



Better Skills...
Better Jobs...
Better Economy...

Mission

“Be a leader in the development of a quality workforce that meets the needs of the business community.”

Vision

“Through partnerships create a thriving Business Community with quality jobs, skills, wages and lifelong learning.”

Please RSVP to assist with meeting planning.

Lunch will be provided.

Please plan to arrive promptly for the meeting and a working lunch.

**Mother Lode
Workforce Investment Board Meeting**

Thursday, February 18, 2016 (12:00 – 2:00 p.m.)

This meeting will be held at:

Mother Lode Job Training Career Center

197 Mono Way, Suite B, Sonora CA 95370

(209)588-1150

For reasonable accommodation in order to participate in the meeting please contact Jeff Dickason at (209)533-3396 at least 72 hours in advance of the meeting CRS711.

AGENDA

➤ **CALL TO ORDER AND ROLL CALL**

➤ **PUBLIC COMMENT**

The Mother Lode Job Workforce Investment Board welcomes public comments. A member of the public may comment on agenda items or any item that is within the subject matter jurisdiction of the Board, even though subject matter may not be on the agenda. The Chair will limit the time allocated to each individual public speaker to no more than five (5) minutes.

➤ **MEMBERSHIP**

Mother Lode Workforce Board membership including appointments, extensions and resignations. Additional actions may be taken at the meeting in regard to membership. The WIB/LEO Agreement Section 2 C: *“The Board shall appoint members to the WIB in accordance with Section 117 of the [Workforce Investment] Act.”*

M1: Appointments

M2: Current WIB Membership

M3: Form 700 and Ethics Training

➤ **CONSENT AGENDA**

- C1: Acceptance of August 20, 2015 meeting minutes of the MLWIB
- C2: Acceptance of November 19, 2015 meeting minutes of the MLWIB
- C3: Executive Director's Report and PY2015-16 Service Level & Expenditure Report

➤ **ACTION AGENDA**

- A1: Workforce Innovation and Opportunity Act Implementation time line
- A2: WIOA Policy Updates
- A3: Consideration of a Memorandum of Understanding between Mother Lode Job Training and Delta Launch Charter School

➤ **INFORMATION ITEMS**

- I1: Development of a Memorandum of Understanding with the workforce system partners of the Mother Lode Consortia defining partnership roles and responsibilities and the role of the One Stop Operator.
- I2: 2016 Meeting Calendar

NEXT MEETING: Thursday, May 19, 2016 from 12:00 p.m. to 2:00 p.m.

ADJOURN

MEMBERSHIP

M1: Mother Lode Workforce Board Membership

UPDATE: Workforce Board Membership changes approved by the Mother Lode Board of Directors on October 19, 2015:

M1: Resignations	Cornelio Gomez Heather Farris Lynn Nolte Steve Yanez	Public Sector Private Sector Private Sector Private Sector / Labor
M2: Appointments	Mary Ruiz	Public Sector
M3: Extensions	Ben Saldana	Private Sector
M4: Status Changes	Jeff Dickason Shelly Hance Rebecca Mendibles Rebecca Espino Velma Whitebear	Make Ex-Officio Make Ex-Officio Make Ex-Officio Make Ex-Officio Make Ex-Officio

There were no additional changes made to ML WIB membership at the January meeting of the Mother Lode Board of Directors.

Discussion:

In keeping with the requirements of Section 117 of the Workforce Innovation and Opportunity Act the Board shall appoint members to the Workforce Board.

The Mother Lode Board of Directors reviewed the Workforce Board membership requirements of the new Workforce Innovation and Opportunity Act, considered joint discussion with the membership of the Workforce Board and the history of Workforce Board membership compliance. The Board expressed high regard and value for the work and many contributions of the existing membership of the Workforce Board. The Board noted the continuation of open findings from EDD compliance reviews related to the membership of the Mother Lode Workforce Investment Board. After due consideration, the Mother Lode Board of Directors took action at their October 2015 quarterly meeting to address Workforce Board membership to re-establish a functioning and compliant Workforce Board.

The membership of the Mother Lode Workforce Board was adjusted to meet WIOA requirements by:

1. Identifying required seats;
2. Allowing members to represent one or more required membership categories; and,
3. Designating optional seats as ex-officio members of the Workforce Board (without voting rights) in an effort to continue to engage and to provide for participation and input from these valued partners.

With due consideration of these requirements and contributions of the membership of the existing Workforce Investment Board, the Mother Lode Board of Directors has established the following membership for the Mother Lode Workforce Investment Board.

Mother Lode Workforce Board WIOA Composition/Membership

Total Seated*: 17 (*Members fill multiple requirements) Have 17 / Need 0	Total Business: 9 Percent: 53% Have 9 / Need 0	Workforce : 4 Percent: 24% Have 4 / Need 0	Mandated Partners*: Meets Have 5 / Need 0
--	--	--	--

WIOA Membership Sec. 107(b)(2)	Name	Company/Organization	
Business Representation (Majority)			9
Hospitality	Rosetta Bannwarth	Banny's Restaurant and Catering	1
Hospitality/Tourism	Michelle Watkins	Black Oak Casino	2
Hospitality/Tourism	Ben Saldana	Delaware North Corporation	3
Technology/Communications	Tim Hildabrand	HSTAR, Inc.	4
Technology/Communications	Ben Hulet	Mother Lode Internet	5
Technology/Communications	Frank Leschinsky	Volcano Telephone	6
Technology/Energy	Sue Westgate	MRL Industries	7
Construction/Retail Trade	Mark Borchin	The Glass Doctor	8
Health/Medical	Tyler Newton	Sonora Regional Medical Center	9
Workforce Representation (20%)			4
Labor	Debra Rockwood	UNITE-HERE! Local 19	10
Labor	Bill Petrone	Service Employees International Union 1021	11
Labor	James Wood	Laborers Local 1130	12
Youth Education & Employment	Margie Bulkin	Tuolumne Superintendent of Schools	13
Education (2 Required)			2
Higher Education	Klaus Tenbergen	Columbia College	14
Adult Education	Klaus Tenbergen	Columbia College	*
Economic Development (1 Required)			1
Economic Development	Larry Cope	Central Sierra Economic Development District & Tuolumne Economic Development Authority	15
One-Stop Partners (2 Required)			2
Title III Wagner-Peyser	Mary Ruiz	Employment Development Department	16
Title IV Vocational Rehabilitation	Mahalia Gotico	Vocational Rehabilitation Department	17
Optional Partners (Ex-Officio)			
Title I WIOA Programs	Jeff Dickason	Mother Lode Job Training	0
TANF/Welfare-to-Work	Rebecca Espino	Tuolumne County Department of Social Services	0
CBO - HUD/CSGB	Shelly Hance	Amador-Tuolumne Community Action Agency	0
Title V Older Americans	Rebecca Mendibles	SER Jobs for Progress National, Inc.	0
Native American Programs	Velma Whitebear	California Indian Manpower Consortium	0

WIOA - Local Board Membership Criteria

Section 107(a) of WIOA authorizes the Governor, in partnership with the State Board, to establish criteria for chief elected officials to use to appoint members of the local boards. The following table provides the composition requirements for membership on local workforce development boards which are stipulated in Section 107(b)(2) of WIOA and the criteria developed by the Governor.

General Provisions

- Members of the board that represent businesses must be individuals with optimum policymaking authority within the organizations, agencies, or entities.
- Members of the board shall represent diverse geographic areas within the local area.
- CEOs have the option of appointing additional members as deemed appropriate; however, officials are advised to keep in mind that appointing additional members will increase the overall size of the board. In particular, if the additional appointees are not business representatives, then additional business appointments may be required to maintain a business majority.
- CEOs should make board appointments with staggered term durations if possible to ensure continuity and stability for board operation.
- Members that would normally require nomination for appointment by the CEO (business, labor union, higher education, Title II) may be “grandfathered” onto Local Workforce Development Boards if they fit within the WIOA compliant membership.
- Appointees may represent more than one membership category.
- Representatives from local chambers of commerce (e.g., an executive director of a local chamber of commerce) may be appointed to serve on local boards to represent economic development agencies, business membership, community-based organizations, or as additional members whom CEOs may determine to be appropriate. These representatives must comply with all criteria from the category(ies) they seek to represent.
- The LWDB Chair shall be elected from among business representation.

Category	Composition & Nomination Process Criteria
BUSINESS REPRESENTATION – MUST BE MAJORITY OF BOARD COMPOSITION	
Business (includes chairperson)	<ul style="list-style-type: none"> • Business members must be owners, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority. • Members must represent organizations which provide employment opportunities including high quality, work relevant training and development in in-demand industry sectors or occupations. • At least two business members must be representative of small business as defined by the U.S. Small Business Administration. • Unless grandfathered, business nominations must be made by local business organizations or business trade organizations. • Businesses must have at least 2 employees other than

	<p>the owner or partners.</p> <ul style="list-style-type: none"> Each business may have only one representative on the local board.
WORKFORCE REPRESENTATION – 20% OF BOARD COMPOSITION	
Labor Organizations	<ul style="list-style-type: none"> Labor organization representatives, unless grandfathered, must have been nominated by local labor federations or by other representatives of employees if in a local area in which no employees are represented by such organizations.
Apprenticeship Programs	<ul style="list-style-type: none"> A representative of a labor organization or training director from a joint labor-management apprenticeship program, or if no such joint program exists in the area, a representative of an apprenticeship program, if one exists.
Community-based Organizations (optional)	<ul style="list-style-type: none"> Representatives of CBOs that have demonstrated experience and expertise in addressing employment needs of individuals with barriers to employment including those that serve veterans or that provide or support competitive integrated employment for individuals with disabilities.
Youth Organizations (optional)	<ul style="list-style-type: none"> Representatives of organizations that have demonstrated experience and expertise in addressing the employment, training or education needs of eligible youth, including representatives that serve out-of-school youth.

