



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
and **bring your lunch.**

Plan to arrive promptly at 12:00 for the meeting and a working lunch.

Mother Lode Workforce Investment Board Meeting

Thursday, November 19, 2015 (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

➤ **ACTION AGENDA**

- A1: Acceptance of August 20, 2015 joint meeting minutes of the MLWIB
- A2: Executive Director's Report and PY2015-16 Service Level & Expenditure Report
- A3: Workforce Innovation and Opportunity Act Implementation time line
- A4: WIOA Policy Updates

➤ **INFORMATION ITEMS**

- I1: 2016 Meeting Calendar

NEXT MEETING: Thursday, February 18, 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

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
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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	Cornelio Gomez	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

	<p>than 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 Rehabilitation Program (required)	<ul style="list-style-type: none">• A representative of the programs carried out under Title 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**

ACTION AGENDA:

A1: 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

A2: PY2015-16 Service Level and Expenditure and Executive Director’s Report

Action: Accept the PY2015-16 Service Level and Expenditure Report and provide appropriate direction to the Executive Director.



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

Better Skills – Better Jobs – Better Economy

SERVICE LEVELS

Performance against service level goals for the program year, period July 1, 2015 to September 30, 2015 is as follows:

CUSTOMER TRAFFIC Career Center	PY13/14		PY14/15		PY15/16 (for Period: July 1 to September 30)				
	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	1,4195	175	310	1.8	103	6
Calaveras	578	1,919	452	1,410	145	262	1.8	66	5
Mariposa	553	1,802	490	1,948	133	223	1.7	56	4
Tuolumne	1,582	4,643	1,382	4,198	427	689	1.6	172	14
Total	3,418	10,239	2,855	8,975	880	1,484	1.7	371	29
Prior Year (same time period)					1,007	2,214	2.2	738	40

Between July 1, 2015 and September 30, 2015 the unique unduplicated customer count was 880. Total customer visits were 1,484. This is an average customer return rate of 1.7 visits per customer, and breaks down into 371 customer visits each month or 29 customers each business day. The 880 unique customer visits represent about 87% 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	GOAL PY15/16	ACTUAL (9/30/15)	PERCENT GOAL
Adult	123	173	137	148	86	58%
- Training	38	70	50	60	40	67%
Dislocated Worker	164	132	88	105	50	48%
- Training	75	72	47	61	26	43%
JD NEG	-	-	18	25	20	80%
- Training / Work-Based	-	-	5	5	5	100%
Youth	49	63	69	59	33	56%
- In-School	34	40	39	8	8	100%
- Out-of-School	15	23	30	51	25	49%

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. These are reflected in the table, above.

Participants carried in from the previous year included 54 Adults, 40 Dislocated Workers and 25 Youth. With the addition of new enrollments, a total of 86 participants are currently enrolled into the Adult program, 50 participants into the Dislocated Worker program and 33 participants enrolled into the Youth program.

TRAINING ENGAGEMENT

Center	PY13/14	PY14/15	PY15/16	Actual	(%) Plan
Amador	20	11	30	5	17%
Calaveras	23	37	29	13	45%
Mariposa	14	11	20	5	25%
Tuolumne	49	50	42	21	50%
Total	106	109	121	44	36%

For PY2015-16 the budget for the MLWIB Scholarship program is \$291,557. Based on available training resources for the Adult, Dislocated Worker and JD NEG

programs, a goal of 121 training slots was established. Included within total are funds for on-the-job training (OJT). Between July and September 30th a total of 44 scholarships were funded including the continuation of 20 scholarships from the previous year.

