



## Stanislaus County Workforce Development Board

251 E. Hackett Road, Modesto, CA 95358 • [www.allianceworknet.com](http://www.allianceworknet.com) • 209-558-2113 • 209-558-2164 Fax

### Board Meeting

Monday, January 8<sup>th</sup>, 2018  
10<sup>th</sup> Street Place Basement Training Room  
1010 10<sup>th</sup> Street, Modesto, CA 95354  
12:00 pm – 2:00 pm

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

[http://ag.ca.gov/publications/2003\\_Intro\\_BrownAct.pdf](http://ag.ca.gov/publications/2003_Intro_BrownAct.pdf)

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

The agenda at each meeting allows for a public comment period, limited to 5 minutes. Public Comment forms are available at [www.allianceworknet.com](http://www.allianceworknet.com).

All meetings are conducted in English.

If you require assistance per the Americans with Disabilities Act, please notify Stanislaus County Department of Workforce Development at (209) 558-2114, 48 hours in advance of the meeting.

Public notice of all Workforce Development Board meetings are posted 72 hours in advance of the meeting at the location site and on the webpage at [www.allianceworknet.com](http://www.allianceworknet.com).

- I. Call to Order and Introductions
- II. Conflict of Interest
- III. Public Comment Period
- IV. Director's Report
  - A. Allocations and Training at a Glance
  - B. Veterans Information Sheet
- V. Presentation
  - A. Workforce Innovation and Opportunity Act (WIOA) Contractor Performance Report
- VI. Consent Items
  - A. Approval of the Minutes of the October 2, 2017 Workforce Development Board Meeting
  - B. Approval of the Youth Development Committee Recommendation to Implement the Eligibility Definition for the Additional Assistance Criteria
  - C. Approval of the 2018 In-Demand Occupation List for Workforce Innovation and Opportunity Act (WIOA) Funded Training
  - D. Approval for the Department of Workforce Development to Submit a Request to the State to Transfer \$800,000 of Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to the WIOA Adult Fund Category
  - E. Approval of the 2018 Workforce Development Board Meeting Dates
  - F. Approval for the Workforce Development Board Chair to Sign the Hallmarks of Excellence Criteria Matrix
  - G. Accept Information on the Required Ethics Training and Statement of Economic Interests (Form 700)



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### VII. Discussion and Action Items

- A. Work Based Training and Learning Categories
- B. Approval for Stanislaus County Department of Workforce Development to Implement a Pre-Apprenticeship/Apprenticeship Program in Accordance with the Local Plan
- C. Approval for Stanislaus County Department of Workforce Development to Implement Incumbent Worker Training Program Activities and the Eligibility Factors with Adult and Dislocated Worker Funds

### VIII. Future Topic and Discussion

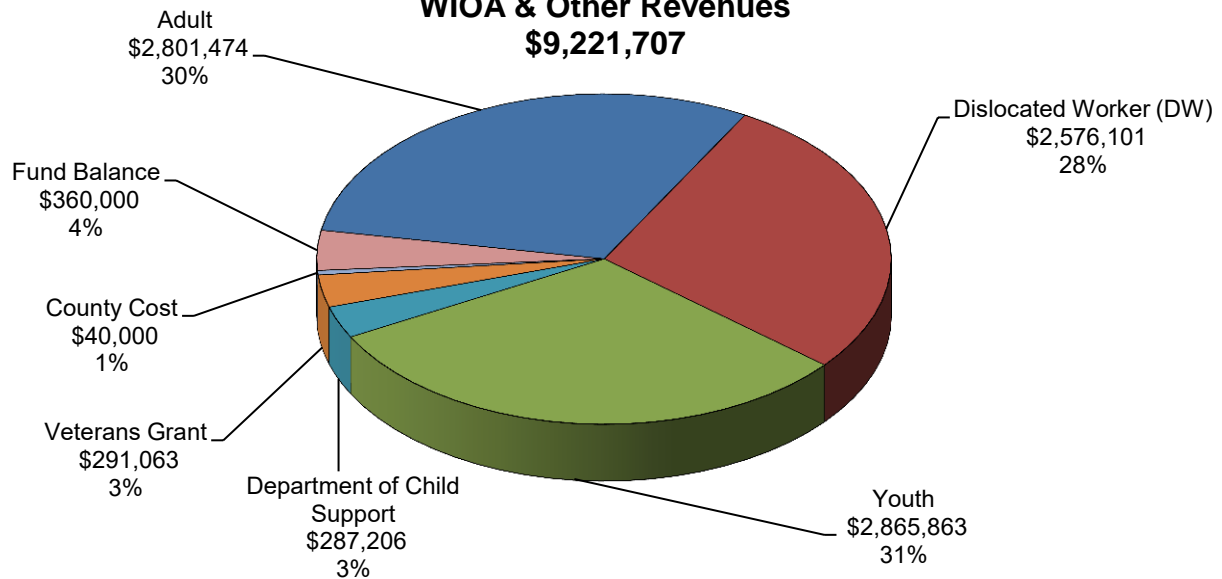
- A. Proposed Amendments to the Stanislaus County Department of Workforce Development Board Bylaws

Next Meeting: Monday, April 2<sup>nd</sup>, 2018  
Location: To be Determined  
Time: 12:00 pm – 2:00 pm

Future Meetings: Monday, July 2<sup>nd</sup>, 2018  
Monday, October 1<sup>st</sup>, 2018

## Item IV-A1 - Workforce Innovation and Opportunity Act (WIOA) - Allocations at a Glance

### Department of Workforce Development FY 2017/2018 WIOA & Other Revenues \$9,221,707

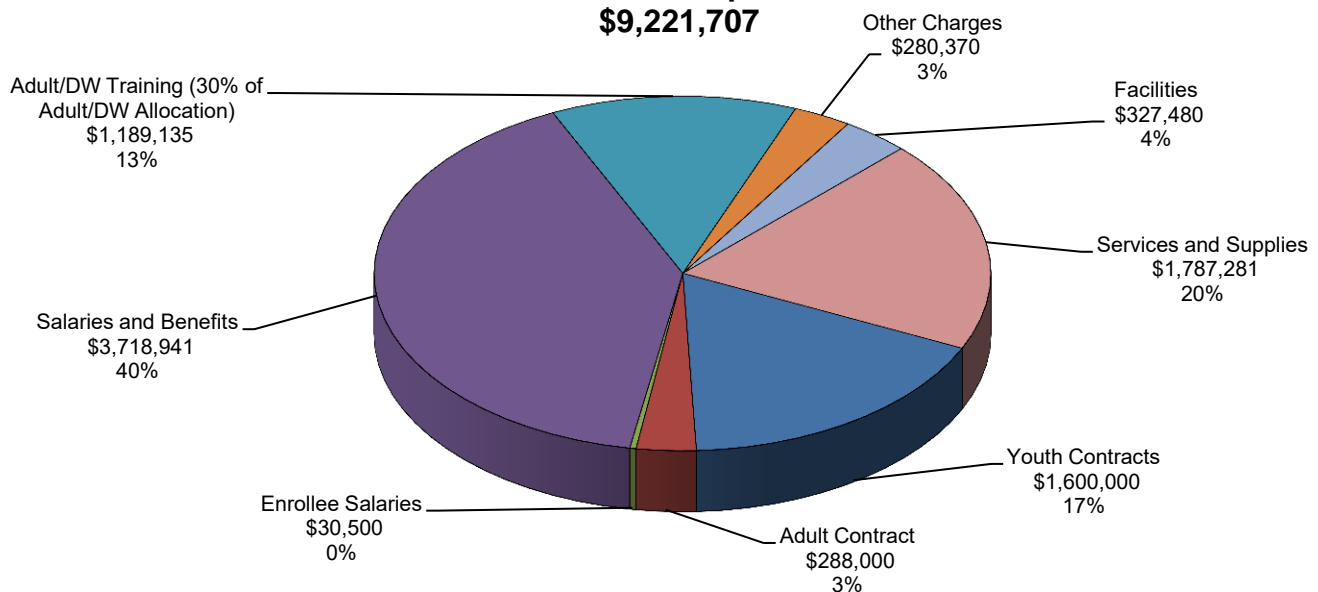


Note: Adult, DW & Youth include \$1.4m carryover of FY 16/17 funds.

### Department Fund Balance as of 7/1/2017 - \$2,621,483

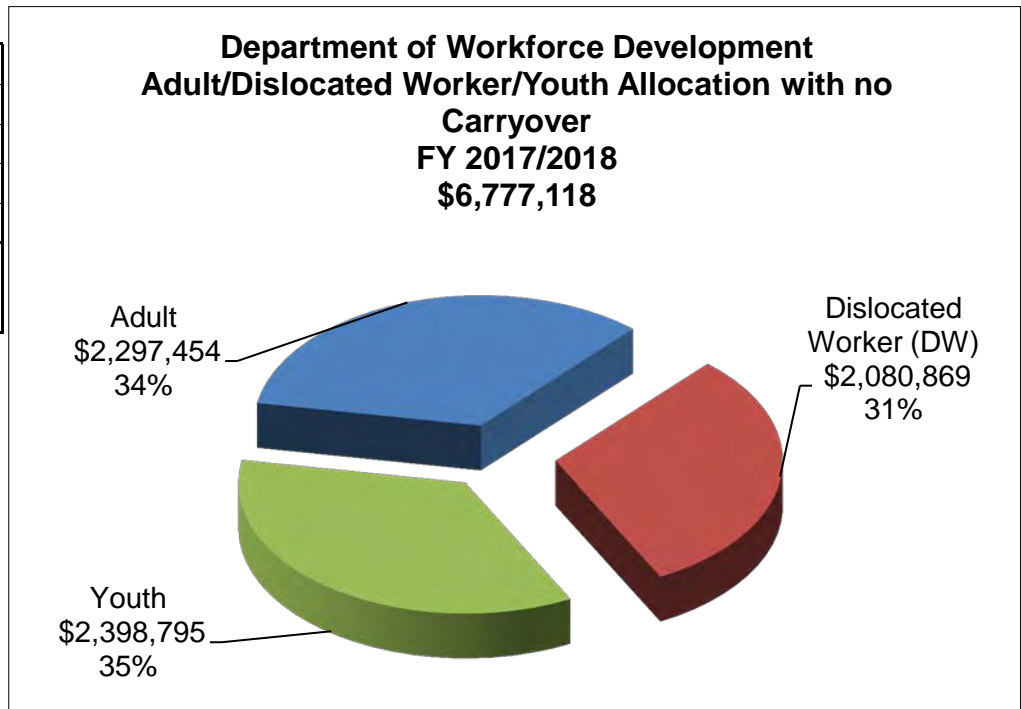
	2017/18 Allocation	Fund Balance	County Cost	2016/17 Carryover	Total Revenue
Revenue	\$ 7,387,266	\$ 360,000	\$ 40,000	\$ 1,434,441	\$ 9,221,707