Category	Composition & Nomination Process Criteria
OTHER REPRESENTATIVES – ADDITIONAL REQUIRED REPRESENTATION AND OPTIONAL MEMBERS	
Title II Adult Education and Literacy (required)	<ul style="list-style-type: none"> A representative of eligible providers administering adult education and literacy activities under WIOA Title II. If there is more than one Title II provider in the local area, member must be nominated by these providers.
Higher Education (required)	<ul style="list-style-type: none"> A representative of institutions of higher education providing workforce investment activities (including community colleges). If there is more than one higher education provider in the local area, member must be nominated by these providers).
Economic and Community Development (required)	<ul style="list-style-type: none"> A representative of economic and community development entities.
Title III Wagner-Peyser Program (Required)	<ul style="list-style-type: none"> EDD will designate one representative.
Title IV Vocational	<ul style="list-style-type: none"> A representative of the programs carried out under Title

Rehabilitation Program (required)	I of the Rehabilitation Act of 1973 (other than section 112 or Part C of that title).
Local Education Agencies and Community-Based Organizations (optional)	<ul style="list-style-type: none">• Includes 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.
Other programs/Organizations (optional)	<ul style="list-style-type: none">• Includes representatives of entities administering programs serving the local area relating to transportation, housing and public assistance.• Includes representatives of philanthropic organizations serving the local area.
Discretionary Appointments (optional)	<ul style="list-style-type: none">• Includes other representatives of entities as the chief elected official in the local area may determine to be appropriate.

Staff Contact: **Jeff Dickason (209)533-3396 / JDickason@MLJT.Org**

CONSENT AGENDA:

C1: Acceptance of August 20, 2015 meeting minutes of the Mother Lode Workforce Investment Board.

Meeting Minutes
Thursday, August 20, 2015
(12:00 p.m. – 2:00 p.m.)
Mother Lode Job Training
197 Mono Way, Suite B, Sonora CA 95370

CALL TO ORDER AND ROLL CALL

In the absence of Chair R Bannwarth and Vice-Chair T Newton, J Dickason, Executive Director, Mother Lode Job Training & Workforce Investment Board, called the meeting to order at 12:10 p.m. Roll call was completed by V. Long. A quorum of the ML WIB was determined to be present.

WIB Members Present	WIB Members Absent
Tim Hildabrand	ML WIB Chair Rosetta Bannwarth
Frank Leschinsky	ML WIB Vice Chair Tyler Newton
Mark Barchin	Sue Westgate
Bill Patrone	Michelle Watkins
Shelly Hance	Ben Saldana
Larry Cope	Lynn Nolte
Mary Ruiz	Heather Farris
Mahalia Gottico	Ben Hulet
Rebecca Espino	Steve Yanez
Jeff Dickason	Debra Rockwood
Margie Bulkin	James Wood
	Velma Whitebear
Guests Present	Cornelio Gomez
Vicki Long	Klaus Tenbergen
Karen Puccio	
Tasha Stephens-Coney	
Margarita Cabalbag	
Mike McCurdy	
Jena	

PUBLIC COMMENT

The Mother Lode Job Training Board of Directors welcomes public comments. A member of the public may comment on agenda items or any item that is within the subject matter jurisdiction of the Board, even though subject matter may not be on the agenda. The Chair will limit the time allocated to each individual public speaker to no more than five (5) minutes.

J Dickason asked for public comment and there was none.

ACTION AGENDA

A1: Acceptance of May 21, 2015 joint meeting minutes of the MLWIB and MLBOD

J. Dickason, provided minutes of the May 21, 2015 joint meeting of the Mother Lode Board of Directors and Mother Lode Workforce Investment Board and accepted questions and direction from members.

Action: A motion to accept the minutes was made by S. Hance with a second by L. Cope. Motion included corrections of the date of the meeting which was May 21 and to attendance to reflect the presence of S. Hance. Motion was approved by majority voice vote, no nays reported and one abstention by J. Dickason.

A2: Executive Director's Report

J. Dickason provided a detailed report from the Executive Director and accepted questions and direction from members.

Action: A motion to accept the Executive Director's report was made by L. Cope with a second by M. Ruiz. Motion was approved by majority voice vote, no nays reported and one abstention by J. Dickason.

A3: PY2014-15 Service Level & Expenditure Report

J. Dickason provided an Agency status report and accepted questions and direction from members.

Action: A motion to accept the Agency status report was made by L. Cope with a second by S. Hance. Motion was approved by majority voice vote, no nays reported and one abstention by J. Dickason.

A4: Contract for Mariposa County CalWORKs Subsidized Employment Services

J. Dickason provided an overview of a proposed contract from Mariposa County CalWORKs for workforce and employment services and accepted questions and direction from members.

Action: A motion to accept the contract from Mariposa County CalWORKs was made by S. Hance with a second by R. Espino. Motion was approved by majority voice vote, no nays reported and one abstention by J. Dickason.

A5: PY2015-16 Budget Revision

J. Dickason provided and discussed a PY2015-16 Budget Revision and accepted questions and direction from members.

Action: A motion to accept the budget revision was made by L. Cope with a second by M. Ruiz. Motion was approved by majority voice vote, no nays reported and one abstention by J. Dickason.

A6: Workforce Innovation and Opportunity Act Implementation time line

J. Dickason provided and discussed a time line for the implementation of the Workforce Innovation and Opportunity Act and accepted questions and direction from members.

Action: A motion to accept the WIOA implementation time line was made by T. Hildabrand with a second by L. Cope. Motion was approved by majority voice vote, no nays reported and one abstention by J. Dickason.

➤ **INFORMATION ITEMS**

I1: Presentation of Cal JOBS Employer Services

I2: 2015 Meeting Calendar

ADJOURN

J Dickason thanked members for attending and reminded members that the next meeting of the ML WIB is scheduled for Thursday, November 19, 2015 from 12:00 p.m. to 2:00 p.m. The regular meeting was adjourned at 1:50 p.m. and the presentation by EDD on the CalJOBS labor exchange system was begun.

Staff Contact: Jeff Dickason (209)533-3396 / JDickason@MLJT.Org

C2: Acceptance of November 19, 2015 meeting minutes of the Mother Lode Workforce Investment Board.

Meeting Minutes
Thursday, November 19, 2015
(12:00 p.m. – 2:00 p.m.)
Mother Lode Job Training
197 Mono Way, Suite B, Sonora CA 95370

CALL TO ORDER AND ROLL CALL

Chair R Bannwarth called the meeting to order at 12:15 p.m. Roll call was completed by V. Long. A quorum of the ML WIB was not determined to be present.

WIB Members Present	WIB Members Absent
Rosetta Bannwarth, ML WIB Chair	Tyler Newton, ML WIB Vice Chair
Frank Leschinsky	Tim Hildabrand
James Wood	Larry Cope
Klaus Tenbergen	Mark Barchin
Mary Ruiz	Sue Westgate
Ex-Officio Members Present	Michelle Watkins
Shelly Hance	Ben Saldana
Jeff Dickason	Debra Rockwood
	Ben Hulet
Guests Present	Bill Patrone
Nati Martinez	Margie Bulkin
Lorraine Perry	Mahalia Gottico
Vicki Long	Ex-Officio - Velma Whitebear
Mark Eiserer	Ex-Officio - Rebecca Espino

ADJOURN

R Bannwarth thanked members for attending and reminded members that the next meeting of the ML WIB is scheduled for Thursday, February 18, 2016 from 12:00 p.m. to 2:00 p.m. The meeting was adjourned at 12:15 p.m.

Staff Contact: Jeff Dickason (209)533-3396 / JDickason@MLJT.Org

C3: PY2015-16 Service Level and Expenditure and Executive Director’s Report

Action: Accept Executive Director’s report and provide appropriate direction.

Executive Director’s Report

1. Status Report - EDD Monitoring

Each year the California Employment Development Department (EDD) completes on-site monitoring of Mother Lode Job Training program, administrative and fiscal processes. EDD has scheduled fiscal monitoring of Mother Lode Consortia for mid-March 2016.

The last EDD monitoring was completed April 27 – May 1 with a focus on Fiscal and Administrative Systems and internal controls. The monitoring resulted in no findings however a number of recommendations were made to strengthen internal controls in the areas of petty cash management, use of the corporate credit card, and consistency in participant file management processes. Staff has incorporated these recommendations into our policy and process, as appropriate.

Discussion with the EDD Monitor indicates that with the exception of the CAT related to non-compliant WIB membership, a recommendation will be made to close the open findings held over from the PY13-14 Fiscal monitoring. In addition, any recommendations for closure of the open* PY11-12 and PY12-13 program findings will await the successful conclusion of the next EDD youth program monitoring which will likely occur in September or October, 2016.

EDD Monitoring	Status
PY10-11 Program Monitoring	Closed
PY11-12 Program Monitoring	*Open pending acceptance of proposed resolution
PY11-12 Fiscal Monitoring	Closed
PY12-13 Youth Monitoring	Closed
PY12-13 Fiscal Monitoring	Open pending acceptance of EDD Audit closure recommendation
PY12-13 Program Monitoring	*Resolution accepted pending on-site verification
PY13-14 Fiscal Monitoring	CAT – WIB Membership not compliant
PY13-14 Program Monitoring	CAT – WIB Membership not compliant
PY14-15 Fiscal Monitoring	Completed April 27 – May 1

2. Fiscal Management/Annual Audit

The MLJT Board of Directors selected Morse, Wittwer, Sampson LLP as the auditor for the 2013-14 annual audit and the contract was renewed for the 2014-15 annual audit. The on-site portion of the 2014-15 audit began on January 13 and is anticipated to be completed by the end of February.