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

Field of Study	Paid	Obligated	Total	ACC	CCC	MCC	TCC	Total
Accounting / Bookkeeping	6,433	344	6,777	1	0	0	1	2
Admin. Assistant	8,775		8,775	1	0	0	0	1
Alcohol & Drug Counseling	2,265		2,265	1	0	0	0	1
Dental Assistant		7,683	7,683	0	0	1	0	1
EMT	1,100		1,100	0	0	0	1	1
GED Preparation		35	35	0	0	0	1	1
General Study		1,962	1,962	0	3	0	3	6
Glazier (OJT)		5,625	5,625	0	1	0	0	1
Line Cook (OJT)	417	9,903	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	5,451	7,395	12,846	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)		6,240	6,240	0	0	0	1	1
Phlebotomy	3,915	2,925	6,840	0	0	1	2	3
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	23,812	18,241	42,053	1	3	3	2	9
Wastewater Treatment		912	912	0	1	0	0	1
Welder		8,500	8,500	0	1	0	0	1
2015-16 Program Year Total to date	\$59,109	\$99,875	\$158,985	5	13	5	21	44
Totals include the unpaid balance of ITA's carried in from PY14-15		\$41,357		3	4	2	10	19
Totals include the unpaid balance of OJTs carried in from PY14-15		\$ 1,402		0	0	0	1	1
				3	4	2	11	20
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

WORK-BASED LEARNING

FUNDING	ACC	CCC	MCC	TCC	TOTAL
WIOA Youth	2	2	2	1	7
WIOA Adult		1			1
WIOA DW				4	4
JD NEG	1			1	2
Tuolumne Cal-Works				2	2
US Forest Service				5	5
TOTAL	3	3	2	13	21

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. Work experience is funded using WIOA, JD NEG or Cal-Works contract funds, depending on the

eligibilities of the participant. In general, each opportunity is 30 to 36 hours per week for ten to thirteen weeks, depending on the needs of the participant and availability of the employer. Following the work experience, every effort is made to transition the participant into employment the host employer or to place the participant into unsubsidized work.

BUSINESS SERVICES

PY15-16 (Jul-Sep)	Employers Contacted	Employers Added to VOS	Jobs Posted to VOS	OJT
ACC	36	4	6	2
CCC	31	4	24	0
MCC	17	2	8	0
TCC	170	6	58	4
Total	254	16	96	6
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. Last year this work

resulted in 587 employer contacts, 123 new employers added to the Virtual One-Stop (VOS) labor exchange system, 643 new job postings and 7 on-the-job training contracts. For PY2015-16, through the end of September, 254 employers have been contacted, 16 new employers added to VOS and 96 jobs posted, and six (6) OJT contracts were written. No incumbent worker training contracts have been funded.

EXPENDITURE (July 1, 2015 to September 30, 2015)

MOTHER LODE JOB WIOA EXPENDITURE	ACTUAL PY12/13	ACTUAL PY13/14	ACTUAL PY14/15	BUDGET PY15/16	ACTUAL 9/30/2015	PERCENT BUDGET
Adult Program	480,490	494,923	524,053	557,187	88,362	16%
Dislocated Worker Program	547,127	618,649	505,601	522,647	118,483	23%
Rapid Response	327,439	398,316	309,697	254,130	34,452	14%
Layoff Aversion / Gov-25%	385,152	-	-	70,230	2,884	4%
NEG – PY14-15	26,349	-	41,170	35,000	14,587	42%
Youth Program	413,595	517,759	397,498	549,306	141,848	26%
- In-School Youth	218,418	278,176	191,578	109,861	52,475	48%
- Out-of-School Youth	195,177	239,583	205,920	439,445	89,373	20%
Cal-WORKS Mariposa	26,020	26,345	26,255	184,783	10,290	6%
Cal-WORKS Tuolumne	17,327	97,932	71,028	100,000	19,343	19%
HHS Amador		1,824		-	-	-
CMCAA Calaveras	50,624	-		-	-	-
CDBG Calaveras	137,956	26,515	100,000	64,000	10,817	17%
CDBG Mariposa		52,913	39,084	-	-	-
US Forest Service	26,556	4,594	6,213	15,500	15,390	99%
TOTAL	2,562,156	2,239,770	2,020,599	2,352,783	456,456	19%

In the first three months of the program year, July thru September, a total of \$456,456 was expended against a budget of \$2,352,783. This represents an expenditure of 19.4% of budgeted funds in 25% of the budget year. The expenditure rates of the individual funds vary based on staff time recorded and allocated and direct costs charged to each fund. Please note that the adopted budget includes initial estimates of carry-over for the individual funds from the previous year that have not been reconciled with year-end actual totals.

