them to hire and train employees who lack the knowledge, skills, or training necessary to be successful. The reverse referral on-the-job training program enables business to hire and train an employee they feel meets their specific business needs, while off-setting the extraordinary expense of training the new hire and the loss of productivity while providing the training and extra supervision. This process enables Alliance Worknet to quickly respond to the business need, while tailoring training for the new employee. Alliance Worknet will also work with the business services provider's business-driven activities, which are anticipated to train for specific foundational and technical skills needed in the local area.

When displaced workers qualify for training through the Trade Adjustment Assistance (TAA) program, Alliance Worknet staff collaborates with EDD staff in order to co-enroll the customers. TAA coordinates the training and WIOA coordinates any needed wrap-around services to support the training and provides job search assistance for the customer, following the training. This collaboration streamlines the services for the customer, ensures that services are not duplicated, and effectively tracks the leveraging of costs.

Alliance Worknet also works closely with the approved California Employment Training Panel (ETP) programs in order to collaborate and provide wrap-around seamless service. Alliance Worknet coordinates the provision of employment services to the customer in order to ensure customer and training vendor success.

J. Public Transparency, Accessibility and Inclusivity

- i. Local plan describes the process to provide a 30-day public comment period. Information specifies how Local Boards complied with physical and programmatic accessibility requirement for individuals with disabilities.**

The SCWDB 2017-2021 WIOA Local Plan and subsequent updates will be posted on the Alliance Worknet website (www.allianceworknet.com) for a public comment period. Hard copies will be available at the America's Job Center of California – Stanislaus County, 629 12th Street Modesto, CA 95354 and the Community Services Facility, 251 E. Hackett Road C-2, Modesto, CA 95358. Notice of this publication and comment period will be announced to the public via the following outlets:

- Publication in the newspapers (the Modesto Bee)
- Email notices will be forwarded to AJCC Partners
- Stanislaus County Board of Supervisors and Stanislaus County Workforce Development Board members

The posting period is planned to begin on January 17, 2016 and terminate on February 13, 2017. Public comments can be made in one of the follow ways: emailed to awcontracts@stanalliance.com; or, mailed to Alliance Worknet (AW), ATTN. Contracts and Planning Unit, P.O. Box 3389, Modesto, CA 95353-3389; or hand delivered to: Alliance Worknet, 251 E. Hackett Road, C-2, Modesto, CA 95358 Attention: Contracts and Planning Unit.

Notices of all public meetings will be posted in local newspapers, as well as on the Alliance Worknet website. The meeting announcements will include a notice of how to request special accommodations for anyone planning to attend the meeting.

K. Common Intake and Case Management

- i. Local plan describes how Local Boards currently handle intake and case management and whether their existing approach allows for the tracking of co-enrolled individuals across WIOA core programs and other programs party to the State Plan.**

All Title I and Title III partners will use the CalJOBS system as the primary tool for capturing WIOA intake and case management information. Alliance Worknet will work with the other program partners to determine how to best communicate the tracking and case managing of shared customers that will ensure that all services are being coordinated and not duplicated. This will be done by developing a process to communicate electronically customer information that is pertinent to all parties involved. These systems will accurately track co-enrolled activities and will include at a minimum projected start and end dates, detailed projected service outcomes, identify coordinated services and the responsibilities of the partners associated with the co-enrolled services.

The SCWDB will ensure that Alliance Worknet, core and other program partners are having regular meetings in which ideas will be shared, program progress will be updated, best practices will be identified, and thus confirming the alignment of vision and goals with regards to the local plan.

GLOSSARY OF KEY TERMS & DEFINITIONS:

Adult Basic Education: Academic instruction and education services below the postsecondary level that increase an individual's ability to—(A) read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; (B) transition to postsecondary education and training; and (C) obtain employment."

Americans with Disabilities Act (ADA): A federal law providing for comprehensive civil rights protection to individuals with disabilities in areas of employment, public accommodations, state and local government services and telecommunications. (PL101-336)

America's Job Centers of California (AJCC): The workforce system in California for enacting WIOA employment services as a network; often referred to as the "One-Stop system".

Application: The process which requires the physical attainment of all necessary eligibility documentation regarding citizenship, age, income, selective service registration (if applicable) plus basic skills assessment for math and reading levels. Upon completion of eligibility determination, and signing of the application, eligible customers are placed into the applicant pool for consideration for enrollment into intensive services.

Apprenticeships: An employer-driven model that combines on-the-job learning with related classroom instruction that increases an apprentice's skill level and wages.

Assessment: A judgment of vocational interests, abilities, previous education and work experience, income requirements, and personal circumstances.

Barriers to Employment: Conditions that may make employment difficult for certain individuals. Individuals with such barriers may include: single parents, displaced homemakers, youth, public assistance recipients, older workers, substance abusers, teenage parents, veterans, ethnic minorities, and those with limited English speaking ability or a criminal record or with a lack of education, work experience, credentials, transportation or child care arrangements.

Basic Education: Instruction usually conducted in an institutional setting that is directed towards imparting the basic skills of communication, computation, problem solving, health, consumer development, and citizenship. Instruction for youth could

include, but not be limited to, enrollment in a secondary school. Adult Basic Education (ABE) would include upgrading the same basic skills, however, it is directed towards adults who are generally classified as functionally illiterate, undereducated, or whose inability to speak, read or write the English language constitutes a substantial impairment of their ability to get or retain employment commensurate with their readability. Such instruction is designed to raise the level of education of such individuals with a view to making them less likely to become dependent on others, to improving their ability to benefit from occupational training and otherwise increasing their opportunities for more productive and profitable employment.

Basic Literacy Skills: Reading, writing, mathematics, problem solving and interpersonal skills training that enable adults to communicate in English, use math, obtain a high school diploma or GED and become productive, employable citizens

Basic Skills Deficient: An individual has English reading, writing, or computing skill at or below the eighth grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test. (WIA Section 101 (4))
Deficient in Basic Literacy Skills: Is an individual who, at a minimum, meets the definition of Basic Skills Deficient; or is unable to compute or solve problems, read write, or speak English at a level necessary to function on the job, in the individual's family, or in society. (20 CFR Part 664.205(a))

Board of Supervisors: A county board (also known as a board of county commissioners) is a group of elected officials charged with administering the county government in some states of the United States. County Board of Supervisors are usually made up of three or more individuals.

Career Pathways: A series of connected education and training programs, work experiences, and student support services that enable individuals to secure a job or advance in an in-demand industry.

Career Services: Career Services for adults and dislocated workers must be available in at least one Job Center in each local workforce development area. There are three types of career services, as identified in §678.430 of the WIOA Final Rules: Basic career services; Individualized career services; and Follow-up services.

Case Management/Intensive Service: A customer-centered approach in delivery of services, designed to: 1. Prepare and coordinate comprehensive employment plans, identifying barriers to participation and employment; devise service strategies for customers to ensure access to workforce investment activities and supportive services, using, where feasible, computer-based technologies; and 2. Assist in the enrollment of customers into allowable activities designed to enhance employability (i.e. motivation, assessment, job preparation workshops, educational classes and/or training, and/or

employment services), providing job development and placement services, and assisting individuals and families in accessing community services, addressing emergency assistance and crisis intervention and immediate needs (i.e. food, housing, clothing, and transportation); and 3. Provide job and career counseling during program participation and after job placement.

Categorical Income Eligibility: Categorical Income Eligibility may be used to determine whether a customer is income eligible for intensive and training services. The applicant meeting categorical eligibility for income must meet all the other eligibility criteria. Applicants are deemed to have met the income eligibility requirements if the applicant that: 1. Receives or is a member of a household that receives, or has been determined eligible to receive, SNAP/food stamps within the six (6) month period prior to enrolling into a WIOA program; 2. Receives, or is a member of a household that receives cash payments under a Federal, State, or local income-based public assistance program such as TANF, RCA, GA or SSI; 3. Homeless; 4. Youth in state sponsored foster care or youth aging out of state-sponsored foster care.