3. Human Resources/Personnel

On October 29, 2015 Karen Puccio, One Stop Manager for the Amador and Calaveras offices resigned and Vicki Long assumed management and oversight responsibilities for the four One Stop Centers. In early December Danica Bland, Fiscal Technician,

resigned to accept employment with the Tuolumne Utility District. This position will be refilled and recruitment is underway.

Amy Torres, Career Counselor I and Kelly Harris, Career Counselor II have both completed and earned recognition as certified workforce professionals by the National Association of Workforce Professionals. Additional staff is pursuing their certifications.

4. Leases and location for Mother Lode Job Training Career Centers

No changes in office locations.

5. Lay-off Aversion Services

Rapid response and layoff aversion services were provided to the employees and management of Delaware North in support of the contract transition to Aramark. This work is on-going.

6. Other News

a. Health Lit Now (Healthcare Workforce Development)

An initiative to increase awareness of career options in healthcare is underway and workshops have been presented in a number of Tuolumne County schools. The Sonora Area Foundation has helped to fund a grant writer supporting the expansion of this initiative for another year.

b. Coach and Learn (Computer Literacy Workshops)

The Sonora Area Foundation, ATCAA, Mother Lode Job Training, Tuolumne County Superintendent of Schools, and the Tuolumne County Library have formed a partnership to provide basic computer classes for Tuolumne County residents. An advisory committee has been formed to develop curriculum, recruit volunteer instructors and support workshop enrollment. Workshops will start in January 2016 at various locations across the county.

c. Hospitality Apprenticeship Partnership

Columbia College has received a grant of \$960,000 to create an apprenticeship program for hospitality workers in partnership with Black Oak Resort, Evergreen and Rush Creek Lodges and Mother Lode Job Training. Planning and curriculum development will occur over the next few months supporting a launch of the program in the fall. The program will provide learn and earn opportunities for about 48 apprentices. Successful completers will earn an Associates of Science degree.

PY2015 Service Levels, Expenditure & Performance



Better Skills – Better Jobs – Better Economy

**SERVICE LEVEL & EXPENDITURE REPORT
 for Program Year 2015-16**

SERVICE LEVELS

Performance against service level goals for the program year, period July 1, 2015 to December 31, 2015 is as follows:

CUSTOMER TRAFFIC Career Center	PY13/14		PY14/15		PY15/16 (for Period: July 1 to December 31)				
	Unique Customers	Total Visits	Unique Customers	Total Visits	Unique Customers	Total Visits	Return Rate	Ave. Visits / Month	Ave. Visits / Day
Amador	705	1,875	531	1,419	243	587	2.4	98	6
Calaveras	578	1,919	452	1,410	229	450	2.0	75	5
Mariposa	553	1,802	490	1,948	166	410	2.5	68	4
Tuolumne	1,582	4,643	1,382	4,198	544	1314	2.4	219	14
Total	3,418	10,239	2,855	8,975	1,157	2,761	2.4	460	29
Prior Year (same time period)					1,626	4,091	2.5	682	44

Between July 1, 2015 and December 31, 2015 the unique unduplicated customer count was 1,157. Total customer visits were 2,761. This is an average customer return rate of 2.4 visits per customer, and breaks down into 460 customer visits each month or 29 customers each business day. The 1,157 unique customer visits represent about 71% of first quarter distinct customers served last year. Please note that the system and tracking methodology used to compile the PY2015-16 customer counts is different than used in prior years and the numbers are not directly comparable.

MLJT transitioned to the state’s CalJOBS system in July while maintaining our local system to maintain access to our client records and history. At this point in the transition we are still waiting for state staff and the contractor, Geographic Solutions Inc., to validate system reports to assure accuracy and consistency.

WIOA ENROLLMENTS

SERVICE LEVELS (counts may not be unique)	ACTUAL PY12/13	ACTUAL PY13/14	ACTUAL PY14/15
Adult	123	173	137
- Training	38	70	50
Dislocated Worker	164	132	88
- Training	75	72	47
JD NEG	-	-	18
- Training / Work-Based	-	-	5
Youth	49	63	69
- In-School	34	40	39
- Out-of-School	15	23	30

GOAL PY15/16	ACTUAL (12/31/15)	PERCENT GOAL
148	118	80%
60	49	82%
105	95	90%
61	39	64%
25	27	108%
5	9	180%
59	38	64%
8	8	100%
51	30	59%

As part of the annual planning and budgeting process Mother Lode Job Training in consultation with Mother Lode Workforce Investment Board and Board of Directors establishes service level targets. Participants carried in from the previous year included 57 Adults, 37 Dislocated Workers and 26 Youth. With the addition of new enrollments, a total of

118 participants are currently enrolled into the Adult program, 95 participants into the Dislocated Worker program and 38 participants into the Youth program. All together there are 239 individuals enrolled into WIOA services.

TRAINING ENGAGEMENT

Center	PY13/1	PY14/15	PY15/16	Actual	(%) Plan
Amador	20	11	30	15	50%
Calaveras	23	37	29	19	66%
Mariposa	14	11	20	19	95%
Tuolumne	49	50	42	35	83%
Total	106	109	121	88	73%

For PY2015-16 the budget for the MLWIB Scholarship program is \$291,557. A goal of 121 training slots was established. Included within total are funds for on-the-job training

(OJT). Between July and December 31st a total of 68 scholarships and OJT were funded and 20 scholarships were continued from the previous year.

Scholarships funded in PY2015-16 include (July to **October**):

Field of Study	Paid	Obligated	Total	JCA	JCC	JCM	JCT	Total
Accounting / Bookkeeping	6,433		6,433	1	0	0	0	1
Admin. Assistant (Computer Software Skills Training)	8,775		8,775	1	0	0	0	1
Alcohol & Drug Counseling	2,265	2,730	4,995	1	1	0	0	2
Dental Assistant		7,683	7,683	0	0	1	0	1
EMT	1,100		1,100	0	0	0	1	1
GED Preparation	20		20	0	0	0	1	1
General Study	653	1,108	1,761	0	3	0	2	5
Glazier (OJT)		5,625	5,625	0	1	0	0	1
Line Cook (OJT)	3,563	6,758	10,320	0	0	0	2	2
Lineman		10,000	10,000	0	1	0	0	1
Machinist (OJT)	1,402		1,402	0	0	0	1	1
Massage Therapist	5,462		5,462	0	1	0	0	1
Medical Office Assistant	12,284		12,284	1	0	0	5	6
Medical Assistant (OJT)		4,200	4,200	0	1	0	0	1
Nurse	58	310	368	0	1	0	0	1
Office Manager (OJT)	989		989	0	0	0	1	1
PC Support Specialist		5,508	5,508	1	0	0	0	1
Phlebotomy	3,915	8,815	12,730	0	1	1	3	5
POST Academy (Law Enforcement)	20		20	0	0	0	1	1
Project Manager (OJT)		15,600	15,600	0	0	0	1	1
Truck Driver/Tractor Trailer Operator	37,436	4,600	42,036	1	3	4	2	10
Wastewater Treatment		912	912	0	1	0	0	1
Welder		8,500	8,500	0	1	0	0	1
TOTALS	84,374	82,348	166,722	6	15	6	20	47
2014-15 Program Year Total	271,083	41,893	312,976	10	35	11	46	102
2013-14 Program Year Total			297,269	20	21	14	44	99

November and December scholarship detail is not available at this time.

WORK-BASED LEARNING

FUNDING	ACC	CCC	MCC	TCC	TOTAL
WIOA Youth	1	5	5	5	16
WIOA Adult (OJT)	0	3	0	4	7
WIOA DW (OJT)	2	0	0	5	7
JD NEG	1			4	5
Cal-Works			3	5	8
US Forest Service				5	5
TOTAL	4	8	8	28	48

Mother Lode Job Training works with employers to develop work-based learning opportunities supporting the development of job and work readiness skills of participants placed into these positions. In general, each opportunity is 30 to 40 hours per week with duration based on the needs of the participant and

availability of the employer. Each opportunity includes an individualized work and training plan detailing the skills and competencies to be learned. Following the work-based learning opportunity, every effort is made to transition the participant into employment with the host employer or to place the participant into other unsubsidized work.

BUSINESS SERVICES

PY15-16 (Jul-Sep)	Employers Contacted	Employers Added to VOS	Jobs Posted to VOS	OJT
ACC	55	4	24	2
CCC	69	7	21	3
MCC	34	2	14	0
TCC	169	13	69	5
Total	327	26	128	10
PY14-15	587	123	643	7
PY13-14	482	138	381	14

Outreach and expanding services for employers is a staff priority. Metrics were created for PY13/14 to measure staff engagement related to this work. Metrics include the numbers of employers contacted and offered services, new employers added to the CalJOBS labor exchange system, new jobs posted, and On-the-Job Training contracts written with employers. For PY2015-16,

through the end of December, 327 employers have been contacted, 26 new employers added to VOS and 128 jobs posted, and seven (7) OJT contracts were written. No incumbent worker training contracts have been funded.