### Department of Workforce Development FY 2017/2018 WIOA & Other Expenditures \$9,221,707



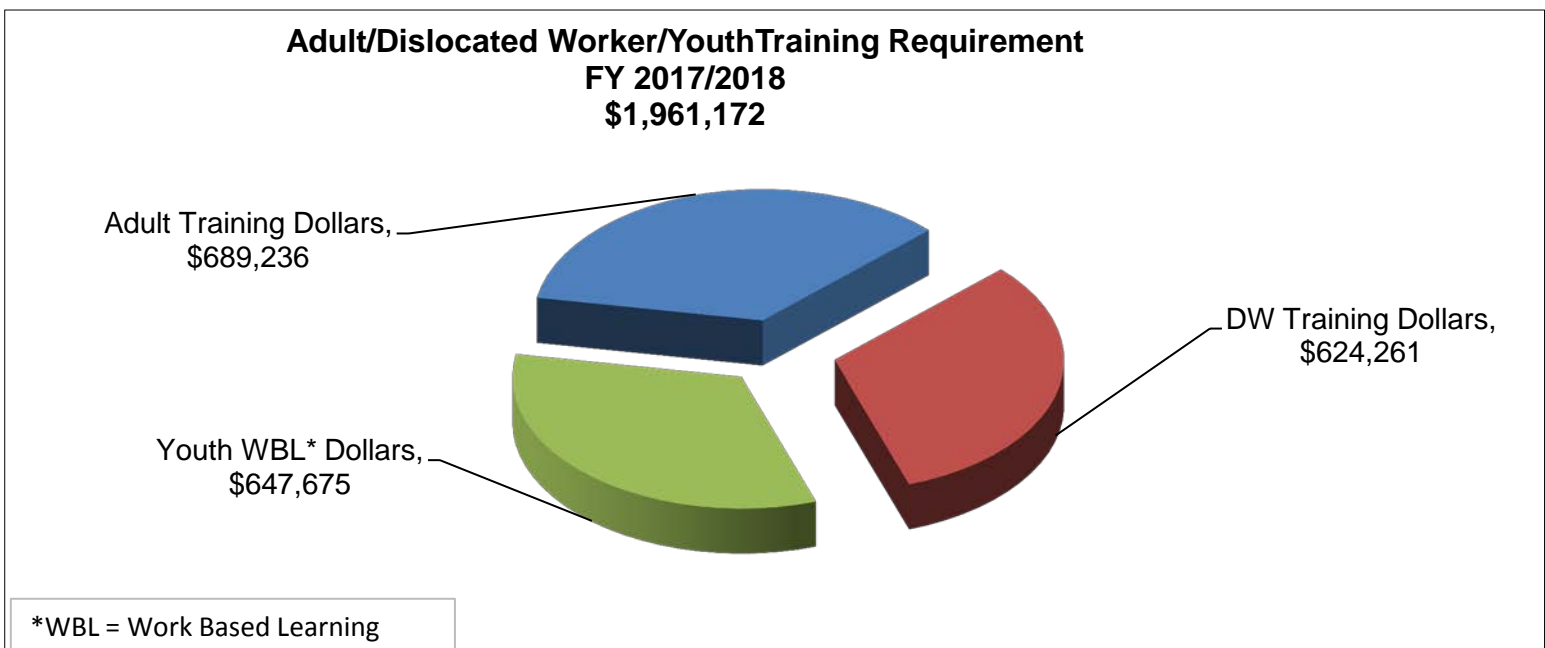
## Item IV-A2 - Workforce Innovation and Opportunity Act (WIOA) - Training Requirements

<b>2017/2018 Revenues:</b>	<b>\$7,387,266</b>
Veterans' Grant	\$ (291,063)
Dept. Of Child Support	\$ (287,206)
State IT Grant	\$ (6,000)
State Adjustments	\$ (25,879)
<b>Revenues Subject to Training Requirements:</b>	<b>\$6,777,118</b>



**Adult and Dislocated Worker:** WIOA regulations require that 30% of the Adult and Dislocated Worker allocation be spent on training activities. Leveraged resources up to 10% of the Adult and DW allocation can count towards meeting the 30% training activities requirement. Fiscal Year 2017/2018 Adult and DW allocation is \$4,378,323 thus \$1,313,497 needs to be spent on training. 10% or \$437,833 can be made up of leveraged resources to meet the \$1,313,497.

**Youth:** WIOA regulations require that 20% of the WIOA Youth allocation, less Administrative costs be spent on work based learning activities, however, as previously approved as part of the Local Plan at the April 3, 2017 Workforce Development Board meeting, the Department's requirement is to spend 30% of the Youth allocation on Work Based Learning. Fiscal Year 2017/2018 Youth allocation is \$2,398,795. 10% or \$239,880 is for administrative costs, therefore, the remaining \$2,158,915 is subject to the locally approved 30% Work Based Learning requirement which equates to \$647,675.



## Item IV - B. Veteran's Information Sheet

### **Veterans Employment Assistance Program (VEAP) Grant:**

<b>Term Of Grant:</b>	<b>06/1/2017-12/31/2018</b>
Dept Of Workforce Development:	\$291,063
Merced County:	\$100,000
Madera County:	\$57,491
<b>Total Grant Amount:</b>	<b>\$ 448,554</b>

### **Targeted Industry Sectors**

Advanced Manufacturing; Construction; Healthcare; Transportation and Logistics.

	<b>Merced</b>	<b>Madera</b>	<b>Stanislaus</b>
Planned Service levels:	10	10	60

### **Veterans Served in FY 2016-2017 (7/1/2016-6/30/2017)**

Total Served:	134
Exited:	134
Average Hourly Wage	\$15.20

<b>Services Provided to Veterans</b>	<b>Activity</b>
54	Occupational Skills Training
13	On-the-Job Training
2	Paid Internships
5	Supportive Service: Tools/Clothing
56	Supportive Service: Transportation Assistance
19	Supportive Service: Medical

In addition to the VEAP grant, the Department's Adult and Dislocated Worker funds of \$4,378,323 can be utilized to serve the Veterans of the community. As stated in the Local Plan, Veterans and eligible spouses who are recipients of public assistance, low income, underemployed or basic skills deficient are considered Priority Of Service candidates.

**Staff Dedicated to Veteran's Services:** Steve Chisholm

Main Line: 209-558-8556



## Stanislaus County Workforce Development Board

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**January 8, 2018**

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Workforce Innovation and Opportunity Act (WIOA) Contractor Performance Report
- II. ITEM NUMBER: V - A
- III. ITEM TYPE: Information Only
- IV. STAFF RECOMMENDATION: None
- V. DISCUSSION:

At the April 3, 2017 Workforce Development Board meeting, the Stanislaus County Workforce Development Board approved the recommendation to enter into contracts with Ceres Unified School District (Project YES), Computer Tutor Business and Technical Institute (Project ASPIRE), and Eckerd Youth Alternatives, Inc. to provide Workforce Development services to disconnected and at-risk Youth during Program Year 2017-2018. Furthermore, the Board approved the recommendation to enter into contracts with Friends Outside and Opportunity Stanislaus to provide workforce development services to Previously Incarcerated Adult and Dislocated Workers and provide business services to employers, respectively for Program Year 2017-2018.

Youth Service Providers serve disconnected and at-risk Youth in Stanislaus County. Youth may be out-of-school or in-school and between the ages of 17 and 24. Youth service elements include but are not limited to: occupational skills training, work experience (WEX), on-the-job-training, leadership training, financial literacy, General Education Diploma (GED) and High School Equivalency (HSE) preparation, career counseling, and placement in unsubsidized employment. Friends Outside provides incarcerated adult and dislocated worker participants with training services that include, but is not limited to, work experience, on-the-job training, occupational skills training, tutoring for educational support, and unsubsidized employment. Opportunity Stanislaus provides business services to small, medium, and large businesses and assists employers with recruitment needs, makes employers aware of resources available, connects employers to On-the-Job Training (OJT) opportunities and ensures that employers' service needs are met.

The deadline to meet the required enrollment goal for Youth and the Previously Incarcerated Adult and Dislocated Worker Service Providers is June 30, 2018. Ceres Unified School District – Project YES, Computer Tutor Business and Technical Institute – Project Aspire, and Friends Outside are on target to meet the enrollment goal by the deadline. Eckerd Youth Alternatives, a new Youth provider in the area, has made progress in developing their program. It had some facilities, logistical and staffing challenges during

the initial phases of the contract period. Eckerd Youth Alternatives has been provided ongoing technical assistance in an effort to ensure that they will meet the stated enrollment and service provision goals during this first year of the contract.

Each Youth Service Provider and Friends Outside are held to the following Workforce Innovations and Opportunity Act (WIOA) performance measures:

- Entry into unsubsidized employment
- Retention in unsubsidized employment
- Median earnings after entry into unsubsidized employment
- Credential rate
- Measurable skills gain
- Indicators of effectiveness in serving employers

In addition to the WIOA performance measure listed above, Youth Service Providers are required to meet the following locally defined performance measures, as stated in the request for proposal (RFP) and required by contract:

- High School Diploma/GED attainment
- Community service activity
- Work based learning funds expended

Performance measure outcomes are measured either at the time the participant has exited the program or during the second or third quarter after exit. Generally, the majority of the participants exit the program during the fourth quarter of the program (April through June), therefore WIOA performance measure outcomes will be shared thereafter.

Opportunity Stanislaus, the Business Services provider, has nine performance measures that need to be met by the end of June 30, 2018. Opportunity Stanislaus is exceeding in the following measures: Job Opportunities Identified, Job Opportunities Filled, and Employer Resources Outside of Job Placement. Opportunity Stanislaus is expected to meet the Job Placement Services and On-the Job Training Filled measures by the target date. Of the nine performance measures the following three measures are of concern: Number of On-the-Job Trainings Developed, Number of Paid Internships Developed, and Employer Surveys Completed. Staff will continue to work with the provider to assist in meeting these measures.

The attached charts (Attachment 1) include a statistical summary for enrollments, and services provided for the aforementioned WIOA contractors.