Chief Local Elected Official: The chief elected executive officer is a unit of general local government in a local area, which is the Stanislaus County Board of Supervisors.

Core Services: Services available to all customers (universal access) of the One-Stop Center or affiliate partner agency. Core services include self-help services and services requiring minimal staff assistance as described under Section 134 (d) (2) of the Act. Note: When staff assistance is required to provide supportive services to Core service customers, registration is required and counted for performance measurement purposes.

Credentials: A credential is a nationally recognized degree or certificate or state recognized credential. Credentials include, but are not limited to, a high school diploma, GED, or other recognized equivalents, postsecondary degrees/certificates, recognized skill standards, licensure or industry-recognized certificates (i.e., ASE car repair, Hazmat, CNA, CDL, Boiler

Operator, Flag Person, Heavy Equipment Operator, etc.), and all state education agency recognized credentials. (This definition applies to current WIOA statutory adult, older youth and dislocated worker measures only it does not apply to the common measures).

Customer: A Customer is any person seeking assistance to find employment or training, whether employed or unemployed, and employers who need qualified workers for their company or training for the workers who are already employed with them.

Customer-Centered: Services and improvements to the system are made based on customer feedback.

Customized Training: Training that is designed to meet the special requirements of an employer or a group of employers; 2. Training that is conducted with a commitment by the employer to employ an individual on successful completion of the training; and 3. Training for which the employer pays for not less than 50 percent of the cost of training. The training may occur at the employer's site or may be provided by a training vendor able to meet the employer's requirements. Such training usually requires a commitment from the employer to hire a specified number of trainees who satisfactorily complete the training.

Disabled Veteran: A veteran who is entitled to compensation under laws administered by the Veterans Administration, or an individual who was discharged or released from active duty because of service-connected disability.

Disabled Veteran Outreach Program: Disabled Veterans' Outreach Program (DVOP) specialists develop job and training opportunities for Veterans, with special emphasis on Veterans with service-connected disabilities.

Disadvantaged Adults: Educationally or skills disadvantaged adults are those persons who score below 8th grade level on standardized tests. They require educational assistance to bring their basic skills to a level that would make them eligible for secondary (high school) education or to hold a job with Basic English and math skills.

Discretionary Grant: Priority Selection for Career Services and Training Services Funded with WIOA Statewide (10%) Discretionary Grants/Contracts for purposes of WIOA statewide (10%) discretionary funds, the Governor has determined that these funds will be prioritized as follows: 1. Eligible veterans and spouses; 2. Unemployed individuals; 3. Low-income individuals; 4. Other job seekers. As indicated by the first priority, recipients of WIOA 10% discretionary grants and contracts will continue to provide priority selection of veterans for career and training services as required under P.L. 107-288 "Jobs for Veterans Act" and in alignment with Workforce System Policy 1009 Revision 2. In applying this policy to 10% funded projects, veterans who are unemployed and/or low-income, have priority over all other individuals served under these projects.

Dislocated Worker (DW): An individual who: has been terminated or laid off from their job, or who received a notice of termination or layoff, from their employer; is eligible for or has exhausted their unemployment payments; or has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center, attachment to

the workforce, but cannot get unemployment compensation because of low earnings or having done work for an employer not covered under a State unemployment compensation law; and is unlikely to return to a previous industry or occupation; has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility or enterprise; is employed at a facility which the employer has made a general announcement that such facility will close within 180 days; or for purpose of eligibility to receive services other than training services, intensive services or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close; was self-employed (including employment as a farmer, rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters, is a displaced homemaker; or is the spouse of a member of the Armed Forces on active duty and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or is the spouse of a member of the Armed Forces on active duty and who meets the criteria.

DOL, USDOL: The U.S. Department of Labor, including its agencies and organizational units.

Economic Development: Local planning and zoning commissions or boards, community development agencies, and other local agencies and institutions responsible for regulating, promoting, or assisting in local economic development.

Eligible Provider: The term “eligible provider”, used with respect to: 1. Training services, means an organization, such as a public or private college and university, or community-based organization whose application has been approved for the State list of training services as identified; 2. Intensive services, means a provider who is identified or awarded; 3. Youth activities, means a provider who is awarded a grant or a contract; 4. Other workforce investment activities, means a public or private entity selected to be responsible for such activities, such as a one-stop operator designated or certified.

Eligible Training Provider List (ETPL): A statewide collection of providers that are approved to give services through the One-Stop system. These lists contain consumer information, including cost and performance information for each of the providers, so that customers can make informed choices on where to use their Individual Training Accounts.

Employment Development Department (EDD): The California Employment Development Department, which is responsible for administering Unemployment

Insurance Benefits, the Workforce Innovation and Opportunity Act, and Wagner Peyser Services in California.

English as a Second Language (ESL): English language education for adults whose inability to understand, speak, read, or write the English language is a barrier to their ability to get or keep employment. This also has effects on their real ability to function in society or successfully complete the citizenship application process.

Firewall: Separation as a part of the procurement process.

General Equivalency Diploma-GED: A high school equivalency diploma, which is obtained by passing the General Educational Diploma Equivalency Test that, measures skills and knowledge generally associated with four years of traditional high school instruction.

In-Demand Industry Sector or Occupation: An industry sector that has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the State, regional, or local economy, as appropriate, and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors; or an occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector so as to have a significant impact on the State, regional, or local economy, as appropriate.

Individual with a Barrier to Employment: A member of one or more of the following populations: displaced homemakers; low-income individuals; Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166; persons with disabilities, including youth who with disabilities; older individuals; ex-offenders; homeless individuals as defined in the Violence Against Women Act of 1994, or homeless children and youths as defined in the McKinney-Vento Homeless Assistance Act; youth/young adults who are in or have aged out of the foster care system; person who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers; eligible migrant and seasonal farmworkers; persons within 2 years of exhausting lifetime eligibility under part A of Title IV of the Social Security Act; single parents including single pregnant women; long-term unemployed person; and such other groups as the Governor involved determines to have barriers to employment.

Individual Training Accounts (ITA): An expenditure account established on behalf of an eligible customer in WIA Title IB adult, youth and dislocated worker programs to purchase training services from eligible providers they select in consultation with the case manager, counselor or coordinator.

Individual with a Disability: 1. In general, an individual with any disability (as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12`02)). 2. Individuals with Disabilities. more than one individual with a disability.

Intensive Services: Services available to adults and dislocated workers who have completed one or more Core Services and are still unable to gain employment or who are employed and have been determined in need of services to get a better job in order to gain self-sufficiency. Intensive Services include individual career planning, resume preparation, job clubs, career counseling, internships, and comprehensive assessments. Basic education, ESL, and basic computer literacy are also sometimes considered intensive. Note: All customers in intensive services must be registered and are counted for performance measurement purposes.

Internships: WIOA considers an internship to be a form of paid or unpaid work experience, defined as an opportunity for exposure to the requirements of a particular occupation or industry, the work environment and the behavioral expectations for success on the job. Such work experiences are not expected to provide formal training for occupational skills, although some skills may be learned.

Justice Involved: An adult or juvenile who is or has been subject to any stage of the criminal justice process, and for whom services under this Act may be beneficial; or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

Labor Force: The total of all civilians classified as employed and unemployed and members of the Armed Forces stationed in the United States. (Bureau of Labor Statistics Bulletin 2175).

Labor Market Area: An economically integrated geographic area within which individuals can reside and find employment within a reasonable distance or can readily change employment without changing their residence. Such an area shall be identified in accordance with criteria used by the Bureau of Labor Statistics of the Department of Labor in defining such areas or similar criteria established by a Governor.

Labor Market Information: Labor Market Information (LMI) must be provided to customers in every program. LMI generally involves four major areas of information, which include national job trends (including supply and demand), local job opportunities, education and skill requirements for jobs, and job seeking skills (writing resumes, job interview techniques, etc.).

