



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 note the meeting location

Please RSVP and plan to arrive promptly at 12:00 for the meeting and a working lunch.

Joint Meeting of the Mother Lode Workforce Investment Board and Mother Lode Job Training Board of Directors

Thursday, May 21, 2015 (12:00 – 3:00 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.

A G E N D A

➤ **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 Investment 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: Resignations/Expired Terms

M2: Appointments

M3: Extensions

M4: Current WIB Membership

M5: Form 700 and Ethics Training

If you require reasonable accommodations in order to participate in this meeting, please contact Leslie Hunt at least 24 hours in advance at (209) 533-3396 ext 4502. CRS 711

➤ **ACTION ITEMS**

- A1: Acceptance of February 19, 2015 MLWIB meeting minutes.
- A2: Acceptance of PY2014-15 Mother Lode Job Training Expenditure & Performance
- A3: Executive Director's Report
- A4: Workforce Innovation and Opportunity Act Implementation
- A5: WIA/WIOA Youth RFQ and Designation of Youth Provider
- A6: PY2015-16 Proposed Budget

➤ **INFORMATION ITEMS**

- I1: 2015 Meeting Calendar

NEXT MEETING: Thursday, August 20, 2015 from 12:00 p.m. to 2:00 p.m.

ADJOURN

MEMBERSHIP

M1: Mother Lode Workforce Investment Board Membership

UPDATE: WIB membership changes approved by the Mother Lode Board of Directors, April 20, 2015:

M1: Resignations/Expired Terms: Diane Gray, Private Sector
 David Slater, Private Sector / Labor
 Michelle Clark, Public Sector

M2: Appointments: Michelle Watkins, Private Sector
 Steve Yanez, Private Sector / Labor
 Erin Gandolfo-Bruno, Public Sector

M3: Extensions: None

MOTHER LODE JOBS TRAINING BOARD OF DIRECTORS

ML BOD ACTION: Acceptance of new applicants:

Resignations/Expired Terms: Erin Gandolfo-Bruno, Public Sector
 Mike McCoy, Public Sector

Appointments: Rebecca Espino, Public Sector
 Marguerite Bulkin, Public Sector

Discussion:

In accordance with the LEO Agreement *“The Board shall appoint members to the WIB in accordance with Section 117 of the [Workforce Investment] Act.”* The actions described above will assist in the maintenance of a compliant Workforce Investment Board. Membership recruitment is continuing to fill four business seat vacancies.

**Mother Lode Workforce Investment Board
 Composition/Membership Table – April 20, 2015**

Total Seated*: 28 (*Members fill multiple requirements) Have 25 / Need 4	Total Business: 15 Percent: 51% Have 11 / Need 4	Total Labor*: 5 Percent: 15% Have 5 / Need 0	Mandated Partners*: Meets Have 9 / Need 0
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WIA Membership Sec. 117(b)(2)	Name	Company/Organization	
(A)(I) –Business			15
	Rosetta Bannwarth	Banny’s Restaurant and Catering	
	Tyler Newton	Sonora Regional Medical Center	
	Tim Hildabrand	HSTAR, Inc.	
	Ben Saldana	Delaware North Corporation	
	Heather Farris	Lowes	
	Sue Westgate	MRL Industries	
	Ben Hulet	Mother Lode Internet	
	Mark Barchin	The Glass Doctor	
	Lynn Nolte	Rich Nolte Sheet Metal Specialties	
	Steve Yanez	Joint Apprenticeship Training	
	Michelle Watkins	Black Oak Casino	
	Vacant		
	Vacant		
	Vacant		
	Vacant		

(A)(ii) – Education (minimum 2)			2
	Kathy Sullivan	Columbia College	
	Mike McCoy	Sonora High School	
(A)(iii) – Labor (15%)			5
	Debra Rockwood	UNITE-HERE! Local 19	
	Bill Petrone	Service Employees International Union 1021	
	James Wood	Laborers Local 1130	
	Carol Doud	Service Employees International Union	
	Steve Yanez	Operating Engineers 3	
(A)(iv) – Community Based Organizations (minimum 2)			2
	Shelly Hance	Amador-Tuolumne Community Action Agency	
	Larry Cope	Central Sierra Economic Development District	
(A)(v) – Economic Development (minimum 2)			2
	Larry Cope	Central Sierra Economic Development Authority	
	Larry Cope	Tuolumne Co. Econ. Development Authority	
(A)(vi) – One-Stop Partners			All met
- WIA Native American Programs	Velma Whitebear	California Indian Manpower Consortium	
- WIA Title I Programs	Jeff Dickason	Mother Lode Job Training	R
- Welfare-to-Work	Erin Gandolph-Bruno	Tuolumne Co. Department of Social Services	
- Title I Rehab	Mahalia Gotico	Vocational Rehabilitation Department	R
- Title V Older Americans	Rebecca Mendibles	SER Jobs for Progress National, Inc.	R
- Title II Adult Ed	Kathy Sullivan	Columbia College	R
- Postsecondary Education	Kathy Sullivan	Columbia College	R
- Wagner-Peyser	Cornelio Gomez	Employment Development Department	R
- Title II Trade Act	Cornelio Gomez	Employment Development Department	R
- Unemployment Insurance	Cornelio Gomez	Employment Development Department	R
- Ch. 41 of Title 8 - Veterans	Cornelio Gomez	Employment Development Department	R
- Emp. & Training CSBG	Shelly Hance	Amador-Tuolumne Community Action Agency	R
- Emp. & Training HUD	Shelly Hance	Amador-Tuolumne Community Action Agency	R

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

ACTION ITEMS:

A1:ML WIB ACTION: Acceptance of the November 20, 2014 MLWIB meeting minutes.

**Mother Lode Workforce Investment
Meeting Minutes**

Thursday, February 19, 2015

➤ **CALL TO ORDER AND ROLL CALL**

R. Bannwarth, Acting Chair, called the meeting to order at 12:05 p.m. Roll call was completed by Leslie Hunt, a quorum was present.

WIB MEMBERS PRESENT	WIB MEMBERS ABSENT	OTHERS PRESENT
C. Gomez	B. Petrone	E. Gandolpho-Bruno
D. Rockwood	B. Hulet	G. Garcia
J. Dickason	B. Saldana	K. Clark
J. Wood	C. Doud	L. Hunt
K. Sullivan	D. Gray	M.J. Erickson
L. Cope	D. Stater	M. Watkins
M. Burchin	H. Farris	V. Long
M. Gotico	L. Nolte	
M. McCoy	M. Clark	
R. Bannwarth	R. Mendibles	
T. Newton	S. Hance	
V. Whitebear	S. Westgate	
	T. Hildabrand	

➤ **PUBLIC COMMENT**

R. Bannwarth, Acting Chair, asked for public comment. Compliments were paid to the caterer providing the sandwich trays and salads.

➤ **CONSENT ITEMS**

C1: Acceptance of the November 20, 2014 minutes of the Mother Lode Workforce Investment Board Meeting

A motion was made by J. Woods with a second by T. Newton to accept the minutes of the previous meeting. The motion carried 11 ayes, 0 nays, 13 absent and 1 abstention by J. Dickason.

C2: Acceptance of the PY2014-15 Expenditure and Performance Report

A motion was made by C. Gomez with a second by M. McCoy to accept the PY2014-15 Expenditure and Performance Report. The motion carried 11 ayes, 0 nays, 13 absent and 1 abstention by J. Dickason.

C3. Executive Directors Report

A motion was made by L. Cope with a second by K. Sullivan to accept the Executive Director's Report. The motion carried 11 ayes, 0 nays, 13 absent and 1 abstention by J. Dickason.

➤ **MEMBERSHIP UPDATE**

Update on Mother Lode Workforce Investment Board membership: WIB/LEO Agreement, section 2 C: *“The Board shall appoint members to the WIB in accordance with Section 117 of the Act.”*

M1: New Members	M. Barchin, Private Sector
M2: Term Extensions	None
M3: Resignations	L. Bridges, Private Sector K. McCorry, Private Sector
M4: WIB Membership Status	25 of 29 seated; 4 vacant seats.
M5: Form 700 and Ethics Training	

R. Bannwarth, Acting Chair, asked each member to complete the bi-annual ethics training and to submit their annual Form 700 and reminded members that these are requirements for membership and compliance.