VI. ADMINISTRATIVE BUDGET IMPACT: None



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Doris Foster, Director

# Contractor Performance Report

## Fiscal Year 2017-2018

Data through November 30, 2017

Youth & Previously Incarcerated Performance Measurements 2017-2018						
	Contract Information	Enrollment Goal			Service Elements Provided	
PROGRAM	Agency	<i>Total Plan</i>	<i>Actual-to-date</i>	<i>%</i>	<i>Provided</i>	<i>Average Per Client</i>
YOUTH	Ceres Unified School District – Project Yes	213	142	67%	579	4.1
	Computer Tutor Business and Technical Institute – Project Aspire	54	37	69%	172	4.6
	Eckerd Youth Alternatives	54	9	17%	4	0.4
PREVIOUSLY INCARCERATED ADULT & DISLOCATED WORKER	Friends Outside	72	41	57%	174	4.2



Opportunity Stanislaus Performance Measurements 2017-2018											
JOB OPPORTUNITIES IDENTIFIED <sup>1</sup>			JOB OPPORTUNITIES FILLED			ON-THE-JOB TRAINING (OJT) DEVELOPED			OJT'S FILLED		
Total required per contract	Actual-to-date	% Required per contract /Actual	Total required per contract	Actual-to-date	% Required per contract/Actual	Total required per contract	Actual-to-date	% Required per contract/Actual	Total required per contract	Actual-to-date	% Required per contract/Actual
1500 <sup>2</sup>	612	41%	330 <sup>2</sup>	472	143%	250	67	27%	60	20	33%
Temp Agency <sup>3</sup>	1041	69%	Temp Agency <sup>3</sup>	395	119%						
1500	1653	110%	330	867	262%						

PAID INTERNSHIPS DEVELOPED			RESOURCES OUTSIDE JOB PLACEMENT <sup>4</sup>			JOB PLACEMENT SERVICES <sup>5</sup>			EMPLOYER SURVEYS		
Total required per contract	Actual-to-date	% Required per contract /Actual	Total required per contract	Actual-to-date	% Required per contract/Actual	Total required per contract	Actual-to-date	% Required per contract/Actual	Total required per contract	Actual-to-date	% Required per contract/Actual
50	3	6%	150	132	88%	350	139	40%	100	3	3%

**Total Businesses Served: 217**

<sup>1</sup>**Job Opportunities Identified:** These are positions that have been identified as open job opportunities.

<sup>2</sup>**Job Opportunities Identified/Filled:** These are positions that have been identified as open job opportunities/filled by a business.

<sup>3</sup>**Job Opportunities Identified/Filled:** These are the positions that have been identified as open job opportunities/filled by a Temporary Agency.

<sup>4</sup>**Resources Outside Job Placement:** These services include but are not limited to information on tax credit programs, zoning, permits, surveys, labor market information, and research.

<sup>5</sup>**Job Placement Services:** These services include but are not limited to job fairs, recruitment events, screening resumes, screening applications, posting job orders, OJT & Paid Internship, assisting businesses with job descriptions, and assisting employer with interview questions.

Opportunity Stanislaus Performance Measurements for 2017-2018				
JOB FAIR STATISTICS				
Job Fair Title	Job Fair Date	Job Fair Location	Businesses	Job Seekers
<i>Racor Career Fair</i>	<i>10/10/17</i>	<i>Parker Hannifin/Racor</i>	<i>19</i>	<i>199</i>
<i>Fall Job Fair</i>	<i>10/24/17</i>	<i>Ceres Community Center</i>	<i>40</i>	<i>176</i>

Scope of Services (13.6) states Opportunity Stanislaus will need to coordinate at least one (1) large regional job fair that targets at least 50 employers (must, at a minimum, include Stanislaus County Department of Workforce Development staff, and AJCC partners in the planning process) and participate in two (2) job fairs that are geographically or demographically community centric having cumulatively at least 1000 job seekers attending.



## Stanislaus County Workforce Development Board

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### Minutes of the WDB

Monday, October 2, 2017  
Kirk Lindsey Center  
1020 10<sup>th</sup> Street, #102, Modesto CA 95354  
12:00 pm – 2:00 pm

#### Members in attendance:

Michael Alves  
Ross Briles  
Margarita Cabalbag  
Dean Fadeff  
Richard Hagerty  
Jody Hayes  
Pedro Mendez

Dick Monteith  
Doug Murdock  
William O'Brien  
Tim Robertson  
Cecil Russell  
Doug Van Diepen  
Greg Vincelet  
James Wood, Jr

#### Members absent:

Cal Campbell  
Jennifer Carlson-Shipman  
Tom Changnon  
John Evans

Mahalia Gotico  
Kathryn Harwell  
Steve Hopper  
Chris Savage

#### Staff in attendance:

Miranda Chalabi  
Vinal Chand  
Kyle De Jesus  
Jaskaran Dhesi  
Ester Fierro  
Andy Fiskum

Cheryl Fondse  
Doris Foster  
Adolph Lopez  
Teresa Pedro  
Martha Sanchez

14 Additional guests were present.

#### I. Call to Order and Introductions

Chairman O'Brien called the meeting of the Workforce Development Board (WDB) to order at 12:10pm, thanked everyone for attending and invited Board members, staff and guests to introduce themselves.

#### II. Conflict of Interest

Chairman O'Brien outlined the Conflict of Interest policy.



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### III. Public Comment Period

Chairman O'Brien gave information on the Public Comment Period. There were no public comments on non-agenda items.

### IV. Director's Report

Director Foster introduced staff at the table; welcomed new Board members Tim Robertson and Jody Hayes; and reported that Board member John Evans has resigned due to moving from the area. New Board members Tim Robertson and Jody Hayes gave a brief overview of their background and vision.

Director Foster gave an update on the new One-Stop operator, ProPath, Inc. and shared information on the meeting with the ProPath Director regarding services they are providing. The Department will be responsible for the staffing of the One-Stop and Human Resources Manager, Adolph Lopez is completing the staffing recruitment. Director Foster explained the One-Stop baseline certification process, required by the State, and the work being done with the Regional Counties that has been approved by the State to certify each other.

Director Foster also gave updates on State bills AB1111 and AB1149, and the impact they may have on the Department. Director Foster then gave an overview of the Code of Conduct Agenda Item VI-E on today's agenda.

#### A. Allocations at a Glance

Business Manager, Vinal Chand provided a handout with an overview and description of the Workforce Innovation and Opportunity Act Fiscal Year 2017-2018 Department of Workforce Development revenues and expenditures.

#### B. County Counsel Overview

Director Foster welcomed Deputy County Counsel, Amanda DeHart to the meeting and described some of the assistance she gives to the staff and the Board. She will give a department presentation at a future meeting.

### V. Presentation

New Computer Tutor Business and Technical Institute owner, Zulfiqar Satti introduced himself and gave an overview of his bio and vision for the future of the school. Mr. Satti introduced his attending staff, Campus Director and "Project Aspire" Program Director Donna Gosselin, and Connor Rawe who gave a presentation of "Project ASPIRE" statistics, participation and outcomes. Connor also presented a description of programs offered.

### VI. Consent Items

No public comments on the consent items.

Consent items adopted. J. Wood/ R. Briles unan.

A. Approved Minutes of the July 10, 2017 Workforce Development Board Meeting

B. Approved the Change in January Meeting Date due to Holiday

C. Approved the Youth Development Committee (YDC) to Adopt the Workforce Development Board (WDB) Bylaws; Set Two Year Term Limits for the YDC Chair and Vice-Chair; Allow the YDC Chair and Vice-Chair to Remove and /or Add Committee Members.



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- D. Approved to Add Stanislaus County Office of Education/Stanislaus Alternative Charter School to the Eligible Training Provider List
- E. Approved the Conflict of Interest Policy and Code of Conduct

### VII. Discussion and Action Items

#### A. Apprenticeship

Program Manager, Martha Sanchez gave a PowerPoint presentation on Pre-Apprenticeship and Registered Apprenticeship Programs. Her presentation included definitions of Pre-Apprenticeship and Registered Apprenticeship, program specifics, national focus, potential for program development, types of programs and variety of fields available. Martha will be meeting with Merced County to get more information on Merced's successful apprenticeship program. The Board members discussed and asked questions about partnerships, other programs and various fields of interest including laborers, construction, manufacturing & maintenance, welding, electrical, operating engineers, pipefitters, law enforcement, fire industry and healthcare. Also, an overview of an existing local Pre-Apprenticeship program that includes topics such as tools, work ethics and safety was presented by Leonard Gonzales and Tony Castillo from Labors Training Union. Additional compiled data on local Industry requirements and skill sets that are lacking in the local area will be shared at the January Board meeting from the data gathered Applied Development Economic Survey. Director Foster described the Department of Workforce Development's partnership with the Community Services Agency in a new Administrative Clerk II Trainee Apprenticeship Program that was formed to fill the many Administrative Clerk II vacancies at the Community Services Agency.

### VIII. Future Topic and Discussion

#### A. Work-Based Training and Learning

Program Manager, Martha Sanchez provided a handout and an overview on Work-Based Training and Learning as an introduction for the January Workforce Development Board meeting discussion.

Chairman O'Brien and Director Foster gave their closing remarks.

Meeting Adjourned: 2:09 pm

Next Meeting: Monday, January 8, 2018  
Location: To Be Determined  
Time: 12:00 pm – 2:00 pm



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**January 8, 2018**

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Approval of the Youth Development Committee Recommendation to Implement the Eligibility Definition for the Additional Assistance Criteria
- II. ITEM NUMBER: VI - B
- III. ITEM TYPE: Consent
- IV. STAFF RECOMMENDATION: Approve the Youth Development Committee's recommendation to implement the eligibility definition for those Youth that "require additional assistance to enter or complete an educational program or to secure and retain employment."
- V. DISCUSSION: At the January 9, 2017 Workforce Development Board meeting, the Board approved the formation of a Youth Development Committee, a standing advisory committee that assists with the planning, operational, implementation and performance activities related to the Workforce Innovation and Opportunity Act funded youth services being provided in the Stanislaus County workforce system. Serving in such capacity, at the November 6, 2017 Youth Development Committee meeting, the Committee discussed the eligibility definition for those youth that require additional assistance.

To be eligible for the Workforce Innovation and Opportunity Act (WIOA) Youth program, individuals, whether in-school or out-of-school, must meet one or more of the eligibility barriers. Under WIOA, each state may establish definitions and eligibility documentation requirements defining "an individual who requires additional assistance to enter or complete an educational program or to secure or hold employment." This "additional assistance" criterion is in addition to the existing eligibility barriers established under WIOA. The purpose is to identify the additional barriers that are prohibiting Youth from entering or completing an educational program or attaining employment. If the State does not establish these definitions and eligibility documentation, the local area must do so if it chooses to use this criterion. The State of California is permitting each local area to determine this eligibility criterion.