Life Skills: Those skills which are included in adult literacy dealing with such topics as consumer economics, government and law, occupational knowledge, community resources, and health that are included into an educational agency's basic literacy skills course of study.

Local Area: The local workforce development area(s) designated by a Governor for delivery of WIOA services.

Local Workforce Development Board: A local workforce development board established under section 107 of WIOA.

Low Income Individuals: The term “low-income individual” means a person who: 1. receives, or is a member of a family that receives, cash payments under a Federal, State, or local income based public assistance program; 2. received an income, or is a member of a family that received a total family income, for the 6-month period before application for the program involved (besides unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402) that, for their family size, is not more than the higher of—

- (i) the poverty line, for an equivalent period; or
- (ii) 70 percent of the lower living standard income level, for a similar period;

3. belongs to a household that receives (or has been decided within the 6-month period before application for the program to be eligible to receive) food stamps according to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.); 4. is a homeless person, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302); 5. is a foster child for whom State or local government payments are made; or 6. in cases permitted by rules decided by the Secretary of Labor, is a person with a disability whose own income meets the requirements of a program described in subparagraph (1) or of subparagraph (2), but who is a member of a family whose income does not meet such requirements.

Lower Living Standard Income Level: The income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the Secretary.

Mature Worker: An individual age 50 or older.

Migrant Seasonal Farm Worker (MSFW): a migrant farmworker , a seasonal farmworker , or a migrant food processing worker: **Seasonal Farmworkers** - is a person who during the preceding 12 months worked at least an aggregate of 25 or more

days or parts of days in which some work was performed in farmwork and earned at least half of his/her earned income from farmwork, and was not employed in farmwork year round by the same employer. **Migrant Farmworkers** -is a seasonal farmworker who had to travel to do the farmwork so that he/she was unable to return to his/her permanent residence within the same date. **Migrant Food Processing Worker** - means a person who during the preceding 12 months has worked at least an aggregate of 25 or more days or parts of days in which some work was performed in food processing (as classified in the North American Industry Classification System (NAICS) 311411, 311611, 311421 for food processing establishments), earned at least half of his/her earned income from processing work and was not employed in food processing year round by the same employer, provided that the food processing required travel such that the worker was unable to return to his/her permanent residence in the same day. Migrant food processing workers who are fulltime students but who travel in organized groups rather than with their families are excluded.

Occupational Skills Training: Includes both (1) vocational education which is designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs, and (2) on-the-job training.

ONET: The Occupational Information Network is used for use matching the title of an occupation with its 5 or 6-digit occupational code (<http://online.onetcenter.org/>).

On-the-Job Training (OJT): Training by an employer that is provided to a paid customer while 1. Engaged in productive work in a job that: 2. Provides knowledge or skills essential to the full and adequate performance of job; 3. Provides reimbursement to the employer of up to 50 percent of the wage rate of the customer, for the extraordinary costs of providing the training and the additional supervision related to the training; and 4. Is limited in duration as appropriate to the occupation for which the customer is being trained; taking into account the content of the training, the prior work experience of the customer, and the service strategy of the customer, as appropriate.

Pre-Apprenticeship: Services and programs, often including classroom instruction, designed to prepare individuals to enter and succeed in Registered Apprenticeship programs. These programs should have a documented partnership with at least one Registered Apprenticeship program sponsor and together, they expand the customer's career pathway opportunities with industry-based training coupled with classroom instruction.

Public Assistance: Federal, State or Local government support provided to families for which eligibility is determined by a needs or income test. Includes TANF, childcare, food stamps (SNAP), housing assistance, work subsidies, and allowances or other cash payments to meet living expenses.

Regional Areas/ Regional Planning Unit: a group of local areas determined by the governor to have similar workforce needs, geographically defined borders, and/or common workforce needs, that have agreed to coordinate service delivery and develop regional WIOA plans.

Registered Apprenticeships: An employer-driven model that combines on-the-job learning with related classroom instruction that increases an apprentice's skill level and wages and is registered/approved with the US Department of Labor.

Sector Partnerships: Brings together employers, at a regional level, from the same industry with the education, training and other community support programs needed to implement solutions and services that ensure the target industry thrives.

Supplemental Nutrition Assistance Program (SNAP): Provides supplemental food and nutrition assistance to low income individuals. Replaced Food Stamp program.

Talent Development: Developing and guiding customer's skills, knowledge and abilities through understanding, managing and developing their talents in the best possible way; in conjunction with occupational training, classroom training and work-based learning strategies.

Temporary Assistance to Needy Families (TANF): Is a federal program providing cash, medical or food assistance for parents and children.

Trade Adjustment Assistance (TAA): Trade Adjustment Assistance service and allowances provided for achieving reemployment of adversely affected workers, including TRA, training, and other re-employment services, and job search allowance and relocation allowances.

Trade Readjustment Allowance (TRA): A weekly allowance payable to an affected worker with respect to such worker's unemployment.

Training Services: The education and employment training services to be offered at no cost to One-Stop system customers who have been unable to get a job after having received one or more core services and one or more intensive services.

Veteran: An individual who served in the active military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable.

Veteran (Recently separated): Any veteran who applies for participation under this title within 48 months after the discharge or release from active military, naval, or air service.

Vocational Rehabilitation: Is a process/program which enables persons with functional, psychological, developmental, cognitive and emotional impairments or health disabilities to overcome barriers to accessing, maintaining or returning to employment or other useful occupation.

Wagner-Peyser: Employment Service programs – Employment Service basic labor exchange and other services funding source.

Welfare and/or Public Assistance Recipient: A person who, during the course of the program year, receives or is a member of a family who receives cash welfare or public assistance payments under a Federal, State, or local welfare program.

Work-based Learning: Experiential learning opportunities that take place within a business or onsite with an employer.

Workforce Development: Is an American economic development approach that attempts to enhance a region's economic stability and prosperity by focusing on people rather than businesses. It is essentially a human resources strategy.

Workforce Innovation and Opportunity Act (WIOA): Is a comprehensive legislation that reaffirms, reforms, and modernizes the public workforce system, bringing together and enhancing several key employment, education, and training programs. WIOA provides resources, services, and leadership tools for the workforce system to help individuals find and maintain good jobs and improves employer prospects for success in the global marketplace. It ensures that the workforce system operates as a comprehensive, integrated and streamlined system to provide pathways to prosperity for those it serves and continuously improves the quality and performance of its services.

Workforce Innovation and Opportunity Act Adult: An individual who is age 18 or older.

Youth/Young Adults: Means an individual between ages 14-24 who meets the Title I of WIOA Youth/Young Adult program eligibility.