EXPENDITURE (July 1, 2015 to December 31, 2015)

MOTHER LODE JOB WIOA EXPENDITURE	ACTUAL PY12/13	ACTUAL PY13/14	ACTUAL PY14/15	BUDGET PY15/16	ACTUAL 12/31/2015	PERCENT BUDGET
Adult Program	480,490	494,923	524,053	557,187	205,210	37%
Dislocated Worker Program	547,127	618,649	505,601	522,647	230,773	44%
Rapid Response	327,439	398,316	309,697	254,130	93,522	37%
Layoff Aversion / Gov 25%	385,152	-	-	70,230	12,588	18%
NEG – PY14-15	26,349	-	41,170	35,000	37,403	107%
Youth Program	413,595	517,759	397,498	549,306	238,136	43%
- In-School Youth	218,418	278,176	191,578	109,861		0%
- Out-of-School Youth	195,177	239,583	205,920	439,445		0%
Cal-WORKS Mariposa	26,020	26,345	26,255	184,783	21,612	12%
Cal-WORKS Tuolumne	17,327	97,932	71,028	100,000	40,499	40%
HHS Amador		1,824		-		
CMCAA Calaveras	50,624	-		-		
CDBG Calaveras	137,956	26,515	100,000	64,000	21,589	34%
CDBG Mariposa		52,913	39,084	-		
US Forest Service	26,556	4,594	6,213	15,500	9,195	59%
TOTAL	2,562,156	2,239,770	2,020,599	2,352,783	910,527	39%

In the first six months of the program year, July thru December, a total of \$910,527 was expended against a budget of \$2,352,783. The represents an expenditure of 39% of budgeted funds in 50% of the budget year.

The new Workforce Innovation and Opportunity Act and state of California directives include specific benchmarks for expenditure of certain funds, as follows:

1. Administrative expense is capped at 10% for all funds;
2. A minimum of 75% of youth program funds must be expended on out-of-school youth;
3. A minimum of 20% of youth program funds must be expended on work-based learning;
4. A maximum of 10% of adult and dislocated worker program funds may be expended on Transitional Employment Opportunities (work experience).
5. A maximum of 20% of adult program funds may be expended on incumbent worker training.
6. A minimum of 25% of Adult and Dislocated Worker program funds must be expended on training, including transitional employment.

The PY15/16 budget includes and addresses each of the fund limitations and set-a-sides. We anticipate bringing a budget adjustment to the MLJT Board in April.

CUSTOMER SATISFACTION

A random survey of customers is completed each quarter. The cumulative survey, below, shows a high level of satisfaction with services among the customers surveyed. Job search assistance continues to be the primary reason provided by customers coming into the Career Centers although significant numbers of customers do take advantage of other services. The primary age group served is 22 – 54, and 70% of customers returned for additional services. The overall customer satisfaction rating across all questions is 93% and 94% would recommend the service to others.

PY201-16 (July 1, 2015 to December 31, 2015)		On a Satisfaction Scale of 10 to 1 with 10 being very satisfied.										
Customer Satisfaction - Survey Quarters 1 - 4		Satisfied <-----> Dis-satisfied									Overall	
No. of Responses: 113		10	9	8	7	6	5	4	3	2	1	
How satisfied were you with services?		75	17	11	7	0	2	0	0	0	1	93%
To what extent did services meet your expectations?		69	14	11	10	6	3	0	0	0	0	91%
How well do services compare with an ideal set of services?		65	18	19	7	0	3	0	1	0	0	91%
How likely would you be to recommend services to others?		72	25	9	5	0	2	0	0	0	0	94%
Career Center was easily accessible and staff welcoming?		79	14	9	6	4	1	0	0	0	0	94%
Staff members were knowledgeable and helpful?		87	18	3	1	2	2	0	0	0	0	96%
Services needed were provided in a timely manner?		79	21	3	6	2	2	0	0	0	0	94%
OVERALL SATISFACTION: (100% Possible with all questions equally weighted)											93%	

Type of Assistance:		
Job Search	86	76%
Cal JOBS	49	43%
Resume Development	30	27%
Office Equipment Support	38	34%
Telephones	18	16%
Resource Information	31	27%
Other:	11	10%
	3	3%

Age:		
14-17	3	5%
18-21	16	25%
22-54	25	38%
55 & Up	6	16%
Total	65	100%
Visit:		
First	21	26%
Repeat Customer	23	70%

MATERIALS SUPPORTING ACTION ITEMS

ACTION ITEMS:

A1: Workforce Innovation and Opportunity Act Implementation Plan and Timeline

Action: As necessary, action to support the implementation of WIOA.

USDOL and EDD have been working diligently to release WIOA related guidance, and staff is reviewing and working to incorporate the new requirements into our internal guidance, policies and processes as direction is given.

CWIB and EDD leadership have provided insight into the implementation time lines that are being adopted by the state. These timelines have changed and will continue to evolve as implementation continues. Critical benchmarks for our current purposes include:

ITEM	LEAD	STATUS	DUE	COMPLETE
Initial Local Area Designation	BOD	Complete	Mar 2015	Mar 2015
Final Local Area Designation	BOD	In progress	Mar 2016	Submitted
- Update Joint Powers Agreement for WIOA	BOD	Complete	Jul 2016	
- Update BOD By-Laws for WIOA	BOD	Complete	Jul 2016	
Regional Area Designation	BOD	Complete	Mar 2015	Mar 2015
Local Board Recertification	BOD			Mar 2017
- BOD Identifies Membership Configuration	BOD	Complete	Jul 2016	Oct 2015
- Membership Recruitment	ALL	On-going		
- Update WIB/LEO Agreement for WIOA	BOD	In progress	Jul 2016	
- Update WIB By-Laws for WIOA	WIB	In progress	Jul 2016	
Procure WIOA Youth Services	WIB	Complete	Jul 2015	May 2015
Procure WIOA One-Stop Operator				Jul 2017
- Authorize staff to develop RFQ/RFP	WIB	May 2015		
- Approve RFQ/RFP	WIB	May 2016		
- Run Procurement	TCEDA	Jun 2016		
- Evaluate Applications	WIB	Jul 2016		
- Select Provider	WIB	Jul 2016		
- Approve Provider/Address Appeals	BOD	Jul 2016		
- Transition program (as necessary)	WIB	Aug – Jun 2017		
Procure WIOA Career Services Provider	WIB	As warranted	Not Required	Jul 2017
WIOA Policy Guidance				
- Youth expenditure requirement - 75% (Budget)	WIB	Complete	May 2015	Budgeted
- Youth Work-Based Learning set-a-side (Budget)	WIB	Complete	May 2015	Budgeted
- Youth Program Elements (Youth Provider RFP)	WIB	Complete	May 2015	Procured
- Youth Program Eligibility	WIB	Complete	May 2015	
- Adult/DW Eligibility	WIB	Complete	May 2015	
- Adult/DW Priority of Service	WIB	In Progress	Nov 2015	
- Adult/DW Transitional Employment	WIB	In Progress	Nov 2015	
- Change point of WIOA program enrollment	WIB	In Progress	Jun 2016	
Re-Negotiate Performance for WIOA	WIB	CWIB	Unknown	
Accounting & Fiscal Management				
- Change Chart of Accounts	MLJT	Complete	Jul 2015	Jul 2015
- Updates to Staff time-sheets	MLJT	In Progress	Jan 2016	Jan 2016
- Change to 24 Pay Periods per Year	BOD	Oct BOD Agenda	Jan 2016	Jan 2016
- WIA Closeout	MLJT	In Progress	Jul 2016	Jul 2016
MLJT Re-Organization for WIOA				Jul 2017
- Separation of WIB from Service Provider	BOD	In Progress	Jul 2017	
- Update position descriptions for WIOA	BOD	In Progress	Jul 2017	
- Update salary classifications	BOD	In Progress	Jul 2017	
- Update Personnel Policies	BOD	In Progress	Jul 2017	
Staff Training				
- WIOA Program Flow	MLJT	In Progress	Oct 2015	

ITEM	LEAD	STATUS	DUE	COMPLETE
- WIOA Service Delivery	MLJT	In Progress	Oct 2015	
Local Area and Regional Strategic Plan	WIB	CWIB Mar 2017	Mar 2017	

Under the Joint Powers Agreement among the member counties of the Mother Lode Consortia (Amador, Calaveras, Mariposa, Tuolumne) Mother Lode Job Training (MLJT) is created and is designated as the Fiscal and Administrative Entity for the receipt of grant and contract funds supporting the delivery of workforce services within the local area. In keeping with this responsibility, MLJT staff is currently engaged in further refining and documenting the implementation of WIOA through written procedure and engagement of the Mother Lode Job Training Board of Directors and Mother Lode Workforce Board, as appropriate to establish policy guidance.

Currently this work includes:

1. Re-write of the state of California EDD Technical Assistance Guide (TAG) for WIA to conform with new WIOA requirements (note: EDD has not updated its TAG or published a release date for a WIOA compliant guide, and the existing guide is being re-written by MLJT staff as a stop gap measure).
2. Workforce Investment Board to address policy revisions in support of WIOA:
 - a. Priority of Service
 - b. Selective Service Registration
 - c. Transitional Employment
 - d. Incumbent Worker Training
 - e. Work Experience
 - f. On-the-Job Training
 - g. Reasonable Commuting Distance
 - h. Dependency of an Older Youth
 - i. Youth Eligibility Exceptions (5% eligibility window for over-income youth)
3. Accounting and Fiscal Management Updates including:
 - a. Revisions to the Chart of Accounts to conform with new WIOA set-a-side and reporting requirements
 - b. Revisions to staff time sheets to address WIOA, grant and contract reporting requirements
 - c. Changes to MLJT pay day schedule from 26 per year to 24 per year to create significant accounting and fiscal management efficiencies
 - d. Closeout of WIA grants as carry-over funds from the prior year are expended
4. Review of Governance for the Mother Lode Consortia

[Note that the ML BOD will establish an adhoc committee to make recommendations on these items]

- a. Clarification of roles, responsibilities and authorities of
 - i. Mother Lode Job Training Board of Directors
 - ii. Mother Lode Workforce Board
 - iii. Designated Fiscal and Administrative Entity: Mother Lode Job Training

-
- iv. Role of the One-Stop Operator
 - v. Role and provider of WIOA Adult & Dislocated Worker Career Services
 - vi. Role and provider of WIOA youth services
-
- b. Updates to foundation governance documents
 - i. Joint Powers Agreement among member counties
 - ii. Board of Directors By-Laws
 - iii. LEO agreement with the Workforce Board
 - iv. Workforce Board By-Laws
-
- 5. Research supporting the procurement of the One-Stop Operator
 - a. Establishing One-Stop Operator roles, responsibilities and authorities
 - b. Defining One-Stop Operator performance expectations and core accountabilities
 - c. Establishing Request for Proposals criteria and procurement methodologies
 - d. Defining contract management methodologies

Staff Contact: Jeff Dickason, Executive Director, (209)533-3396 / JDickason@MLJT.org.