➤ **ACTION ITEMS**

A1: Election of Officers

J. Dickason, on behalf of the Acting Chair, reminded members that at the last meeting R. Bannwarth was appointed to Chair the WIB Elections Committee and tasked with the development of a slate of officers.

R. Bannwarth, Chair of the WIB Elections Committee presented a slate of officers including nominations of R. Bannwarth for chair and T. Newton for vice-chair.

Further nominations were sought from members and none were forth-coming.

J. Dickason called for nominations to be closed and unanimous acceptance of the ballot as presented. A second supporting the action was provided by L. Cope.

The ballot was unanimously accepted.

A2: Employer Assistance Services Agreement with Stanislaus WorkNet Alliance

J. Dickason provided information to members regarding Rapid Response and Lay-Off Aversion funds and services, and reminded members that each year the Mother Lode Consortium receives an allotment of Rapid Response and Lay-Off Aversion funds from the state which are to be used to provide services to employers and workers impacted by an imminent or actual business closure or lay-off. Rapid Response funds are used to connect affected workers with workforce development and job search services to upgrade skills and expedite the reconnection of workers to the labor force. Lay-Off Aversion funds can be used to provide services to the employer that may avert a closure. J. Dickason shared that the Stanislaus WorkNet Alliance has established a partnership between the Small Business Development Corporation (SBDC), Economic Development and the Stanislaus Workforce Investment Board to create a successful model for the provision of Lay-Off Aversion services to employers and that the Mother Lode Workforce Investment Board now has an opportunity to expand this set of services to Tuolumne and Mariposa counties at a projected cost of \$24,000 through an

agreement with the Stanislaus WorkNet. J. Dickason introduced K. Clark to present the agreement and included services.

K. Clark, Director for the regional Small Business Development Corporation introduced himself and described the Lay-Off Aversion service model provided for in the agreement. Under this model SBDC and WIB Business Services staff would reach out to businesses, business loan officers of local banks and CPA, Accounting and Bookkeeping businesses to establish a network to help identify businesses that may be in need of assistance. Once identified businesses are contacted by trained SBDC staff that will help the business assess their situation, and if warranted and agreeable, establish a plan of action and connect that business with appropriate consulting services in the areas of Financial Management, Operations Management, Strategic Planning and Marketing. For eligible businesses with three or more employees that are current on their business registration and taxes, these services are provided by qualified paid consultants at no cost to the business. K. Clark accepted questions from members and R. Bannwarth requested a motion to accept the agreement.

A motion was made by T. Newton to accept the agreement and a second was provided by K. Sullivan. The motion carried 11 ayes, 0 nays, 13 absent and 1 abstention by J. Dickason.

➤ **INFORMATION ITEMS**

I1: Workforce Innovation and Opportunity Act Implementation Planning

J. Dickason presented an overview of the new Workforce Innovation and Opportunity Act, reviewed the implementation time-line, discussed the role and revised membership requirements of the Workforce Investment Board, and answered questions from members.

I2. Tuolumne County Innovation Lab

L. Cope briefly discussed resources available through the Tuolumne County Innovation Lab, and invited members to tour.

I3. Members and Officers of the Mother Lode Job Training Board of Directors

J. Dickason advised members of changes in membership and officers of the Mother Lode Job Training Board of Directors and provided members with a roster and contact information.

I4: 2015 Meeting Calendar

R. Bannwarth, Chair, asked members to update their calendars with the 2015 meeting calendar.

➤ **ADJOURN**

Motion by to adjourn at 1:58 p.m. M. McCoy and second by T. Newton to adjourn the meeting. The motion carried 10 ayes, 0 nays and 13 absent and 1 abstention by J. Dickason.

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

A2: JOINT ACTION: Acceptance of PY2014 Expenditure & Performance



Better Skills – Better Jobs – Better Economy

**SERVICE LEVEL & EXPENDITURE REPORT
 for Program Year 2014-15
 Period Ending March 31, 2015**

SERVICE LEVELS

Performance against service level goals for the third quarter of the program year, period ending March 31, 2015 is as follows:

CUSTOMER TRAFFIC Career Center	PY12/13		PY13/14		PY14/15 (for Period: July 1 to March 31)				
	Unique Customers	Total Visits	Unique Customers	Total Visits	Unique Customers	Total Visits	Return Rate	Ave. Visits / Month	Ave. Visits / Day
Amador	981	2,933	669	1,790	418	1,045	2.5	116	8
Calaveras	760	2,371	726	2,213	383	1,145	3.0	127	8
Mariposa	609	2,156	522	1,683	430	1,535	3.6	171	11
Tuolumne	2,464	6,622	1,521	4,424	1,128	3,186	2.8	125	23
Total	4,814	14,082	3,438	10,110	2,359	6,911	2.9	768	50
Prior Year					2,908	8,173	2.8	908	59

Between July 1, 2014 and March 31, 2015 the unique unduplicated customer count was 2,359. Total customer visits were 6,911. This is an average customer return rate of 2.9 visits per customer, and breaks down into 738 customer visits each month or 50 customers each business day. In comparison, for the same time period last year the total unique customer visits was 2,908 with an average return rate of 2.8 visits per customer which produced a total of 8,173 customer visits.

Our customer traffic is reduced by about 15% while at the same time the customer return rate is slightly increased. At the national level, customer traffic through the one-stop system is down about 20% from the previous year. This program year, traffic in the Tuolumne Career Center includes three separate on-site multi-day recruitments supporting the opening of Panda Express, Dollar General and the 99 Cent Stores in Sonora. The Amador Career Center does regular recruitments for McDonalds and the Mariposa Center is currently assisting Delaware North with its annual recruitment.

WIA ENROLLMENTS

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. Performance against these targets is as follows:

SERVICE LEVELS (counts may not be unique)	ACTUAL PY12/13	ACTUAL PY13/14	GOAL PY14/15	ACTUAL (3/31/15)	PERCENT GOAL
Adult	123	173	140	115	82%
- Training	38	70	50	49	98%
Dislocated Worker	164	132	139	75	53%
- Training	75	72	47	43	92%
JD NEG	-	-	12	10	83%
- Training / Work-Based	-	-	4	5	125%
Youth	49	63	70	58	83%
- In-School	34	40	38	38	100%
- Out-of-School	15	23	32	20	63%

It is notable that participants carried in from the previous year included 49 Adults, 37 Dislocated Workers and 25 Youth. With the addition of new enrollments, a total of 115 participants are currently enrolled into the Adult program, 75 participants into the Dislocated Worker program and 58 participants enrolled into the Youth program. Please note that the contract for the JD NEG was just ratified and services for this grant have been in place for only two months.

Our outreach efforts are helping and Dislocated Worker enrollments picked up a bit this last month. However, we're still below planned levels of enrollments. Mother Lode Job Training is continuing to expand marketing and outreach efforts targeting both recent and long-term dislocated workers.

TRAINING ENGAGEMENT

Center	PY13/14	PY14-15	Actual	(%) Plan
Amador	20	22	16	73%
Calaveras	23	27	29	107%
Mariposa	14	15	13	87%
Tuolumne	49	38	39	103%
Total	106	102	97	95%

While meeting service level targets are important, the primary staff priority is loading available training slots and achievement of scholarship award and expenditure goals related to training engagement. This year the

budget for the ML WIB Scholarship program is \$337,469. Based on available training resources for the Adult, Dislocated Worker and JD NEG programs, a goal of 102 training slots was established. Included within total are funds for on-the-job training (OJT). Between July and the end of February, 51 new scholarships were awarded and 31 scholarships were continued from the previous year including 8 On-the-Job Training contracts.