GLOSSARY OF KEY ACRONYMS

| | |
|--|--|
| AARP: American Association of Retired Persons | LWDB: Local Workforce Development Board |
| ABE: Adult Basic Education | MIS: Management Information System |
| ADA: Americans with Disabilities Act | MJC: Modesto Junior College |
| AEBG: Adult Education Block Grant | MOU: Memorandum of Understanding |
| AJCC: America’s Job Centers of California | MSA: Metropolitan Statistical Area |
| BDM: Business Development Manager | MSFW: Migrant Season Farm Worker |
| BOS: Board of Supervisors | NAICS: North American Industry Classification System |
| CCWC: Central California Workforce Coalition | NAWB: National Association of Workforce Development Boards |
| CDE: California Department of Education | NEG: National Emergency Grant |
| CDHS: California Department of Human Services | NRS: National Reporting Standards |
| CIP: Classification of Instructional Program | ONET: The Occupational Information Network |
| CLEO: Chief Local Elected Official | RFI: Request for Information |
| CSA: Stanislaus County Community Services Agency | RFP: Request for Proposal |
| CTE: Career Technical Education | RESEA: Re-employment Services and Eligibility Assessment |
| CWA: California Workforce Association | SBDC: Small Business Development Center |
| DVOP: Disabled Veterans Outreach Program | SCOE: Stanislaus County Office of Education |
| DOR: Department of Vocational Rehabilitation | SCSEP: Community Services Employment Program |
| DRAIL: Disability Resource Agency for Independent Living | SNAP: Supplemental Nutrition Assistance Program |
| DW: Dislocated Worker | SOC: Standard Occupational Classification |
| EDD: Employment Development Department | SPIE: Stanislaus Partners in Education |
| EEO: Equal Employment Opportunity | TAA: Trade Adjustment Assistance |
| ELL: English Language Learner | TANF: Temporary Assistance for Needy Families |

| | |
|--|--|
| EMSI: Economic Modeling Specialists International | U.S.C.: United States Code |
| ESL: English as a Second Language | USDOL: United States Department of Labor |
| ETP: Employment Training Panel | Vets: Veteran Services |
| ETPL: Eligible Training Provider List | SCWDB: Stanislaus County Workforce Development Board |
| GED: General Equivalency Diploma | WARN: Workers Adjustment and Retraining Notification Act |
| GSA: General Services Agency | WDB: Workforce Development Board |
| ITA: Individual Training Accounts | WIA: Workforce Investment Act |
| LMI: Labor Market Information | WIOA: Workforce Innovation and Opportunity Act |
| LMID: California Labor Market Information Division | WEX: Work Experience |
| LVER: Local Veteran Employment Representative | WP: Wagner-Peyser |



Stanislaus County Workforce Development Board

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January 9, 2017

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Approval of 2017 In-Demand Occupation List for Workforce Innovation and Opportunity Act (WIOA) Funded Training
- II. ITEM NUMBER: D (Attachment 1)
- III. ITEM TYPE: Discussion and Action
- IV. STAFF RECOMMENDATION: Approve 2017 In-Demand Occupation List for Workforce Innovation and Opportunities Act (WIOA) funded training and allow the Director of Alliance Worknet to make exceptions as necessary.
- V. DISCUSSION: WIOA allows eligible individuals in need of occupational skills training to select from the Statewide Eligible Training Provider List (ETPL) the training program that will best meet the individual's employment or career goal. The only restrictions local Workforce Development Boards (WDB) can place on this "customer choice" system are:
 1. Programs may be limited to those that offer training for "in-demand" occupations as determined by the local board.
 2. The local board may place a "cap" or limit on the dollar amount that can be expended on a training program for an eligible individual. The current cap is \$5,500 per training program.

The attached list includes occupations proposed as in-demand occupations authorized for expenditure of WIOA training funds for 2017. The list was developed based on the following four data sources:

- 2012-2022 Occupational Employment Projections per the State of California Labor Market Information Division (LMID), Modesto Metropolitan Statistical Area (Stanislaus County)
- 2012-2022 Fastest Growing Occupations per the State of California Labor Market Information Division (LMID), Modesto Metropolitan Statistical Area
- 2012-2022 Occupations With the Most Openings per the State of California Labor Market Information Division (LMID), Modesto Metropolitan Statistical Area
- Applied Development Economics' 2016 final report entitled "Regional Economic Sector and Skills Gap Analysis: Stanislaus County"

WIOA regulations require for the local board to approve in-demand occupations. The board has discretion to modify the attached demand occupation list. The Director of

Alliance Worknet is requesting to have the ability to make an exception to the above list on a case-by-case basis. An example of such an exception is when an employer guarantees a job to an individual pending completion of a training program for an occupation that is not on the list.

VI. ADMINISTRATIVE BUDGET IMPACT: None

A handwritten signature in black ink that reads "D. Foster". The signature is written in a cursive style with a large, stylized "D" and "F".

Doris Foster, Director

Stanislaus County 2017 Demand Occupation List

Management Occupations:

| | |
|------------|--|
| 11-1021.00 | General & Operations Managers |
| 11-2022.00 | Sales Managers |
| 11-3011.00 | Administrative Services Managers |
| 11-3021.00 | Computer and Information Systems Managers |
| 11-3031.00 | Financial Managers |
| 11-3051.00 | Industrial Production Managers |
| 11-3061.00 | Purchasing Managers |
| 11-3071.00 | Transportation, Storage, and Distribution Managers |
| 11-3121.00 | Human Resources Managers |
| 11-3131.00 | Training and Development Managers |

Computer and Mathematical Occupations

| | |
|------------|---|
| 15-1122.00 | Information Security Analysts |
| 15-1121.00 | Computer Systems Analyst |
| 15-1131.00 | Computer Programmers |
| 11-1134.00 | Web Developers |
| 15-1141.00 | Database Administrators |
| 15-1142.00 | Network and Computer Systems Administrators |
| 15-1151.00 | Computer User Support Specialists |
| 15-1152.00 | Computer Network Support Specialists |
| 15-1199.00 | Computer Occupations, All other |

Community and Social Service Occupations

| | |
|------------|-------------------------------------|
| 21-1093.00 | Social and Human Service Assistants |
|------------|-------------------------------------|

Education, Training, and Library Occupations

| | |
|------------|--------------------|
| 25-9041.00 | Teacher Assistants |
|------------|--------------------|

Healthcare Practitioners and Technical Occupations

| | |
|------------|------------------------|
| 29-1141.00 | Registered Nurses |
| 29-2053.00 | Psychiatric Technician |

Healthcare Support Occupations

| | |
|------------|--------------------|
| 31-1011.00 | Home Health Aides |
| 31-1013.00 | Psychiatric Aides |
| 31-1014.00 | Nursing Assistants |
| 31-9092.00 | Medical Assistants |

Protective Service Occupations

| | |
|------------|-----------------|
| 33-9032.00 | Security Guards |
|------------|-----------------|

Food Preparation and Serving Related Occupations

| | |
|------------|--|
| 35-1011.00 | Chefs & Head Cooks |
| 35-1012.00 | First Line Supervisors of Food Preparation and Serving Workers |
| 35-2019.00 | Cooks, all other |
| 35-3021.00 | Combined Food Preparation & Serving Workers, Including Fast Food |
| 35-3022.00 | Counter Attendants, Cafeteria, Food Concession, & Coffee Shop |
| 35-3031.00 | Waiters & Waitresses |
| 35-3041.00 | Food Servers, Nonrestaurant |

Building and Grounds Cleaning and Maintenance Occupations

| | |
|------------|---|
| 37-2011.00 | Janitors and Cleaners, Except Maid and Housekeeping |
|------------|---|

Sales and Related Occupations

| | |
|------------|---|
| 41-1011.00 | First-Line Supervisors of Retail Sales Workers |
| 41-1012.00 | First-Line Supervisors of Non-Retail Sales Workers |
| 41-2011.00 | Cashiers |
| 41-2021.00 | Counter and Rental Clerks |
| 41-2031.00 | Retail Salespersons |
| 41-3011.00 | Advertising Sales Agents |
| 41-3021.00 | Insurance Sales Agents |
| 41-3031.00 | Securities, Commodities, & Financial Services Sales Agents |
| 41-3041.00 | Travel Agents |
| 41-3099.00 | Sales Representatives, Services, All Other |
| 41-4011.00 | Sales Reps, Wholesale & Manufacturing, Technical & Scientific Products |
| 41-4012.00 | Sales Reps, Wholesale & Manufacturing, Except Technical & Scientific Products |
| 41-9011.00 | Demonstrators & Product Promoters |
| 41-9021.00 | Real Estate Brokers |
| 41-9022.00 | Real Estate Sales Agents |
| 41-9031.00 | Sales Engineers |
| 41-9041.00 | Telemarketers |
| 41-9099.00 | Sales & Related Workers, All Other |