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. Staff is preparing related policies for the consideration of the Workforce Board.

SPECIAL GRANTS and CONTRACTS

Highlights include:

- JD NEG launched in the middle of the last program year. With twenty (20) enrollments the project is on target to achieving the goal of twenty-five (25) enrollments. Three individuals are participating in work based learning (work experience) opportunities, three are in occupational skills training, and the balance are in job search. The project will complete on April 30, 2016.
- The CDBG for Calaveras has served eighteen individuals including two veterans and seven female head of household. Services have resulted in four participants entering training and fourteen entering unsubsidized employment. This activity is a below contract goals while expenditure performance is on pace. Staff is working to improve activity performance and has time to accomplish this prior to project close out in the spring of this program year.
- Mariposa Cal-WORKS referrals have been low as county Human Services staff have worked through a re-organization however MLJT staff continue to complete assessments under the service contract. A new workforce service contract was completed and put into place in October supporting the expansion of services to this population.
- Tuolumne Cal-WORKS contract results are on track with contract goals. Currently two (2) participants have been placed into work experience or on-the-job training, and one has transition into unsubsidized employment.
- Tuolumne County US Forest Service Summer of Success program concluded in August with another successful year of service. Partners and staff anticipate continuing this project next spring if new funds become available.

CUSTOMER SATISFACTION

Each quarter a random survey of customers is completed by each Career Center. 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 73% of customers returned for additional services. The overall customer satisfaction rating across all questions is 90% and 91% would recommend the service to others.

PY201-16 (July 1, 2015 to September 30, 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: 38		10	9	8	7	6	5	4	3	2	1	
How satisfied were you with services?		21	8	3	3	0	2	0	0	0	1	89%
To what extent did services meet your expectations?		18	7	4	5	2	2	0	0	0	0	87%
How well do services compare with an ideal set of services?		18	8	5	3	0	3	0	1	0	0	87%
How likely would you be to recommend services to others?		18	12	4	2	0	2	0	0	0	0	91%
Career Center was easily accessible and staff welcoming?		22	5	4	5	1	1	0	0	0	0	90%
Staff members were knowledgeable and helpful?		24	10	1	1	0	2	0	0	0	0	93%
Services needed were provided in a timely manner?		21	9	1	3	2	2	0	0	0	0	90%
OVERALL SATISFACTION: (100% Possible with all questions equally weighted)											90%	

Type of Assistance:		
Job Search	31	82%
Cal JOBS	12	32%
Resume Development	12	32%
Office Equipment Support	10	26%
Telephones	5	13%
Resource Information	11	29%
Other:	9	24%
	3	8%

Age:			
14-17	2	5%	
18-21	5	13%	
22-54	25	66%	
55 & Up	6	16%	
Total	38	100%	
Visit:			
First	10	30%	
Repeat Customer	23	70%	

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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. The goal of EDD is to issue a draft report within 60 days of the monitoring and provides the grantee 30 days to submit a response to any findings. The process may include a number of iterations to support a clear understanding of issues and their resolution.

The last EDD monitoring was completed April 27 – May 1, 2015 with a focus on Fiscal and Administrative Systems and internal controls. No findings resulted from this monitoring.

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.

EDD has not scheduled a monitoring for PY2015-16.

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	Closed
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	No findings

FISCAL MANAGEMENT/ANNUAL AUDIT

The annual audit by Morse, Wittwer, Sampson LLP is scheduled for early December 2015.

Beginning January 1, 2016 Mother Lode Job Training will move from a bi-weekly to pay period and pay roll schedule that provides for 26 pay periods per year to a new schedule. The new schedule provides for a bi-monthly pay period and pay roll schedule and 24 pay periods per year. This change was adopted to provide for and support accounting and fiscal management and reporting efficiencies. The new schedule aligns with monthly reporting requirements and eliminates the need to report monthly accruals across pay periods as well as reducing the number of pay rolls that fiscal staff is required to process.