Many of the previous locally approved additional assistance criteria listed under the Workforce Investment Act (WIA) have been adopted within WIOA standard eligibility criteria and therefore, are no longer included in the "additional assistance" barriers, but rather as part of the standard eligibility barriers. These barriers include:

- a. Below grade level in basic educational skills
- b. Disabled, including learning disabled

- c. 18-21 year old youth who are no longer receiving foster care services

The standard WIOA Youth eligibility requirements for both In and Out of school youth are as follows:

**In-School Youth:**

Aged 17-21, attending school, is low-income *AND must meet one of the following:*

- Basic Skills Deficient
- An English language learner
- Subject to the juvenile or adult justice system
- A homeless individual, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement
- Pregnant or parenting
- An individual with a disability
- Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment\*

**Out-of-School Youth:**

Aged 17-24, not attending school *AND must meet one of the following:*

- School dropout
- Within the age of compulsory school attendance, but has not attended school
- Low-income individual who is a recipient of a secondary school diploma or its recognized equivalent who is low-income and either basic skills deficient or an English language learner
- Subject to the juvenile or adult justice system
- A homeless individual, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement
- Pregnant or parenting
- An individual with a disability
- Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment\*

The following barriers were previously locally approved for additional assistance under Workforce Investment Act, however, the barriers were not adopted within WIOA standard eligibility criteria:

- a. Teen victims of domestic violence
- b. Youth with visible tattoos that may affect employability
- c. Youth in high unemployment areas (where the unemployment rate is two or more percent higher than the Local Workforce Development Area average)
- d. Requires work maturity skills (for example, interpersonal, life survival, basic thinking, team-building or job-seeking skills)

To gain a more extensive understanding of the barriers that hinder eligibility into the program for some youth, staff interviewed local case managers and surrounding counties to discuss barriers most often seen in youth programs. The identified barriers, which are listed below, were added to the definition of additional assistance, thus allowing youth who would not otherwise meet WIOA eligibility requirements an opportunity to receive services within Stanislaus County.

At the November 6, 2017 Youth Development Committee meeting, the Committee approved the recommended eligibility definition for those Youth that “require additional assistance to enter or complete an educational program or to secure and retain employment.” The recommended local criteria for individuals who require additional assistance will take effect July 1, 2018 and has been locally defined as a youth.

**Additional Assistance Criteria:**

- a. Who have a visible tattoo(s) and/or piercing(s) that may affect employability;
- b. Who is a victim of domestic violence;
- c. Who have a parent or legal guardian that is incarcerated;
- d. Who are refugees/immigrants;
- e. Who have family history of chronic unemployment, including long-term public assistance;
- f. Who lacks foundational skills, such as:
  - 1. Basic Skills; reading, writing, mathematics, listening, and speaking
  - 2. Critical Thinking Skills; creative thinking, decision making, problem solving, and reasoning
  - 3. Personal Characteristics; responsibility, self-esteem, social, self-management, and integrity/honesty, and lacks the understanding of work ethic

If the Board approves the Additional Assistance Criteria, the Department will include the additional assistance eligibility criteria in the Fiscal Year 2018-2019 Youth contracts.

VI. ADMINISTRATIVE BUDGET IMPACT: None

A handwritten signature in black ink, appearing to read "D. Foster", written over a horizontal line.

Doris Foster, Director





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**January 8, 2018**

### Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Approval of 2018 In-Demand Occupation List for Workforce Innovation and Opportunity Act (WIOA) Funded Training
- II. ITEM NUMBER: VI - C
- III. ITEM TYPE: Consent
- IV. STAFF RECOMMENDATION: Approve the 2018 In-Demand Occupation List for Workforce Innovation and Opportunity Act (WIOA) funded training and allow the Director of the Department of Workforce Development to make exceptions as necessary.
- V. DISCUSSION: The local Workforce Development Board annually reviews in-demand occupations as part of the Local Plan. WIOA allows eligible individuals in need of occupational skills training to select the training program that will best meet the individual's employment or career goal, with the caveat that the Local Workforce Development Board may limit the choices for training to occupations that are in-demand in the local area. The Department of Workforce Development provides a list of existing and emerging in-demand occupations to inform participants of occupations that are most likely to provide viable employment in the local area as required in WIOA Sec. 134(c)(3)(G)(iii).

The attached list (Attachment 1) includes occupations proposed as in-demand for 2018, thus allowing for use of WIOA training funds. The list was developed using the State of California Labor Market Information Division (LMID) 2014-2024 Occupational Employment Projections for the Modesto Metropolitan Statistical Area (Stanislaus County).

The following occupations were added on the list based on increased demand in the local area:

11-9051	Food Service Managers
11-9111	Medical and Health Services Managers
11-9141	Property, Real Estate, and Community Association Managers
11-9199	Managers, All Other
13-1051	Cost Estimators
13-1071	Human Resources Specialists

13-1161	Market Research Analysts and Marketing Specialists
13-1199	Business Operations Specialists, All Other
13-2011	Accountants and Auditors
19-3031	Clinical, Counseling, and School Psychologists
23-2011	Paralegals and Legal Assistants
25-2011	Preschool Teachers, Except Special Education
25-3021	Self-Enrichment Education Teachers
25-3098	Substitute Teachers
29-2041	Emergency Medical Technicians and Paramedics
31-9097	Phlebotomists
35-3011	Bartenders
37-3011	Landscaping and Grounds-keeping Workers
51-1011	First-Line Supervisors of Production and Operating Workers
51-4041	Machinists
51-9012	Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders
51-9023	Mixing and Blending Machine Setters, Operators, and Tenders
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers

The Occupations listed below were removed as they were no longer demand occupations in the local area and/or are no longer listed as occupations prevalent in the local area:

29-2053	Psychiatric Technician
31-1011	Home Health Aides (part of Nursing assistants)
31-1013	Psychiatric Aides (part of Nursing assistants)
35-2019	Cooks, all other
35-3021	Combined Food Preparation & Serving Workers, Including Fast Food
35-3022	Counter Attendants, Cafeteria, Food Concession, & Coffee Shop
41-3041	Travel Agents
41-9041	Telemarketers
43-2011	Switchboard Operators, Including Answering Service
43-2021	Telephone Operators
43-2099	Communications Equipment Operators, All Other

43-3071	Tellers
43-4011	Brokerage Clerks
43-4031	Court, Municipal, and License Clerks
43-4061	Eligibility Interviewers, Government Programs
43-4111	Interviewers, Except Eligibility & Loan
43-4121	Library Assistants, Clerical
43-4131	Loan Interviewers & Clerks
43-4160	Human Resources Assistants, Except Payroll and Time
43-5040	Meter Readers, Utilities
43.5051	Postal Service Clerks
43-9011	Computer Operators
43-9021	Data Entry Keyers
43-9031	Desktop Publishers
43-9041	Insurance Claims and Policy Processing Clerks
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3043	Rail Car Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
49-3093	Tire Repairers and Changers
49-9011	Mechanical Door Repairers
49-9012	Control and Valve Installers and Repairers, Except Mechanical Door
49-9031	Home Appliance Repairers
49-9051	Electrical Power-Line Installers & Repairers
49-9052	Telecommunications Line Installers & Repairers
49-9062	Medical Equipment Repairers
49-9069	Precision Instrument and Equipment Repairers
49-9094	Locksmiths & Safe Repairers
49-9095	Manufactured Building & Mobile Home Installers
49-9097	Signal & Track Switch Repairers
53-3031	Drivers/Sales Workers
53-7011	Conveyor Operators & Tenders
53-7021	Crane & Tower Operators

53-7063	Machine Feeders & Offbearers
53-7071	Gas Compressor and Gas Pumping Station Operators
53-7081	Refuse & Recyclable Material Collectors

The Board has discretion to modify the attached in-demand Occupations list. The Director of the Department of Workforce Development has the ability to make exceptions to the in-demand Occupations List on a case-by-case basis. An example of such an exception is when an employer guarantees a job to an individual pending completion of a training program for an occupation that is not on the list.

VI. ADMINISTRATIVE BUDGET IMPACT: None

  
Doris Foster, Director

## 2018 In-Demand Occupations

<b>11-0000</b>	<b>Management Occupations</b>
11-1021	General and Operations Managers
11-2022	Sales Managers
11-3011	Administrative Services Managers
11-3021	Computer and Information Systems Managers
11-3031	Financial Managers
11-3051	Industrial Production Managers
11-3061	Purchasing Managers
11-3071	Transportation, Storage, and Distribution Managers
11-3121	Human Resources Managers
11-3131	Training and Development Managers
11-9051	Food Service Managers
11-9111	Medical and Health Services Managers
11-9141	Property, Real Estate, and Community Association Managers
11-9199	Managers, All Other

<b>13-0000</b>	<b>Business and Financial Operations Occupations</b>
13-1051	Cost Estimators
13-1071	Human Resources Specialists
13-1161	Market Research Analysts and Marketing Specialists
13-1199	Business Operations Specialists, All Other
13-2011	Accountants and Auditors

<b>15-0000</b>	<b>Computer and Mathematical Occupations</b>
15-1122	Information Security Analysts
15-1121	Computer Systems Analyst
15-1131	Computer Programmers
15-1134	Web Developers
15-1141	Database Administrators
15-1142	Network and Computer Systems Administrators
15-1151	Computer User Support Specialists
15-1152	Computer Network Support Specialists
15-1199	Computer Occupations, All other

<b>19-0000</b>	<b>Life, Physical, and Social Science Occupations</b>
19-3031	Clinical, Counseling, and School Psychologists

<b>21-0000</b>	<b>Community and Social Service Occupations</b>
21-1093	Social and Human Service Assistants

<b>23-0000</b>	<b>Legal Occupations</b>
23-2011	Paralegals and Legal Assistants

<b>25-0000</b>	<b>Education, Training, and Library Occupations</b>
25-2011	Preschool Teachers, Except Special Education
25-3021	Self-Enrichment Education Teachers
25-3098	Substitute Teachers
25-9041	Teacher Assistants

<b>29-0000</b>	<b>Healthcare Practitioners and Technical Occupations</b>
29-1141	Registered Nurses
29-2041	Emergency Medical Technicians and Paramedics
29-2061	Licensed Practical and Licensed Vocational Nurses

<b>31-0000</b>	<b>Healthcare Support Occupations</b>
31-1014	Nursing Assistants
31-9091	Dental Assistants
31-9092	Medical Assistants
31-9097	Phlebotomists

<b>33-0000</b>	<b>Protective Service Occupations</b>
33-9032.00	Security Guards

<b>35-0000</b>	<b>Food Preparation and Serving Related Occupations</b>
35-1011	Chefs & Head Cooks
35-1012	First-Line Supervisors of Food Preparation and Serving Workers
35-2012	Cooks, Institution and Cafeteria
35-3011	Bartenders
35-3031	Waiters and Waitresses

<b>37-0000</b>	<b>Building and Grounds Cleaning and Maintenance Occupations</b>
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners
37-3011	Landscaping and Groundskeeping Workers