Office and Administrative Support Occupations

| | |
|------------|--|
| 43-1011.00 | First-Line Supervisors/Managers of Office & Administrative Support Workers |
| 43-2011.00 | Switchboard Operators, Including Answering Service |
| 43-2021.00 | Telephone Operators |
| 43-2099.00 | Communications Equipment Operators, All Other |
| 43-3031.00 | Bookkeeping, Accounting, & Auditing Clerks |
| 43-3060.00 | Procurement Clerks |
| 43-3071.00 | Tellers |
| 43-4011.00 | Brokerage Clerks |
| 43-4031.00 | Court, Municipal, and License Clerks |
| 43-4051.00 | Customer Service Representatives |

| | |
|------------|---|
| 43-4061.00 | Eligibility Interviewers, Government Programs |
| 43-4111.00 | Interviewers, Except Eligibility & Loan |
| 43-4121.00 | Library Assistants, Clerical |
| 43-4131.00 | Loan Interviewers & Clerks |
| 43-4160.00 | Human Resources Assistants, Except Payroll and Time |
| 43-4171.00 | Receptionists & Information Clerks |
| 43-4199.00 | Information & Record Clerks, All Other |
| 43-5031.00 | Police, Fire, and Ambulance Dispatchers |
| 43-5040.00 | Meter Readers, Utilities |
| 43.5051.00 | Postal Service Clerks |
| 43-5061.00 | Production, Planning, and Expediting Clerks |
| 43-5071.00 | Shipping, Receiving, & Traffic Clerks |
| 43-5080.00 | Stock Clerks and Order Fillers |
| 43-6011.00 | Executive Secretaries and Executive Administrative |
| 43-6014.00 | Secretaries and Administrative Assistants, Except Legal, Medical, and Executive |
| 43-9011.00 | Computer Operators |
| 43-9021.00 | Data Entry Keyers |
| 43-9031.00 | Desktop Publishers |
| 43-9041.00 | Insurance Claims and Policy Processing Clerks |
| 43-9061.00 | Office Clerks, General |

Construction and Extraction Occupations

| | |
|------------|--|
| 47-1011.00 | First-Line Supervisors of Construction Trades and Extraction Workers |
| 47-2031.00 | Carpenters |
| 47-2041.00 | Carpet Installers |
| 47-2042.00 | Floor Layers, Except Carpet, Wood, and Hard Tiles |
| 47-2051.00 | Cement Masons and Concrete Finishers |
| 47-2061.00 | Construction Laborers |
| 47-2071.00 | Paving, Surfacing, and Tamping Equipment Operators |
| 47-2073.00 | Operating Engineers and Other Construction Equipmen |
| 47-2801.00 | Drywall and Ceiling Tile Installers |
| 47-2111.00 | Electricians |
| 47-2121.00 | Glaziers |
| 47-2131.00 | Insulation Workers |
| 47-2141.00 | Painters, Construction and Maintenance |
| 47-2152.00 | Plumbers, Pipefitters, and Steamfitters |
| 47-2161.00 | Plasterers and Stucco Masons |
| 47-2181.00 | Roofers |
| 47-2211.00 | Sheet Metal Workers |
| 47-2220.00 | Structural Iron and Steel Workers |
| 47-2231.00 | Solar Photovoltaic Installers |

Installation, Maintenance, and Repair Occupations

| | |
|------------|-------------------------------------|
| 49-3021.00 | Automotive Body & Related Repairers |
|------------|-------------------------------------|

| | |
|---|--|
| 49-3023.00 | Automotive Service Technicians and Mechanics |
| 49-3041.00 | Farm Equipment Mechanics and Service Technicians |
| 49-3042.00 | Mobile Heavy Equipment Mechanics, Except Engines |
| 49-3043.00 | Rail Car Repairers |
| 49-3053.00 | Outdoor Power Equipment and Other Small Engine Mechanics |
| 49-3093.00 | Tire Repairers and Changers |
| 49-9011.00 | Mechanical Door Repairers |
| 49-9012.00 | Control and Valve Installers and Repairers, Except Mechanical Door |
| 49-9021.00 | Heating, Air Conditioning, & Refrigeration Mechanics & Installers |
| 49-9031.00 | Home Appliance Repairers |
| 49-9041.00 | Industrial Machinery Mechanics |
| 49-9043.00 | Maintenance Workers, Machinery |
| 49-9051.00 | Electrical Power-Line Installers & Repairers |
| 49-9052.00 | Telecommunications Line Installers & Repairers |
| 49-9062.00 | Medical Equipment Repairers |
| 49-9069.00 | Precision Instrument and Equipment Repairers |
| 49-9071.00 | Maintenance and Repair Workers, General |
| 49-9094.00 | Locksmiths & Safe Repairers |
| 49-9095.00 | Manufactured Building & Mobile Home Installers |
| 49-9097.00 | Signal & Track Switch Repairers |
| 49-9099.00 | Installation, Maintenance, & Repair Workers, All Other |
| Assemblers/Processors/ Machine Operators | |
| 51-4121.00 | Welders, Cutters, & Welder Fitters |
| 51-4122.00 | Welding, Soldering and brazing Machien Setters, Operators, and Tenders |
| 51-9111.00 | Packaging and Filling Machine Operators and Tenders |
| Transportation/ Logistics | |
| 53-3031.00 | Drivers/Sales Workers |
| 53-3032.00 | Heavy and Tractor- Trailer Truck Drivers |
| 53-3033.00 | Light Truck or Delivery Service Drivers |
| 53-7011.00 | Conveyor Operators & Tenders |
| 53-7021.00 | Crane & Tower Operators |
| 53-7051.00 | Industrial Truck & Tractor Operators |
| 53-7062.00 | Laborers & Freight, Stock, & Material Movers, Hand |
| 53-7063.00 | Machine Feeders & Offbearers |
| 53-7071.00 | Gas Compressor and Gas Pumping Station Operators |
| 53-7081.00 | Refuse & Recyclable Material Collectors |



Stanislaus County Workforce Development Board

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January 9, 2017

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

This agenda item was not approved by the Workforce Development Board. This information will be brought back to the Board at the next meeting on April 3, 2017

- I. SUBJECT: On-The-Job Training (OJT) Program
- II. ITEM NUMBER: E
- III. ITEM TYPE: Discussion and Action
- IV. STAFF RECOMMENDATION: Approve the On-The-Job Training (OJT) program minimum wage of \$10.50 to \$12.43 per hour and approve the OJT reimbursement rates up to 75 percent.
- V. DISCUSSION: On-the job training (OJT) is an important work-based learning option that is provided under a contract with an employer or registered apprenticeship program sponsor in the public, private non-profit, or private sector. OJT puts unemployed individuals to work earning a wage while they receive training to address gaps in their skill set that hinders them from fully performing a job. This “learn and earn” approach offers individuals a chance to upgrade their skills while earning a paycheck. For employers, OJT offers the opportunity to offset initial training costs to fill skilled positions.

Section 3(44) of the Workforce Innovation and Opportunity Act (WIOA) defines OJT as “training by an employer that is provided to a paid participant while engaged in productive work”. Additionally, any OJT should provide knowledge or skills essential to the full and adequate performance of the job. The Act allows for local Workforce Development Boards to approve, based on local needs, the OJT reimbursement wage and reimbursement rates.

The Act allows reimbursement to the employer of up to a maximum of 50 percent of the wage rate to offset the extraordinary costs of the provision of the training and additional supervision required during the course of the training. WIOA Section 134(c)(H)(ii), in limited circumstances, permits a Local Workforce Development Board to increase the reimbursement rate for OJT up to 75 percent. Alliance Worknet proposes that the OJT reimbursement rate approved up to 75 percent for those customers identified as being “Priority Service” customers. Priority Service customers are identified in WIOA as veterans, low income and/or basic skills deficient.