A2: WIOA Policy Updates

Action: Consider adopting policy recommendations from staff supporting the implementation and compliance with the Workforce Innovation and Opportunity Act, including:

1. Priority of Provision of Service
2. Selective Service Registration
3. Transitional Jobs
4. Incumbent Worker Training
5. On-the-Job Training
6. Work Experience

Discussion:

To assure compliance with the new Workforce Innovation and Opportunity Act and guiding regulation and policy, MLJT staff has reviewed available guidance and have drafted the attached policy revisions to support compliant operations.

1. Priority of Provision of Services

This policy adopts prescribed guidance related to priority provision of services from the Act, regulation and guiding policy without change from requirements.

2. Selective Service Registration

This policy adopts prescribed guidance related to selective service registration from the Act, regulation and guiding policy without change from requirements.

3. Transitional Jobs

This policy adopts prescribed guidance related to transitional jobs (e.g. work experience for Adult and Dislocated Worker populations) from the Act, regulation and guiding policy without change from requirements. In compliance with this guidance the draft policy provides that the Workforce Board may expend up to 10% of available formula Adult and Dislocated Worker funds in support of Transitional employment activities.

4. Incumbent Worker Training

This policy adopts prescribed guidance related to the provision of incumbent worker training services from the Act, regulation and guiding policy without change from requirements. In compliance with this guidance the draft policy provides that the Workforce Board may expend up to 20% of available formula Adult and Dislocated Worker funds in support of Incumbent Worker Training.

In establishing this policy the Workforce Board must establish:

- a. Eligibility Criteria for businesses that wish to apply for funding, may include
 - i. Characteristics of the participants in the program
 - ii. Relationship of the training to the competitiveness of a participant and the employer; and

- iii. Other factors such as
 - i. Number of employees participating in the training;
 - ii. The wage and benefit levels of training participants before and after the training;
 - iii. Existence of other training and advancement opportunities provided by the employer.
- b. Limits for reimbursement to employers.

5. On-the-Job Training

This policy adopts prescribed guidance related to the provision of on-the-job training services from the Act, regulation and guiding policy without change from the requirements.

6. Work Experience

This policy adopts prescribed guidance related to the provision of work experience services from the Act, regulation and guiding policy without change from the requirements.

PRIORITY OF PROVISION OF SERVICES

I. PURPOSE

This policy provides guidance on Priority of Provision of Services for participation in Workforce Innovation and Opportunities Act (WIOA) funded Individualized Career Services.

II. BACKGROUND

WIOA establishes a requirement with respect to funds for adult services that priority must be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient in the local area per WIOA regulations sec. 134(c)(3)(E). Veterans and eligible spouses continue to receive priority of service for all Department of Labor training programs, which includes WIOA. The priority does not apply to dislocated worker funds.

III. POLICY

Mother Lode Job Training elects to adopt the policy as set forth below for priority of service for adult funds:

MLJT's Priority of Provision of Services will be used as established in the following order:

1. Public assistance recipients, other low-income individuals and individuals who are basic skills deficient who are also veterans or eligible spouses of veterans,
2. Public assistance recipients, other low-income individuals and individuals who are basic skills deficient who are non-veterans and who are not an eligible spouse of a veteran,
3. Veterans or eligible spouses of veterans who are not public assistance recipients, other low-income individuals or individuals who are basic skills deficient,
4. Non-veterans who are not public assistance recipients, other low-income individuals or individuals who are basic skills deficient,

The state has defined the term "priority" to mean that 51 percent or more of the participants served with WIOA adult funds must be either low income, recipients of public assistance, or basic skills deficient.

SELECTIVE SERVICE REGISTRATION

I. PURPOSE

This policy provides guidance on Selective Service registration requirements for participation in Workforce Innovation and Opportunities Act (WIOA) funded activities and the local procedures for determining whether an individual knowing and willfully failed to register.

II. BACKGROUND

Males who are subject to the registration requirements of the *Military Selective Service Act* (MSSA) must have complied with certain requirements to be eligible for participation in WIOA funded programs and services. Under WIOA Section 189(h), the Secretary of Labor is required to ensure that each individual participating in a WIOA program, or receiving any assistance under WIOA Title I, has not violated Section 3 of the MSSA. This section requires that every male citizen and every other male residing in the United States must register with Selective Service between their 18th and 26th birthday.

The MSSA provides that services must be denied to a male applicant 26 years or older, if it determined that he knowingly and willfully failed to register.

III. POLICY

Mother Lode Job Training elects to adopt the policy for Selective Service Registration established by the Employment Development Department in Workforce Services Directive (WSD) 15-06, dated November 3 (attached) which states, in part:

Individuals who did not register for the Selective Service must obtain a Status Information Letter from Selective Service indicating whether or not they are required to register.

To determine whether the failure was “knowing” authorized organizations should ask the following:

- Was the individual aware of the requirement to register?
- If the applicant knew about the requirement to register, was he misinformed about the applicability of the requirement to him (e.g., veterans who were discharged before their 26th birthday were occasionally told that they did not need to register)?
- On which date did the individual first learn that he was required to register?
- Where did the individual live when he was between the ages of 18 and 26?
- Does the Status information letter indicate that Selective Service sent letters to the individual at that address and did not receive a response?

To determine whether the failure was “willful” authorized organizations should ask the following:

- Was the failure to register done deliberately and intentionally?

-
- Did the individual have the mental capacity to choose whether or not to register and decided not to register?
 - What actions, if any, did the individual take when he learned of the requirement to register?

Finally, a participant's claim of ignorance (e.g., "I did not know...") regarding Selective Service registration requirements should not suffice as enough evidence to make a determination if his failure was knowing and willful. Ask for more evidence to support this claim.

Results of Findings

If an authorized organization determines that an individual's failure to register with the Selective Service was not knowing and willful and the individual is otherwise eligible, services may be provided. However, if the authorized organization determines that evidence shows that the individual's failure to register was knowing and willful, WIOA services must be denied. Individuals who are denied services must be advised of available grievance procedures. Authorized organizations must keep documentation related to evidence presented in determinations on Selective Service.

TRANSITIONAL EMPLOYMENT

I. PURPOSE

This policy provides guidance on Mother Lode Job Training's utilization of Transitional Jobs as part of the service delivery strategy as allowed under the Workforce Innovation and Opportunities Act (WIOA).

II. BACKGROUND

Transitional jobs are a type of work based training that is allowed under WIOA. Transitional jobs are time-limited work experiences that are subsidized and are in the public, private or nonprofit sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history. The goal of transitional jobs is to establish a work history for the individual that demonstrates success in the workplace, and develops the skills that lead to entry into and retention in unsubsidized employment. Under sec. 134(d)(5) of WIOA, local boards may use up to 10 percent of their adult and dislocated worker funds to provide transitional jobs to individuals.

III. POLICY

Transitional job funds are available to adults and dislocated workers who after interview, evaluation, or assessment, and career planning are determined in need of training by the Mother Lode Job Training staff. The case file must contain a determination of need for training services.

Training services may be available to employed and unemployed adults and dislocated workers who are:

- Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services;
- In need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and
- Have the skills and qualifications to participate successfully in training services.

The amount of reimbursement and duration of each transitional job will be determined by the needs of the individual participant and participating employer. Supportive service needs of the individual will be based on the needs of the individual and will be addressed in the individual employment plan.

Transitional jobs must be combined with comprehensive career services and supportive services. (Proposed 20 CFR 680.84).

If training services are provided through the adult funding stream the local Priority of Provision of Services must be used.

INCUMBENT WORKER TRAINING

I. PURPOSE

This policy clarifies criteria by which the local Workforce Board will determine which workers, or groups of workers, are eligible for incumbent worker services and the cost sharing required for incumbent worker training projects (WIOA Section 134(d)(4)).

II. BACKGROUND

Incumbent Worker training provides both workers and employers with the opportunity to build and maintain a quality workforce. Incumbent Worker training can be used to help avert potential layoffs of employees, or to increase the skill levels of employees so they can be promoted within the company and create backfill opportunities for the employers.

Funded training must satisfy the requirements in WIOA Section 134(d)(4) and §680.790 and increase the competitiveness of the employee or employer. The Workforce Boards may reserve and expend up to 20 percent of the combined program year adult and dislocated worker formula allotments for incumbent worker training. (WIOA Section 134(d)(4)(A)(i). In addition, the Workforce Board may use state Rapid Response funds (WIOA Section 134(a)(3)(A)(i)) for layoff aversion and WIOA Governor's discretionary funds for statewide incumbent worker training activities.

III. POLICY

To qualify as an incumbent worker, the incumbent worker needs to be employed, meet the Fair Labor Standards Act requirements for an employer-employee relationship, and have an established employment history with the employer for 6 months or more. An incumbent worker does not necessarily have to meet the eligibility requirements for career and training services for adults and dislocated workers under this Act. (Proposed 20 CFR 680.78)

The employers must submit training applications which indicate a significant upgrade in employee skills, and/or employee wage increases as a result of training, and which reflect a significant layoff avoidance strategy and retention opportunities will be prioritized.