WORK-BASED LEARNING

FUNDING	ACC	CCC	MCC	TCC	TOTAL
WIA Youth	2	1	1	1	5
WIA Adult					
WIA DW					
JD NEG	1	1		1	3
Tuolumne Cal-Works				5	5
US Forest Service				4	4
TOTAL	3	2	1	11	17

In addition academic and vocational training, Mother Lode Job Training also 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 WIA, JD NEG or Tuolumne 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 employer and the participant. Every effort is made to transition the participant into full-time work with the host employer or to place the participant into unsubsidized work following the work-based learning experience. This work has resulted in 5 work experience, three vocational training opportunities, and one placement for Tuolumne Cal-WORKS participants, and 3 JD NEG work experience positions, along with 5 WIA Youth and 4 US Forest Service/Summer of Success youth work experiences.

The list of Scholarship funded trainings paid for in PY2014-15 includes (July to March):

Field of Study	Paid	Obligated	Total	JCA	JCC	JCM	JCT	Total
Accounting	1,050	867	1,917	0	1	0	2	3
Admin. Medical Specialist	5,490		5,490	0	1	1	0	2
Computer Science	146	1,945	2,091	0	0	1	1	2
Cosmetology		410	410	0	0	0	1	1

Digital Graphics	507	167	674	0	0	0	2	2
Electrician	205		205	0	1	0	0	1
<i>Forest Conservation Worker (OJT)</i>	<i>1,750</i>		<i>1,750</i>	<i>0</i>	<i>3</i>	<i>0</i>	<i>0</i>	<i>3</i>
Forestry		27	27	0	0	0	1	1
Forklift License	450	450	900	0	4	0	0	4
GED Preparation		53	53	0	0	0	1	1
General Study	895	1,771	2,666	0	4	0	7	11
Heavy Equipment Operator	9,740		9,740	0	0	0	1	1
<i>Housing Resource Program Assistant (OJT)</i>	<i>1,882</i>		<i>1,882</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>1</i>
<i>Industrial Production Manager (OJT)</i>	<i>3,400</i>	<i>5,440</i>	<i>8,840</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>1</i>
Information Technology	3,035	10,000	13,035	1	0	0	1	2
<i>Machine Setters, Operators & Tenders</i>	<i>6,893</i>		<i>6,893</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>1</i>
<i>Machinist (OJT)</i>	<i>800</i>	<i>4,400</i>	<i>5,200</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>1</i>
<i>Mechanical Designer (OJT)</i>	<i>5,981</i>		<i>5,981</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>1</i>
Medical Assistant	3,480	9,801	13,281	1	2	1	1	5
Nurse (LVN)	2,720		2,720	0	1	0	0	1
Office Technology	468	263	730	0	0	0	2	2
Phlebotomy	2,860		2,860	0	0	0	1	1
<i>Service Advisor (OJT)</i>	<i>4,809</i>	<i>1,561</i>	<i>6,370</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>1</i>
Truck Driver/Tractor Trailer Operator	92,473	4,967	97,440	2	10	2	9	23
Wastewater Treatment	912	912	1,824	0	1	0	0	1
Welding	27,735	9,000	36,735	2	2	2	0	6
Wind Turbine	9,800		9,800	0	1	0	0	1
PY2014-15 Total [Budget: \$294,693]	187,481	52,033	239,514	6	31	7	36	80
PY2013-14 Total [Budget: \$320,334]			297,269	20	21	14	44	99

EMPLOYER SERVICES

PY14-15 (Jul-Mar)	Employers Contacted	Employers Added to VOS	Jobs Posted to VOS	OJT
Amador	100	20	78	0
Calaveras	105	30	84	0
Mariposa	69	16	38	0
Tuolumne	172	30	278	7
PY14-15 Total	446	96	478	7
PY13-14 Total	482	138	381	14

Outreach and services for employers is a staff priority. Metrics were created in 2013 to measure staff engagement in this work. The metrics include the number of employers contacted and offered services, the number of new employers added to the Geo VOS (Virtual One-Stop)

labor exchange system, the number of new jobs posted to Geo VOS, and the number of On-the-Job Training contracts written with employers. For PY2014-15, through the end of March 446 employer contacts have been made, 96 new employers were added to VOS labor exchange system, 478 jobs were posted, and 7 OJT contracts are active. To date, no incumbent worker training contracts have been funded.

Staff at the Amador Career Center support on-going recruitment for a number of businesses including Ampine - Sierra Pacific, Specialty Granules, McDonalds and KAS Landscaping Services, and this activity has resulted in 20 – 25 job placements during the program year. Staff at the Tuolumne Career Center provided outreach and marketing, logistical and staff support and space to assist the staffing and opening of the new Panda Express, Dollar General and the 99 Cent Stores in Sonora. Mariposa is assisting Delaware North with its annual recruitment.

EXPENDITURE (July 1, 2014 to March 31, 2015)

MOTHER LODE JOB WIA EXPENDITURE	ACTUAL PY12/13	ACTUAL PY13/14	BUDGET PY14/15	ACTUAL 3/31/15	PERCENT BUDGET
Adult Program	480,490	494,923	534,785	391,211	73%
Dislocated Worker Program	547,127	618,649	489,088	327,785	67%
Rapid Response	327,439	398,316	309,844	213,874	69%
DWAA (Gov Discretionary)	385,152	-	-	-	-
JD NEG – PY14-15	0	0	64,697	16,311	25%
NEG - PY11-12	26,349	-	-	-	-
Youth Program	413,595	517,759	454,433	253,746	56%
- In-School Youth	218,418	278,176	227,217	119,460	53%
- Out-of-School Youth	195,177	239,583	227,216	134,286	59%
Cal-WORKS Mariposa	26,020	26,345	30,000	18,495	62%
Cal-WORKS Tuolumne	17,327	97,932	100,000	48,319	48%
HHS Amador		1,824	-	-	-
CMCAA Calaveras	50,624	-	-	-	-
CDBG Calaveras	137,956	26,515	113,020	79,643	70%
CDBG Mariposa		52,913	33,655	31,175	93%
US Forest Service	26,556	4,594	13,000	0	0%
TOTAL	2,562,156	2,239,770	2,142,521	1,438,129	67%

At this point the expenditure of all funds is below the pro-rated budget target of 75%. While our obligation of training funds is doing better than at this point last year, staff continues to work to bring expenditure into closer alignment by year-end. As indicated in the Scholarship Report, excluding April activity, we have at the end of March an additional \$52,033 in training obligations not yet expended, and \$55,179 in training set-a-side not yet obligated.

SPECIAL GRANTS and CONTRACTS

Highlights include:

- JD NEG recently launched and with ten enrolled is already nearly halfway to the project goal of twenty-one enrollments. Four 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 at the end of the next program year, June 30, 2016.
- CDBG for Mariposa has met service level and expenditure goals and will closeout before the end of the program year.
- 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 next 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.
- Tuolumne Cal-WORKS contract results are on track with contract goals with four participants placed into work experience or on-the-job training, three into vocational training, and one into unsubsidized employment.

- Tuolumne County US Forest Service Summer of Success program is preparing to launch and will serve six youth this summer.

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 93% and 95% would recommend the service to others.

PY2014-15 (July 1, 2014 to March 31, 2015)		On a Satisfaction Scale of 10 to 1 with 10 being very satisfied.										
Customer Satisfaction - Survey Quarters 1 - 3		Satisfied <-----> Dis-satisfied									Overall	
No. of Responses:	150	10	9	8	7	6	5	4	3	2		1
How satisfied were you with services?		96	19	22	7	5	0	1	0	0	0	93%
To what extent did services meet your expectations?		80	26	26	13	5	0	0	0	0	0	91%
How well do services compare with an ideal set of services?		72	25	30	10	11	2	0	0	0	0	89%
How likely would you be to recommend services to others?		106	20	15	6	3	0	0	0	0	0	95%
Career Center was easily accessible and staff welcoming?		102	24	15	6	2	0	0	1	0	0	94%
Staff members were knowledgeable and helpful?		110	21	12	4	2	0	1	0	0	0	95%
Services needed were provided in a timely manner?		102	19	18	6	4	0	1	0	0	0	94%
OVERALL SATISFACTION: (100% Possible with all questions equally weighted)											93%	

Type of Assistance:		
Job Search	96	64%
Cal JOBS	23	15%
Resume Development	44	29%
Office Equipment Support	42	28%
Telephones	10	7%
Resource Information	35	23%
Other:	9	6%

Age:		
14-17	0	0%
18-21	12	17%
22-54	25	36%
55 & Up	8	22%
Total	69	100%
Visit:		
First	31	27%
Repeat Customer	85	73%

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

A3: JOINT ACTION: Acceptance of the 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. 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 with a focus on Fiscal and Administrative Systems and internal controls. No findings from this monitoring are anticipated 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 is working to review and incorporate 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.