STRATEGIC PLAN PROGRESS REPORT - SUMMARY OF ACTION TO DATE

1. Created a five year strategic plan which was accepted by CWIB and EDD.
2. Re-focused MLWIB meeting agendas to focus on strategic goals.
3. Completed labor market study in partnership with the Central California Workforce Collaborative and discussed study with MLWIB and partners.
4. Established outreach and marketing plan promoting Career Center services for employers and job seekers connecting customers with services.
5. Launched MLWIB Scholarship in September 2013.
6. Expanded On-the-Job training and business services in the 2013 service plan.
7. Established annual program goals and metrics for service levels and budgets.
8. Re-formed MLWIB Youth Council in preparation for providing for input on youth programs, contractor procurement and program improvement.
9. Adopted incumbent worker training program policy by Mother Lode Board of Directors and the Workforce Investment Board, and launched program.
10. Re-launched MLWIB website at www.MLWIB.com.
11. Created and launched workshops for job seekers providing instruction and coaching to maximize individual competitive advantage with use of on-line application systems and navigation of employer recruitment and screening processes.
12. Scheduled presentations by public sector MLWIB members to provide an overview of their programs, services and performance fostering partnership and service coordination.

13. Co-located Amador Career Center with Amador Community College Foundation Learning Center in Amador Health & Human Services Building.
14. Published public information announcements in local papers and electronic media focusing on Mother Lode Job Training job seeker and employer services.
15. Upgraded Sage/MIP accounting software to most recent version, and upgraded the Geo VOS Virtual One-Stop System from version 12 to version 14 and began integration of the system with CalJOBS in February.
16. Initiated partnership with Tuolumne Economic Development Authority and Central Sierra Economic Development District to market employer services.
17. Partnered with Tuolumne County Education Services and Columbia Community College, and Mariposa County Schools on Career Pathways grant applications.
18. Partnering with the Central California Workforce Collaborative on a regional grant application for an Agricultural Manufacturing cluster grant under the Governor's Slingshot economic development concept.
19. Letters of Support were provided to partners supporting a number of grant applications potentially funding regional sector and Career Pathways initiatives and services to targeted populations.
20. Moved the Tuolumne Career Center and Mother Lode Job Training Administrative Offices to a new more cost effective location.
21. Partnered with CWIB, CCWC and San Bernardino City and County in the application and award of a \$6.175 million National Emergency Grant targeting services for dislocated works with a focus on the long-term unemployed.
22. Recruited new private sector membership of the WIB to represent significant industry sectors and opportunities.
23. Opened discussions with Mariposa and Calaveras county Cal-WORKS programs regarding the delivery of expanded unsubsidized work services.
24. Reviewed and provided feedback to the Yosemite Community College District regarding the regional AB86 plan for Adult Education Services.
25. Accepted Board seat on The Business Alliance of Tuolumne County to assist in the alignment and leveraging of workforce and economic development activity.
26. Established an agreement with K. Clark, SBDC, and the Stanislaus Alliance for Employer Assistance Services providing for business outreach, early intervention and layoff aversion services and activities. Currently working to address procurement requirements prior to rolling out services.
27. Connected with the Calaveras EDC and co-located EDC staff in the Calaveras Career Center. Working with EDC staff to establish Employer Assistance Services for the county using a model similar to the SBDC in Mariposa and Tuolumne counties.
28. Connected with B. Hillman and reviewed the work and plans of Health Lit Now supporting the roll-out of Health Awareness & Nutrition Training, Awareness of Careers in Healthcare, and the establishment of short-term in-demand priority training for healthcare professionals. Established that this work seems to be in alignment with the ML WIB strategic plan, and invited Mr. Hillman to present to the ML WIB in support for the development of a potential partnership.