Business Eligibility Criteria:

The Workforce Board will consider the following factors when determining the eligibility of a business to receive the WIOA share of funds to provide training to incumbent workers:

1. The characteristics of the incumbent workers to be trained, specifically the extent to which they historically represent individuals with barriers to employment as defined in WIOA Section 3(24), and how they would benefit from retention or advancement;
2. The quality of the training (e.g., industry-recognized credentials, advancement opportunities);
3. The number of participants the employer plans to train or retrain;
4. The wage and benefit levels of participants (before and after training);

5. The occupation(s) for which incumbent worker training is being provided must be in demand as defined by WIOA Section 3(23) and as determined by workforce development area-specific labor market information produced by EDD LMID;
6. The industry to which the employer is assigned, as determined by its North American Industry Classification System (NAICS) code, must be in demand as defined by WIOA Section 3(23) and as determined by workforce development area-specific labor market information produced by ESD;
7. The employer must not have laid off workers within 12 months to relocate to California from another state;
8. The employer must attest, in writing, that it is up to date on all state and local tax obligations and not delinquent in unemployment insurance or workers' compensation taxes, penalties, and/or interest.
9. The employer must have been in operation in the local four counties for at least one year prior to application for funding.
10. The employer must have at least one full-time employee, defined as at least 32 hours per week or more.

The Workforce Board must document these factors in approving an incumbent worker training project with a Business. (Proposed 20 CRF 681.81)

Business Share of Training Costs:

Businesses participating in Workforce Training Assistance Programs (incumbent worker training) are required to pay the non-WIOA (non-federal) share of the cost of providing training to their incumbent workers. The business non-federal share is determined by employer size and is not less than the following amounts:

The Employer share shall not be less than:	For Employers with:
10%	50 or fewer employees
25%	51 to 100 employees
50%	101 or more employees

The employer share may not be less than the amounts prescribed, above, and will be determined based on strength of the employer training proposal. Wages paid to the employee while participating in training can be included as part of the Employer share. (WIOA Section 134(d)(4)(D))

If training services are provided through the adult funding stream the local Priority of Provision of Services must be used.

Participant Criteria:

To participate in any WIOA funded training program the participant must meet the following basic criteria:

- Be unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services;

- Be in need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and
- Have the skills and qualifications to participate successfully in training services.

Definitions:

Incumbent Worker – An individual who is employed, meets Fair Labor Standards Act requirements for an employer-employee relationship, and has an established employment history with the employer for 6 months or more.

Incumbent Worker Training – Training designed to meet the special requirements of an employer (or group of employers) to retain a skilled workforce or avert the need to lay off employees by assisting workers in obtaining the skills necessary to retain employment and conducted with a commitment by the employer to retain or avert laying off incumbent worker(s) that are trained in order to increase the competitiveness of the employee and/or employer.

In-Demand Industry Sector or Occupation – In general, (i) 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 (ii) 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. The determination of whether an industry sector or occupation is in-demand shall be made by the state board or local board, as appropriate, using state and regional business and labor market projections, including the use of labor market information.

IV. References:

- WIOA Section 3(23), 3(24)
- WIOA Section 134(d)(4), 134 (a)(3)
- Proposed 20 CFR 680.780, 680.790, 680.800, 680.810, 680.820, 682.210(b), and 682.320(b)(3)

V. Supersedes:

Mother Lode Job Training Incumbent Worker Policy – 02-01-2014

VI. Action:

The Workforce Boards and its contractors, as well as Mother Lode Job Training Career Center Managers and partners should distribute this policy broadly throughout the system to ensure that workforce system, economic development, and partner staff is familiar with its content and requirements.

ON-THE-JOB TRAINING

I. PURPOSE

This policy provides guidance on Mother Lode Job Training's utilization of On the Job Training (OJT) as part of the service delivery strategy as allowed under the Workforce Innovation and Opportunities Act (WIOA).

II. BACKGROUND

On the Job Training is a key method of delivering training services to adults and dislocated workers.

The term "on the job training" means training provided by an employer that is provided to a paid participant while engaged in productive work in a job that:

- provides knowledge or skills essential to the full and adequate performance of the job;
- is made available through a program that provides reimbursement to the employer of up to 50% of the wage rate of the participant for the extraordinary costs of providing the training and additional supervision related to the training, and
- is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

WIOA Section 3 (44)

In limited circumstances, as provided in WIOA Section 134(c)(3)(H) and Proposed 20 CFR 680.73, the reimbursement may be up to 75 percent of the wages of the participant.

III. POLICY

The Workforce Board's policy is to comply with the WIOA regulations for the delivery of service of OJT services.

Business Eligibility Criteria:

OJT contracts under WIOA must not be entered into with an employer who has received payments under previous contract under WIOA or WIA if the employer has exhibited a pattern of failing to provide OJT participants with continued long-term employment as regular employees with wages and benefits (including health benefits) and working conditions at the same level and to the same extent as other employees working a similar length of time doing the same type of work.

An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of

the participant, prior work experience, and the participant's individual employment plan. (Proposed 20 CFR 680.70)

OJT contracts may be written for eligible employed workers when:

- The employee is not earning a self-sufficient wage as determined by Local Board policy;
- The requirements stated in the policy above are met; and
- The OJT relates to the introduction of new technologies, introduction to new production or services procedures, upgrading to new jobs that require additional skills, workplace literacy, or appropriate purposes identified by the Local Board.

(Proposed 20 CFR 680.71)

OJT training payments to employers are deemed to be compensation for the extraordinary costs associated with training participants and potentially lower productivity of the participants while in the OJT. (Proposed 20 CFR 680.72)

Business Share of Training Costs:

WIOA provides for States and local Areas to provide up to 50% of the wage rate of the participant to employers for the costs of training while the participant is in the program.

The Local Board may increase the reimbursement rate for OJT contracts up to 75 percent when taking into account the following factors:

- The characteristics of the participants taking into consideration whether they are "individuals with barriers to employment, as defined in WIOA sec. 3(24);
- The size of the employer, with an emphasis on small business;
- The quality of employer-provided training and advancement opportunities, for example if the OJT contract is for an in-demand occupation and will lead to an industry-recognized credential; and
- Other factors the Local Board may determine to be appropriate, which may include the number of employees participating, wage and benefit levels of the employees (both present and after completion), and relation of the training to the competitiveness of the participant.

(Proposed 20 CFR 680.73)

If training services are provided through the adult funding stream the local Priority of Provision of Services must be used.

Participant Criteria:

To participate in any WIOA funded training program the participant must meet the following basic criteria:

- Be unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services;

- Be in need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and
- Have the skills and qualifications to participate successfully in training services.

IV. References:

- WIOA Section 3(24), 3(44)
- WIOA Section 134(c)(3)(H)
- Proposed 20 CFR 680.700, 680.710, 680.720, 680.730

WORK EXPERIENCE

I. PURPOSE

This policy provides guidance on Mother Lode Job Training's utilization of Work Experience (WEX) as part of the service delivery strategy as allowed under the Workforce Innovation and Opportunities Act (WIOA).

II. BACKGROUND

Work experiences are a planned structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. Work experience may be arranged within the private for profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists. (Proposed 20 CFR 680.170)

III. POLICY

Work experience job funds are available to adults, dislocated workers and youth who after interview, evaluation, or assessment, and career planning are determined in need of training by the Mother Lode Job Training staff. The case file must contain a determination of need for training services.

Participants enrolled in WEX shall receive wage rates as determined appropriate by Mother Lode Job Training prior to the commencement of work. A WEX participant may work up to a maximum of 40 hours per week.

Participant Criteria:

To participate in any WIOA funded training program the participant must meet the following basic criteria:

- Be unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services;
- Be in need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and
- Have the skills and qualifications to participate successfully in training services.

If training services are provided through the adult funding stream the local Priority of Provision of Services must be used.

(Proposed 20 CFR 680.21)

Business Criteria:

Businesses must comply with all terms and conditions of its contract with mother Lode Job Training.

Business Share

The amount of reimbursements for jobs will be based on the individual participant's needs and the needs of the employer.

IV. References:

Proposed 20 CFR 680.170, 680.210

A3: Consideration of a Memorandum of Understanding between Mother Lode Job Training and Delta Launch Charter School

Action: Establish a memorandum of understanding between Mother Lode Job Training and Delta Launch Charter School.

DRAFT Memorandum of Understanding

Between
Mother Lode Job Training
And
Delta Launch Charter School

This Memorandum of Understanding (MOU) sets for the terms and understanding between Mother Lode Job Training and Delta Launch Charter School (Delta) where Delta works together with Mother Lode Job Training staff in Amador County and Calaveras County to ensure any Workforce Investment and Opportunity Act (WIOA) qualified adult who wishes to earn a high school diploma (or equivalent) can do so.

Background

Delta can provide services to support Mother Lode Job Training in Amador County and Calaveras County in achieving its goals for providing educational services to those individuals who qualify under the Workforce Investment and Opportunity Act of 2014. Delta Charter Schools, a series of California public charter schools, have been serving K-12 students since 2001. Delta Charter Schools specialize in working with students who have struggled in school due to any one of life's many challenges. Delta Charter Schools' motto is "One student at a time, where success is the only option."

Purpose

- California Education Code Section 47612.1 provides charter schools with the ability to work with Workforce Investment and Opportunity Act eligible high school dropouts regardless of their age.
- Individuals who qualify and are high school dropouts may enroll with Delta Launch Charter School to receive educational services with the goal of earning a high school diploma or its equivalent.

The Opportunity

- Delta works alongside Mother Lode Job Training staff in Amador County and Calaveras County to identify and enroll eligible adult high school dropouts.
- Delta provides teachers, administrators, and support personnel to provide instruction leading toward a high school diploma from Delta; and/or, to provide instruction to prepare for the California High School Proficiency Exam (CHSPE); and/or, to provide instruction to prepare for the General Educational Development (GED) exams.
- If necessary, Delta employs Mother Lode Job Training staff in Amador County and/or Calaveras County to provide tutoring services aligned with this MOU.