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 – Mary 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. The on-site portion of the annual audit was scheduled and completed on March 23th. The audit resulted in in no reported deficiencies or material weaknesses. The auditors did make two recommendations. One related to the addition of an internal control to review and approve journal entries into the accounting system prior to their input, and another regarding approval of the audit prior to its submission by March 30. The audit was reviewed with and accepted by the Mother Lode Job Training Board of Directors at their April meeting. Staff has implemented the recommended internal control related to the review and approval of journal entries, and is in discussion with the Mother Lode Board of Directors to accommodate the scheduling and review of next year’s audit prior to its submittal.

With ML BOD approval staff has signed a letter of agreement with the same firm for next year's audit and is working to schedule this audit in a way to accommodate its completion prior to the regularly scheduled January ML BOD meeting.

3. Human Resources/Personnel

A number of changes to personnel have occurred since the last report in July.

Amador Career Center: L. Peters, Resource Specialist, resigned to accept other employment.

Tuolumne Career Center: P. Jespersen, Career Counselor, with eighteen years of service to Mother Lode Job Training and our communities has retired.

P. Hughs, Resource Specialist, accepted an interim appointment to the vacant Career Counselor position.

C. Perreira accepted a temporary appointment to the vacant Resource Specialist position.

Mariposa Career Center: No Changes.

Calaveras Career Center: No Changes, L. Hunt acting as interim manager.

We are currently engaged in succession planning for additional anticipated but yet unannounced retirements, and evaluating the staffing and skills needs that the change to Workforce Innovation and Opportunity Act (WIOA) will create. We anticipate making decision regarding filling vacant and interim positions as part of the 2015-16 budget process.

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

No change from the November 2014 report.

Calaveras County: Following an extensive search staff is reviewing a location at 265 St. Charles Street that looks promising. A site survey was done to review ADA compliance and a number of issues were noted. The landlord is working with a contractor to cost out the necessary changes providing for ADA compliance and the needs of Mother Lode Job Training. As of this date this work is not complete and the options for locations are still under review.

Location	Suitability	Sq Ft	Cost/Sq Ft	Monthly	Annual
700 Mountain Ranch Road, Ste A San Andreas CA 95249	75	3,000	\$ 1.20	\$ 3,613	\$43,344
Revised Lease Offer 700 Mountain Ranch Road, Ste A San Andreas CA 95249	65	1,500	\$ 1.67	\$ 2,500	\$30,000
564 Mountain Ranch Road San Andreas CA 95249	59	1,570	\$1.30	\$2,040	\$24.440

The existing location contains sufficient space for our needs and allows for the co-location of partners. The revised lease offer will reduce this space by half and increase the cost per square foot. Staff is currently exploring the possibilities of a property located at 564 Mountain Ranch Road. The lease at the current location is currently month to month.

5. Grant Opportunities

JD NEG: This grant is in the process of implementation and will provide \$86,262 to assist twenty-one dislocated workers with a focus on the long-term unemployed and the establishment of training and work based learning opportunities to assist these workers with re-entry into employment. Funds must be spent by June 30, 2016.

Mariposa Cal-WORKS: No change from the November 2014 report.

In October 2014, Mother Lode Job Training was invited by the staff of the Mariposa Department of Human Resources (DHS) to discuss the possibility of a \$76,000 contract to provide work readiness, skills training and work experience services to implement Cal-WORKS expanded subsidized employment services. DHS staff advised that they wished to expedite the award and expenditure of these funds and the ML BOD took action in October to provide for the acceptance of the funds and authorization of staff to enter into a contract. This contract is currently on hold as DHS staff is re-organizing and considering their options.

Calaveras Cal-WORKS: No change from the November 2014 report.

In November 2014, Mother Lode Job Training was invited by the staff of the Calaveras Works and Human Services Department (CWHSD) to discuss the possibility of a contract to provide work readiness, skills training and work experience services to implement Cal-WORKS expanded subsidized employment services. This contract is currently on hold as CWHSD opted to launch an independent subsidized employment program.

Slingshot: Mother Lode Workforce Investment Board (ML WIB) through our partnership with the Central California Workforce Collaborative (CCWC), a partnership of the 9 Workforce Investment Board in the adjacent areas, developed a proposal for grant funds from the California Workforce Investment Board. The intent of the proposal is to identify and address a significant workforce development related need of one or more major industries in this fourteen county area that will in turn provide a value added impact on the citizens and communities of our region. The plan is to engage businesses in value-added agricultural manufacturing and public infrastructure employment to determine their skill needs supporting the development of a regional pipeline of skilled and qualified workers.

The plan is funded with an initial \$20,000 planning grant with a promise of an additional \$100,000 to put together an implementation plan that will then be eligible for \$1,000,000 in operational funding. Industry groups are now being formed to support the initial planning work.

6. Lay-off Aversion Services

The Workforce Investment Board and Mother Lode Board of Directors approved an agreement with the Stanislaus Alliance and our regional Small Business Development Corporation (SBDC) representative (serving Mariposa, Tuolumne, Merced and Stanislaus) to provide services to business deemed by the business

owner and staff to be at-risk of layoff or closure. Businesses are identified through a network of business owners, bankers and accountants. Once identified, an initial contact is made supporting a conversation and a formal assessment for those businesses that appear to be at-risk and that are interested in services. The assessment is evaluated and consulting services are offered, as appropriate, in the following three areas:

- Fiscal Management;
- Operations Management;
- Strategic Planning; and
- Marketing.

In addition to these services, Mother Lode Job Training is prepared to offer recruitment services, on-the-job training, work experience, and incumbent worker training services to employees of these businesses as appropriate to their individual needs.

These services are funded through \$64,000 in state awarded lay-off aversion funds based on the standard formula for dislocated worker funding. Next year the funds will be awarded on the same basis. In future years, the formula for award is likely to be based on the proportion of jobs saved in our local area against all jobs saved across the entire state. By pursuing this partnership we help to position ourselves to be able to report jobs saved and to maximize our award of these funds.

7. 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.

MOTHER LODE 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.

STRATEGY #1	Identify workforce issues in the local community and develop strategies to address them.	
GOAL	DESCRIPTION	STATUS
	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 connect employer skill needs with available training.	On-going. In partnership with CCWC we are participating in the analysis of the workforce and 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.

STRATEGY #2	Conduct oversight of One-Stop system and Workforce Investment Act.	
GOAL	DESCRIPTION	STATUS
	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.

STRATEGY #3	Develop and maintain strong working relationships that will facilitate coordinating workforce and economic development strategies.	
GOAL	DESCRIPTION	STATUS
	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.
	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

STRATEGY #5	Develop and maintain a performance oriented culture for the Workforce Investment Board.	
GOAL	DESCRIPTION	STATUS
		Geo VOS Virtual One-Stop System, integrated with CalJOBS 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.

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**A4: JOINT ACTION: Workforce Innovation and Opportunity Act (WIOA)
Implementation**

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

The Mother Lode Board of Directors voted in October to submit a request to the Governor for preliminary designation as a Local Workforce Investment Area. On April 30, 2015 the California Employment Development Department released a draft directive, WSDD-16, on behalf of the Governor and California Workforce Investment Board identifying regional planning areas in the state, as required under section 106 of the Workforce Innovation and Opportunity Act (WIOA). The Mother Lode Consortia (Amador, Calaveras, Mariposa and Tuolumne) was designated as a planning region under this directive. This directive is open for public comment through May 29, 2015.