29. Continued work with staff supporting the implementation of WIOA.
30. Met with Superintendent of Schools for Don Pedro High School in Groveland and staff from Evergreen Lodge and the new Rush Creek Lodge, President and Interim CTE Dean of Columbia College, Tuolumne County Economic Development and others to discuss putting together a partnership to create a pipeline of workers for the Yosemite corridor hospitality businesses.
31. Met with staff from Black Oak Casino and Evergreen Lodge to plan a recruitment and career fair for March 2016 that will possibly include customer service training and hospitality service certification provided by Columbia or Merced college.
32. Pursuing partnership with Mariposa DHS and the TANF welfare-to-work program to provide workforce services assisting clients in the transition to employment.
33. Pursuing partnership with ATCAA, Tuolumne Library, Tuolumne School District, Sonora Foundation and other partners to establish and make available regular basic computer skills workshops.
34. Responding to contract transition for Yosemite National Park from Delaware North Corporation to Aramark with about 1700 employees and jobs impacted by the transition.
35. Responding to Butte Fire in Amador and Calaveras counties and providing recruitment assistance for employers hiring to assist in clean-up efforts.
36. Participated in Calaveras County Business Summit presenting two workshops highlighting MLJT services supporting business recruitment and on-the-job training.
37. Wrote letter of support for Columbia College application for Apprenticeship Grant funding through the Chancellor's office.

MOTHER LODGE WORKFORCE INVESTMENT BOARD FIVE YEAR STRATEGIC PLAN SUMMARY

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.”*

In support of the mission and vision Mother Lode Workforce Investment Board (MLWIB) is pursuing local and regional strategies focused on nurturing, supporting and assisting partners and providers in the development of high quality and responsive education, training, social and employment services, and braiding and leveraging services to support effective, efficient and economical service delivery meeting the needs of the business community. The pursuit of this vision include a commitment to investments supporting on-going skills attainment, job readiness and sustainable connections to work and career pathways leading to self-sufficiency, family wages and financial independence while addressing regional growth industry sectors and clusters, and replacement employment needs and opportunities. The strategies chosen are mitigated by resource realities and draw upon lessons learned during

the past thirteen years under the Workforce Investment Act and previous experience under the Job Training Partnership Act, the considerable expertise and experience of our labor, public and private sector partner networks, and from best practice and promising innovation produced across the region, state and nation through the pursuit of service coordination, partnership, integration and excellence.

Industry Sectors

The MLWIB has identified the following industry sectors as the primary targets for partnership development supporting business growth and employment opportunities:

- Health Care and Social Assistance, including senior services;
- Leisure and Hospitality, including casinos and tourism;
- Professional and Business Services, including high tech;
- Retail Trade; and,
- Agriculture and Forestry, including production, manufacturing, transportation and extraction.

These sectors were chosen after a review by MLWIB of available labor market information and consultation with the community college, local economic development organizations and chambers of commerce, and local elected officials. Consideration was given to the characteristics each sector, including size and growth, investments in the local economy by businesses and organizations, perceptions regarding existing and potential synergistic businesses and organizations in complimentary clusters, and area demographics. The MLWIB One-Stop Operator (Mother Lode Job Training) regularly considers labor market and other data in directing its strategic and tactical efforts.

Strategies

The MLWIB established strategies and goals supporting the attainment of basic literacy and computer skills and education and industry recognized certification, credentials and diplomas supporting the connection of emerging, transitioning and re-entry workers to employment in occupations connected to career pathways providing for or leading to self-sufficiency, and providing business and employers with a ready, available and skilled workforce. The MLWIB recognizes that skills development is a life-long endeavor and that accomplishing the changes necessary to support this shift in culture are systemic. To this end, MLWIB established training set-a-sides that address the requirements of SB734. Recognizing fully that this work requires broad engagement, MLWIB continues to develop and maintain a network of community, local, regional and state level partnerships. These relationships are purposefully maintained in the spirit of collaboration and mutual benefit, through the need to be better informed, in the hope of sharing and learning about promising and best practice, and with the desire to better leverage and braid resources to the benefit of our partners, communities, businesses and workers.