<b>41-0000</b>	<b>Sales and Related Occupations</b>
41-1011	First-Line Supervisors of Retail Sales Workers
41-1012	First-Line Supervisors of Non-Retail Sales Workers
41-2011	Cashiers
41-2021	Counter and Rental Clerks
41-2031	Retail Salespersons
41-3011	Advertising Sales Agents
41-3021	Insurance Sales Agents
41-3031	Securities, Commodities, & Financial Services Sales Agents
41-3099	Sales Representatives, Services, All Other
41-4011	Sales Reps, Wholesale & Manufacturing, Technical & Scientific Products
41-4012	Sales Reps, Wholesale & Manufacturing, Except Technical & Scientific Products
41-9011	Demonstrators & Product Promoters
41-9021	Real Estate Brokers
41-9022	Real Estate Sales Agents
41-9031	Sales Engineers

<b>43-0000</b>	<b>Office and Administrative Support Occupations</b>
43-1011	First-Line Supervisors/Managers of Office & Administrative Support Workers
43-3031	Bookkeeping, Accounting, & Auditing Clerks
43-3060	Procurement Clerks
43-4051	Customer Service Representatives
43-4171	Receptionists & Information Clerks
43-4199	Information & Record Clerks, All Other
43-5031	Police, Fire, and Ambulance Dispatchers
43-5061	Production, Planning, and Expediting Clerks
43-5071	Shipping, Receiving, & Traffic Clerks
43-5080	Stock Clerks and Order Fillers
43-6011	Executive Secretaries and Executive Administrative
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
43-9061	Office Clerks, General

<b>47-0000</b>	<b>Construction and Extraction Occupations</b>
47-1011	First-Line Supervisors of Construction Trades and Extraction Workers
47-2031	Carpenters
47-2041	Carpet Installers
47-2042	Floor Layers, Except Carpet, Wood, and Hard Tiles
47-2051	Cement Masons and Concrete Finishers
47-2061	Construction Laborers
47-2071	Paving, Surfacing, and Tamping Equipment Operators
47-2073	Operating Engineers and Other Construction Equipmen
47-2801	Drywall and Ceiling Tile Installers
47-2111	Electricians
47-2121	Glaziers
47-2131	Insulation Workers
47-2141	Painters, Construction and Maintenance
47-2152	Plumbers, Pipefitters, and Steamfitters
47-2161	Plasterers and Stucco Masons
47-2181	Roofers
47-2211	Sheet Metal Workers
47-2220	Structural Iron and Steel Workers
47-2231	Solar Photovoltaic Installers

<b>49-0000</b>	<b>Installation, Maintenance, and Repair Occupations</b>
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3023	Automotive Service Technicians and Mechanics
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-9041	Industrial Machinery Mechanics
49-9043	Maintenance Workers, Machinery
49-9071	Maintenance and Repair Workers, General

<b>51-0000</b>	<b>Production Occupations</b>
51-1011	First-Line Supervisors of Production and Operating Workers
51-4041	Machinists
51-4121	Welders, Cutters, Solderers, and Brazers
51-9012	Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders
51-9023	Mixing and Blending Machine Setters, Operators, and Tenders
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers

<b>53-0000</b>	<b>Transportation and Material Moving Occupations</b>
53-1021	First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand
53-3032	Heavy and Tractor-Trailer Truck Drivers
53-3033	Light Truck or Delivery Services Drivers
53-7051	Industrial Truck and Tractor Operators
53-7062	Laborers and Freight, Stock, and Material Movers, Hand

Data Source: CA LMID 2014-2024 Occupational Employment Projections



## Stanislaus County Workforce Development Board

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**January 8, 2018**

### Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Approval for the Department of Workforce Development to Submit a Request to the State to Transfer \$800,000 of Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to the WIOA Adult Fund Category
- II. ITEM NUMBER: VI - D
- III. ITEM TYPE: Consent
- IV. STAFF RECOMMENDATION: Approve the Department of Workforce Development to submit a request to the State to transfer \$800,000 of Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker funds to the WIOA Adult fund category.
- V. DISCUSSION: The transfer of funds between Adult and Dislocated Worker funding categories is a permissible action under the Workforce Innovation and Opportunities Act as necessary to meet local needs. Per Employment Development Department's Directive WSD15-23, all transfer of funds requests must be approved by the Local Workforce Development Board. Under WIOA, up to 100% of funds may be transferred between Adult and Dislocated Worker funding streams.

The Department of Workforce Development is requesting approval to transfer \$800,000 from Dislocated Workers funds to the Adult services. Demand for Adult services continues on an upward trend, while dislocation events are in a downward trend. Additional Adult funds will help address this shift in demand. The transfer of funds will allow the Stanislaus County Department of Workforce Development to serve a greater percentage of the Adult population without negatively impacting services to Dislocated Workers.

- VI. ADMINISTRATIVE BUDGET IMPACT: None

Doris Foster, Director



**Transfer of Funds Request**

1. Local Area Stanislaus County

2. Subgrant Number K7102076 3. Request Date 01/09/2018

4. Program Year 2017/18 5. Transfer Request No 1

## 6. Direction of Transfer (Check One):

Adult to Dislocated Worker

Dislocated Worker to Adult

☐ 201 → 299☐ 501 → 499☐ 202 → 200☒ 502 → 500

7. Amount of Transfer \$800,000

8. Contact Person Vinal Chand

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

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

Date of Local Board meeting to discuss transfer 01/08/2018Date of Local Board meeting to approve transfer 01/08/2018

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

Signature \_\_\_\_\_

Name Doris FosterTitle DirectorDate 01/09/2018

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

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

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

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

## Transfer of Funds Request Participant Plan

Local Area: Stanislaus CountyPrepared Date 12/26/2017

Enter the number of individuals in each category.

<b>TOTALS FOR PY 2016</b>	<b>ADULT</b>	<b>DW</b>
1. Registered Participants Carried in from PY 2016	97	44
2. New Registered Participants for PY 2017	1,200	80
3. Total Registered Participants for PY 2017 (Line 1 plus 2)	<b>1,297</b>	<b>124</b>
4. Exiters for PY 2017	1,055	102
5. Registered Participants Carried Out to PY 2018 (Line 3 minus 4)	<b>242</b>	<b>22</b>

<b>PROGRAM SERVICES</b>		
6. Career Services	<b>1,297</b>	<b>124</b>
a. Basic Career Services (WIOA Core Services)	1,297	124
b. Individualized Career Services (WIOA Intensive Services)	253	62
7. Training Services	105	50

<b>EXIT STATUS</b>		
8. Entered Employment	465	35
9. Training-Related	88	30
10. Entered Military Service	0	0
11. Entered Apprenticeship Program	8	2
12. Exited for Exclusionary Reasons	5	1

Martha Sanchez, Manager209-558-6134**Contact Person, Title****Telephone Number****Comments:**

## Transfer of Funds Request Budget Plan

Local Area Stanislaus CountyDate Prepared 12/26/2017
 Subgrant Number K8106693  
 Year of Appropriation 2017

Grant Code	Adult to DW	DW to Adult
<input type="checkbox"/> 201 → 299	<input type="checkbox"/> 501 → 499	
<input type="checkbox"/> 202 → 200	<input checked="" type="checkbox"/> 502 → 500	

FUNDING IDENTIFICATION	ADULT	DW
1. Formula Allocation	2,297,454	2,080,869
2. Prior Adjustments - Plus or Minus	0	0
3. Previous Amounts Transferred	0	0
4. Current Amount to be Transferred	800,000	(800,000)
5. TOTAL FUNDS AVAILABLE (Lines 1 through 4)	<b>3,097,454</b>	<b>1,280,869</b>

TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (Lines 6a through 6c)	\$ 2,787,709	\$ 1,152,782
a. Career Services (WIA Core Services / Intensive Services)	\$ 1,812,011	\$ 610,975
b. Training Services	\$ 418,156	\$ 184,445
c. Other	\$ 557,542	\$ 357,362
7. Administration	\$ 309,745	\$ 128,087
8. TOTAL (Lines 6 plus 7)	\$ 3,097,454	\$ 1,280,869

QUARTERLY TOTAL EXPENDITURE PLAN (cumulative)		
9. September 2017	\$ 546,950	\$ 226,013
10. December 2017	\$ 841,666	\$ 348,103
11. March 2018	\$ 841,666	\$ 348,103
12. June 2018	\$ 867,171	\$ 358,651
13. September 20__		
14. December 20__		
15. March 20__		
16. June 20__		
17. September 20__		
18. December 20__		
19. March 20__		
20. June 20__		

COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)	<b>10.00%</b>	<b>10.00%</b>

Vinal Chand, Manager III

209-558-2120

Contact Person, Title

Telephone Number

Comments



## Stanislaus County Workforce Development Board

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**January 8, 2018**

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Approval of the 2018 Workforce Development Board Meeting Dates
- II. ITEM NUMBER: VI - E
- III. ITEM TYPE: Consent
- IV. STAFF RECOMMENDATION: Approve the meeting dates
- V. DISCUSSION: The Stanislaus County Workforce Development Board's (WDB) Bylaws state that the Board shall establish a regular meeting schedule.

During the August 15, 2016 Workforce Development Board meeting, the Board requested the meetings be scheduled on the first Monday of each quarter and staff to the Board are recommending that the Board continue to meet quarterly. As such, the meetings are scheduled to take place the first Monday in April, July and October of 2018. There are no conflicts with any holidays on these dates. The scheduled meeting dates for 2018 are included in the table below:

Date	Time
April 2, 2018	12:00 pm – 2:00 pm
July 2, 2018	12:00 pm – 2:00 pm
October 1, 2018	12:00 pm – 2:00 pm

At the October 1, 2018 meeting, staff will bring 2019 meeting dates for approval.

The Kirk Lindsey Center is no longer available for Board meetings. The Department will continue to look for a suitable location for future Board meetings.

- VI. ADMINISTRATIVE BUDGET IMPACT: None.

Doris Foster, Director



## Stanislaus County Workforce Development Board

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**January 8, 2018**

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Approval for the Workforce Development Board Chair to Sign the Hallmarks of Excellence Criteria Matrix
- II. ITEM NUMBER: VI - F
- III. ITEM TYPE: Consent
- IV. STAFF RECOMMENDATION: Approve the Workforce Development Board Chair to sign the Hallmarks of Excellence Criteria Matrix.
- V. DISCUSSION: On June 9, 2017, the State Employment Development Department (EDD) released Workforce Services Directive (WSD) 16-20 to provide guidance and establish the procedures for the certification of comprehensive America's Job Center of California (AJCC) locations in Local Workforce Development Areas (LWDAs).  
The Workforce Innovation and Opportunity Act (WIOA) Joint Final Rule outlines three key requirements for AJCC certification:
  - Effectiveness of the AJCC;
  - Physical and programmatic accessibility for individuals with disabilities; and
  - Continuous improvement.