The Solution

- With assistance from Mother Lode Job Training staff in Amador County and Calaveras County, Delta will identify eligible adult students and enroll them in a personalized educational program.
- Delta will provide California-aligned education services to students utilizing its personalized learning approach to ensure success for each student.

Reporting

An annual report on the program’s effectiveness will be presented to the Mother Lode Job Training Board of Directors and the Delta Launch Charter School’s governing board (New Jerusalem Elementary School District Board of Trustees) at their respective June Board meetings.

Funding

Delta will receive funding via California’s Local Control Funding Formula (LCFF) and, based on its assigned funding, Delta will reimburse Mother Lode Job Training 20-percent per Average Daily Attendance (July 1-April 15) earned from Mother Lode Job Training-identified students for Mother Lode Job Training’s tutoring expenses. By mutual agreement, other Mother Lode Job Training associated expenses will also be covered by Delta.

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from Mother Lode Job Training and Delta. This MOU shall become effective upon signature by the authorized officials from Mother Lode Job Training and Delta and will remain in effect until modified or terminated by any one of the partners by mutual consent or if the law changes to stifle such programs. In the absence of mutual agreement by the authorized officials from Mother Lode Job Training and Delta, this MOU shall renew automatically on July 1 of each year.

Contact Information

MOTHER LODE JOB TRAINING Jeff Dickason Executive Director 197 Mono Way, Suite B, Sonora, CA 95370 209.533.3396 jdickason@mljt.org	DELTA CHARTER SCHOOLS Jeff Tilton Superintendent, Delta Charter Schools 31400 S. Koster Road, Tracy, CA 95304 209.830.6363 jtilton@njes.org
--	--

_____ Date: _____
Jeff Dickason, Executive Director, Mother Lode Job Training

_____ Date: _____
Jeff Tilton, Superintendent, Delta Charter Schools

INFORMATION ITEMS:

- I1:** Development of a Memorandum of Understanding with the workforce system partners of the Mother Lode Consortia defining partnership roles and responsibilities and the role of the One Stop Operator.

Discussion:

As a requirement of the Workforce Innovation and Opportunity Act and through directive from the California Workforce Development Board and Employment Development Department, the Mother Lode Workforce Board is required to establish a Memorandum of Understanding (MOU) among the partners of the local workforce system. This MOU is required to address specific topics. The EDD Directive WSD 15-12 WIOA Memorandums of Understanding, below, provides guidance regarding these requirements. Representatives of the Employment Development Department, Department of Rehabilitation, TANF/Cal-WORKS and staff of the Mother Lode Workforce Board attended training on MOU guidance and requirements in early February. The local workforce partners will meet over the next few weeks to discuss roles and responsibilities and will draft an MOU for consideration by the Workforce Board.



WORKFORCE SERVICES
DIRECTIVE

Number: WSD15-12

2016

Date: January 20,

69:175:rc:17866

TO: WORKFORCE DEVELOPMENT COMMUNITY
SUBJECT: WIOA MEMORANDUMS OF UNDERSTANDING
EXECUTIVE SUMMARY

Purpose

The Employment Development Department is providing guidance on the development of Memorandums of Understanding (MOUs) under the *Workforce Innovation and Opportunity Act* (WIOA).

Please note that this guidance was developed using the WIOA Notices of Proposed Rule Making (NPRM) and is subject to change based upon issuance of the final WIOA regulations or further guidance from Department of Labor (DOL).

Scope

This directive applies to all Local Workforce Development Boards (Local Boards).

Effective Date

This directive is effective on the date of issuance.

REFERENCES

- *WIOA* (Public Law 113-128) Section 121(c)
- *Americans with Disability Act Amendment Act of 2008* (Public Law 110-325)
- Title 34 *Code of Federal Regulations* (CFR) "WIOA, Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; NPRM", Sections 678.305, 678.310, 678.315, 678.500 and 678.505
- Title 2 *Code of Federal Regulations* (CFR) Part 200

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

STATE-IMPOSED REQUIREMENTS

This directive contains some state-imposed requirements. These requirements are printed in ***bold, italic type.***

FILING INSTRUCTIONS

This directive finalizes Workforce Services Draft Directive WSDD-131, dated November 25, 2015. The Central Office Workforce Services Division received eight comments during the comment period. A summary of these comments is provided as an attachment. Retain this directive until further notice.

BACKGROUND

The WIOA strengthens the ability of our public workforce system to align investments in workforce, education, and economic development with regional in-demand jobs. It also focuses on the importance of providing customers with access to high-quality one-stop centers that connect them with the full range of services available in their communities.

Accordingly, California's Workforce Development Strategic Plan (State Plan) was developed with the following three policy objectives in mind:

- Fostering demand-driven skills attainment
- Enabling upward mobility for all Californians
- Aligning, coordinating, and integrating programs and services

To achieve these objectives, the America's Job Center of CaliforniaSM (AJCC) system must serve as an all-inclusive access point to education and training programs that provide demand-driven skills attainment, especially for those with barriers to employment.

A critical component of the successful implementation of the State Plan vision is a well-articulated MOU. Local Boards, with the agreement of the chief elected official (CEO), are responsible for entering into a MOU with each of the AJCC partners that outlines the operations of the overarching one-stop delivery system [WIOA Section 121(c)]. The law envisions that Local Boards will act as both the convener of the MOU negotiations as well as the shaper of how one-stop services are delivered within their Local Workforce Development Area (Local Area) (NPRM Preamble page 20602).

POLICY AND PROCEDURES

The AJCCs are the cornerstone of California's workforce development system. The AJCC partners are jointly responsible for workforce and economic development, educational, and other human service programs. Therefore, collaboration is essential to establishing a quality-focused, employer-driven, and customer-centered system.

Comprehensive AJCC

Every Local Area must have at least one comprehensive AJCC that provides universal access to the full range of employment services, training and education, employer assistance, etc. In other words, a comprehensive AJCC is a physical location where job seekers and employers have access to the programs, services, and activities of all the required AJCC partners. These include the following:

- WIOA Title I Adult, Dislocated Worker, and Youth
- WIOA Title II Adult Education and Literacy
- WIOA Title III Wagner-Peyser
- WIOA Title IV Vocational Rehabilitation
- Carl Perkins Career Technical Education
- Title V Older Americans Act
- Job Corps
- Native American Programs (Section 166)
- Migrant Seasonal Farmworkers (Section 167)
- Veterans
- Youth Build
- Trade Adjustment Assistance Act
- Community Services Block Grant
- Housing & Urban Development
- Unemployment Compensation
- Second Chance
- Temporary Assistance for Needy Families/CalWORKs

The term “access” refers to providing services through one of the following methods:

- Co-location – Program staff from each partner are physically present at the AJCC.
- Cross information sharing – Staff physically present at the AJCC are properly trained to provide information about all programs, services, and activities that may be available to the customer through other partners.
- Direct access through real-time technology – Access through two-way communication and interaction between customers and AJCC partners that result in services being provided. Examples may include the following:
 - Email or instant messaging.
 - Live chat via Skype or Facetime.
 - Identification of a single point of contact for service delivery at each partner program.
 - Establishment of an Internet portal linking all of the partners.

(NPRM Section 678.305)

Affiliate AJCCs

An affiliate AJCC is a center that offers job seekers and employers one or more of the AJCC programs, services, and activities. These types of centers serve as access points into the local AJCC system. An affiliated site is not required to provide access to every required AJCC core or partner service and the frequency of staff presence in an affiliated center is determined at the local level. Affiliate AJCCs can be specialized centers that address specific needs of a target population or key industry sector or cluster. Local Areas choosing to incorporate affiliated centers as part of their service delivery strategy should implement these centers in a manner that supplements and enhances customer access (NPRM Section 678.310).

Stand Alone Wagner-Peyser Office

Stand-alone Wagner-Peyser (W-P) Employment Service (ES) offices are no longer permitted. Current W-P offices may transition to an affiliate center, provided that staff from at least one other partner in the affiliated center is physically present more than 50 percent of the time during the center's business hours and an MOU has been developed with the Local Board. Additionally, the other partner must not be the partner administering local veterans' employment representatives, disabled veterans' outreach program specialists, or unemployment compensation programs. If W-P ES and any of these three programs are provided at an affiliated site, an additional partner must have staff present in the center more than 50 percent of the time during the center's business hours (NPRM Section 678.315).

Development of a Memorandum of Understanding

Each MOU should act as a functional tool as well as visionary plan for how the Local Board and AJCC partners will work together to create a unified service delivery system that best meets the needs of their shared customers.

Local Boards may develop a single "umbrella" MOU that addresses overarching issues for the Local Board, CEO, and AJCC partners as they relate to the local AJCC system. Alternatively, they may choose to enter into a separate MOU with each individual partner or groups of partners (NPRM Section 678.505). Two or more Local Areas within a planning region also have the option to develop a single joint MOU, should they wish to do so (NPRM Section 678.500).

The three major components each MOU should address are as follows:

1. Shared Customers
2. Shared Services
3. Shared Costs

Joint infrastructure funding is a critical part of establishing the foundation needed to support integrated service delivery. Therefore, under WIOA each of the required partners must contribute a portion of their funds toward maintaining the AJCC system under WIOA. However, in order to ensure we are moving toward a customer-focused approach across all

programs, the shared resources and costs portion of each MOU does not have to be negotiated until after the Local Board and AJCC partners have first addressed their shared customers and services.

Phase I and Phase II

The MOU development process will take place in two phases. Phase I of each MOU will address service coordination and collaboration amongst the partners. Phase II will address how to functionally and fiscally sustain the unified system described in Phase I through the use of resource sharing and joint infrastructure costs. After each phase of a MOU has been completed, authorized representatives of the Local Board, CEO, and AJCC partner(s) must sign it.