The Act allows the local Board to set the minimum wage. The current California minimum wage is \$10.50 per hour. One of the challenges with an OJT contract written at or near minimum wage is having to justify to the Department of Labor (DOL) how

such a low wage, low skill level training will lead to self-sufficiency. The goal is to introduce participants to skills that will enhance long-term employability and move the worker towards self-sufficiency. The previous Board in March 2015 established the minimum starting wage for an OJT at \$10.50 per hour, while the state minimum wage was \$9 per hour. Since the March 2015 wage adjustment, 178 OJT's were written of which 62 were for \$10.50 per hour while the remainder were above that rate based on the OJT position requirements.

In addition, the Lower Living Standard Income Level (LLSIL) and poverty guidelines are used to establish low-income status for Workforce Innovation and Opportunity Act (WIOA) Title I programs. Local Workforce Development Areas (Local Areas) use the LLSIL to determine eligibility of youth, eligibility of employed adults for certain services, and for self-sufficiency. In order to help move customers towards self-sufficiency, Alliance Worknet proposes to establish the minimum wage for an OJT to be set at 175 percent of the LLSIL which equates to \$12.43 per hour. The current minimum OJT wage would be set at \$12.43 for the remainder of the WIOA Program Year. This minimum wage would be adjusted yearly when new LLSIL table is released.

Informationally, a challenge in moving participants towards self-sufficiency is part-time vs. full-time employment. Currently, Alliance Worknet allows for part-time OJTs (less than 32 hours per week). Since March 2015, 69 of the 178 OJTs written were for less than 32 hours per week, thus the participants were not earning full time equivalent wages. Alliance Worknet proposes that OJTs not be written for less than 32 hours per week. This change would increase minimum weekly gross wages from \$254 to \$398 based on a 32 hour workweek.

As a mechanism to assist participants in moving towards self-sufficiency the Alliance Worknet has implemented hiring initiatives focused on increasing OJT opportunities for unemployed/underemployed customers. Most of the customers participating in OJTs were selected from those enrolled in the WIOA program through the Alliance Worknet. However, some positions were not able to be filled by enrolled participants and therefore Reverse Referrals were completed. A Reverse Referral is an OJT candidate selected by the employer who is referred for possible WIOA enrollment. If the candidate is eligible for WIOA, the OJT placement is classified as a Reverse Referral. Employers find this type of OJT placement beneficial when there are insufficient appropriate candidates already enrolled in WIOA services. Alliance Worknet plans to implement a maximum number of Reverse Referral OJT placements with the same employer to 5 per program year. This maximum can be reduced if the OJTs placed with the employer are unsuccessful (i.e., termination of the OJT at or prior to the hours of OJT completion). Furthermore, Alliance Worknet plans for Reverse Referral reimbursement rates of 40 percent of the wage rate, the current rate in practice.

VI. ADMINISTRATIVE BUDGET IMPACT: The budget for all training is allocated at 30%, which includes OJTs regardless of the reimbursement rate.



Doris Foster, Director



Stanislaus County Workforce Development Board

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January 9, 2017

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Approval to be America's Job Center of California Adult and Dislocated Worker Career Services Provider
- II. ITEM NUMBER: F (Attachment 1)
- III. ITEM TYPE: Discussion and Action
- IV. STAFF RECOMMENDATION: Approve submission of the Request for Approval to be America's Job Center of California Adult and Dislocated Worker Career Services Provider application and authorize the chairman of the Board to sign the application.
- V. DISCUSSION: Workforce Innovation and Opportunity Act (WIOA) Final Regulations, Section 679.410(b) states that a local workforce development board may act as a provider of career services only with the agreement of the chief elected official in the local area and the Governor. At the August 15, 2016 meeting of the Stanislaus County Workforce Development Board, Alliance Worknet asked for and was granted approval to continue providing Career Services internally instead of having to procure these services.

To facilitate this action, the California Workforce Development Board (CWDB) and the Workforce Services Division of the California Employment Development Department (EDD) produced the attached Request for Approval to be America's Job Center of California Adult and Dislocated Worker Career Services Provider. Staff have reviewed and completed required information and supporting documentation for submission of the request to the CWDB and EDD. The request needs the approval of the Stanislaus County Workforce Development Board to go forward for signature of the Chief Local Elected Official (Stanislaus County Board of Supervisors), and forwarded to the CWDB and EDD for approval by the Governor.

- VI. ADMINISTRATIVE BUDGET IMPACT: None



Doris Foster, Director



**Request for Approval to be
America's Job Center of CaliforniaSM
Adult and Dislocated Worker Career
Services Provider**

Local Workforce Development Board

Stanislaus County

Local Workforce Development Area

Stanislaus County

The *Workforce Innovation and Opportunity Act* (WIOA) allows Local Workforce Development Boards (Local Boards) to be an Adult and Dislocated Worker Career Services Provider with the agreement of the Chief Elected Official (CEO) and the Governor.

This application will serve as the Local Board's or administrative entity's request for Governor Approval to be an Adult and Dislocated Worker Career Services Provider within a Local Workforce Development Area (Local Area) under WIOA. The application must be submitted to the California Workforce Development Board (State Board) by March 1, 2017, through one of the following methods:

| | |
|------|--|
| Mail | California Workforce Development Board P.O. Box 826880 Sacramento, CA 94280-0001 |
|------|--|

| | |
|---------------------------------|--|
| Overnight Mail/ Hand Deliver | California Workforce Development Board 800 Capitol Mall, Suite 1022 Sacramento, CA 95814 |
|---------------------------------|--|

If the 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.

Stanislaus County Workforce Development Board

Name of Local Board

251 E. Hackett Rd

Mailing Address

Modesto, CA 95358

City, State Zip

Doris Foster, Director

Contact Person

(209) 558-2150

Contact Person's Phone Number

Date of Submission

Request for Approval to be Adult and Dislocated Worker Career Services Provider

Local Chief Elected Official Statement

A Local Board or administrative entity that seeks approval to be an Adult and Dislocated Worker Career Services Provider within an America's Job Center of CaliforniaSM must provide a statement from the local CEO indicating his/her request as well as responses to the following questions.

1. What factors guided the Local Board's or administrative entity's decision to submit this application to be an Adult and Dislocated Worker Career Services Provider within the Local Area?

There are facilities, infrastructure, and staffing already in place to meet the needs of Stanislaus County residents under the Workforce Innovation and Opportunities Act (WIOA). Historically, the County's Alliance Worknet Department has successfully fulfilled the role of assisting local constituents with career services. Alliance Worknet has a successful track record, contacts in the community, and is a trusted provider of these services.

2. How would participants be better served by the Local Board or administrative entity acting in this role rather than through the awarding of contracts?

Alliance Worknet staff has been fully invested in the success of customers in the various programs, and are fully trained in service provision, rules and regulations of the Workforce Innovation and Opportunities Act, and have demonstrated solid performance results for many years. Participants know and trust the professionalism of the Alliance Worknet staff, and staff has developed critical relationships with the contracted Business Services organization, as well as most organizations providing services in the community. A competitive process would likely yield a contract organization that does not have the technical knowledge, expertise, or experience of Alliance Worknet staff.

3. Describe the Basic and Individualized Career Services the Local Board or administrative entity will provide as well as their past experience providing these services.

Alliance Worknet has deep ties with residents, services organizations, the educational community, and employers in the Stanislaus County area, and has acted in the Career Services role under the auspices of the County of Stanislaus since the inception of the Comprehensive Employment and Training Act. The Manager of the Career Services unit and the two unit supervisors each have over 18 years of experience providing services under employment and training programs.

Alliance Worknet staff work with the general population of adults and dislocated workers as prescribed by WIOA, to assist individuals with finding appropriate opportunities to return to the labor force. Services provided to customers of the Career Services unit range from intake, eligibility, CalJOBS data entry, including initial Adult Basic Career Services, activities input, career counseling, preparation of Individual Employment Plans, assessment, employment data, closure, and follow-up input.