The following strategies articulate and capture the essence of this work:

1. Identify workforce issues in the local community and strategies to address them.
2. Conduct oversight of One-Stop system and Workforce Investment Act.

3. Develop and maintain strong working relationships that will facilitate coordinating workforce and economic development strategies.
4. Establish MLWIB as a forum for business owners to bring forth workforce issues.
5. Develop and maintain a performance oriented culture for MLWIB.

Detail Status Report

In support of its mission and vision, the MLWIB has established the following strategic goals and action plan fostering the advancement of the local workforce system.

STRATEGY #1	Identify workforce issues in the local community and develop strategies to address them.	
GOAL	DESCRIPTION	STATUS
Focus Workforce Investment Board on identification and resolution of workforce issues.	Establish strategic plan	The five year plan accepted by CWIB, compliance review by EDD pending.
	E.D. appointed to the Tuolumne Business Alliance providing to better connect with Business and Economic Development.	January 2015.
	WIB agendas and committee meetings are focused on strategic goals.	On-going.
	Recruit representatives of high priority industry sector employers and businesses for Workforce Investment Board membership.	On-going. The WIB is recruiting for four Business Representatives.
Use Labor Market Information to inform investments.	Partner with the Central California Workforce Collaborative and Central Region Community Colleges to complete a regional labor market study.	On-going. In partnership with CCWC a labor market study was contracted for and completed by ADE and presented to MLWIB.
	Partner with Columbia College and the local chambers of commerce and economic development authorities to survey local business needs.	Columbia College released survey of business needs, survey results have been requested. Central Region Community Colleges shared survey results, small business focus.
	Provide input to EDD supporting development of LMI tools.	Participated in quarterly EDD LMI Advisory Group, upcoming Meeting Dates: April 24, July 24 & October 23, 2014.
	Revise strategic plan to better consider labor market information.	On-going.
	Collaborate with Columbia College and the Central Region Community Colleges to better understand and	On-going. In partnership with CCWC we are participating in the analysis of the workforce and

STRATEGY #1	Identify workforce issues in the local community and develop strategies to address them.	
GOAL	DESCRIPTION	STATUS
	connect employer skill needs with available training.	training needs of employers in the Agriculture Manufacturing Cluster.

STRATEGY #2	Conduct oversight of One-Stop system and Workforce Investment Act.	
GOAL	DESCRIPTION	STATUS
Ensure a service balance between job seekers and employers by developing and fostering employer and business services relationships.	Re-introduce on-the-job training as a primary business service and training and placement strategy supporting business and job seeker success.	On-going. 14 OJT written in 2013-14 and 8 to date in 2014-15. Received JD NEG supporting work-based learning.
	Establish business outreach and on-the-job training development as a primary accountability of One-Stop Managers and staff.	On-going. Establish metrics and regular monthly reporting in 2013.
	Partner with Columbia College to deliver customized for employers.	Outreach and marketing is underway.
	Introduce workforce skills development training for incumbent workers.	Policy approved by MLBOD in January 2014, MLWIB consideration February 2014.
	Establish a Business Services Committee and plan in compliance with UI Code Section 14200(c)(9)(C).	Completed as part of the adoption of the Strategic Plan. The committee has not yet met.
Provide for oversight of the One-Stop system and Workforce Investment Act.	Request that each Public One-Stop Partner provide a brief over-view of their program, service populations and performance, and establish quarterly or annual reporting to the Workforce Investment Board.	The first presentation was scheduled for the February 2014 MLWIB meeting.
	Establish One-Stop certification standards and process and review Job Connection One-Stop centers against standards.	Not yet begun, awaiting CWIB and EDD guidance.
	Assure an active Youth Advisory Council.	On-going. Youth Council appointed and meets quarterly.
	Approve annual WIA service plan of the WIA provider and One-Stop Operator.	On-going. WIB and BOD approved annual plans for 2013 and 2014.
	Review quarterly service level, customer satisfaction and expenditure performance of One-Stop provider, and annual WIA performance metrics.	On-going. Performance data is presented quarterly at each meeting, WIA metrics are available and presented annually.