In accordance with WIOA Section 121(g), Local Boards must conduct an independent and objective evaluation of the AJCCs in their Local Areas once every three years. The initial AJCC certification process will be conducted during Program Year 2017-2018 and take effect Program Year 2018-2019. For this initial certification, Local Boards are only required to certify their comprehensive AJCCs. Local Boards will be required to certify affiliate AJCCs beginning in program year 2018-2019, to take effect in program year 2019-2020.

There are two levels of AJCC certification: Baseline and Hallmarks of Excellence. The Baseline AJCC Certification was due to the State by December 31, 2017 and is intended to ensure that every comprehensive AJCC is in compliance with key WIOA statutory and regulatory requirements. The Hallmarks of Excellence AJCC Certification is due to the State by June 30, 2018 and is intended to encourage continuous improvement by identifying areas where an AJCC may be exceeding quality expectations, as well as areas where improvement is needed.

### Baseline AJCC Certification:

In order to receive Baseline AJCC Certification, an AJCC must meet all of the following requirements:

- The Local Board has implemented a signed MOU with all the required AJCC partners. This includes both Phase I and Phase II of the MOU process.
- The AJCC has implemented the Board-defined roles and responsibilities of the AJCC Operator and Title I Adult and Dislocated Worker Career Services Provider (i.e., an AJCC operator and Career Services provider is in place and functioning within the AJCC).
- The AJCC meets all regulatory requirements to be considered a comprehensive AJCC as identified in the WIOA Joint Final Rule Section 678.305.
- The AJCC ensures equal opportunity for individuals with disabilities in accordance with the ADA, WIOA Section 188, and all other applicable Federal and State guidance.

Stanislaus County along with San Joaquin and Mother Lode Consortium engaged in a peer review process in which agencies reviewed one another. In order to ensure a sufficient firewall, no agency reviewed the agency that was responsible for its own review. The process for the Comprehensive AJCC review was submitted to the Regional Advisor prior to the September 30, 2017 deadline and was approved. Stanislaus County Workforce Development staff reviewed San Joaquin County on November 21, 2017 and San Joaquin County reviewed Mother Lode Consortium on December 4, 2017. On December 11, 2017, Mother Lode Consortium conducted an on-site evaluation of Stanislaus County's Comprehensive AJCC and completed the Baseline Criteria Certification Matrix and the Evaluation report certifying its compliance with WIOA Baseline Certification criteria. Chairman Bill O' Brien signed off on the certification matrix which has subsequently been submitted to the Regional Advisor prior to the deadline of December 31, 2017.

Stanislaus County remains in contact with its regional partners to solidify the process for Hallmarks of Excellence Certification. Once finalized, the process will be brought to the next Workforce Development Board meeting on April 2, 2018.

### Hallmarks of Excellence AJCC Certification:

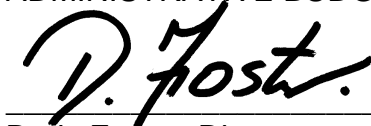
In order to receive Hallmarks of Excellence AJCC Certification, an AJCC must meet the aforementioned Baseline AJCC Certification and receive a ranking of at least a 3 out of possible 5 for each of the following:

- The AJCC physical location enhances the customer experience.

- The AJCC ensures universal access, with an emphasis on individuals with barriers to employment.
- The AJCC actively supports the One-Stop system through effective partnerships.
- The AJCC provides integrated, customer-centered services.
- The AJCC is an on-ramp for skill development and the attainment of industry-recognized credentials which meet the needs of targeted regional sectors and pathways.
- The AJCC actively engages industry and labor and supports regional sector strategies through an integrated business service strategy that focuses on quality jobs.
- The AJCC has high-quality, well-informed, and cross-trained staff.
- The AJCC achieves business results through data-driven continuous improvement.

Per WIOA guidelines, once the Hallmarks of Excellence AJCC certification rankings have been completed, the Local Board Chair must sign the completed rankings matrix for submission to the State by June 30, 2018.

VI. ADMINISTRATIVE BUDGET IMPACT: None.

A handwritten signature in black ink, appearing to read "D. Foster", written over a horizontal line.

Doris Foster, Director





## Stanislaus County Workforce Development Board

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**January 8, 2018**

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Accept Information on the Required Ethics Training and Statement of Economic Interests (Form 700)
- II. ITEM NUMBER: VI - G
- III. ITEM TYPE: Information Only
- IV. STAFF RECOMMENDATION: Acceptance of the information on the requirement of all Workforce Development Boards to take the ethics training and required annual Statement of Economic Interests (Form 700).

DISCUSSION: As required by California Law, AB No. 1234, all Stanislaus County Department of Workforce Development Board members must complete an ethics training course. This training course must be completed every two years and will ensure that all Board members understand what the laws are and will answer any questions one may have regarding gifts, travel reimbursements, government transparency, etc. This will also ensure that Stanislaus County will be in compliance enabling the funding of future trainings or reimbursements in the name of a Board member.

The Board has two options in order to complete this training.

### Online

The Department of Workforce Development is recommending the utilization of the California Fair Political Practices Commission's Local Ethics online Training course as the online option. There is no charge for this training. This course is recommended by County Counsel and is very user friendly and convenient. Included are tips as follows:

- Only email and password needed for creating log in, once login is created, the individual is taken directly to course
- No need for headphones or speakers- there is no sound, only reading is required
- Click "next" and "back" buttons at bottom of screen to navigate through course
- Program is intended to satisfy a two hour minimum requirement - time is tracked so if left idle, timer stops timing after 4 minutes
- Individuals can log out and log back in as needed and it will take them back to where they left off
- There are 3 retention checks with true or false questions/answers and no failing – if the individual answers incorrectly it gives them the correct answer and they just pick the correct answer and submit again

- Certificate issued at the completion of the course in PDF format so the individual will need Adobe Reader installed

Please go to [AB1234 Local Ethics Training](http://localethics.fppc.ca.gov/login.aspx) to begin the online course.  
<http://localethics.fppc.ca.gov/login.aspx>

In Person Presentation

The Department of Workforce Development will also be offering the training course in a classroom/meeting style setting that can be taken in person. If interested in this option please contact Stacy Luna. The course date and location will be determined based on interest. A certificate will be issued upon completion of the Presentation.

The training should be completed no later than February 28, 2018. Please provide a copy of the certificate of completion to Stacy Luna either by email to [lunas@stanalliance.com](mailto:lunas@stanalliance.com) or by mail to the following address:

Stanislaus County Dept of Workforce Development  
P.O. Box 3389  
Modesto, CA 95353-3389

Also, the Political Reform Act requires certain officials and employees who serve in positions designated in an agency's/committee's Conflict of Interest Code to file a Statement of Economic Interests (Form 700) annually. Government Code Section 91013 provides that any person who files a statement after its deadline shall be liable in the amount of \$10 per day, up to a maximum of \$100. There is no provision in the law for an extension of the filing deadline. These forms are due annually on the first Monday in April.

For questions, contact Doris Foster, (209) 652-2458 or Stacy Luna, (209) 595-0556.

V. ADMINISTRATIVE BUDGET IMPACT: None

A handwritten signature in black ink, appearing to read "D. Foster", written over a horizontal line.

Doris Foster, Director



# Stanislaus County Department of Workforce Development

## Work Based Training Categories\*

Registered Apprenticeship	One-The-Job Training	Customized Training	Incumbent Worker Training**
<ul style="list-style-type: none"> <li>Employer driven “Earn While You Learn” Model</li> </ul>	<ul style="list-style-type: none"> <li>Employer provided training at the work site</li> </ul>	<ul style="list-style-type: none"> <li>Provided for an employer or a group of employers to new or existing employees</li> </ul>	<ul style="list-style-type: none"> <li>Provided for an employer or a group of employers to existing employees</li> </ul>
<ul style="list-style-type: none"> <li>Combines on the job training with job-related curriculum</li> </ul>	<ul style="list-style-type: none"> <li>Employer eligible for up to 75% wage reimbursement during training period</li> </ul>	<ul style="list-style-type: none"> <li>Commitment to hire/increase the wage of the trainee after completion</li> </ul>	<ul style="list-style-type: none"> <li>Training is needed to retain a skilled workforce or avert layoffs (can’t be used to train new hires)</li> </ul>
<ul style="list-style-type: none"> <li>Wages are provided to the apprentice at the start of the apprenticeship</li> </ul>	<ul style="list-style-type: none"> <li>Trainee becomes an employee of the company</li> </ul>	<ul style="list-style-type: none"> <li>Employer pays for a portion of the training</li> </ul>	<ul style="list-style-type: none"> <li>Training must increase the competitiveness of the employees and the employer</li> </ul>
<ul style="list-style-type: none"> <li>Program must be approved by the State Department of Apprenticeship Standards</li> </ul>	<ul style="list-style-type: none"> <li>Expectation the employee retention is over 12 months</li> </ul>	<ul style="list-style-type: none"> <li>Can be combined with On the Job Training as well</li> </ul>	<ul style="list-style-type: none"> <li>Employee or group of employees must have minimum of six months of history with the employer</li> </ul>

## Work Based Learning Categories\*

Paid Internship/Work Experience	Pre-Apprenticeship
<ul style="list-style-type: none"> <li>Temporary work assignment focused on assisting the participant to gain foundational and technical skills</li> </ul>	<ul style="list-style-type: none"> <li>Preparation program for participation into a registered apprenticeship program</li> </ul>
<ul style="list-style-type: none"> <li>Stanislaus County is the employer of record</li> </ul>	<ul style="list-style-type: none"> <li>Must be tied to a registered apprenticeship program</li> </ul>

\*Trainees must be eligible for Workforce Innovation and Opportunity (WIOA) funds. Employed trainees must not be categorized as self-sufficient.

\*\* This is a new training category in WIOA and is in development. WIOA income eligibility may be waived.

## Proven Research Showing Work Based Learning/Training Works

Employees/Trainees	Industry	Local Areas
<ul style="list-style-type: none"><li>• <i>Higher earnings</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Increased Productivity</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Cost-effective education and training</i></li></ul>
<ul style="list-style-type: none"><li>• <i>Networks for job opportunities</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Increased employee morale and retention</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Significant economic and social impacts</i></li></ul>
<ul style="list-style-type: none"><li>• <i>Obtain relevant skills</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Vetted pool of candidates to select from</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Strengthening of industry and government agency partnerships</i></li></ul>
<ul style="list-style-type: none"><li>• <i>Advance academic achievement and completion</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Positive impact to safety</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Proven successful outcomes</i></li></ul>



## Stanislaus County Workforce Development Board

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**January 8, 2018**

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Approval for Stanislaus County Department of Workforce Development to Implement a Pre-Apprenticeship/Apprenticeship Program in Accordance with the Local Plan
- II. ITEM NUMBER: VII - B
- III. ITEM TYPE: Discussion and Action
- IV. STAFF RECOMMENDATION: Approve Stanislaus County Department of Workforce Development to Implement a Pre-Apprenticeship/Apprenticeship Program in Accordance with the Local Plan.
- V. DISCUSSION: During the previous Stanislaus County Workforce Development Board meetings on July 10<sup>th</sup> and October 2, 2017, staff presented to the Board information regarding what Pre-Apprenticeship and Apprenticeship programs were and identified possible activities the local area may want to engage in. At the October 2<sup>nd</sup> Board meeting, the Board requested information regarding what the industry needs were in the local area so that they could evaluate what possible areas would benefit from these type of Pre-Apprenticeship/Apprenticeship programs. Staff agreed to provide requested information at the next meeting and also include information regarding the local in-demand occupations for 2018 so that the Board can complete a more thorough review of what areas to place focus on.