Alliance Worknet staff also provides assessment of basic skills and current occupational skills sets, counsels clients in labor market trends and career choices based on current EDD labor market data, and may recommend training in paid internship, On-the-Job training or assess the need for occupational skills training with a private post-secondary provider. Individual Training agreements and Paid Internship agreements are produced by staff.

The processes for service provision have been in place at Alliance Worknet since prior to the inception the Workforce Investment Act. When new legislation such as the Workforce Innovation and Opportunity Act take effect, staff has a proven track record of adapting to systemic changes, looking for ways to enhance the services for customers, and streamlining service delivery to maximize customer satisfaction.

4. Provide the Local Area's performance outcomes for each of the last three Program Years (PY 2013-14, 2014-15, 2015-16). Describe how these outcomes compare to other Local Areas in the Regional Planning Unit (RPU). For single Local Area RPUs, compare performance outcomes to other comparable Local Areas in the surrounding area.

**Goal versus Actual Performance Outcomes for
Alliance Worknet Career Service Programs**

| Adult | | | | | | |
|---------------------------|----------|----------|----------|----------|----------|----------|
| | Goal | Actual | Goal | Actual | Goal | Actual |
| | 2013-14 | 2013-14 | 2014-15 | 2014-15 | 2015-16 | 2015-16 |
| Entered Employment Rate | 69.5% | 74% | 72% | 80.1% | 72% | 82% |
| Employment Retention Rate | 75.7% | 81.6% | 76% | 82.8% | 76% | 80.1% |
| Average Earnings | \$11,133 | \$12,998 | \$11,300 | \$13,431 | \$11,300 | \$12,928 |
| Participants served | | 3918 | | 9149 | | 8749 |
| Cost per participant | | \$775 | | \$380 | | \$439 |
| Dislocated Worker | | | | | | |
| | Goal | Actual | Goal | Actual | Goal | Actual |
| | 2013-14 | 2013-14 | 2014-15 | 2014-15 | 2015-16 | 2015-16 |
| Entered Employment Rate | 76.9% | 86% | 78% | 87.6% | 78% | 91% |
| Employment Retention Rate | 80% | 89.3% | 82% | 89% | 82% | 84% |
| Average Earnings | \$14,700 | \$16,511 | \$14,700 | \$16,786 | \$14,700 | \$16,234 |
| Participants served | | 460 | | 298 | | 258 |
| Cost per participant | | \$4481 | | \$4660 | | \$5440 |

Stanislaus County has consistently met or exceeded performance standards for Adult and Dislocated Workers in our Local Workforce Development Area. In comparison to the 8 Local Workforce Development Areas (LWDAs) in the San Joaquin Valley Regional Planning Unit and the contiguous LWDAs (Motherlode and Contra Costa) Stanislaus has continuously performed above all of the neighboring LWDAs. Stanislaus County is the only LWDA to exceed all six Adult and Dislocated Worker performance measures each year in Program Years 2012-2013 through Program Years 2015-2016.

5. Provide evidence that the Local Board or administrative entity is qualified to provide Adult and Dislocated Worker Career Services, including testimonials that speak to the effectiveness and efficiency with which the Local Board or administrative entity has provided or can provide those services. Attach supporting documentation.

At the August 16th, 2016 public meeting of the Stanislaus County Board of Supervisors, the board approved for the Alliance Worknet to continue to Provide Career Services using County Staff Consistent with the Workforce Innovation and Opportunity Act Final Regulations (Agenda Item B-9). Item B-9 reaffirms Alliance Worknet as the administrative entity on behalf of Stanislaus County, and states that Alliance Worknet is experienced and uniquely positioned to provide Career Services throughout the county, leveraging existing employment partnerships and without disruption of services to those seeking employment.

In an effort to provide more avenues for customer participation, Alliance Worknet has a social media presence, and routinely posts new opportunities on Facebook for clients that prefer this communication method. The site has been successful, with 61 of the 75 people rating the site as 5 of 5 stars, and an average rating of 4.7 stars

Customer satisfaction information has been collected by staff since 2013, and shows a high level of satisfaction from customers utilizing the services of the adult and dislocated worker programs. In the attached documentation, customer satisfaction is measured in two scales; 1-5 with 5 being excellent in the Networking sessions; and 1-10 with 10 being excellent in the Job Prep Workshops. The documentation shows continuous improvement, and a high level of satisfaction with the services provided.

6. Attach documentation (signed and dated letter) that the members of the Local Board and other relevant parties (e.g., Board of Supervisors) reviewed the information provided in the application and approved the request in a public meeting.

Signature Page

By signing below, the local CEO and Local Board chair request approval from the Governor to be an Adult and Dislocated Worker Career Services Provider. Each party certifies that this application submission was reviewed and demonstrates that the Local Board or administrative entity will meet all the requirements as an Adult and Dislocated Worker Career Services Provider under WIOA law and regulations.

Instructions – The Local Board chair 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

Name

Name

Title

Title

Date

Date



Stanislaus County Workforce Development Board

251 E. Hackett Road, Modesto, CA 95358 • www.allianceworknet.com • 209-558-2113 • 209-558-2164 Fax

January 9, 2017

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Transfer of Funds
- II. ITEM NUMBER: G (Attachment 1-3)
- III. ITEM TYPE: Discussion and Action
- IV. STAFF RECOMMENDATION: Authorize the Alliance Worknet Director to sign and submit a request to the State to transfer \$1 million of Dislocated Worker funds to the Adult program.
- V. DISCUSSION: The transfer of funds between Adult and Dislocated Worker funding categories is a permissible action under the Workforce Innovation and Opportunity Act as necessary to meet local needs. Under WIOA, up to 100% of funds may be transferred between Adult and Dislocated Worker funding streams. Demand for adult services continues on an upward trend, while dislocation events are on a downward trend. Additional adult funds via the transfer request will help address this shift in demand. The transfer of funds will allow Alliance Worknet to serve a greater percentage of the adult population, without negatively impacting services to dislocated workers.
- VI. ADMINISTRATIVE BUDGET IMPACT: There is no overall budget impact with the transfer of funds.

Doris Foster, Director

Transfer of Funds Request

1. Local Area Stanislaus County

2. Subgrant Number K7102076 3. Request Date 01/09/2017

4. Program Year 2016/17 5. Transfer Request No 1

6. Direction of Transfer (Check One):

Adult to Dislocated Worker

201 → 299

202 → 200

Dislocated Worker to Adult

501 → 499

502 → 500

7. Amount of Transfer \$1,000,000

8. Contact Person Vinal Chand

9. Contact Person's Telephone Number 209 558-2120

10. All transfer requests must be approved and signed off by the Local Board.

Date of Local Board meeting to discuss transfer 01/09/2017

Date of Local Board meeting to approve transfer 01/09/2017

11. By signing below, the Local Area Administrator/Designee requests a transfer of funds and certifies that this transfer request was approved at the Local Board Meeting on the date indicated above.

Signature _____

Name Doris Foster

Title Director

Date 01/09/2017

12. Taking into account the factors described under the Transfer of Funds Procedures section on page 5 of the directive, describe the Local Board's reasoning to request a transfer of funds.

Service demand for the Adult population continues on an upward trend, and additional funds will help meet the needs of this demand. Historically, the need for Adult funding

needs have outpaced the need for Dislocated workers funding and this trend is continuing in the current fiscal year.

EFFECT ON SERVICES: Alliance Worknet projects there to be enough funds to service the dislocated worker need. Dislocated worker expenditures on average are quite a bit lower than the Adult program's, and the events that trigger expenditures of Dislocated Worker funds are currently experiencing a downward trend. The transfer of funds will allow Stanislaus County to better serve the Adult population, without negatively impacting services to the Dislocated Workers

Instructions for Completing the Transfer of Funds Request Form

TRANSFER OF FUNDS REQUEST FORM

- Line 1. Enter the Local Area name.

- Line 2. Enter the subgrant number.

- Line 3. Enter the date of the request

- Line 4. Enter the program year.