Following redesignation as a local workforce area, our next steps will include:

1. RECOGNIZE OPPORTUNITY

Review WIOA provisions and access state of the workforce system to identify opportunities to further engage partners and align resources and investments to better serve business, job seekers and workers, and youth.

2. BEGIN PROGRAM TRANSITION:

Immediately begin to transition WIA youth, adult, dislocated worker and other programs to comply with the requirements of the Workforce Innovation and Opportunity Act (WIOA) and with transition continuing as federal partners (USDOL, DOE, HHS) and the state of California generate, interpret and promulgate rule and guidance.

3. UPDATE GOVERNANCE:

- a. Re-establish the Workforce Investment Board in alignment with requirements of the Workforce Innovation and Opportunity Act (WIOA) by June 30, 2016.
- b. Re-organize as necessary to provide for compliant separation of roles and responsibilities between the Workforce Investment Board and the One-Stop Operator/Service Provider.

Necessary actions related to adequate separation of roles and responsibilities to be completed by June 30, 2017.

4. COMPLETE PROCUREMENT:

The Workforce Investment Board must competitively procure services, including:

- a. One-Stop Operator;
- b. Career Services Provider(s); and,
- c. Youth Services Provider(s);

Initial procurement is to be completed by June 30, 2016, and

5. BEGIN STRATEGIC PLANNING:

A plan is due March 2016, including details regarding:

a. Labor Market Analysis

- i. Identification of in-demand and emerging industry, occupations, and skills needs supporting the development of training and pipelines of qualified workers;
- ii. Specific industry and business cluster strategies to address skills needs and pipeline of qualified workers;

b. Establishment of a One-Stop service delivery system;

- i. Alignment of mandated partners and their investments (budgets), strategic plans, goals and objectives, and joint performance accountabilities to better support accomplishment of strategic goals and an integrated service delivery and workforce system, including WIOA mandated partners:
 1. Wagner-Peyser, UI, Trade Act, Veterans;
 2. Adult Education and Literacy;
 3. Vocational Rehabilitation;
 4. Economic Development; and,
 5. With the agreement of the Governor, TANF; and,
 6. Voluntary local partners.
- ii. Establishment of Memorandum of Understanding detailing partner contributions of staff and infra-structure resources to the One-Stop service delivery and workforce system;
- iii. Establishment of One-Stop standards of service, operations and performance, and certification criteria;

c. Description of services for:

- i. Youth;
- ii. Adults;
- iii. Dislocated Workers;
- iv. Rapid Response and Lay-off Aversion;
- v. Business;
- vi. Special populations (veterans, disabled, low basic skills/ESL)

d. Methods to address state high performing Workforce Investment Board certification standards.

6. OPERATIONALIZE:

Operationalize the strategic plan and implement programs and partnerships supporting service delivery, alignment of partnerships and investments, and attainment of strategic goals and objectives.

WIOA IMPLEMENTATION PROGRESS REPORT:

1. TRANSITION:

Staff has been reviewing WIOA (800 pages) and the Notice of Proposed Rule Making (1600 pages) draft rules released in partnership by the U.S. Department of Labor (USDOL), U.S. Department of Education (DOE), and U.S. Department of Health and Human Services (HHS). Work has begun to align services with new requirements and draft regulation. However, there are still many unanswered questions and USDOL, DOE, HHS are expected to release additional guidance in the form of policy and procedural directives coming months. The California legislature and departments of Employment Development, Education, and Rehabilitation and Social Services are also expected to weigh in with their own guidance. In the mean time staff continues to read, review, and revise. Over the coming months staff will be bring recommended policy options and revisions for WIB and Board action.

2. GOVERNANCE:

a) WIB COMPOSITION:

WIOA offers the option of re-organizing the Workforce Investment Board to reduce membership requirements and the administrative overhead associated with the current larger WIA membership requirements, or the option to grandfather in the existing Workforce Investment Board structure. At their February meeting the Mother Lode Workforce Investment Board reviewed and discussed the WIA and WIOA membership requirements. The Mother Lode Board of Directors did the same at their April meeting. Both Boards indicated that they highly valued the work and contributions of the existing membership.

The two options presented in February and April for discussion included:

Option A: Grandfather in the existing WIB membership and structure:

- 1) A business majority and Chair (15 members);
- 2) 15% labor representation (5 members);
- 3) 2 Economic Development representatives;
- 4) 3 Education (Secondary, Post-Secondary and Adult Literacy);
- 5) 2 Community Based Organizations;
- 6) One-Stop Partners, including:
 - WIA Native American Programs
 - WIA Title 1 Programs
 - Welfare to Work
 - Title I Vocational Rehabilitation
 - Title V Older Americans Workforce Programs
 - Title II Education (Adult Literacy/CTE)
 - Post-Secondary Education
 - Wagner Peyser, Trade Act, Unemployment, Veterans
 - HUD Employment & Training/CSBG.

This configuration consists of 29 members which are detailed under the membership report on page 22 of this agenda.

Note: With two open CAT's from EDD monitoring related to non-compliance WIB membership (low business representation) we have work to do to maintain this configuration.

Option B: Re-Configure the WIB under the more streamlined requirements of the Workforce Opportunity and Innovation Act, as follows:

This configuration consists of a minimum of 17 members, including:

- 1) 50% + Business majority and Chair;
- 2) 20% Labor/Workforce representatives;
- 3) Mandatory core One-Stop Partners partners including:
 - WIOA Adult, DW and Youth Programs
 - Title I Vocational Rehabilitation
 - Adult Education and Literacy
 - Higher Education
 - Wagner Peyser
 - Government, Economic & Community Development.

A member may represent one or more required sectors.

Note: Under this option the Mother Lode Workforce Investment Board could be reconfigured to the following membership:

Membership (Private Sector)	Membership (Workforce/Labor and Partners)
1. Business Seat & Chair	1. Workforce/Labor / Business
2. Business Seat	2. Workforce/Labor
3. Business Seat	3. Workforce/Labor
4. Business Seat	4. Workforce/Labor
5. Business Seat	5. Partner – WIOA Adult, DW and Youth
6. Business Seat	6. Partner – Vocational Rehabilitation
7. Business Seat	7. Partner – Adult Education & Literacy/Higher Ed
8. Business Seat	8. Partner – Wagner-Peyser
9. Business Seat	9. Partner – Economic Development
10. Business Seat / Labor	

Option C: The Mother Lode Board of Director's may opt to add additional membership to the WIOA configuration but must maintain the ratios that include:

- a) More than 50% business for a majority and a business chair;
- b) At least 20% workforce representation (labor and CBO's); and,
- c) At least the 5 core workforce partners.

In addition, the Workforce Investment Board (WIB) may elect to establish a committee structure that include and are chaired by members of the

WIB. Such committees may include non-members who the WIB determines to have appropriate expertise and experience. WIOA suggests the following committees:

- One-Stop Operational Committee;
- Youth Services Committee; and,
- Committee supporting services to those with disabilities; and,
- Additional committees as necessary to support the needs of the WIB.

DISCUSSION POINT: Given that the Mother Lode Consortia has been under corrective action by EDD for over a year because of business vacancies on the WIB it may be good to adopt the less demanding membership standard of WIOA.

- 8 of our 12 business members are active, 3 are marginal, and 1 is not;
- 4 of our 5 labor representatives are active and 1 is not;
- All of our public partners are active, and all could be included in a standing WIB One-Stop Operations Committee.

Additional WIB membership could be added as we add business representatives, maintaining a business majority.

In any case, we should consider the establishment of a committee structure that includes additional non-member representatives supporting One-Stop Operations and Youth Services.

a) ORGANIZATION OF MOTHER LODE JOB TRAINING

WIOA requires separation between the WIB and the Fiscal Agent/Service provider supporting competitive procurement of services. The Draft Notice of Proposed Rule Making recognizes that for smaller local workforce areas the separation necessary to provide for an arms-length procurement may be problematic and the rule allows for administrative separation between the WIB and the service provider. The state of California may adopt this view or may require additional separation.