Information regarding the industry skill needs of the local area had been previously identified in an analysis done in 2016 by Applied Development Economics. The information had been presented to the Board at the October 3, 2016 Workforce Development Board meeting. In that meeting, the following areas were identified as Key Industry Growth areas:

- Food Processing and Packaging (cheese and snack foods, wine, cardboard and plastic packaging)
- Manufacturing (fabricated structural metal, sheet metal, plastic products)
- Logistics (food and beverage products, trucking, transit)
- Professional Services (accounting, testing laboratories, computer systems design and programming, other scientific and technical consulting)
- Education (teachers, professional and management development training)
- Health Care (focus on out-patient care and personal care services)

The analysis also included the following hard to fill occupations/skills in the local area:

- Medical technicians
- Electricians
- Maintenance mechanics
- Computer driven process control operators
- Workers with supervisory and management skills
- Business skills

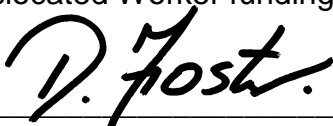
In addition to the skills and occupational analysis completed by Applied Development Economics, staff agreed to provide the Board with the 2018 In-Demand Occupation listing. That information is included as Item VI-C as part of the Agenda.

Based upon a review of the occupation/skills analysis and the 2018 In-Demand occupational list, it is being recommended to the Board that Pre-Apprenticeship or Apprenticeship programs be developed with local Eligible Training Provider Listed (ETPL) or Non-ETPL:

- Educational partner/s and the Laborers International Union of Northern America for a cohort construction related training to begin prior to June 1 of 2018
- Educational partner/s and a group of employers focused in the manufacturing/maintenance field
- Health care providers focused in direct patient care or related health care skill needs
- Existing Department of Apprenticeship Standards' approved educational providers

As discussed in prior meetings, cohort trainings provided with educational partners require Board approval. In addition, Apprenticeship programs are included as training expenditures which meet the State's 30% training expenditure requirement. Pre-apprenticeship programs are work based learning activities and do not meet the training expenditure requirement.

- VI. ADMINISTRATIVE BUDGET IMPACT: The allocation of funds for Pre-Apprenticeship and Apprenticeship programs would be made available from general Adult and Dislocated Worker funding from Program Year 2017-2018.



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Doris Foster, Director

# Pre-Apprenticeship and Apprenticeship Opportunities

Stanislaus County Workforce Development Board  
January 8, 2018

# Summary of Prior Discussions

- July 10<sup>th</sup> and October 2<sup>nd</sup> , 2017 Board Meetings:
  - Defined apprenticeship and pre-apprenticeship programs.
  - Discussed National and State focus on programs.
  - Identified benefit for business, employees and community.
  - Provided specifics on State program requirements.
  - Requested Board guidance regarding local program development.



# Outcomes of Discussion

- Requests from the Board to Staff:
  - Inquired- law enforcement as an option
    - Suggested partnering with high school's Career and Technical Education Public Safety programs.
  - Merced County Pre-Apprenticeship Outcomes
    - Cohort Training: Merced Community College and Laborer's International Union of North America (LiUNA)
  - Identify industry occupational/skill needs for our area.



# Regional Economic Sector and Skills Gap Analysis



Stanislaus  
Worknet Alliance

*Presented by*

**Doug Svensson, AICP**

October 3, 2016



# KEY INDUSTRY GROWTH OPPORTUNITIES

- Certain food processing and packaging sectors projected to grow
  - Cheese and Snack Food
  - Wine
  - Cardboard and plastic packaging
    - Farm employment affected by costs and water
      - Increased mechanization
      - Minimum wage
      - Water availability
- Other Manufacturing
  - Fabricated structural metal
  - Sheet metal
  - Plastic products
- Logistics
  - Food and beverage products
  - Trucking
  - Transit

# KEY INDUSTRY GROWTH OPPORTUNITIES

- Professional Services

- Accounting
- Testing laboratories
- Computer systems design and programming
- Other scientific and technical consulting

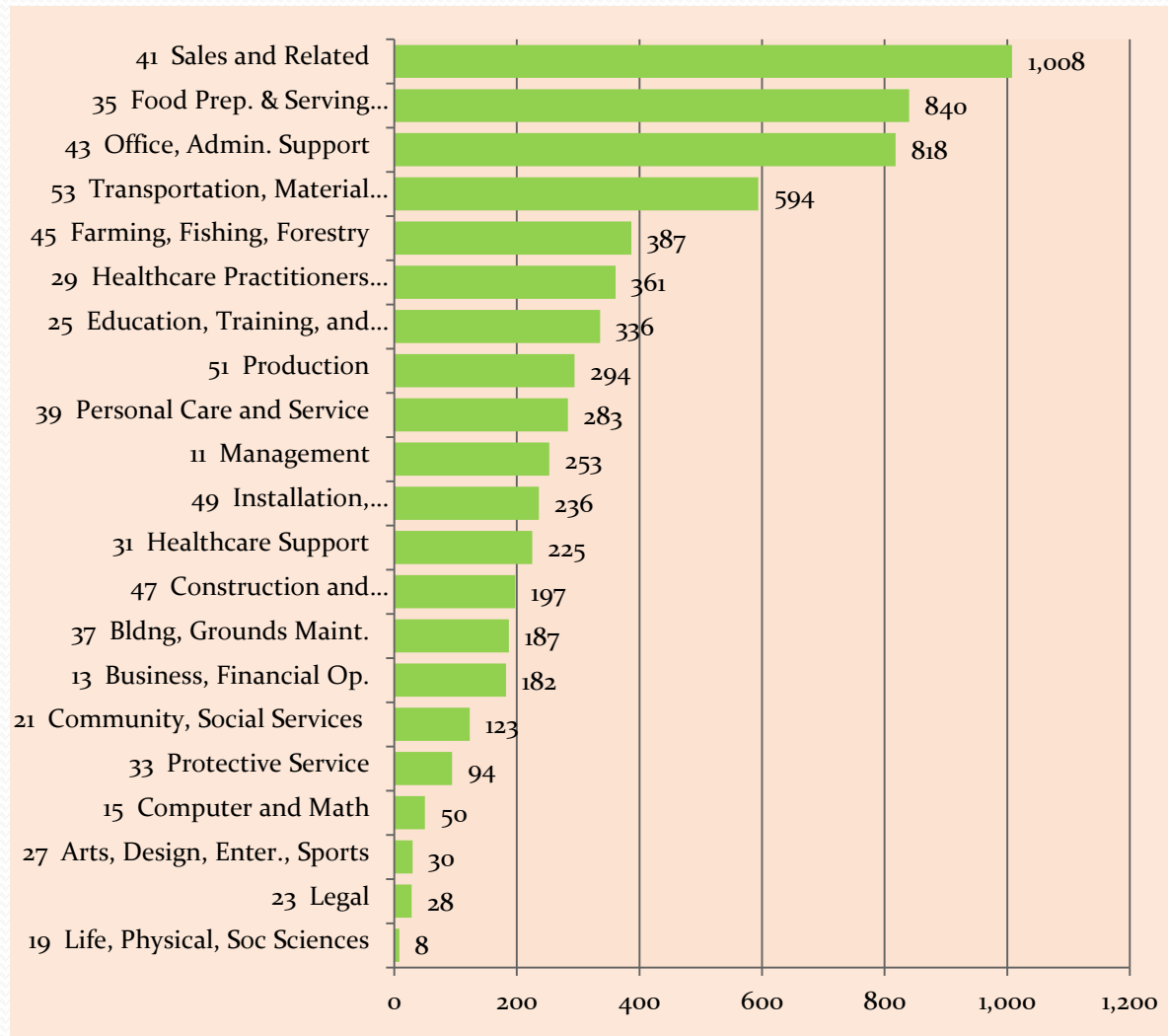
- Education

- Teachers
- Professional and Management Development Training

- Health Care

- Focus on out-patient care and personal care services

# ANNUAL OPENINGS BY MAJOR OCCUPATIONAL GROUP



Source: ADE, Inc., based on data provided by EMSI.

# HARD TO FILL OCCUPATIONS/SKILLS

- Medical technicians
- Electricians
- Maintenance mechanics
- Computer driven process control operators
- Workers with supervisory and management skills
- Business skills

# 2018 Local In-Demand Occupations

- **Management Occupations**
- **Business and Financial Operations Occupations**
- **Computer and Mathematical Occupations**
- **Life, Physical, and Social Science Occupations**
- **Community and Social Service Occupations**
- **Legal Occupations**
- **Education, Training, and Library Occupations**
- **Healthcare Practitioners and Technical Occupations**
- **Healthcare Support Occupations**
- **Protective Service Occupations**
- **Food Preparation and Serving Related Occupations**
- **Building and Grounds Cleaning and Maintenance Occupations**
- **Sales and Related Occupations**
- **Office and Administrative Support Occupations**
- **Construction and Extraction Occupations**
- **Installation, Maintenance, and Repair Occupations**
- **Production Occupations**
- **Transportation and Material Moving Occupations**



# Recommendations

- Engage in local pre-apprenticeship/apprenticeship programs with:
  - Educational partner/s and the LiUNA to offer cohort construction related training to begin prior to June 1<sup>st</sup> of 2018.
  - Educational partner/s and a group of employers focused in the manufacturing/maintenance field.
  - Health care providers focused providing direct patient care or related health care occupations.
  - Existing Department of Apprenticeship Standards' approved educational providers.