- Line 5. Enter the transfer request number for reference purposes. If this is your Local Area's first transfer of funds request enter 01; subsequent requests are 02, 03, etc.

- Line 6. Check the appropriate block regarding the direction of transfer. Only one type of transfer can be entered on each form.

- Line 7. Provide the amount of the transfer. Do not include any amount previously transferred.

- Line 8. Enter the contact person's name.

- Line 9. Enter the contact person's telephone number.

- Line 10. Enter the date of the Local Board meeting during which the transfer request was a specific agenda item with public comment time made

available. This is needed to fulfill the "Sunshine Provision" requirement. Also enter the date that the Local Board approved the transfer.

- Line 11. Have the Local Area Administrator/Designee sign the form. Also enter the name of the Local Area Administrator/Designee, title, and the date the Local Area Administrator/Designee signed the Transfer of Funds Request forms.

- Line 12. Provide the reason(s) for the transfer of funds along with any other pertinent data.

Transfer of Funds Request Participant Plan

Local Area: Stanislaus County

Prepared Date 12/6/2016

Enter the number of individuals in each category.

| TOTALS FOR PY 2016 | ADULT | DW |
|--|--------------|------------|
| 1. Registered Participants Carried in from PY 2015 | 196 | 85 |
| 2. New Registered Participants for PY 2016 | 1,800 | 125 |
| 3. Total Registered Participants for PY 2016 (Line 1 plus 2) | 1,996 | 210 |
| 4. Exiters for PY 2016 | 1,100 | 100 |
| 5. Registered Participants Carried Out to PY 2017 (Line 3 minus 4) | 896 | 110 |

| PROGRAM SERVICES | | |
|--|--------------|------------|
| 6. Career Services | 1,996 | 210 |
| a. Basic Career Services (WIA Core Services) | 1,996 | 210 |
| b. Individualized Career Services (WIA Intensive Services) | 406 | 45 |
| 7. Training Services | 271 | 27 |

| EXIT STATUS | | |
|-------------------------------------|-----|----|
| 8. Entered Employment | 715 | 68 |
| 9. Training-Related | 136 | 14 |
| 10. Entered Military Service | 3 | 0 |
| 11. Entered Apprenticeship Program | 5 | 1 |
| 12. Exited for Exclusionary Reasons | 15 | 1 |

Adolph Lopez, Manager

Contact Person, Title

209-595-5580

Telephone Number

Comments:

Instructions for Completing the Participant Plan Form

TOTALS FOR CURRENT PROGRAM YEAR

- Line 1. Enter the number of registered participants carried in from the prior program year for each funding stream.
- Line 2. Enter the new total of registered participants for the program year after funds have been transferred.
- Line 3. This line will auto-fill.
- Line 4. Enter the number of planned exiters for the program year.
- Line 5. This line will auto-fill.

PROGRAM SERVICES

- Line 6. Enter the number of participants that will receive career services.
- Line 7. Enter the number of participants that will receive training services.

EXIT STATUS

- Line 8. Enter the number of participants who began employment.
- Line 9. Enter the number of participants who began employment that is training related.
- Line 10. Enter the number of participants who entered military service.
- Line 11. Enter the number of participants who entered an apprenticeship program.
- Line 12. Enter the number of participants who exited for other exclusionary reasons.

Complete the contact person's name, title, and telephone number. Use the comments block as necessary.

Transfer of Funds Request Budget Plan

| | |
|--|--|
| Local Area <u>Stanislaus County</u> | Date Prepared <u>12/14/2016</u> |
|--|--|

| | | | |
|--|--------------|--|---|
| Subgrant Number <u>K7102076</u> | Grant | Adult to DW | DW to Adult |
| Year of Appropriation <u>2016</u> | Code | <input type="checkbox"/> 201 → 299 <input type="checkbox"/> 202 → 200 | <input type="checkbox"/> 501 → 499 <input checked="" type="checkbox"/> 502 → 500 |

| FUNDING IDENTIFICATION | ADULT | DW |
|--|-----------|-------------|
| 1. Formula Allocation | 2,151,501 | 2,234,969 |
| 2. Prior Adjustments - Plus or Minus | 0 | 0 |
| 3. Previous Amounts Transferred | 0 | 0 |
| 4. Current Amount to be Transferred | 1,000,000 | (1,000,000) |
| 5. TOTAL FUNDS AVAILABLE (Lines 1 through 4) | 3,151,501 | 1,234,969 |

| TOTAL ALLOCATION COST CATEGORY PLAN | | |
|---|--------------|--------------|
| 6. Program Services (Lines 6a through 6c) | \$ 2,836,351 | \$ 1,111,472 |
| a. Career Services (WIA Core Services / Intensive Services) | \$ 1,304,721 | \$ 455,704 |
| b. Training Services | \$ 794,178 | \$ 255,639 |
| c. Other | \$ 737,451 | \$ 400,130 |
| 7. Administration | \$ 315,150 | \$ 123,497 |
| 8. TOTAL (Lines 6 plus 7) | \$ 3,151,501 | \$ 1,234,969 |

| QUARTERLY TOTAL EXPENDITURE PLAN (cumulative) | | |
|---|------------|------------|
| 9. September 2016 | \$ 749,429 | \$ 223,398 |
| 10. December 2016 | \$ 792,684 | \$ 333,818 |
| 11. March 2017 | \$ 792,684 | \$ 333,818 |
| 12. June 2017 | \$ 816,704 | \$ 343,934 |
| 13. September 20__ | | |
| 14. December 20__ | | |
| 15. March 20__ | | |
| 16. June 20__ | | |
| 17. September 20__ | | |
| 18. December 20__ | | |
| 19. March 20__ | | |
| 20. June 20__ | | |

| COST COMPLIANCE PLAN (maximum 10%) | | |
|---|--------|--------|
| 21. % for Administration Expenditures (Line 7/Line 5) | 10.00% | 10.00% |

| | |
|---------------------------------|-------------------------|
| <u>Vinal Chand, Manager III</u> | <u>209-558-2120</u> |
| Contact Person, Title | Telephone Number |

Comments

Instructions for Completing the Budget Plan Form

Enter the subgrant number and the year of appropriation in the area provided. Use one form for each year of appropriation.

Check the appropriate block regarding the direction of transfer. Use one form for each type of transfer.

FUNDING IDENTIFICATION

- Line 1. Enter the amount of formula funds originally allocated to your Local Area. Include both the July 1 and October 1 WIOA allocations for adult (grant codes 201 and 202) and dislocated worker (grant codes 501 and 502).
- Line 2. Enter the amount of any prior adjustments using the plus or minus format. Plus adjustments include reallocations (adult grant codes 203 and 204 and dislocated worker grant codes 503 and 504). Minus adjustments include recaptures, rescissions, and other involuntary deobligations.
- Line 3. Enter the previous amounts transferred. (see further information below*)
- Line 4. Enter the current amount to be transferred. (see further information below*)
- *For lines 3 and 4:
- Adult column – Minus amounts are under grant codes 299 and 200; plus amounts are under grant codes 499 and 500.
 - Dislocated worker column – Minus amounts are under grant codes 499 and 500; plus amounts are under grant codes 200 and 299.
- Line 5. This line will auto-fill from amounts entered on lines 1-4

TOTAL ALLOCATION COST CATEGORY PLAN

- Line 6. This line will auto-fill from amounts entered on lines 6a – 6c.
- Line 7. Enter the amount of administrative expenditures.
- Line 8. This line will auto-fill from amounts entered on lines 6 and 7.

QUARTERLY TOTAL EXPENDITURE PLAN

Line 9-20. Enter the amount of funds expended for each quarter for each funding stream.

COST COMPLIANCE PLAN

- Line 21. This line will auto-fill from amounts entered on lines 5 and 7. This amount must be less than or equal to 10 percent of line 5.

Complete the contact person, title, and telephone number. Use the comments block as necessary.