STRATEGY #3	Develop and maintain strong working relationships that will facilitate coordinating workforce and economic development strategies.	
GOAL	DESCRIPTION	STATUS
Work collaborative with economic development agencies and business alliances in each county.	Identify significant economic development and business alliances, i.e., Economic Development Agencies, Chambers of Commerce, Business Service Clubs and Associations, etc.	On-going. Partnership with CCWC and Central Region Community Colleges is established. Building closer relationships with local programs and economic development.
	Identify hot-topics for each group and staff with WIB for prioritization and engagement.	March 2014 and on-going.
	Share labor market and program service information and related to services for business and job seekers.	On-going. Program service information presented quarterly.
	Engage like and similar business in joint discussion and articulation of workforce and skills needs and barriers.	On-going, includes employer engagement in recruitment, WEX and on-the-job training services.
	Establish regional partnerships supporting collaborative work, i.e. Central California Workforce Collaborative (CCWC), Central Region Community Colleges (C6), etc.	On-going. Co-located Amador Career Center with Amador Community College Foundation Learning Center. Initiated partnership with Tuolumne Economic Development Authority and Central Sierra Economic Development District to market employer services.

STRATEGY #4	Establish WIB as a principal forum for businesses and employers to bring forth workforce issues.	
GOAL	DESCRIPTION	STATUS
Increase visibility of and accessibility to the WIB.	Assure that economic development, business alliances, businesses, partners, and emerging and transitional workers know about the mission, vision and services of the MLWIB.	On-going. Established marketing and public outreach plan, published articles in local papers and electronic media. Launched MLWIB web-site at www.MLWIB.com
	Re-establish and assure the availability of on-the-job and customized training, and business services.	On-going. Established goals as part of PY13/14 service level planning and budgeting process. See the service level and expenditure performance report for progress toward goals.
	Establish a Business Services Committee and plan in compliance with UI Code Section 14200(c)(9)(C).	Completed as part of the adoption of the Strategic Plan. The committee has not yet met.

STRATEGY #4	Establish WIB as a principal forum for businesses and employers to bring forth workforce issues.	
	Establish a WIB Scholarship program as a means to increase the visibility of the WIB, assist business by assuring a skilled workforce, and to carry the message regarding the importance of skills development.	Scholarship was launched in September 2013. Supplemented this with Workforce Skills Development services for incumbent workers in February 2014.
STRATEGY #5	Develop and maintain a performance oriented culture for the Workforce Investment Board.	
GOAL	DESCRIPTION	STATUS
Be data driven.	Invest in systems providing critical data to inform decision making.	On-going. Upgraded Sage/MIP accounting software to most recent version. Upgraded from version 12 to version 15 of the Geo VOS Virtual One-Stop System, integrated with CaJOBS in February. Engaging in discussion and training to maximize the use of the system by staff, employers and job seekers.
	Use Labor Market Information, performance and expenditure information and other data sources to inform investment decisions.	On-going. Contracted in Partnership with CCWC for two economic studies of the regional labor market.
Establish accountability.	Establish a strategic plan.	Completed May 2013 updates are on-going.
	Establish an annual budget.	Completed May 2013 updates are on-going
	Establish annual service and performance plans.	Completed August 2013 updates are on-going
	Establish policy guidance for process, procedure and investments.	On-going. See WIB Scholarship Policy and Participant Support Policy.
Inspire leadership and engagement.	Promote the engagement of staff and Board members in support of the continual improvement of the One-Stop and workforce system.	On-going.

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

A3: Workforce Innovation and Opportunity Act Implementation Plan and Timeline and Progress Report

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

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A4: 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

III. 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)).

IV. 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

INFORMATION ITEMS:

I1: 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 Meeting

Workforce Investment Board Meeting

January							April							July							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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31														31							30	31					

February							May							August							November						
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March							June							September							December						
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27	28	29	30	31			26	27	28	29	30			25	26	27	28	29	30		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**