# Discussion and Questions



## Stanislaus County Workforce Development Board

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**January 8, 2018**

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Approval for Stanislaus County Department of Workforce Development to Implement Incumbent Worker Training Program Activities and the Eligibility Factors with Adult and Dislocated Worker Funds
- II. ITEM NUMBER: VII - C
- III. ITEM TYPE: Discussion and Action
- IV. STAFF RECOMMENDATION: Approve Stanislaus County Department of Workforce Development to implement Incumbent Worker Training (IWT) programmatic activities and the eligibility factors with Adult and Dislocated Worker funds.
- V. DISCUSSION: The Workforce Innovation and Opportunity Act allows for Incumbent Worker Training (IWT) funds to be provided to both workers and employers with the opportunity to build and maintain a quality workforce. IWT is designed to meet the needs of an employer or a group of employers to retain a skilled workforce or avert layoffs. IWT can be used to either:
  - Help avert layoffs of employees, or
  - Obtain the skills necessary to retain employment, such as increasing the skill levels of employees so they can be promoted within the company and create backfill opportunities for less-skilled employees.

The Workforce Innovation and Opportunity Act (WIOA) allows for up to 20 percent of the local area's Adult and Dislocated Worker allocation to be utilized for IWT activities. For program year (PY) 2017-2018, the Stanislaus County Department of Workforce Development was allocated \$4,378,323 in Adult and Dislocated Worker funds, thus allowing for up to \$875,665 to be expended on IWT programmatic activities. The Department anticipates using approximately \$150,000 of Dislocated Worker funds in the 2017-2018 Fiscal Year. It should be noted that IWT expenditures do not count towards meeting the state's 30% training related expenditure requirement.

The Workforce Innovation and Opportunity Act regulations require the Workforce Development Board to develop local employer and employee eligibility requirements directing use of the funding.

### Employer Eligibility

The Stanislaus County Workforce Development Board must determine an employer's eligibility for participating in an IWT program based on several factors. Such factors would help to evaluate whether training would increase the competitiveness of the employees or both the employees and the employer. The factors could include:

- Characteristic of the employees involved in the training program
- Whether the training improves the labor market competitiveness of the employees or both the employees and the employer; and
- Other factors the Board may want to consider

Below are additional IWT employer eligibility factors being recommended to the Board:

- Certificates/credentials and/or skills gained as a result of the training;
- The existence of other training and advancement opportunities provided by the employer;
- Employer is in an industry identified in the local plan as a priority industry cluster. The industry clusters consist of:
  - Health Care, Retail and Food Service
  - Wholesale, Warehousing and Logistics
  - Education and Professional, Technical, and Scientific Services
  - Manufacturing
  - Installation and Maintenance
- Employer agrees to engage with the Department of Workforce Development Business Services when recruiting for positions vacated by individuals who are moving into more advanced positions within the company.

### Employee Eligibility

For an employee to be eligible to receive IWT, the individual must be:

- Employed by the company;
- Meet the Fair Labor Standards Act requirements for an employer-employee relationship; and
- Have been employed by the company for at least six months. However, if the training is being provided to a cohort of employees, the majority of employees in the cohort must have been employed with the company for at least six months.

Employees participating in IWT do not need to meet WIOA eligibility requirements to participate in the program.

### Employer Share of Cost

Employers participating in IWT are required to pay for a share of the cost of providing the training to employees. WIOA section 134(d)(4)(D) requires the local Board to establish policies regarding the non-federal share of the costs of the training. Payment for the costs may be made through both cash payments and/or in-kind contributions. The employer contribution may include the wages the employer pays to the employee while they are participating in the training. The minimum amount of employer share for the costs depends on the size of the employer and may not be less than the totals identified below:

Employer Size	Minimum Employer Share of IWT Cost
1-50	10%
51-100	25%
101+	50%

It is being recommended to the Board that the employer share for IWT costs reflect those percentages identified in the table above. To illustrate, if an employer with 120 employees wanted to provide an 8 hour training costing \$5,000 to 15 of their employees, earning wages of \$22 per hour, the employer must contribute \$2,500 towards the cost of the training. Using a calculation of in-kind contribution for the wages of the employees while they participate in the training, the employer in the illustration above contributed \$2,640 ( $15 \times 8 \times \$22$ ) to IWT and has met the required employer share of the training costs.

- VI. ADMINISTRATIVE BUDGET IMPACT: Up to 20% of Workforce Adult and Dislocated Worker funds may be provided for Incumbent Worker Training Program Activities. These funds are budgeted in the 2017-2018 allocations.



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Doris Foster, Director



# INCUMBENT WORKER TRAINING

Stanislaus County Workforce Development Board  
January 8, 2018

# Incumbent Worker Training



## What is it?

Designed to meet the needs of an employer or a group of employers.

May be used to either:

- Help avert layoffs of employees or
- Obtain skills needed to retain employment by increasing the skills levels of employees.

Up to 20% of WIOA Adult and Dislocated Worker funds may be provided for IWT activities.

# Incumbent Worker Training



## Why is it needed?

When workers lack essential skills and businesses experience skill gaps, the company's ability to compete, expand, and retain essential employees is negatively impacted.

# Benefits of the Program

- For Employers
  - Increased competitiveness
  - Company growth and profitability
  - Skilled workforce
  - Reduced turnover
- For Employees
  - Advancement opportunities
  - Upward economic mobility
  - Recognized Credentials
  - Job retention



# Staff Recommendations

- Require employers to:
  - Engage with the Department of Workforce Development Business Services when recruiting for positions
  - Be identified in the priority industry cluster areas
  - Provide certificates/credentials or skills gained as a result of the training
  - Provide ability for other types of training or advancement opportunities
  - Provide for up to 50% share of training costs (based on employer size)



# Discussion and Questions



## Stanislaus County Workforce Development Board

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**January 8, 2018**

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Proposed Amendments to the Stanislaus County Department of Workforce Development Board Bylaws
- II. ITEM NUMBER: VIII - A
- III. ITEM TYPE: Information Only
- IV. STAFF RECOMMENDATION: Review the proposed amendments to the Workforce Development Board Bylaws which will be presented and discussed at the April 2, 2018 Workforce Development Board Meeting.
- V. DISCUSSION: On June 7<sup>th</sup>, 2016, the Board of Supervisors approved the bylaws for the Workforce Development Board. The Workforce Development Board Bylaws, under *Article XI-Amendments*, state that "These Bylaws may be amended, repealed, or altered, in whole or in part, by the approval of the Stanislaus County Board of Supervisors. A recommendation to amend, repeal, or alter these Bylaws, in whole or in part, may be made by a majority vote of the Board members present at any duly held meeting of the Board, provided that a copy of any amendment proposed for consideration shall be mailed to the last recorded address of each member of the Board at least thirty (30) days prior to the date of the meeting at which such vote shall be held. These Bylaws, and any amendments to these Bylaws, shall take effect only upon approval by the Stanislaus County Board of Supervisors."

A draft of the proposed amendments to the Bylaws is attached. A copy of the proposed amendments to the Bylaws will also be emailed to all Board members no later than 45 days before the April 2, 2018 Workforce Development Board meeting. Board staff will bring an Agenda Item to the April 2, 2018 Workforce Development Board meeting with a recommendation to review, discuss and make changes as needed to the Bylaws. Once the Bylaws are finalized at the April 2, 2018 meeting, it will be presented to the Stanislaus County Board of Supervisors for approval.

Attached is the original Board of Supervisors approved Bylaws with the staff recommended changes in track changes mode.

Below is a summary of the suggested changes.

Current Bylaws	Proposed Amended Bylaws
<p><b><u>Article VI</u></b></p> <p>“A member with three (3) consecutive absences from meetings is considered resigned from the board.”</p>	<p>“A member with three (3) consecutive <u>unexcused</u> absences from meetings is considered resigned from the Board. <u>A member may participate in Board meetings via teleconference if he or she is unable to attend the meeting physically, however, all specific requirements relating to teleconferencing must be followed.</u>”</p>
<p><b><u>Article X – Conflict of Interest</u></b></p> <p>“Furthermore, members of the Board shall be subject to the Stanislaus County Conflict of Interest Code, and annually shall file a Statement of Economic Interest as required under that Code.”</p>	<p>“Furthermore, members of the Board shall be subject to the Stanislaus County <u>Department of Workforce Development’s</u> Conflict of Interest <u>and Code of Conduct policy</u>, and annually shall file a statement of Economic Interest as required under that Code.”</p>
<p><b><u>Article XI – Amendments</u></b></p> <p>“provided that a copy of any amendment proposed for consideration shall be mailed to the last recorded address of each member of the Board at least thirty (30) days prior to the date of the meeting at which such vote shall be held.”</p>	<p>“provided that a copy of any amendment proposed for consideration shall be <u>provided to</u> each member of the Board at least thirty (30) days prior to the date of the meeting at which such vote shall be held.”</p>

Please review the full version of the proposed amended Bylaws as there are other minor amendments that are not highlighted in this Agenda Item.

VI. ADMINISTRATIVE BUDGET IMPACT: None.



Doris Foster, Director

**STANISLAUS COUNTY  
WORKFORCE DEVELOPMENT BOARD**

**BYLAWS**

**ARTICLE I  
NAME**

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

**ARTICLE II  
AUTHORITY**

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

**ARTICLE III  
PURPOSE**

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

**ARTICLE IV  
MEMBERSHIP**

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

**STANISLAUS COUNTY  
WORKFORCE DEVELOPMENT BOARD**

**BYLAWS**

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

2. **Labor Representatives.** No less than twenty percent (20%) of the members of the Board shall consist of representatives of labor organizations who have been nominated by local labor federations and (i) shall include at least one (1) representative, who is a member of a labor organization or a training director, from a joint labor-management apprenticeship program (if no such joint labor-management program exists in Stanislaus County, then the representative shall be a representative of an apprenticeship program within Stanislaus County, if such a program exists); (ii) may include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and (iii) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

3. **Education/Training Representatives.** The Board shall include members who are representatives of entities administering education and training activities in Stanislaus County, which (i) shall include a representative of eligible providers administering adult education and literacy activities under title II of the WIOA; (ii) shall include a representative of institutions of higher education, including community colleges, providing workforce investment activities; and (iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

**STANISLAUS COUNTY  
WORKFORCE DEVELOPMENT BOARD**

**BYLAWS**

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

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

**ARTICLE V  
OFFICERS**

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

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

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

# STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD

## BYLAWS

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

## ARTICLE VI MEETINGS

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

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

A member with three (3) consecutive unexcused absences from meetings is considered resigned from the Board. A member may participate in Board meetings via teleconference if he or she is unable to attend the meeting physically, however, all specific requirements relating to teleconferencing must be followed.

## ARTICLE VII COMMITTEES

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

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

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



**STANISLAUS COUNTY  
WORKFORCE DEVELOPMENT BOARD**

**BYLAWS**

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

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

**ARTICLE VIII  
QUORUM AND VOTING**

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

**ARTICLE IX  
VACANCIES**

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

**ARTICLE X  
CONFLICT OF INTEREST**

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

**STANISLAUS COUNTY  
WORKFORCE DEVELOPMENT BOARD**

**BYLAWS**

**ARTICLE XI  
AMENDMENTS**

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