The Mother Lode Workforce Investment Board (WIB) will fully describe its governance and administrative structures in the WIOA strategic plan which will be required on or before the end of March 2016. The California Workforce Investment Board (CWIB) and the Governor will then approve the plan or require the WIB to complete certain actions prior to approval. This mechanism is the only current test of whether a governance and organizational structure and the level of separation supporting procurement is sufficient.

DISCUSSION POINT: A review of the organizational structure of MLJT to assure administrative separation between the WIB and service provision is necessary and should be included as part of the PY2015-16 budget development process.

3. **PROCUREMENT:**

The Workforce Investment Board must competitively procure the services of One-Stop Operator(s), Career Service and Youth Service providers.

- a) **Youth Services:** An RFQ was released on April 10, 2015 soliciting qualifications of youth providers. The notice of solicitation was published in the Amador Ledger-Dispatch, Calaveras Enterprise and Tuolumne Union Democrat. Public Notices were posted at the local government centers of the four counties and at the Tuolumne One-Stop location. A mandatory bidders conference was held on April 15th at the Tuolumne Career Center. Only representatives from Mother Lode Job Training (MLJT) were in attendance. As there were less than three respondents the procurement is deemed to have failed and the Mother Lode Workforce Investment Board (WIB) may progress with a sole source procurement. The Mother Lode Board of Directors took action at their April meeting to provide for an agreement between the WIB and MLJT for the provision of youth services. **The WIB is now free to negotiate to establish such an agreement or to pursue additional procurement.**
- a) **One-Stop Operator(s):** The WIB will need to procure the services of one or more One-Stop Operators. This action should be completed prior to the submittal of the Strategic Plan in March 2016.
- b) **Career Services Provider(s):** The WIB will need to procure the services of one or more Career Services Providers. This action should be completed prior to the submittal of the Strategic Plan in March 2016.

RECOMMENDATION: The WIB may wish to direct staff to begin to put together Request for Qualifications supporting procurement of the One-Stop Operator(s) and Career Services Provider(s).

4. **STRATEGIC PLANNING:**

Between now and March of 2016 the WIB must establish a process supporting the completion of a local and regional strategic plan. These plans may be one and the same or may require separate content. The current strategic plan was developed in 2012 and will at the very least need substantial updates to comply with the vision and requirements of WIOA.

WIOA was created to provide state and local areas the flexibility to collaborate across systems in an effort to better address the employment and skills needs

of current employees, jobseekers and employers. WIOA accomplishes this by prescribing:

- a) A stronger alignment of the workforce, education and economic development systems; and,
- b) Improving the structure and delivery in the system to assist America's workers in achieving a family-sustaining wage while providing America's employers with the skilled workers they need to compete on a global level.

The intent of WIOA and of the State of California is to encourage or require public partners to plan and invest strategically together to better support the workforce system and joint outcomes. This intent is not so very different than that of the Workforce Investment Act, and yet seventeen years later we are still working on this same goal. To accomplish this we are going to need strong leadership and commitment from members of both the WIB and Board and the leadership and engagement of each of our partners.

DISCUSSION POINT: Would it be beneficial to bring the members of the WIB and Board and other local partners together to review WIOA and its inherent opportunities to better align and leverage resources supporting the One-Stop system and availability of workforce services for targeted populations and business or is there a more preferable method for accomplishing this task?

5. OPERATIONALIZE:

Operationalizing partnerships and programs is on-going, and this will continue through transition and strategic planning and the development of formal Memoranda of Understanding and informal agreements with each of our system partners.

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

A5: WIB ACTION: Youth Services Agreement with Mother Lode Job Training

Action: The ML WIB may wish to extend the contract for WIA/WIOA Youth Services to Mother Lode Job Training for an additional three years, inclusive of an amendment to incorporate WIOA requirements, with annual renewal of the contract dependent upon achievement of annual service level and expenditure goals, and WIA/WIOA performance.

Discussion:

Under the requirements of the Workforce Investment Act (WIA) and the Workforce Innovation and Opportunity Act (WIOA) the Mother Lode Workforce Investment Board must procure youth services. To accomplish this Mother Lode Workforce Investment Board approved and released a Request for Qualifications to determine if there is competition in the local area to be the comprehensive provider of youth services and to provide a potential basis for the selection of a provider. This procurement method allows the Mother Lode Workforce Investment Board may to negotiate with qualified respondents to the Request for Qualifications to establish contracts or to issue a Request for Proposals to decide between qualified applicants.

The Request for Qualifications was released on April 10, 2015 soliciting applications from qualified youth providers. The notice of solicitation was published in the Amador Ledger-Dispatch, Calaveras Enterprise and Tuolumne Union Democrat. Public Notices were posted at the local government centers of the four counties and at the Tuolumne One-Stop location. The critical time lines for the procurement included:

Publication of Request for Proposals.	April 10-11, 2015
<u>Mandatory</u> Bidders' Conference	April 15, 2015
Notification of Intent to Respond Due	April 20, 2015
Submission of questions related to RFQ . . .	April 27, 2015
Full response to RFQ Due	May 4, 2015

A mandatory bidders conference was held on April 15th at the Tuolumne Career Center. Only representatives from Mother Lode Job Training (MLJT) were in attendance. As there were less than three respondents the procurement is deemed to have failed and the Mother Lode Workforce Investment Board (WIB) may progress with a sole source procurement.

The Mother Lode Board of Directors took action at their April meeting to provide for an agreement between the WIB and MLJT for the provision of youth services. **The WIB is now free to negotiate to establish such an agreement or to pursue additional procurement.**

Since 1998 under WIA and since 1982 under the previous program, Mother Lode Job Training has demonstrated success in operating a compliant program and in achieving performance success. In addition, expenditure, enrollment and performance goals have been annually met or exceeded, see the following table.

MOTHER LODE JOB TRAINING	PY12-13	PY12-13	PY12-13	*EDD	PY13-14	PY13-14	PY13-14	*EDD
PERFORMANCE FOR PY 2012-13 & 2013-14	Goal	Actual	Percent	Success	Goal	Actual	Percent	Success
ADULT								
ENTERED EMPLOYMENT	69.5%	60.9%	87.6%	Met	69.5%	78.5%	112.9%	Exceeded
RETENTION RATE	79.0%	81.7%	103.4%	Exceeded	81.0%	85.1%	105.1%	Exceeded
AVERAGE EARNINGS	\$ 12,000	\$ 12,888	107.4%	Exceeded	\$ 12,000	\$ 13,362	111.4%	Exceeded
DISLOCATED WORKER								
ENTERED EMPLOYMENT	76.0%	76.2%	100.3%	Exceeded	77.0%	81.0%	105.2%	Exceeded
RETENTION RATE	80.5%	87.1%	108.2%	Exceeded	81.0%	87.2%	107.7%	Exceeded
AVERAGE EARNINGS	\$ 14,500	\$ 16,481	113.7%	Exceeded	\$ 15,000	\$ 16,611	110.7%	Exceeded
YOUTH COMMON MEASURES								
PLACEMENT IN EMPLOYMENT OR EDUCATION	72.0%	83.3%	115.7%	Exceeded	74.0%	76.9%	103.9%	Exceeded
ATTAINMENT OF DEGREE OR CERTIFICATE	60.0%	78.6%	131.0%	Exceeded	62.0%	70.0%	112.9%	Exceeded
LITERACY AND NUMERACY GAINS	54.0%	n/a	n/a	n/a	55.0%	50.0%	90.9%	Met