Phase I: Service Coordination

For Phase I, Local Boards are expected to work with all of the required and optional partners in their Local Area to develop an agreement regarding the operations of the local one-stop system as it relates to shared services and customers. ***Phase I of each MOU must be completed no later than June 30, 2016.***

Phase II: Shared Resources and Costs

For Phase II, Local Boards should build upon the agreements established in Phase I and determine how to best support their established service delivery model through the sharing of resources and costs. ***Phase II of each MOU must be completed no later than December 31, 2017.***

The two-part schedule is being provided in order to allow time for other key WIOA milestones (e.g., Local Area subsequent designation, AJCC operator procurement, establishment of a state infrastructure fund) to be completed before Phase II is due.

While the AJCC operator can participate in the MOU development process, the responsibility of negotiating Phase I and Phase II of each MOU cannot be delegated to them as part of the competitive procurement process. Local Boards may wish to request an assessment of an applicant's ability to leverage resources or their experience in working with the required and optional AJCC partners. However, they cannot require applicants to submit each AJCC partner's financial commitments as part of the procurement process.

Every MOU must contain an assurance that it will be reviewed and updated, at a minimum, every three years in order to ensure it contains up to date information regarding funding, delivery of services, and changes in the signatory official of the Local Board, CEO, or AJCC partner(s).

In addition, each MOU must be reviewed and, if necessary, renegotiated after Local Workforce Development Plans and Regional Workforce Development Plans have been developed. This is to ensure they are properly aligned with the local priorities and strategies identified in both plans.

Strategic Timeline

During the MOU development process, Local Boards should remain aware of upcoming deadlines for several other key WIOA provisions. The timeline below takes into account current federal guidance as well as California’s strategic vision for WIOA implementation:

- During PY2015-2016, Local Boards must complete Phase 1 of the MOU no later than **June 30, 2016**.
- During PY2016-17, Local Boards must ensure that AJCC operators and career services providers are in place and operating by **June 30, 2017**.
- During PY2017-18, Local Boards must complete Phase II of the MOU no later than **December 31, 2017**.
- During PY2018-19, Local Boards must ensure that both Regional and Local Plans go into effect as of **July 1, 2018**.

**Please note, dates are subject to change, pending further guidance from DOL.*

Provisions of a Memorandum of Understanding

The table below outlines the content for Phase I and Phase II of the MOU development process. The left column lists the provisions that each MOU must contain, as required by WIOA. The right column lists what corresponding information needs to be included in order to address each provision.

In addition, the state developed a Sample MOU (Attachment 1). The Sample MOU is intended to be a technical assistance tool rather than a required template. As such, it should be used in whatever way best fits the needs of the Local Board.

Phase I June 30, 2016	
MOU Provisions Required under WIOA Section 121 (c)	Corresponding Information Needed
<p>Services provided through the one-stop delivery system</p> <p>WIOA Section 121(c)(2)(A)(i)</p> <p>Describe the services to be provided through the one-stop delivery system consistent with the requirements of this section, including the manner in which the services will be coordinated and delivered through such a system.</p>	<ul style="list-style-type: none"> • Define the purpose, mission, values and goals of the AJCC system. • Identify the AJCC partner(s) included in the MOU (both required and optional). • Describe the AJCC system design. • Describe the AJCC system services that are applicable to each partner, including career services and those identified in the bi-lateral agreements contained in

Phase I June 30, 2016	
MOU Provisions Required under WIOA Section 121 (c)	Corresponding Information Needed
	<p>the California Workforce Development Strategic Plan.</p> <ul style="list-style-type: none"> • Identify the AJCC system customers and describe shared customers. • Describe the responsibilities of the AJCC partner(s), including joint planning and staff development/professional development.
<p>Initial Plan for Funding of Services and Operating Costs</p> <p>Describe the initial plan for Phase II as referenced in WIOA Section 121(c)(2)(A)(ii).</p>	<ul style="list-style-type: none"> • Include a commitment to sharing system operating costs. • Include an assurance that costs will be based on proportionate use and agreed upon methodology. • Include an assurance that a cost sharing agreement will be completed during Phase II of MOU process (see Attachment 1 for more guidance).
<p>Methods for Referring Customers</p> <p>WIOA Section 121(c)(2)(A)(iii)</p> <p>Describe methods of referral of individuals between the one-stop operator and the one-stop partners for appropriate services and activities.</p>	<ul style="list-style-type: none"> • Describe the AJCC system referral process. • Describe commitment to ensuring a high quality customer service and customer centered focus. • Identify how the AJCC system will provide direct access to partners through real-time technology.
<p>Access to Services</p> <p>WIOA Section 121(c)(2)(A)(iv)</p> <p>Describe methods to ensure the needs of workers and youth, and individuals with</p>	<ul style="list-style-type: none"> • Attach an AJCC system map that identifies the location of each comprehensive and affiliate AJCC within the Local Area.

Phase I June 30, 2016	
MOU Provisions Required under WIOA Section 121 (c)	Corresponding Information Needed
<p>barriers to employment, including individuals with disabilities, are addressed in the provision of necessary and appropriate access to services, including access to technology and materials, made available through the one-stop delivery system.</p>	<ul style="list-style-type: none"> • Define individuals with barriers to employment and describe how the AJCC system will ensure access and priority for services to individuals with barriers to employment. • Include a commitment by the AJCC partner(s) to work together to share data and technology. • Identify measures and internal control applied to ensure system security. • Include a commitment to comply with the confidentiality provisions of the respective statutes of the AJCC partner(s). • Describe how the AJCC system will provide measures to promote nondiscrimination and equal opportunity. • Describe the AJCC system grievance procedures. • Include a commitment that the AJCC partner(s) will comply with the <i>Americans with Disability Act Amendment Act of 2008</i>. • Include a commitment that the AJCC partner(s) will promote capacity building and professional development for staff in order to increase awareness and understanding of serving individuals with barriers to employment and individuals with disabilities.
<p>Duration of MOU WIOA Section 121(c)(2)(A)(v)</p>	<ul style="list-style-type: none"> • Identify the effective dates of the MOU. • Include an assurance to review the MOU

Phase I June 30, 2016	
MOU Provisions Required under WIOA Section 121 (c)	Corresponding Information Needed
Describe the duration of the MOU and the procedures for amending the memorandum during the duration of the memorandum, and assurances that such memorandum shall be reviewed not less than once every 3-year period to ensure appropriate funding and delivery of services.	at least every three years. <ul style="list-style-type: none"> • Describe the procedures established to revise and modify the MOU. • Describe the procedures established to terminate the MOU.

Recommended MOU Provision	Corresponding Information Needed
Administration and Operations Management	<ul style="list-style-type: none"> • Describe management operations, including site supervision and day to day operations. • Describe how the AJCC system will engage in media releases and communication. • Describe the AJCC system policy and procedures regarding hold harmless, indemnification, and liability. • Describe how the AJCC system will handle dispute resolution.

Phase II December 31, 2017	
MOU Provisions Required under WIOA Section 121 (c)	Corresponding Information Needed
Funding of Services and Operating Costs WIOA Section 121(c)(2)(A)(ii) Describe how the costs of such services and the operating costs of such system will be funded, including the following:	<ul style="list-style-type: none"> • Identify the AJCC system operating and infrastructure costs. • Describe how shared operating and infrastructure costs will be funded by the AJCC partner(s).

Phase II	
December 31, 2017	
MOU Provisions Required under WIOA Section 121 (c)	Corresponding Information Needed
<p>(I) Funding through cash and in-kind contributions (fairly evaluated), which contributions may include funding from philanthropic organizations or other private entities, or through other alternative financing options, to provide a stable and equitable funding stream for ongoing one-stop delivery system operations.</p> <p>(II) Funding of the infrastructure costs of one-stop centers</p>	<ul style="list-style-type: none"> • Describe the cash and in-kind contributions used to fund shared operating and infrastructure costs. • Identify the amount to be contributed by the AJCC partner(s) through the cost sharing agreement. • Include an assurance that AJCC proportionate fund contributions were calculated in accordance with Title 2 CFR Part 200. • Describe the process that will be used to periodically review and adjust shared costs so that they continue to be proportionate and equitable to the benefit received by the AJCC partner(s).

Additional Resources

Supplementary federal guidance that may be of assistance during the MOU development process includes the following:

- [DOL Training and Employment Guidance Letter 04-15](#): Vision for the One-Stop Delivery system under the WIOA
- [Rehabilitation Services Administration Technical Assistance Circular 15-02](#): Vision for the State Vocational Rehabilitation Services Program as a Partner in the Workforce Development System Under the WIOA
- [Office of Career, Technical and Adult Education - Division of Adult Education and Literacy 15-4](#): Vision of the Adult Education and Literacy Act in the Workforce System and Initial Implementation of the WIOA
- [Unemployment Insurance Program Letter 20-15](#): Unemployment Insurance and the WIOA of 2014

ACTION

Bring this guidance to the attention of all concerned parties.

INQUIRIES

If you have any questions regarding this directive, contact Robin Purdy at Robin.Purdy@cwdb.ca.gov or 916-657-1474.

Please direct all other questions to your assigned [Regional Advisor](#).

/S/ JOSÉ LUIS MÁRQUEZ, Chief Central Office Workforce Services Division

Attachment is available on the internet:

- 1 [Sample MOU](#)
- 2 [Summary of Comments](#)

I2: 2016 Meeting Calendar



2016 Board Meetings

197 Mono Way, Suite B
 Sonora, CA 95370
 Phone: (209) 533-3396
 Fax: (209) 533-1079

MLJT Board of Directors Meetings

Workforce Investment Board Meetings

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

May						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

March						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

If you require reasonable accommodation in order to participate in any of these meetings please contact Vicki Long, 72 hours in advance, at (209)588-1150