MOTHER LODE JOB TRAINING	PY10-11	PY10-11	PY10-11	*EDD	PY11-12	PY11-12	PY11-12	*EDD
PERFORMANCE FOR PY 2010-11 & 2011-12	Goal	Actual	Percent	Success	Goal	Actual	Percent	Success
ADULT								
ENTERED EMPLOYMENT	69.5%	64.9%	93.4%	Met	69.5%	69.6%	100.1%	Exceeded
RETENTION RATE	79.0%	76.4%	96.7%	Met	79.0%	82.1%	103.9%	Exceeded
AVERAGE EARNINGS	\$ 12,000	\$ 13,681	114.0%	Exceeded	\$ 12,000	\$ 11,775	98.1%	Met
DISLOCATED WORKER								
ENTERED EMPLOYMENT	76.0%	66.7%	87.8%	Met	76.0%	77.1%	101.4%	Exceeded
RETENTION RATE	80.5%	77.8%	96.6%	Met	80.5%	76.7%	95.3%	Met
AVERAGE EARNINGS	\$ 14,500	\$ 20,498	141.4%	Exceeded	\$ 14,500	\$ 15,277	105.4%	Exceeded
YOUTH COMMON MEASURES								
PLACEMENT IN EMPLOYMENT OR EDUCATION	65.0%	83%	128.2%	Exceeded	65.0%	84.0%	129.2%	Exceeded
ATTAINMENT OF DEGREE OR CERTIFICATE	61.0%	59%	96.4%	Met	61.0%	78.3%	128.4%	Exceeded
LITERACY AND NUMERACY GAINS	40.0%	n/a	n/a	n/a	40.0%	n/a	n/a	n/a

MOTHER LODE JOB TRAINING	PY08-09	PY08-09	PY08-09	*EDD	PY09-10	PY09-10	PY09-10	*EDD
PERFORMANCE FOR PY 2008-09 & 2009-10	Goal	Actual	Percent	Success	Goal	Actual	Percent	Success
ADULT								
ENTERED EMPLOYMENT	77.0%	82.4%	107.0%	Exceeded	69.5%	55.7%	80.1%	Met
RETENTION RATE	80.8%	84.3%	104.3%	Exceeded	76.0%	80.6%	106.1%	Exceeded
AVERAGE EARNINGS	\$ 12,800	\$ 13,036	101.8%	Exceeded	\$ 12,000	\$ 11,457	95.5%	Met
DISLOCATED WORKER								
ENTERED EMPLOYMENT	83.0%	84.9%	102.3%	Exceeded	76.0%	64.7%	85.1%	Met
RETENTION RATE	84.0%	92.9%	110.6%	Exceeded	80.5%	76.9%	95.5%	Met
AVERAGE EARNINGS	\$ 15,400	\$ 15,536	100.9%	Exceeded	\$ 14,500	\$ 15,966	110.1%	Exceeded
YOUTH COMMON MEASURES								
PLACEMENT IN EMPLOYMENT OR EDUCATION	65.0%	80.0%	123.1%	Exceeded	65.0%	54.8%	84.3%	Met
ATTAINMENT OF DEGREE OR CERTIFICATE	45.0%	82.6%	183.6%	Exceeded	61.0%	87.5%	143.4%	Exceeded
LITERACY AND NUMERACY GAINS	15.0%	n/a	n/a	n/a	40.0%	n/a	n/a	n/a

Performance for the prior program year is generally reported by EDD in March or April of the current program year.

*Employment Development Department (EDD) and the U.S. Department of Labor define performance success as follows:

- Exceeded Goal = Actual Performance is greater than Goal
- Met Goal = Actual Performance equals the Goal or is greater than 80% of Goal
- Failed Goal = Actual Performance is less than 80% of Goal
- n/a = results with less than 10 participants are suppressed for confidentiality

WIAD06-10 EDD directive for LWIA Non-Performance: The LWIAs are expected to achieve at least 80 percent of their local performance goal on each performance measure. The LWIAs performing below 80 percent on one or more of the measures will be offered necessary technical assistance the first year. Nonperformance on one or more of the same performance measures in two consecutive years will result in the Governor imposing sanctions as provided for under WIA Section 136(h)(2)(A).

WIA/WIOA YOUTH SERVICES AGREEMENT

As the basis for an agreement, the outline of services and requirements approved by the MLWIB and used in the RFQ is provided below. Service level goals and expenditure goals are negotiated annually with the ML WIB as part of the annual budget development process. WIA/WIOA performance is negotiated annually between the ML WIB, the state of California Workforce Investment Board, and the service provider.

1. Overview

Mother Lode Workforce Investment Board (MLWIB) is responsible for selecting Workforce Investment Act (WIA) Title IB and Workforce Innovation and Opportunity Act (WIOA) program operators and is authorized to provide oversight of the America's Job Center of California public workforce system in Amador, Calaveras, Mariposa, and Tuolumne counties. The America's Job Center of California system is the workforce services infrastructure of WIA and involves engaging local workforce partners in an increasingly integrated services system model of delivering employment and training services. Both youth and adults will have access to the America's Job Center of California system.

One of the WIA Title IB and WIOA requirements is the provision of employment and training services to youth, ages 14-21 years old. The WIA law was recently re-authorized through the passage of the Workforce Innovation and Opportunity Act. This new Act included changes to the WIA 1B Youth Program beginning July 1, 2015 that include a change in age of the target population to youth aged 16 to 24, priority populations and a requirement to expend 75% of program fund in support of out-of-school youth. The for the youth services agreement may be amended to from time to time to be in compliance with a new federal WIOA law, draft and final regulation, or to accommodate changes desired by MLWIB. The Youth Program Operators will need to be flexible in accommodating the mandated changes to program operations during the agreement period.

2. PARTICIPANT CRITERIA

WIA Youth programs will serve low-income, eligible youth ages 16 to 24 years old in Amador, Calaveras, Mariposa and Tuolumne counties. The service distribution policy, based on respective populations in each county has been 24% services in Amador, 22% services in Calaveras, 16% services in Mariposa and 38% services Tuolumne counties.

Eligibility for out-of-school youth services include:

- a. Not attending any school as defined under state law;
- b. Is 16-24 years old; and
- c. Meets at least one of the following criteria:
 - 1) School dropout;
 - 2) Within the age of compulsory school attendance but has not attending school for at least the most recent complete school calendar quarter;

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- 3) Recipient of a secondary school diploma or its recognized equivalent who is a low income individual and is:
 - a. Basic skills deficient; or
 - b. An English language learner.
 - 4) A youth or adult who is subject to the juvenile or adult justice system;
 - 5) Homeless;
 - 6) Pregnant or parenting;
 - 7) An individual with a disability;
 - 8) Low income and requiring additional assistance to enter or complete an educational program or to secure and hold employment.

Eligibility criteria for in-school youth services include:

- 1) Attending school;
- 2) Not younger than age 14 or older than age 21;
- 3) Low Income individual; and
- 4) One or more of the following:
 - a. Basic skills deficient;
 - b. An English language learner;
 - c. An offender;
 - d. Homeless
 - e. Pregnant or parenting;
 - f. An individual with a disability;
 - g. Requires additional assistance to complete an educational program or to secure and hold employment.

In addition, other eligibility issues include:

- 1) Youth must be registered to participate in youth programs. Registration is the process of collecting information to support a determination of eligibility, including EEO data.
- 2) Up to 5% of youth participants may be individuals who do not meet the income criteria.
- 3) Eligibility for free/reduced lunch in schools may satisfy the income eligibility criteria.
- 4) A disabled youth whose family does not meet the income eligibility criteria may qualify if the youth's own income meets either:
 - a. Low income eligibility, or
 - b. The income eligibility criteria for cash payments under any Federal, State or local public assistance program.

- 5) At least 75% of youth expenditure under this RFQ must be out-of-school as defined by the Department of Labor and the state of California.

3. PROGRAM SERVICES

The youth program design articulated by the MLWIB includes the enrollment of WIOA eligible youth with a preference provided to Foster Youth that are aging or transitioning out of care. The service strategy includes:

- 1) Objective assessment of the academic skills, skill levels, and service needs of each participant.
- 2) Development of service strategies for each participant that are directly linked to one or more of the indicators for performance and that identify career pathways that include education and employment goals, appropriate achievement objectives and services supporting achievement of objectives, goals and performance.
- 3) The following program and service elements shall be available, as appropriate, for each youth:
 - a. Tutoring, study skills training, instruction, and evidence based dropout prevention and recovery strategies;
 - b. Alternate secondary school services or dropout recovery services as appropriate;
 - c. Paid and unpaid work experience that have a component of academic and occupational education and which may include:
 - i. Employment opportunities;
 - ii. Pre-apprenticeship programs;
 - iii. Internships and job shadowing; and,
 - iv. On-the-job training.
 - d. Occupational skills training with a priority for those programs leading to recognized post-secondary credentials aligned with in-demand industry sectors or occupations;
 - e. Education offered concurrently with and in the same context as workforce preparation activities and training for specific occupation or occupational clusters;
 - f. Leadership development opportunities which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behavior;
 - g. Supportive services;
 - h. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
 - i. Follow-up services for not less than 12 months after the completion of participation, as appropriate;
 - j. Comprehensive guidance and counseling which may include drug and alcohol abuse counseling and referral, as appropriate;
 - k. Financial literacy education;

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- l. Entrepreneurial skills training;
 - m. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration;
 - n. Activities that help youth prepare for and transition to post-secondary education and training;
 - o. Additional program requirements:
 - i. Information and referral for the full array of services available through the local board or other eligible providers of service or one-stop partners;
 - ii. Referral to appropriate training and educational programs that have the capacity to serve the participant on either a sequential or concurrent basis;
 - iii. Applicants not meeting enrollment requirements or who cannot be served shall be referred for further assessment, as necessary, and referred to appropriate programs to meet the basic skills and training needs of the applicant;
 - iv. Not less than 20 percent of funds shall be expended on work-based learning opportunities.

The requirement that these program elements and services be available to youth participants does not imply that a youth provider must deliver each and every activity. Youth Program Operators must demonstrate how they will develop the necessary relationships and community partnerships to facilitate youth participant access to individual activities that the operator does not deliver.

4. ADMINISTRATIVE AND PROGRAM MANAGEMENT

WIA (Public Law 105-220) and WIOA (Public Law 113-128) requires that service providers have established administrative and program management capacities to successfully deliver, maintain, and report financial and program activities.

Additionally, service providers will be required to participate in contract monitoring by local, state or federal agencies, and to comply with recommendations resulting from such monitoring. We anticipate that these requirements will continue under WIOA.

Provision of youth services will require providers to track and report on performance measures. The Youth Program Operator will track and report according to U.S. Department of Labor, state of California and Mother Lode Workforce Investment Board performance measures. These will change under WIOA but currently include:

- a. Placement in employment, education or training in the first quarter after the quarter of exit from the WIA Youth Program;
- b. Attainment of a degree or certificate by the end of the third quarter after the quarter of exit from the WIA Youth Program;

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- c. Literacy and numeracy skill gains as measured according to Department of Labor methodologies when youth participants gain those basic skill increases during their participation in the WIA Youth Program.

In addition the Youth Program Operator will be required to be responsive to requests for information from MLWIB regarding service and activity levels and other programmatic data and information, and to agree to required assurances governing the use of public funds.

Staff contact: Jeff Dickason, (209)533-3396 / JDickason@mljt.org

A6: JOINT ACTION: Mother Lode Job Training Annual Budget

Action: Adopt a budget for PY15-16 or establish a budget committee to review options supporting the development of a budget recommendation.

Discussion:

As of May 7, 2015 and the posting of this agenda, Congress has completed appropriations for the PY2015-16 program year and the U.S. Department of Labor released formula allocations to states on May 1, 2015. The allocation to the state of California is up slightly: 1.33% for youth; 1.25% for adult; and 4.25% for dislocated workers.

The Governor of California, California Workforce Investment Board (CWIB) and Employment Development Department have not yet released in-state formula allocations to local areas. Until these allocations arrive we don't have a good basis for budget development, however with two grants dropping off it is likely that our resources will be less in the coming year than in the current year and that we will need to provide for a reduction in requirements in order to produce a balanced budget.

Mother Lode Job Training Annual Budget

- Projected Resources
 - New annual WIA/WIOA formula allocations have not yet been received however we anticipate close to level formula funding.
 - The Mariposa CDBG (\$92,500) will end this year and replacement resources have not been identified.
 - The Calaveras CDBG (\$186,047) will end in the Spring of next year and replacement resources have not been identified.
 - The continuation of the Mariposa and Tuolumne CalWORKS contracts (\$30,000 and \$100,000 respectively) is unknown.

Overall we anticipate a reduced level of resources this year due to the end of the CDBG grants.

- Projected Requirements
 - We currently have two vacant staff positions and potentially one retirement that may occur during the next program year.
 - A number of staff are scheduled for merit increases. It is notable that staff hasn't received a COLA in five or more years, and that the last three years have required a reduced hour schedule (M-H / 7:00 – 4:30), 36 hours per week and the requirement that staff contribute 18% toward their health insurance benefit.
 - We have three years remaining on the Tuolumne lease and two years on the Mariposa lease, both of which have escape clauses. The Amador and Calaveras locations are month to month. There are COLA adjustments to each of these leases of 2.0 to 2.5 percent.
 - No major purchases are currently planned for next year.

- SB734 and EDD Directive maintain the requirement of a 25% set-a-side of Adult and Dislocated Worker funds for training.
- WIOA creates additional potential and required set-a-sides, including:
 - 75% expenditure requirement on out-of-school youth;
 - Minimum 20% expenditure for youth work based learning (work experience);
 - Up to 10% expenditure for incumbent worker training with Adult funds.
- The ML WIB and ML BOD have not yet determined service priorities and goals and the organizational needs related to implementing WIOA. Both will likely have an impact on staffing needs and requirements.

We anticipate a slight increase in facilities costs this year related to COLA adjustments, and increases in set-a-sides for participant services over the prior year.

- Organizational Changes
 - WIOA requires at least administrative separation between the staffing of the WIB and service provision in order to better accommodate the need to procure services.
 - WIOA emphasizes three discrete service populations:
 - Business
 - Career Services for Adults and Dislocated Workers
 - Youth Services
 - WIOA emphasizes the alignment of WIOA and partner program services, resources and investments with the interests of significant industry and business clusters, Economic Development, Adult Education and Literacy, Higher Education, K-12 and Career Pathways, Vocational Rehabilitation and at the option of the Governor, TANF. This includes:
 - Alignment with Economic Development
 - Establishment of Industry Sector and Business Cluster Partnerships
 - Provision of Adult Education and Literacy Services
 - Access and services for special populations including those with disabilities, and literacy and ESL barriers
 - Support of Career Pathways

Under WIOA the WIB is required to competitively procure services for the One-Stop Operator(s), and Career and Youth Services provider(s). Under WIA only youth services were required to be competitively procured and historically there has been no competition for the provision of WIA youth services in the local workforce area, as the case in April 2015 when services were last procured. We currently have active partnerships in Mariposa and Tuolumne counties with the county TANF programs, and in Amador county the One-Stop is co-located in the county building housing Health and Human Services Programs. The Calaveras One-Stop is stand-alone and the SERS Title V Older Worker program and Economic Development Corporation are co-located.

RECOMMENDATION: The ML WIB and ML BOD may wish to consider the establishment of a Budget Committee to consider options for organizational needs under WIOA and adjustments to resources and requirements supporting a balanced budget.

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

INFORMATION ITEMS:

I1: 2015 Meeting Calendar



2015 Board of Directors

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

MLJT Board of Directors

Monday, January 26, 2015
 Monday, April 20, 2015
 Monday, July 20, 2015
 Monday, October 19, 2015

Workforce Investment Board

Thursday, February 19, 2015
 Thursday, May 21, 2015
 Thursday, August 20, 2015
 Thursday, November 19, 2015

Youth Council

Wednesday, March 18, 2015
 Wednesday, June 17, 2015
 Wednesday, September 16, 2015
 Wednesday, December 16, 2015

January						
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If you require reasonable accommodations in order to participate in any of these meetings please contact Leslie Hunt, 72 hours in advance, at (209) 533-3396 x:4502

CRS 711 (TTY) Auxiliary aids and services are available upon request to individuals with disabilities. EOE/ADA